



**GRATZ BROWN  
ELEMENTARY  
SCHOOL**

**STUDENT HANDBOOK  
2021-2022**

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**GRATZ BROWN ELEMENTARY SCHOOL**  
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**<http://www.moberly.k12.mo.us>**

**TAMMY BERNEKING**  
**PRINCIPAL**

**BOBBI MARTIN**  
**ASSISTANT PRINCIPAL**

**Amy Lamm**  
**SCHOOL COUNSELOR**

**WELCOME TO GRATZ BROWN ELEMENTARY!**

Gratz Brown Elementary is a child-centered and standards-standards learning community. We strive each day to engage students in meaningful learning opportunities that maximize the potential of every student. Through a variety of strategies and practices, Gratz Brown Elementary nurtures the whole learner. All students will be challenged to develop their unique talents in an encouraging atmosphere of high expectations and individual support.

In a safe, well-disciplined and motivating environment, every student will be given opportunities to participate, learn, and succeed. Developmentally appropriate curriculum will ensure that every student acquires the knowledge, skills, self-confidence, and character necessary for productive citizenship in an ever-changing and complex society.

As confident, life-long learners, all Gratz Brown Elementary students will be able to think critically, solve problems, communicate effectively, cooperate with others, and experience personal fulfillment. To achieve this, we must create a strong partnership between home, school and community to ensure the intellectual, emotional, social and physical development of every student.

Tammy Berneking

Bobbi Martin

Principal

Assistant Principal

## MOBERLY SCHOOL DISTRICT

### *Mission Statement*

*To ensure all students have a quality education and sense of direction*

### *Vision Statement*

*The Spartan way is excellence for ALL!*



The Moberly School District is committed to a vision of exemplary education. The learning environment that we must foster will stimulate intellectual curiosity, teach children how to learn, and enable them to become productive and effective citizens. We value the importance and contributions of the various stakeholders in our learning community. This vision statement provides a blueprint of **collective commitments** the Moberly School District will achieve and maintain.

As a vested member of the Moberly School District I will:

- Ensure enthusiastic learning environments are created that include both students and staff
- Provide different instructional methods that address individual learning styles based on needs.
- Provide and maintain a positive, safe, orderly and supportive school environment.
- Build and maintain relationships with students and staff during school and outside the school setting.
- Set high expectations for the achievement of all students while working to meet the individual needs.
- Strive to grow professionally through ongoing staff development.
- Work collaboratively to make decisions in the best interest of students.
- Celebrate achievements, dedication and accomplishments.
- Create a climate focused on student success measured by performance and facilitated by effective instruction.
- Develop a school culture to facilitate and nurture staff collaboration and participate in decision-making.
- Establish credibility by modeling behavior consistent with the vision and values of their school.
- Teach lifelong learning and problem-solving skills.
- Use community resources for the development of "real world" learning and application of knowledge.
- Ensure successful academic student performance in and out of school.
- Conduct regular curriculum reviews that include all stakeholders.
- Ensure a continuous review of best instructional practices and implementation in our schools.

**Superintendents**

Dr. Dustin Fanning  
Superintendent

Mrs. Parisa Stoddard  
Assistant  
Curriculum/Instruction

Dr. Bryan Thomsen  
Assistant  
Personnel/Special Services

Penelope Fadler  
Director  
Student Services

**Moberly Board of Education**

Bobby Riley  
Debbie Young  
Heather Cleavinger  
Dan Wilcox  
Brett Soendker  
Scott Head  
Susanna Freeman

*The school handbook is subject to change during the school year as policies and statutes are updated. The online handbooks will be updated if changes occur.*



# Moberly Elementary Expectations

	<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
<b>Classroom</b>	Raise hand for help or to share ideas, Follow directed voice levels, Treat others the way you want to be treated	Accept and ask for help from others, Follow directions, Take care of your belongings and the belongings of others	Keep hands, feet, objects and unkind words to yourself, Use tools/supplies appropriately
<b>Restroom</b>	Give others privacy	Clean up after yourself, Use supplies and equipment properly, Wash hands properly	Report problems to adult, Keep hands, feet, objects and unkind words to yourself
<b>Hallway</b>	Displays are for eyes only, Travel with directed voice levels	Walk with a purpose	Maintain Personal Space
<b>Cafeteria</b>	Follow directed voice levels, Use manners	Raise your hand when you need help, Use supplies properly	Walking feet only, Carry tray with 2 hands
<b>Playground</b>	Take turns, Share equipment	Line up quickly and quietly, Collect and return all equipment, Be a problem solver	Use equipment properly, Stay where adults can see you, Keep hands, feet, objects and unkind words to yourself
<b>Technology</b>	Use headphones or keep volume down, Use with a purpose	Be Chromebook ready, Carry device with 2 hands	Stay on teacher directed website and apps
<b>Assembly</b>	Use directed voice levels, Celebrate appropriately	Eyes on speaker, Actively listening	Keep hands, feet, objects and unkind words to yourself, Remain seated
<b>Bus</b>	Follow directed voice levels, Listen to the driver at all times	Keep items in your backpack, Be ready to get on and off the bus	Remain seated and face forward, Keep hands, feet, objects and unkind words to yourself, Get off the bus at your assigned bus stop



**Gratz Brown Elementary Staff  
2021-2022**

**Principal:** Tammy Berneking  
**Assistant Principal:** Bobbi Martin  
**Guidance Counselor:** Amy Lamm

**Front Office Staff:**  
Dee Noel and Melissa Slater  
**Home to School Communicator:**  
Brooke Klein and Paige Sanders

**Nurse:**  
Meri-Lea Sears  
**Custodian:**  
Carolyn Warner

**3rd Grade Team A**

Ashley Crutchfield  
Rachel Walk  
Ashley Shahan  
Rylie Miller

**3rd Grade Team B**

Jennifer Hernandez  
Anne Reynolds  
Kim Welch  
Olivia Gooch

**4th Grade Team A**

Beth Sander  
Dawn Ragsdale  
Jennifer Allee  
Eryn Hardwick

**4th Grade Team B**

Bethany Derboven  
Abbey Kertz  
Brittany Kroner  
Katie Wrzosek

**5th Grade Team A**

Coree Stoecklein  
Skylar Long  
Samantha Keizer  
Kristina Kerns

**5th Grade Team B**

Kevin Reed  
Stephanie Mefford  
Casie Schultz  
Abbey Rich

**Specials**

Music-Tyler Edwards  
Art-Chelsey Klosterman  
Librarian-Stephanie Bassman

Teacher Assistant-Cher Smith  
(Computer Lab)  
PE-Ryan Taylor

**Special Education**

April Messer  
Scarlett McMullen  
Mogan Koch  
Robyn Hunsaker

Amy Foreman-Aide  
Kristen Quido-Aide  
Rebecca Dill-Aide

**Support Staff**

Focus Facilitator - Miranda White  
Building Aide - Tameka Evans

Building Aide - Vicky Snodgrass  
Building Aide - Emma Pavey

Gifted Education - Leeanne Collier  
Full Time Substitute - Cheryl Gibbs

## Gratz Brown Elementary Supply Lists

### **3rd grade**

- 1 art box
- 1 pkg of pink erasers OR 1 pkg of pencil top erasers
- 1 box of crayons
- 1 box of markers
- 1 pair of scissors
- 1 pkg of BLACK dry erase markers (EXPO brand)
- 2 notebooks
- 4 three-prong folders
- 1 clipboard
- 1 pair of earbuds or headphones
- 1 1½ inch OR 2 inch binder
- 1 Pkg of pencils
- 2 Glue Sticks or 1 Liquid Glue Bottle

### **4th grade**

- 24 #2 Lead Pencils
- 1 Pkg of Pink Erasers **OR** 1 Pkg of Pencil Top Erasers
- 1 Supply Box
- 1 Box of Colored Pencils **OR** 1 Pkg of Markers
- 1 Pair of Scissors
- 2 Pkgs of Black Dry Erase Markers
- 1 Clipboard
- 2 Sets of Earbuds
- 3 3 Prong Folders
- 2 Wide Ruled Composition Notebooks
- 2 Boxes Facials Tissue
- 1 Bottle Hand Sanitizer
- 1 Container of Disinfecting Wipes

## 5th grade

- 1 set of corded earbuds or headphones - No bluetooth
- 1 Clipboard (reuse from a previous year if possible)
- 24 #2 pencils (pre-sharpened preferred)
- 1 Pkg of Pink Erasers **OR** 1 Pkg of Pencil Top Erasers (Not Art Gum)
- 1 Pair pointed scissors
- 12 pkg colored pencils OR 24 pkg of crayons
- 1 Box of Colored Pencils **OR** 1 Pkg of Markers
- 2 Glue sticks
- 3 Plastic Pocket folders with prongs
- 3 Composition notebooks
- 2 Large boxes of facial tissues
- 6 Black dry erase markers
- 1 1-inch Binder

**\* Individual classroom teachers may require additional supplies, and additional supplies may be needed 2<sup>nd</sup> semester.**

## Daily Information & Procedures

### Gratz Brown Elementary Hours

School Hours: 8:35 AM–3:35 PM

Office Hours: 7:45 AM–4:15 PM

### Absence Policy

All absences are classified as either Verified or Unverified:

A Verified absence is for one of the following reasons

(1) personal illness (2) illness in the family (3) quarantine for contagious disease (4) death in immediate family (5) observance of a religious holiday **AND** Is supported by a parent or doctor's note or phone call received within two school days of returning to school

An Unverified absence will be counted for all other reasons and is not supported by a parent note or phone call within two days of return to school

**Accumulating excessive absences can result in a referral to the Juvenile Office.** Moberly Public Schools considers the building principal of each school as the attendance officer and legal agent of that school in charge of attendance.

### Absence Procedure

If a student is absent, please call the front office to leave a message or send a letter in with your child on the day they will be returning to school to verify the absence. Student attendance will be monitored in accordance with the BOE attendance policy JED-AP1.

### Arrivals

Students should NOT arrive before 8:05 a.m. Breakfast is served from 8:05-8:30 a.m. It is the parents' responsibility to see that their child does not arrive at school before entry time. If a student is eating breakfast, it is the parents' responsibility to drop their child off early enough so the child is done eating breakfast before 8:40 a.m. Classes begin promptly at 8:35 a.m. Supervision will be present at school from 8:05 a.m. until 4:00 p.m. Parents should not drop off or leave students at the school during unsupervised periods. The District will not be responsible for supervising students outside the stated times listed above.

### *Late Start*

On late start days, students who ride buses will arrive at 9:05 AM, and classroom learning will begin at 9:35 AM. Students who need supervision prior to these times may enter the building beginning at 9:05 AM. Breakfast will be offered for students from 9:05-9:30 AM.

## Attendance

**Regular attendance is very important to all students** who wish to do their best work in school. Those students who do not attend regularly find it difficult to keep up with regular class assignments. Although students with excused absences are allowed to do make-up work, it is very difficult, if not impossible, for students to make up material brought out in class discussions or activities. This fact alone is enough to indicate the importance of regular attendance.

The Moberly School District No. 81 exists to improve lives through education. The district seeks to enroll and educate all resident children in the community, as required by law. The Moberly School District No. 81 provides educational programming for all students between the ages of 5 and 21 years of age. In addition, students as young as three may qualify for and receive special education services. The district may also provide preschool and adult education programs.

### *Absences and Make Up Work*

Students may make up all of their assignments under the following conditions:

1. Student/parent responsible for getting the work from the teacher.
2. Students will have one day to turn in makeup work for every day they have been absent, unless alternative arrangements have been made.
3. If a student is in attendance for part of the day, s/he is responsible for getting and turning in assignments in classes missed.

Regardless of the reason for the absences, **students will be dropped from the District's rolls after 10 consecutive calendar days of absences if the parent/guardian fails to make contact during that period with the attendance clerk or an administrator.**

## Compulsory Attendance

While the Board seeks to provide educational services beyond the mere minimum requirements of the law, the law requires all children within the compulsory attendance age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. The compulsory attendance age is between 7 and 17 years of age or, if under 17, until the student successfully completes 16 credits toward high school graduation. Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Moberly School District No. 81 Board and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every



effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents/guardians regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

### **Part-Time Attendance**

Although the district believes that all students will benefit from attending the Moberly School District No. 81 full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school. The superintendent or designee will create procedures on enrollment of part-time students to ensure that such enrollments do not jeopardize the discipline, health and academic standards of the district. The Board also directs the superintendent to annually analyze the number of students attending school part-time and to create vocational, dual-credit, advanced placement or other programs and incentives to encourage these students to attend school full-time.

### **Breakfast and Lunch**

Breakfast Schedule 8:05-8:30 a.m.

Lunch Schedule 10:50 a.m.-12:50 p.m.

Full Price: Breakfast child \$1.00, adult \$2.50 Full Price: Lunch child \$1.55, adult \$3.50

Reduced Price: Breakfast \$.30 Reduced Price: Lunch \$.40 Milk: \$.40 (Breakfast and Lunch)

### **Nutrition Guidelines**

It is the policy of the Moberly School District No. 81 that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day. For more information regarding nutrition standards and Free/Reduced Meals, see Board Policies ADF and EFB.

A breakfast and hot lunch program are provided in all buildings for students in the Moberly district. The lunch schedules for regular and early dismissal days are given to parents by classroom teachers to allow planning for parents/guardians to join their child for lunch or breakfast. We ENCOURAGE all parents/guardians to come eat with their child. Students may

choose to pack their lunches. If packing a lunch, you are asked to consider a balanced nutritious menu. Soda pop and other carbonated beverages are not permitted in packed lunches. Free and reduced price meals are available for those who meet the income guidelines established by the United States Department of Agriculture. Applications for free and reduced price meals may be picked up at any school office. Families who qualify for this program may apply anytime during the school year. This information is kept confidential. Students who receive free and reduced price meals are treated the same as children who pay for meals. In the operation of child nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. Students may not accumulate more than \$10 in breakfast/lunch charges. Reference to Board Policies ADF and EFB.

### **Food Service Management (Meal Charges)**

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

#### **Notice**

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need. A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

#### **Employees**

Employees may not charge meals.

#### **Students**

1. A student may not accumulate more than \$10.00 in unpaid charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district

will not withhold student records in violation of law.

### ***Alternative Meals***

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

### **Interventions**

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

### ***Working with Parents/Guardians***

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

## **Debt Collection**

### ***Delinquent Debt***

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

### ***Bad Debt***

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non federal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

### ***Records***

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from non federal sources.

## **Care of School Property**

Textbooks, library books, and other instructional materials will be provided for a student's use. A certain amount of wear and tear is expected under normal use. Should a book or other loaned material become lost or damaged beyond what could normally be expected,

charges will be assessed to the student. Any damage to school property will be paid for by the student at the replacement cost.

### **Change of Procedure**

Parents/Guardians should SEND A NOTE if a child is to do something other than his/her normal routine before, after, or during the school day. We need to know where your child is going, how they are to get there, whom they are going with, etc. **THIS INFORMATION MUST BE IN WRITING. PHONE CALLS CAN BE ACCEPTED IF POSITIVE IDENTIFICATION OF THE CALLER CAN BE ASSURED BY SCHOOL PERSONNEL BEFORE 3:20 P.M.**

### **Communication Between Home and School**

GBE dismisses at 3:35 PM daily. Students who ride the bus will be dismissed through the front doors. Those stu

### **Dismissal from School**

GBE dismisses at 3:35 PM daily. Students who ride the bus will be dismissed through the front doors. Those students who are walkers will be dismissed through the south doors under adult supervision. Parents picking up students should follow the arrows through the south parking lot going around the school, and should pick up their student from the designated waiting spots near the gym doors. Students are not supervised after 3:35 PM, and parents are responsible for ensuring students are supervised directly following dismissal.

### **Doctor and Dentist Appointments**

Students are expected to make every effort to schedule doctor, dentist, and other appointments outside of school hours. Should it be necessary to visit the doctor, dentist, or other appointments during school hours, the absence will be counted as a verified absence for attendance purposes if a doctor's note is provided to the school office within two school days.

### **Early Departure**

When a child is to be excused early, it would be in the best interest of your child's safety if you adhere to the following procedure:

1. Parents, guardians or Emergency Contacts should pick up their child.
2. Report to the office and we will have your child meet you there.
3. If you are unable to pick up your child and have given permission to someone not listed on your enrollment paperwork as an emergency contact, please send a note or call the teacher/office indicating the time you want your child excused. Parents are asked to make such requests for legitimate reasons only.
4. During dismissal, parents are not to request their child be called to the office. (Board Policy JEDB and KDA)

### **Leaving School**

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the school office. Permission to leave the school grounds will only be granted upon the written or verbal request from the student's parent/guardian. Phone requests to allow the child to leave will only be accepted when school personnel can assure the identity of the caller. Additionally, students will only be dismissed to those individuals authorized/listed on the registration card unless a parent gives written consent or calls the office. This is to ensure the safety of our students.

### **EARLY SCHOOL DISMISSALS AND CANCELLATIONS**

The district calendar indicates days of early dismissals and late starts due to various events. On early dismissal days, school will be dismissed at 1:00 PM. Lunch will be served before students leave school. Please arrange for after school care for both scheduled and unscheduled early dismissals resulting from inclement weather.

When it is necessary to close school due to inclement weather or other emergencies, media outlets for notification include: KRES, KWIX, KZZT, KIRK, KOMU, KMIZ, Facebook, Twitter, District Website and Spartan Alert. The Spartan Alert System is also utilized to inform parents of inclement weather closings and school events. You may sign-up at <http://www.moberly.k12.mo.us>.

In the event of an early school closing, students will be sent home by their regular mode of transportation unless a signed statement is on file in the school office concerning alternate arrangements previously made by parent/guardian and child. Please make sure your child knows where he/she is to go in case of early dismissal.

#### **Early Dismissal Times:**

MHS	12:00 PM
Middle School	12:15 PM
Gratz Brown (3-5)	1:00 PM
North Park/South Park	1:10 PM

#### **Late Start Times for Inclement Weather**

GBE	10:35 AM
NP/SP	10:45 AM
NCRS	9:45 AM
MMS	9:40 AM
MHS/MATC	9:30 AM

### **Emergency Communication and Procedures**

It is very important for emergency and administrative reasons that every student maintains up-to-date records at the school office. Notify the school immediately if you have a change of address or any other important information such as phone number, emergency contact, marital status, etc. during the school year.

1. Parent(s)/Guardians(s) name;
2. Complete and up-to-date address;
3. Home phone and parents/guardians work phone;
4. Name, address, and phone number of a person to contact in case parent/guardian cannot be reached;
5. Physician's name and phone number;
6. Medical alert information. Please update this information as soon as changes occur to ensure the safety needs of your child will be met throughout the school year.

In case of emergency, school authorities will use their own judgment in seeking the best treatment. In this event, parents/guardians will be contacted at the earliest possible time. Parents/Guardians who do not want their child cared for in accordance with this statement should indicate this in writing to:

Superintendent of Schools  
926 KWIX Road Moberly, MO 65270

### **Emergency Drills**

Safety is important to our school. Monthly fire drills will be conducted in addition to periodic earthquake, tornado, and intrusion drills.

The district maintains a district-wide school building disaster plan to protect students and staff before, during, and after an earthquake. Information supplied from the Federal Emergency Management Agency (FEMA) will be distributed at the beginning of each school year in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation. (BOE Policy EBC-2)

### **Exclusions and Exemptions from School Attendance**

Students may be exempted from school attendance under the following conditions:

1. Suspension for behavioral reasons. This suspension may be assigned by the principal for up to ten (10) days, Superintendent up to one hundred eighty (180) days, or the Board of Education may suspend permanently.
2. Handicapped students may be excluded according to policies outlined in the District Compliance Plan and in accordance with Board Policy JG-1.

3. Excused by court on a basis that daily equal instruction is provide) similar to that of like children of the region.
4. Excused because physical or mental condition renders education or attendance inadvisable.
5. Illness may cause temporary exemption.

### **Discretionary Homebound Instruction**

If a student has an extended medical problem that will cause ten or more days of absence, the parents may notify the Principal, who will provide the parent/guardian with the application form for homebound instruction. Upon approval of homebound instruction, the student will be counted present in school. The decision to offer homebound instruction is a district decision based upon its sole judgment, discretion, and assessment of the application. There is no entitlement to homebound instruction, and the District may choose not to implement a program of homebound instruction or to discontinue the program at any time and for any reason.

### **Attendance Notification Letters**

1. Upon five (5) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is developing. The District considers five (5) days of absence to be excessive unless unusual circumstances exist.
2. Upon seven (7) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is continuing. The District considers seven (7) days of absence to be excessive unless unusual circumstances exist.
3. Upon nine (9) days of absence from school in a semester, a letter will be mailed to the student's home address announcing that an attendance problem is evident and the referral process begins.
4. Referral process: May include one or more of the following items:
  - a. Referral to the appropriate supporting agency—Randolph County Juvenile Office
  - b. Parent /Guardian conference with Superintendent of Schools
  - c. Referral for program modification (504, alternative program, homebound, etc.)
  - d. Legal action to enforce RSMO Section 167.031

Legal Note: Moberly Public Schools considers the building principal of each school as the attendance officer and legal agent of that school in charge of attendance.

To attend any extra-curricular activities as a participant or spectator, such as sporting events, dances, concerts, etc., students must have attended school a minimum of 4 class



periods on the day of the event. For Saturday events, students must have attended school a minimum of 4 class periods the day before the event.

### **Truancy**

Any unauthorized absence from school is to be considered truancy. Although this is commonly thought of as an absence of which the parent/guardian is unaware, certain absences of which the parent/guardian are aware will be treated in the manner of truanancies. Any student who tells his parents/guardians that there will be no school, etc., on a particular day and stays home will be considered truant. In addition, any student leaving the school grounds before school starts, after being brought to the school grounds by bus or other transportation, will be considered truant whether or not they return to school before the tardy bell rings.

## **GENERAL POLICIES**

### **Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic or school sponsored activity must be reported immediately to the teacher in charge.

### **Accommodations of Parents with Disabilities**

If a parent or guest requires reasonable accommodation in order to participate in their child's education, please notify the school administrator in advance so these accommodations can be discussed.

### **Bicycles, Skateboards and Skates**

Students who choose to ride bicycles should lock them to the bike rack immediately upon arrival. Inline skates and skateboards are not allowed and are not to be ridden on school property. The school is not responsible for bicycles, skateboards, or in-line skates.

### **Candy & Drinks**

To maintain a clean facility and promote an alcohol and drug-free school, students will not be allowed to bring candy, soda or energy drinks to school. If a drink is brought into school it must have a sealed lid. No open containers will be allowed. Water bottles are allowed, but must be filled after entering the school. If a teacher gives students such items as part of their team activities, the gum, candy, or drinks must be used in the classroom and properly disposed of before leaving the room. This building rule will be enforced building-wide. (Teachers may choose not to allow gum in their classroom – including lunch.)

### **Counseling/School Counselor**

GBE Counseling Program assists students in their academic, career, and personal/social development. It is delivered mainly through the Guidance Curriculum and Responsive Services. Guidance Curriculum includes first tier lessons taught monthly in grades 3-5. Lessons are available on the school counselor's website.

Responsive services at GBE include individual and group meetings with students when needed. Individual counseling sessions are available as time permits within the school schedule. During individual sessions, students may work on topics such as expressing emotions effectively, family roles and concepts, bullying, self-esteem, making friends and school work.

Group counseling in a school setting can tackle many issues at once. Multiple students of similar ages, who are dealing with similar concerns are grouped together to accomplish similar goals. The development of camaraderie and acceptance within the group often helps students gain confidence and, as a result, perform better in school.

School counseling is available for all students. Students may request to see the counselor at an appropriate time. Counseling Services include: small groups (for example: anger management, friendship, bullying, etc.); individual, scheduling, 504s. School counselors provide support, but are not professional therapists. Parents/Guardians are encouraged to call or visit with the counselor. Please call for an appointment if concerns arise.

### **District/Statewide Assessments**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

The district's policy on student participation in statewide assessments is available in the district's office for public viewing.

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district-wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

### **Reading Assessment**

The district will administer a reading assessment to students to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

### **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.

### **Annual Parent Testing Notification**

The district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Missouri has no opt out of testing option, and the district expects all students to participate in all district or statewide assessments. *This is in conjunction with Board Policy IL and our district assessment plan found on the MSD web page.*

District/School Accountability Report Card Informing the parents and patrons, as well as, potential residents of the school district is important to the Board of Education. An annual report (School Accountability Report Card) for each building and the district at large is published at the close of each calendar year (December) containing data about the district and attendance centers. Information reported includes but is not limited to enrollment, student/teacher ratio, free/reduced lunch percentages, average teacher salaries, disciplinary incidents, the average per pupil expenditure, and results from the state testing program (MAP). The report reflects data from the prior academic year. Copies of the "School/District Accountability Report Card" as well as the full "Public Information Program" Administrative Procedure KB-AP are available at the District Administrative Offices and on the District's website.

### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

### **Field Trips**

Field Trips within our city and to other points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to enhance different aspects of the classroom curriculum and to introduce students to the resources of the community. During registration, parents/guardians are required to sign a permission form at the beginning of each school year giving approval for their child to participate in the local school-sponsored field trips. Parents will be notified of these opportunities through classroom newsletters. All students are expected to ride the bus to and from any school sponsored trip. School administration reserves the right to refuse student participation based on behavior and/or safety concerns.

### **Flower & Balloon Deliveries**

Flowers and balloons are discouraged from being sent to the school. It poses a problem if the student should happen to be absent, riding a bus home, etc. Please have these items sent to the student's home. If a delivery is made, the delivery will be held in the office until the end of the day. It will be sent home (bus rules may prevent certain items from going home on the bus).

### **Gifted Education**

The Moberly Public School District provides differentiated gifted education for identified students in grades K-8. The levels of gifted education in the Moberly Public School District include the following: Enriched Accelerated Guided Learning for Exceptional Students (E.A.G.L.E.S) is a K-6 program that is designed as a pull-out program and is housed at Gratz Brown Elementary (grades 3-5), North/South Park Elementary (grades K-2), and Moberly Middle School (grade 6). Units of study allow students to develop their research skills, reasoning abilities and creativity. Extra Challenges from Enriched Education Daily (E.X.C.E.E.D.) is Moberly's gifted program for identified 7<sup>th</sup> and 8<sup>th</sup> graders. The focus is on critical thinking skills, research, independent learning strategies, affective education, computer use, and college/career awareness. The EAGLES and EXCEED handbooks describe each program and guidelines for testing students to enter the program. Copies of the handbook are available from the EAGLES and EXCEED teachers. The Moberly gifted programs are under the supervision of Penelope Fadler, Director of Special Services, 269-2693.

### **Gifts and Solicitations**

Students shall be discouraged from collecting money, setting aside funds or purchasing gifts for faculty members. Students can best express their appreciation to faculty by letters of appreciation and congenial working relationships. Any gift so given should be spontaneous and not overly expensive (Board Policy JL)

### **Grading**

A grade represents a clear and accurate indicator of what a student knows and is able to do regarding progress toward learning targets and standards. With grades, we document the progress of our students and our teaching, we provide feedback to students and their parents, and we make instructional decisions regarding the students. To do this, 90% of a grade is based on assessments (finals, tests, quizzes, projects, etc.) to show what students can do independently. Students are given opportunities for retakes on certain assessments by meeting specified criteria.

A grade report will be issued at the end of each quarter. First quarter reports will be available at Parent/Guardian and Teacher Conferences. Second quarter reports will be given to the student, unless otherwise requested. Third quarter reports will be available at student-led conferences. Fourth quarter reports will be mailed home.

Mid-quarter progress reports will be sent home with the students on the Friday following the end of mid-quarter. These reports allow students and their parents/guardians an opportunity to seek additional assistance, if needed. Conferences to keep the communication between parents/guardians and the team of teachers is both desired and encouraged. To schedule a conference, please call Gratz Brown Elementary (660-269-2670).

### **Health Forms**

Any medical issues or health forms must be given to the school nurse. If you have a question, please call 269-2640.

### **Homework Policy**

Homework is assigned with a definite purpose. Homework should provide meaningful practice or review of certain skills or strategies that help overall learning and understanding.

Homework requests for students who are absent may be made before 9:00 AM and picked up at the end of the school day. Individual teachers will provide parents with homework policies and practices. Students are encouraged to practice math facts and read at home daily.

### **Hours of Supervision**

Students coming to school before 8:05 a.m., or remaining after dismissal at 4:00 p.m., are not supervised by school personnel. As students arrive after 8:05 a.m., they must come into the building and go directly to their designated location. After school is dismissed, students must leave the school grounds and go directly home or to their designated location.

### **Leaving School**

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the school office. Permission to leave the school grounds will only be granted upon the written or verbal request from the student's parent/guardian. Phone requests to allow the child to leave will only be accepted when school personnel can assure the identity of the caller.

### **Library/Media Center Policies and Procedures**

#### *GENERAL RULES*

Students are expected to be good library patrons. Materials are constantly in demand. Students checking out materials are expected to return them in good condition. If students find materials in need of repair before checking them out, this needs to be brought to the LMC Specialist's attention. Late fines are not charged, however the cost of the material is charged if it is lost or damaged. Students are responsible for the books/materials they check out and discouraged from exchanging with other students.

The Library Media Center is a place where students can come to find materials, research, or work on class assignments. Students visiting the library must conduct themselves in a respectful and responsible manner allowing the library to function as a learning center. Students not with their class must bring a library pass. This pass should be given to the Library Media Center specialist upon arrival. The pass will be signed when the student leaves the library and returns to the classroom. Please ask for assistance when you need help.

Students may be asked to leave or lose his/her library privileges if they do not conduct themselves in an appropriate, respectful, or responsible manner. Library rules and procedures are the same as the Gratz Brown Elementary school-wide rules and procedures.

### **Messages**

It is extremely difficult to deliver messages to students during the school day without interrupting the learning process of all students. Please attempt to make all transportation and personal arrangements prior to the starting of the school day. All attempts will be made to deliver necessary messages called in prior to 3:20 PM. All emergencies will be handled directly by the building administration or counselor.

### **Misplaced or Stolen Items**

Although the school is not responsible for lost or stolen items of students, every effort will be made to recover these items. Students should take every precaution to avoid lost articles. Please leave all non-school related electronic devices at home. Do not bring large amounts of money to school, do not wear expensive watches or rings, and have obvious identification

marks on personal items, including your gym shoes and notebooks. Please check the lost and found in the office periodically if you have lost an item. The office will not attempt to resolve disputes concerning traded or loaned clothing or goods.

### **Notification of Safety or Security Concerns**

Notification of safety and security concerns to parents/guardians by the district may include:

1. Written notice.
2. Information to local media (see radio list).
3. Personal parent contact.

### **Off Campus Events/Activities**

Off-campus events/activities are considered to be District events. School rules will be enforced at such events, including all student discipline code provisions. The District reserves the right to refer to law enforcement and to expel from such activities/events any person who fails to demonstrate appropriate behavior or conduct suitable for a school activity and/or who is disruptive to the activity or event. Off-campus student misconduct that has a connection to the environment and/or to other students of the District will be dealt with as deemed appropriate by the principal.

### **Part-Time Attendance**

Students attending classes less than half time are considered part-time students. Application may be made with your counselor to become a part-time student and details will be explained at that time.

### **Promotion/Retention**

At Gratz Brown Elementary, the teaching team of the student, the principals, and the counselor will determine promotion and modification of educational programming or placement of the student. When appropriate, a special education teacher will be included in this process. The school holds the right to make the decision for the best educational setting for a student.

Notification will be sent to the parents/guardians indicating these concerns. School law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained (see Board Policy IKE for details).

### **Recess**

We believe that periods of fresh air and exercise are necessary for children to perform their best. All students have a scheduled recess period each day on the playground or, in case of



extreme inclement weather, in their room or in the gymnasium. Parents/Guardians are reminded to dress children so they are prepared to go outside for recess during cold weather. Parents/ Guardians who do not wish their children to go outside for recess due to illness or injury should send a note. The note should specify the reason for the child's exclusion from recess and the day(s) the child is to remain inside. This is for the purpose of recovering from an illness or injury only. Students are expected to participate unless ill or injured. Students who request not to participate in recess for an extended period may be required to present a physician's statement.

#### *Recess and Weather*

We will go outside every day as long as the temperature or wind chill is at least 15 degrees F, and no precipitation. We may go out if it is snowing as long as the surfaces are safe. Parents and caregivers are encouraged to monitor their student's clothes to make sure they are prepared for playing outdoors in cold weather. We will monitor winter attire and decide if it is safe for your student to participate during cold weather.

### **Registered Sex Offenders**

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 held on district property except to attend meetings of a public governmental body. The superintendent may grant permission for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. This section may not apply to a student entitled by law to be on school grounds for educational services if the student's presence is necessary to obtain those services. 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. BOE Policy KK

### **Residency**

Proof of residency/address will be required at the time of enrollment and at the beginning of each school year. Proof of address in the form of a recently dated utility bill, a newly signed lease agreement, signed purchase agreement/closing statement, or a current Driver's License are the only documents that are acceptable.

### **Room Assignments**

It is our belief that children receive the most benefit from their educational experience when in a balanced setting representative of the greater community in which they live. For this reason, the assignment of children to individual teachers takes into account several factors to assure that each class is organized in a way that best maximizes the intellectual,

psychological and social development of each child. Heterogeneous grouping is considered for each class determined by gender, race, ability, and behavior. Further, it is our belief that the professional staff members are most familiar with each child and the school resources and are in the best position to recommend individual student/teacher placements following review of a placement team, which considers other information and parental input. The placement team is composed of classroom teachers, the school guidance counselor, a special education teacher and others as deemed appropriate and appointed by the principal. The final decision regarding the placement of each student will rest with the building principal. The office will post class lists on the front door prior to the start of school.

### **Room Parties and Treats**

Treats are a special part of celebrations and at Gratz Brown parents are encouraged to offer treats for special occasions and in celebration of birthdays and other events. However, please keep in mind that all treats need to be store bought and individually wrapped. We encourage parents to bring healthy snacks or treats. Healthy Choices may include:

- Cheese sticks or cubes
- Low-fat popcorn
- Frozen Bananas on a stick
- Fruit (apples, grapes. etc.)
- Apples with low-fat caramel dip
- Veggie Sticks
- Trail Mix
- Fruit with low-fat dip
- Unsweetened applesauce
- Fruit cups without heavy syrup
- Frozen whipped yogurt cups
- Triscuits
- Cheerios

Students with allergies may alter food choices for the safety of all students. **Party invitations are NOT allowed to be distributed at school.** If you do not desire for your child's birthday to be recognized or for your child to participate in holiday or room parties, please state this in writing to your child's teacher.

### **School Event Pick-Up Policy**

For all athletic events, practices, or club meetings held after school, students are to make arrangements to be picked up as soon as possible at the conclusion of a school activity. Approximate ending times are announced so students can inform parents/guardians when to pick them up. Teachers assigned to supervise activities appreciate student cooperation. The names of students who have not been picked up fifteen (15) minutes after an event will be given to the administration, and those students will be subject to loss of attendance

privileges to extracurricular activities. Anyone leaving the area or building prior to the end of the event will not be allowed to return to the event. After leaving, the student must immediately leave the school premises unless waiting in a designated area for transportation.

### **Solicitation on School Grounds**

No person shall solicit, distribute, sell, or purchase any article or service to any pupil or employee while upon the property of the public schools. (An example of this is the selling and trading of candy, pencils, and other items at school). The only exception to this policy shall be those things which are considered a related function to school and the instructional program and approved by the building principal.

### **Spartan Alerts**

The Moberly Public School District implements a system for easily contacting parents, faculty members, community members, and students. The system (called "Spartan Alerts") allows administrators to send text messages to individuals who opt-in for the system. Participants can select one or more message groups to receive messages from, based on school or activity. Messages may include items such as school closings, health alerts, event announcements (such as parent teacher conferences), or other items the administration decides necessary. To register for this service go to the Moberly Public School District Website or <http://my.textcaster.com/ServePopup.aspx?id=1067>. In the event of an early school closing, students will be sent home by their regular mode of transportation unless school is notified differently. Please make sure your child knows where he/she is to go in case of early dismissal.

### **Students Files and Permanent Records**

The personal records of each student are kept on approved accumulative record forms. This record includes the student's courses and grades earned, standardized test scores, family records, health records, and a record of attendance. These records are kept on file as they will be referred to many times while you are in school and after you have left school. Many times the school is called upon to forward transcripts for students. The information for these transcripts comes from their permanent records. Every effort should be made to keep a good record. All student records are available for parents/guardians to review at any time.

### **Tardies**

A child who is not in the classroom at 8:35 a.m. is considered tardy and must report to the school office before being admitted to class. Habitual tardiness will be considered cause for disciplinary action by the school and may include a report to juvenile authorities.

### **Valuables**

The school staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the school office.

### **Video Surveillance Policy**

Video surveillance occurs on school property throughout the Moberly School District. Students or staff in violation of school policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and/or referred to law enforcement agencies.

### **Visitors**

All visitors to our school MUST check in with the school office and sign in. A VISITOR'S PASS must be worn while in the building. We welcome and encourage your visits, but please check into the office FIRST. Please turn cell phones to vibrate so not to disrupt student learning. Parents wanting to observe in a classroom must schedule an appointment and will be accompanied by an administrator during the observation. Visitors, family, friends wishing to interact with students must have administrator approval. All visitors will follow MPS expectations to protect the learning environment.

### **Vital Information**

It is very important for emergency and administrative reasons that every student maintains up-to-date records at the school office. Notify the school immediately if you have a change of address or any other important information such as phone number, emergency contact, marital status, etc. during the school year. Each student is required to have current information on file at the school office as to:

**1. Parent(s)/Guardian(s) name; 2. Complete and up-to-date address; 3. Home phone and parents/guardians work phone; 4. Name, address, and phone number of a person to contact in case parent/guardian cannot be reached; 5. Physician's name and phone number; 6. Medical alert information.**

### **School Spirit**

The official school name for our athletic team is the Spartans. Official colors are red, white, and blue. Many organized activities are planned before, during, and after the regular school day. We encourage each student to take part in some activity. We extend a special invitation to new students to participate in school activities.

### **Withdrawal or Student Transfer**

A pupil withdrawing from school should bring to the office a written request from the parents/guardians, giving reason for the withdrawal, date of departure, and destination. The student will be given a checkout sheet to be signed by each of his/her teachers during the day. All items must be removed from the student's assigned locker prior to the close of the school day. The checklist slip should be brought back to the office where a transfer will be completed.

### **POSITIVE BEHAVIOR SUPPORT**

Gratz Brown Elementary is a Positive Behavior Support school. Positive Behavior Support (PBS) is a data drive system approach to behavior management that focuses on routines and procedures. These behavior expectations are directly taught and students are positively reinforced when they demonstrate these school-wide expectations. The primary goals of PBS are to prevent the development of inappropriate behavior, reduce ongoing patterns of problem behavior and to increase the likelihood of improved academic performance of all students through teaching and learning time gained.

The behavior expectations for Gratz Brown Elementary are for students and staff to BE A RESPECTFUL PERSON, BE A RESPONSIBLE STUDENT, and BE Safe. Students are rewarded with various incentives as well as monthly and quarterly awards for demonstrating expectations. In the classroom, students are taught the "Spartan Way" and are reminded daily of what it means to "be your best."

## **STUDENT CODE OF CONDUCT**

The philosophy of the Gratz Brown Elementary administration is to create an environment of success. An environment of success must be safe and stable to promote opportunities to learn. The discipline plan has to reinforce positive behaviors in the building for teachers to be able to teach and students to be able to learn. Our goal with our discipline plan is to positively modify the negative behaviors of students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures, and regulations: JG, JG-R(1), JGA-2, JGB, JGD, JGE and JGF. A copy of the district comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year or at the time of student enrollment and will be available in the Superintendent's office during normal business hours.

All inappropriate behaviors are not covered in our plan, because of unforeseeable circumstances. Due to the severity, frequency, and/or special circumstances surrounding some offenses, each administrator may use professional discretion in working with students and their parents to determine appropriate disciplinary action, counseling, and/or treatment needed to help the student to behave appropriately. A reasonable attempt will be made to contact parents/guardians regarding all suspensions, concerns with students, and disciplinary actions that result from office referrals. Alternative school referrals may be substituted at any time in cooperation with parents/guardians for persistent negative behaviors.

Students are not eligible to attend any school functions until any suspension is completed.

Frequency of referrals will determine movements across the discipline chart.

- Two (2) referrals in a day will result in an Alternative Academic Educational Placement in addition to the result of the first (1st) referral.
- Three (3) referrals in a day will result in an Off-Site Alternative Academic Educational Placement in addition to the results of the first and second (1st, 2nd) referrals.
- Ten (10) days per school year is typically the maximum allowable AAEP. After ten (10) days, building administrators can use discretion for most appropriate placement of consequence.

Any serious disciplinary actions result in the notification of the Police Department and/or Randolph County Juvenile Office. We have many reporting obligations, due to the Safe Schools Act, written into Missouri Statutes. We additionally report any information or event that could endanger our students, faculty, staff, or administrators. An example is causing a false alarm.

Seclusion, Isolation, and Restraint in response to emergency or crisis situations: see Board Policy JGGA at <http://www.moberly.k12.mo.us> or call Central Office at 660-269-2600.

### **Expulsion**

An expulsion means that the student is removed from school for an indefinite period of time until the student is reinstated by the local board of education. School boards have the authority to immediately remove a student upon a finding by school officials that the student poses a threat of harm as evidenced by prior conduct. Among other things, the board may base its determination on past disciplinary actions taken and the student's criminal or juvenile record. A school board may also suspend a student who has been charged with, convicted of, or pled guilty to a felony criminal violation in a court of general jurisdiction whether or not the violation occurred on or off school premises. In the above-mentioned situations, the board must afford the student a hearing before rendering its decision. State statute requires that a student who has been determined to bring a weapon to school shall be suspended for not less than one year, or expelled. **BOE Policy JED**

### **Student Dress Code**

The Moberly Public School District encourages all students to dress in a manner that promotes self-respect and safety and is appropriate for regular school day attendance or during extracurricular activities/events.

Students are expected to dress in a fashion, which will not:

1. Disrupt the educational process;
2. Constitute a health or safety hazard;
3. Promote the proliferation of violent activity;
4. Violate civil law or district policy.

The school administration recommends that each student be well-groomed (clean and neatly dressed) at all times. Recognizing that some students will abuse dress privileges, the following limitations will be enforced:

1. Extreme brevity of attire will not be acceptable. [ie: short shorts, excessively short skirts, low cut tops, bare-midriff clothing (upon raising arms, the student's midriff is exposed), halter-tops, tank and tube tops (unless covered by appropriate outer garments), etc.] All shirts must cover the waistband. Jeans/pants that have holes in them, the holes must be below students fingertips or have patching or garment worn under the jean/pant.
2. Shorts, skirts, and shirts are defined by length. If a student's fingertips do not touch the hem of the leg edge, then the shorts are too short. All straps must be at least 2" in width for both shirts and dresses.

3. Hats, sunglasses, and other forms of headgear shall not be worn within the school building and are to be removed upon entering the building except with respect to students' as necessary to protect first amendment protection of religion expression.
4. Forms of clothing that must not be worn in school:
  - a. Advertisement of alcohol, tobacco, drugs, and other types of controlled substances;
  - b. Inappropriately suggestive;
  - c. Demeaning to others;
  - d. Profane or obscene;
  - e. Specifically relate to violent activity;
  - f. Pajamas & Slippers;
  - g. Chains

All pants must be pulled up on the waistband at all times. Any teacher, or student who is dressed in such a way that the educational process is being disrupted, will be referred to the building administrator, who will make the final determination as to the appropriateness of the student's dress. Repeated issues will result in consequences under the discipline policy.

#### **Teacher Detention**

Whenever a student is placed in detention, at least a one (1) day's notice is given to the parents/guardians so that transportation may be arranged for the student. Students will report to detention and are required to sit quietly and study. Failure to do so will result in an office discipline referral. Detentions at Gratz Brown will be scheduled at the teacher's discretion. Students are to report for a regular detention with their regular teacher. Lunch detentions may be assigned and served the day of the misbehavior.

#### **Principal Detention**

When a student is placed in "Principal's Detention", at least one (1) day notice is given to the parents/guardians in order for them to arrange transportation for the student. "Principal Detentions" are from 3:35 p.m. - 4:00 p.m. Failure to serve a principal's detention will result in a day of AAEP being assigned.

#### **Rules for Principal's Detention**

1. Students are to report to a Principal's Detention at 3:35 p.m., at which time they will be supervised by an appointed teacher.
2. Bring all books and materials, and bring a library book.
3. No talking or disruptive noises.
4. No candy, food, or gum will be allowed.
5. Students are to stay in their assigned seats.
6. No electronic devices or cell phones, etc. will be allowed.
7. No sleeping is allowed. No pillows, blankets, etc.



8. Students must serve their full time. Absences for any reason must be made up. Unexcused absences will result in further disciplinary action.
9. There will be no restroom breaks. Be sure to use the restroom before beginning regular detention.
10. Violation of these rules will result in added days of Principal's Detention or suspension from school.

**Students receiving an after school detention must serve the detention before attending any practice, meeting, contest, or activity.**

### **Alternative Educational Placement**

AAEP is a disciplinary response to improve student behavior. Ten (10) days per school year is typically the maximum allowable AAEP. After ten (10) days, building administrator can use discretion for most appropriate placement of consequence.

Students assigned to AAEP:

1. Will report to the AAEP room for the day;
2. Should bring all books and materials for each class, plus an additional reading book;
3. Who arrive late may be assigned an additional day of AAEP;
4. Are not to communicate with other students;
5. Are not to disrupt the learning environment in any manner;
6. Are not to bring/consume snacks, candy, or soda in the AAEP room;
7. Are to turn in assignments along with the assignment sheet to the supervisory teacher;
8. Will be served lunch in AAEP, or a student may bring a lunch. To be fair with all, only home prepared lunches will be accepted;
9. Are not eligible to attend or participate in any school function until their AAEP obligation is fulfilled.
10. AAEP will be from 8:35am - 3:40pm.

### **Rule Violation**

A student will be given one "strike" for violation of the rules. Upon receiving three "strikes," the student will be removed from AAEP and will be assigned Off-Site Alternative Academic Educational Placement.

### **Randolph County Off Site Alternative Academic Educational Placement Program Synopsis**

The purpose of this project is to develop a program for students who are suspended from school. This program will allow them to continue to receive an education while developing strategies and practices for avoiding the behaviors that led to the suspension. This program would develop a school in which students who are suspended from school would be engaged in the following activities:

1. Complete all class work that has been assigned.

2. Receive and participate in specialized education dealing with the reasons why students were given Off-site AAEP.
3. Participate in community service work.
4. Participate in character education.

The following rules are unique to the Off-site AAEP Program:

1. Students will be allowed to enter the program up to three times only. After the third time occurrence the penalty will result in regular Out of School Suspension.
2. This program will be available to students in other county schools.

### **Student Due Process Right**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the board's policies and regulations on student suspension and student expulsion.

### **Discipline of Students with Disabilities**

It is the goal of the Moberly School District No. 81 to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and hold 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 include 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 to other students.

### **Non-School Related Recreational Objects and Cell Phones**

Because of the disruptive nature and the financial responsibility of recreational objects such as, wallet chains, music players, computer games, laser pointers, water guns, silly string, and white out, etc. We ask that students not bring these items to school. **Students will be expected to keep cell phones powered off and placed in backpack unless teacher or staff directs otherwise.** If a cell phone is seen in use during the school day, it will be confiscated and turned in to the office for parents/guardians to claim. There also may be appropriate times for a student to bring earbuds/headphones to school, which will be upon teacher discretion. This item should be kept in the students' book bag and locked in their locker. Moberly School District is not responsible for lost or stolen items.

#### THE FIRST OFFENSE

Providing that the nature of the situation was not disruptive and that the student was cooperative, the object will be turned in to the office and will be kept in the office for parents/guardians to claim. Any subsequent offenses after the first offense will result in discipline.

#### SUBSEQUENT OFFENSES

For any subsequent offense, the recreational object will be kept in the office for parents/guardians to claim. Any subsequent offenses after the first offense will result in discipline.

2<sup>nd</sup> referral- Parent/Guardian can pick up the phone/item at the end of the day in the GBE office and a principal's detention will be assigned.

3<sup>rd</sup> referral- Parent/Guardian can pick up the phone/item and the end of the day in the GBE office and AAEP will be assigned.

*Please note that additional consequences (such as AAEP) will be assigned for cell phones being out or in use in the locker rooms and restrooms.*

**GRATZ BROWN ELEMENTARY SCHOOL DISCIPLINE PLAN**

***\*Please note: The first referral might result in a conversation between the student, teacher and administrator. Consequences beyond that will be determined on individual basis.***

<b>OFFENSE</b>	<b>*1<sup>ST</sup> REFERRAL</b>	<b>2<sup>ND</sup> REFERRAL</b>	<b>3<sup>RD</sup> REFERRAL</b>	<b>4<sup>TH</sup> REFERRAL</b>
Fighting with fist/hands/feet	1 OSAAEP	3 OSAAEP	5 OSAAEP	7 OSAAEP
Pushing, Shoving, Disruptive Conduct	1-2 AAEP	3 AAEP	1 OSAAEP	3 OSAAEP
Instigating a Fight/Filming a Fight	1 AAEP	2 AAEP	1 OSAAEP	3 OSAAEP
Boisterous Conduct/Horseplay	Principal's Detention	1 AAEP	2 AAEP	3 AAEP
Public Display of Affection (Kissing /Groping)	Principal's Detention	1 AAEP	2 AAEP	1 OSAAEP
Cheating is Progressive Discipline, with redoing assignment	Teacher/ Principal's Detention	1 AAEP	3 AAEP	2 OSAAEP
Out of Assigned Area of School/Skipping	Principal's Detention	1 AAEP	2 AAEP	3 AAEP
Vulgar Language Directed at Faculty or Staff	1-2 AAEP	3 AAEP	1 OSAAEP	3 OSAAEP
Swearing/Vulgar or Inappropriate Language	Principal's Detention	1 AAEP	2 AAEP	3 OSAAEP
Disrespect to Faculty, Staff, or other Students	Principal's Detention	1 AAEP	2 AAEP	2 OSAAEP
Racist or discriminatory statements or actions	1 AAEP	2 AAEP	3 AAEP	3 OSAAEP
Disobedience to Faculty or Staff	Principal's Detention	1 AAEP	2 AAEP	3 AAEP
Vandalism/Theft (restitution required)	1 AAEP Min.	1-2 OSS and Ref. to JO	3 OSS and Ref. to JO	5 OSS and Ref. to JO
General Harassment/Bullying	Principal's Detention	1 AAEP	2 AAEP	2 OSAAEP
Threats or Extortion to Teacher	3 OSAAEP	5 OSAAEP	7 OSAAEP	10 OSAAEP
Threats or Extortion to Students	3 OSAAEP	4 OSAAEP	5 OSAAEP	7 OSAAEP
Sexual Harassment/Inappropriate Sexual Conduct	2 AAEP	2 OSAAEP	5 OSAAEP	10 OSAAEP
Defiance	1-2 AAEP	3 AAEP	2 OSAAEP	5 OSAAEP

Boisterous Conduct or Horseplay	Principal's Detention	1 AAEP	2 AAEP	3 AAEP
Electronic Devices are Prohibited	Device in office, parent/guardian pick up at the end of the day.	Parent/Guardian may pick up at end of day & Principal detention	Parent/Guardian may pick up at end of day and day of AAEP.	Parent/ Guardian may pick up at end of day and 2 days of AAEP.
Cafeteria Misconduct/Littering	Assign Seat 5 days	Assign Seat 10 days	1 AAEP	2 AAEP
Possession of Tobacco/Tobacco Products, vaping/e-cig or juul paraphernalia	3 AAEP	5 AAEP	1 OSAAEP	2 OSAAEP
Use of tobacco, Vaping, e-cig, Juul, etc.	2 OSAAEP	3 OSAAEP	4 OSAAEP	5 OSAAEP
Possession of lighter or similar object	3 AAEP	5 AAEP	1 OSAAEP	2 OSAAEP
Under the influence/Controlled Substance/Alcohol	10 OSS and Ref. to Supt.			
Possession/Sale/Purchase/Distribution/Consumption of illegal or controlled substance or alcohol	10 OSS and Ref. to Supt.			
Assault with intent to do bodily harm	10 OSS and Ref. to Supt.			
Arson	10 OSS and Ref. to Supt.			
False Alarms	10 OSS and Ref. to Supt.			
Possession of or use of Weapons	Principal discretion			
Physical Contact that is Sexually Harassing	3 OSS min. / 10 OSS max. and Ref. to Supt.			

### SAFE SCHOOLS ACT

Under the regulations of the Safe Schools Act, student dismissal will be recommended to the Superintendent for, but not limited to the following action: first or second degree murder, kidnapping, first or second degree assault, forcible rape, forcible sodomy, burglary in the first or second degree, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, voluntary or involuntary manslaughter, felonious restraint, or possession of a weapon.

All of the above offenses are criminal acts; legal authorities will be notified after each offense.

Weapon examples are as follows: Firearm, knife, knuckles, blackjack, explosives, explosive weapons, gas gun, or any other implement that is used to harm another student.

Discipline and suspension policies or procedures have been written and will be implemented beginning the first (1st) day of school. Corporal punishments will not be allowed in the Gratz Brown Elementary School.

Students and their parents/guardians will be provided a copy of the discipline policy that will be reviewed upon admission into the school. All employees of the school will receive annual instruction on the content of the policy.

Seclusion, Isolation, and Restraint in response to emergency or crisis situations: see Board Policy JGGA at <http://www.moberly.k12.mo.us> or call Central Office at 660-269-2600.

A copy of the Safe Schools Act legislation will be available in the school office.

If you have any questions regarding compliance with the Safe Schools Act legislation, please contact the Superintendent of Schools, 926 KWIX Road, Moberly, MO 65270, or telephone 660 269-2600.

### **Hazing/Bullying**

Hazing and bullying will be considered harassment in the discipline policy. Hazing is defined as any activity that 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 organized group.

*The amended bullying definition: "Bullying" means 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. To view the full policy, see Policy JFCF.*

### **Possession/Use of Weapons**

The safety of all students and faculty members within our school is of utmost importance. Consequently, the possession or use of unauthorized weapons at school will not be

tolerated, and students doing so will be subjected to the existing discipline policy. Weapons are defined as any object, which may be used to inflict bodily harm upon others, such as any firearm, knives, brass knuckles, etc. Students that choose to use weapons in school, or school functions by brandishing or displaying them in a threatening manner or actually harming another may be referred directly to the superintendent of schools for disposition. Possession of firearms on school grounds may result in suspension of up to one year in length.

Weapon Examples are as follows: Firearm, knife, knuckles, blackjack, explosives, explosive weapons, gas gun, a projectile weapon or any implement that is used to harm another student or staff person. (No concealed weapons)

### **Interview with Police or Juvenile Officers/Children's Division/Other Law Enforcement Officials**

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

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

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

### **STUDENT ALCOHOL/DRUG ABUSE**

The board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Moberly School District No. 81. Therefore, the use, sale, transfer, possession, or being under the influence of alcoholic beverages or controlled substances on any school property, or any school-owned vehicle, or in any other school-approved vehicle

used to transport students to and from school or school activities or off school property at any school-sponsored event where students are under the jurisdiction of the school district, is 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, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with board policy JFG.

Any student who, after being given an opportunity to present his/her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion, or other discipline as provided in the district's discipline policies JG, JGI, JGA, JGB, JGC, JGD, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency. The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide an age-appropriate, developmentally-based drug and alcohol education and prevention program to all students in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social, and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/ guardians and students shall annually be provided with a copy of this policy.



The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace. (Moberly School District #81. Adopted November 14, 1995)

## **TRANSPORTATION POLICY**

Moberly Public School District contracts with Apple Bus Company to provide transportation for the district.

### *Mission Statement*

Our mission is to align the district with a company that we pledge will provide safe, timely courteous and reliable transportation to the students of our community so that the students of Moberly Public Schools can achieve and earn a proper education.

### *Parent/Guardian Expectations*

Parents/Guardians are an important part of the transportation team. Their knowledge and support of safe transportation procedures is integral to the success of the transportation operations.

Parents/Guardians are encouraged to:

1. Understand and support District rules and policies, regulations and principles of school bus safety.
2. Cooperate with school officials to promoting safe and efficient student transportation.
3. Support efforts to improve school bus safety.
4. Communicate safety concerns to school administrators.
5. Assist their children in understanding safety rules and encouraging them to abide by the rules.
6. Support safe riding practices and reasonable discipline efforts.
7. Understand that students who ride school buses must obey all laws, rules and regulations governing student transportation. School bus riding privileges may be suspended or terminated, as indicated in this handbook, for failure to follow applicable student transportation laws, rules, and regulations.
8. Recognize their responsibilities for the actions of their children.
9. Be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories and other loose personal items.
10. Be responsible for:
  - a. Care, supervision and behavior of their children prior to loading and after unloading from a school bus operated in regular route, special education, career education, or similar type service. Whenever possible, parents/guardians are encouraged to monitor bus stops.

- b. Getting their children safely to designated school bus stop on time (no less than five (5) minutes and no more than ten (10) minutes before the scheduled pick up time) and having the children dressed in clothing appropriate for the weather season. The school bus will not wait for students not at the loading area when the bus arrives.
  - c. Getting their children safely from a designated school bus stop.
  - d. Helping the bus driver to teach their children proper procedures for safely crossing the roadway before leading and after leaving the bus.
  - e. Supporting emergency evacuation procedures as prescribed by state law, rules, and regulations and District rules and regulations.
11. Respect the rights and privileges of others.
  12. Be knowledgeable about the traffic laws regarding when to stop for school buses. On a roadway that is three (3) lanes or less, both the oncoming traffic and traffic following the bus must stop when the overhead red lights are flashing and the stop arm is extended. On a roadway that is four (4) or more lanes, only the traffic following the bus must stop.
  13. Parents/Guardians shall be responsible for malicious destruction to the bus and the parents/guardians shall pay restitution caused by student or students.

### *Student Expectations*

Riding a school bus is a privilege and not a right. It is a privilege, which each rider can keep by maintaining appropriate behavior while waiting at the bus stop, loading, riding, and unloading. Proper conduct by the students contributes greatly to the safety of the student transportation program. With this in mind, the Superintendent or designee shall develop appropriate procedures for student bus conduct. The rules shall include, but not be limited to, the following:

1. The bus driver is in full charge of all persons riding on the bus and has the same status and authority as a teacher in so far as discipline is concerned. The bus driver will assign seats to students on the bus. This seating arrangement will be changed as needed. Students shall obey the directions of the bus driver promptly and courteously.
2. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent/guardian listing a valid reason to board or leave from another established stop. This request must also be approved by the school principal/designee. Students shall ride their assigned bus unless reassigned by the respective school principal/designee.
3. Students shall observe safe pedestrian practices while walking to and from the bus stop. Students shall arrive at their designated bus stop not less than five (5) minutes or more than ten (10) minutes before the bus is scheduled to arrive. Students shall wait in an orderly manner and shall respect private and public property while waiting at the bus stop.

4. After the bus has come to a complete stop, students shall enter the bus, go to their assigned seat, and remain seated until the bus stops to unload students.
5. If it is necessary for students to cross the road before boarding or after leaving the bus, the student must wait ten (10) feet in front of the bus until the "all clear" signal is given by the driver; then cross carefully.
6. Students shall talk quietly and avoid loud or distracting noises on the bus. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at railroad crossings.
7. Students shall not tamper with emergency doors or equipment.
8. Students must keep all parts of their body (hands, arms, feet, head, etc.) inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus. Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school transportation personnel.
9. School District policies and procedures pertaining to drugs, alcohol, tobacco, controlled substances, unauthorized prescriptions, and weapons or look-alike weapons are in effect at the bus stop and on the bus.
10. Other items are not permitted on the bus are breakable containers, skateboards, scooters, roller blades, balls, cigarette lighters, matches, shop projects, or animals (except assistive animals), flammable or explosive substances (such as gasoline), or anything else that could jeopardize the safety of the persons involved, on any school bus. Any items carried on the bus must be small enough to be held on the lap of the student.
11. Horseplay will not be tolerated on the bus. Horseplay is defined as throwing objects, shoving, pushing, chasing, loud yelling, play fighting, spitting, tripping, and obscene gestures.
12. There will be no eating or drinking on the bus except for bottled water. No gum or candy is allowed.
13. Students must cooperate with the driver to keep the bus clean. Excessive trash is a safety hazard for all riders.
14. Sexual misconduct, harassment, bullying, or threats to students, staff, or driver will not be tolerated.
15. At the end of the school day, students must board the bus at their home school. They cannot walk across campus and board at another building.
16. Once a student gets on a bus, the student is to remain on the bus until their assigned bus stop. Once a student gets off a bus, they will not be allowed back on the bus unless a serious safety issue arises.
17. Fighting and assault cannot be tolerated anywhere within the educational setting this includes the bus stop, while on the bus, and on school property. Fighting is defined as when both individuals are engaged in physical contact of hitting, slapping, punching, and or kicking. Assault is defined as hitting, striking, and/or attempting to cause injury to another person.

**MOBERLY PUBLIC SCHOOLS TRANSPORTATION POLICY**

<b>Student Misconduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Possession of any illegal substance, controlled substance, drug (other than epi-pin, when approved in advance by the principal), drug, or alcohol (in any amount) and/or paraphernalia	Loss of bus privileges and school discipline		
Not in assigned seat, out windows, eating or drinking, talking loudly, yelling, distracting noises	Warning + Parent Contact	5 days loss of bus privileges	10 days loss of bus privileges
Conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Harassment and bullying	5 days loss of bus privileges and school discipline	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Vulgar/cursing, inappropriate language on bus or bus stop	Warning + Parent Contact	5 days loss of bus privileges	10 days loss of bus privileges
Sexual contact	Loss of bus privileges and school discipline		
Weapons as defined in handbook	Loss of bus privileges and school discipline		
Vulgar/cursing language at driver, threat to driver	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline	
Tobacco possession	5 days loss of bus privileges	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline

Fighting, tobacco use, and violent physical contact	Loss of bus privileges and school discipline		
Throwing an object(s) out of a bus window	Loss of bus privileges		
Vandalism	Loss of bus privileges until restitution made for repairs/replacement and school discipline	+5 days loss of bus privileges and school discipline	+10 days loss of bus privileges and school discipline
Horseplay, disrupting conduct	1 day loss of bus privileges	3 days loss of bus privileges	5 days loss of bus privileges

### Technology Discipline Plan (K-12)

The Moberly School District is committed to preparing our students for the future and being productive in a technological society. Computer use at school must be safe to promote opportunities to learn. Our goal with our discipline plan is to positively modify the negative behaviors of students.

For a complete copy of the district technology policy, refer to the Moberly Schools home page <http://www.moberly.k12.mo.us/>.

<b>OFFENSE</b>	<b>1<sup>ST</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> Referral</b>
Signing in under another student's or using another student's login	Computer restriction-3 school days	Principal's Detention + 5 days computer restriction	1 day of AAEP + 15 days computer restriction
Attempting to evade school filtering	Principal's detention + 30 days computer restriction	1 AAEP + 60 days computer restriction	2 AAEP + 90 days computer restriction
Instant Messaging, Blogging, and being on social media (not under teacher direction), and chatting	3 days computer restriction	Principal's detention + 5 days computer restriction	1 AAEP + 15 days computer restriction
Pornographic or Inappropriate Pictures	3 ISS/ Computer restriction-90 school days	3 OSS/ Computer restriction-180 school days	5 OSS/ Computer restriction-indefinitely
Pornographic acts	5 OSS/ Computer restriction-90 school days	10 OSS/ Computer restriction-180 days	10 OSS + Referral to Superintendent/ Computer restriction-indefinitely
Misuse of district-provided e-mail or login for threatening, cyber bullying, misrepresentation, or for monetary gain.	5 OSS/ Computer restriction-90 school days	10 OSS/ Computer restriction-180 days	10 OSS + Referral to Superintendent/ Computer restriction-indefinitely
Hacking/Vandalism to computer or network/system including but not limited to vandalism programs (i.e. worm, Trojan)	10 OSS/ Computer restriction-180 school days	10 OSS + Referral to Superintendent/ Computer restriction-indefinitely	

All computer violations are not covered in our plan, because of unforeseeable circumstances. Due to the severity, frequency, and/or special circumstances surrounding some offenses, each administrator may use professional discretion in working with students and parents to determine appropriate disciplinary action.

**Students are only to be on computers designated for student use. This does not include computers designated for staff members.**

The district requires staff members to maintain professional boundaries with regard to all electronic communications with students. (BOE Policy GBH) The district is committed to teaching students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse. (BOE Policy IGAEB) For more information, please see BOE Policy EHB-AP(1).

## **DISTRICT INFORMATION AND POLICIES**

### **PIRC- Missouri Resources for Parents and Families**

The Missouri PIRC (Parental Information and Resource Center) provides statewide impact, with administrative offices in St. Louis and Kansas City, early childhood services offered in each school district in the state coordinated by a national center based in St. Louis, K-12 training and technical assistance based in Jefferson City, and toll-free hotline for parents based at the state's largest university.

The Missouri PIRC, grounded by the six PIRC quality indicators, delivers parental support services in a systemic manner. The Missouri PIRC organizational structure assures a statewide impact that engages increasing numbers of parents in Missouri's 641 Title I schools.

Please visit the following websites for further information on these resources:

<http://www.missouri-pirc.org/> or <http://www.nationalpirc.org/directory/MO-32.html>.

### **Non-Resident Students**

Except as otherwise required by law, this district does not accept nonresident students unless they reside in a K-8 district and have selected Moberly School District No. 81 as their high school attendance center. This exception applies only to students eligible to attend high school. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the Moberly School District No. 81, as defined in Board policies and the law.

## **Notification of FERPA Rights & Designation of Directory Information**

Our School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights include:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA and its implementing regulations, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURE:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information).

The District will disclose educational records to school officials who have a legitimate educational interest in the records. School officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

**DESIGNATION OF DIRECTORY INFORMATION:** The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA.

- Student's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members on athletic teams



- Degrees, honors, and awards received
- Grade level
- Dates of Attendance
- Photographs and other similar information

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. The person requesting information must submit a signed and dated request letter. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**RIGHT TO REQUEST AMENDMENT:** Parents or eligible students have the right to request that the District correct any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202. Board Policy KKB.

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

PPRA affords parents certain rights regarding certain types of **federally funded** surveys, collection and use of information for marketing purposes, and certain physical exams.

**PLEASE NOTE THAT THE PPRA AND THE RIGHTS GRANTED IN THIS NOTIFICATION APPLY ONLY TO FEDERALLY FUNDED ACTIVITIES/SURVEYS DESCRIBED BELOW. OUR DISTRICT DOES NOT ANTICIPATE ADMINISTERING INSTRUMENTS COVERED UNDER THIS NOTICE.** Student rights under the PPRA include the following:

**(1) Obtain Parental Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”), if, and only if, the survey is funded in whole or in part by a program of the U.S. 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
  - Income, other than as required by law to determine 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 of:***

- 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 (federally funded) used as part of the educational curriculum.

Our District has adopted a policy 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. Our District will directly notify parents (or eligible students age 18 or over) of their rights under the PPRA annually, and parents of students who are scheduled to participate in the specific activities or surveys described above will be notified of their right to opt their child(ren) out of participation therein. Parents will be provided reasonable notice of the planned activities and surveys listed below and an opportunity to opt their child(ren) out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys before their administration. Parents who believe their PPRA rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## **NOTICE OF OBJECTIONABLE TOPICS**

The district recognizes that parents/guardians are the primary sources of sexuality education for their children and parents have the right to remove their student from any part of such instruction. For more information regarding sexual education, see Board Policy IGAEB.

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs and activities. The district also shall provide equal access to the Boy Scouts of America, the Girl Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law. BOE Policies AC and IGBA.

Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws, Dustin Fanning, 926 Kwix Road, Moberly, MO 65270; phone (660) 269-2600. Any person who is unable to resolve a problem or grievance arising under Title VI (race/color/national origin), Title IX (sex), the Age Discrimination Act (age), Section 504 (disability), or Title II of the ADA (disability), may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

## **Procedures for Students Claiming Discrimination on the Basis of Race, Sex, Creed, Color, Age, National Origin, or Handicap**

### **Informal Procedures**

1. Verbal communications of alleged discrimination shall be made directly to the teacher or other school employee directly involved.
2. Unresolved complaints may be taken directly to the appropriate building administrator after a reasonable time.
3. Complaints not resolved in the informal stages may be presented as formal charges.

### **Formal Procedures**

1. Students, accompanied by parents, may present discrimination complaints in writing to the school principal. Students and parents or legal guardians must sign written complaints. Written complaints must include the following information: date of filing, description of alleged grievances, and the names of the school staff involved.
2. Upon receipt of formal complaint the Principal will:
  - a. Forward copies of the complaint to the Superintendent of Schools.

- b. Make a decision and notify the student, parents, and Superintendent of Schools of that decision no later than ten (10) days following the filing of the formal complaint.
3. Students and parents or legal guardian may appeal the decision of the building principal to the Superintendent of Schools. The parents and students may arrange a conference with the Superintendent of Schools at their earliest convenience. Parents and students may appear together and present their written report of the decision of the building Principal. Notification of the action taken by the Superintendent will be given in writing to the students, parents, and Principal within five (5) school days of this conference.
4. Students and parents may appeal the decision of the Superintendent of Schools to the Board of Education by notifying the Superintendent of Schools of their intent and by appearing before the Board of Education at the next regularly scheduled or special called meeting. The hearing before the Board of Education may be conducted in Executive Session upon the request of either the Board of Education or the parents and students with the complaint.

### **HOMELESS**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Penelope Fadler , Director of Special Services and Homeless Coordinator, at (660)269-2693

### **SPECIAL EDUCATIONAL SERVICES**

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 Moberly 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 Moberly 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 Moberly School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, and 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 to be 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 Moberly School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during normal school hours at the local district's office.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Penelope Fadler , Director of Special Services, at: 1623 Gratz Brown, Moberly, Missouri, 65270-3813, (660)269-2693.

### **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced

learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Penelope Fadler, Director of Special Services and Homeless Coordinator, at (660)269-2693.

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

### **Definitions**

*Language Minority (LM)* – Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student’s language background and not on proficiency.

*Limited English Proficiency (LEP)* – Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student’s English language proficiency.

*English Language Learner* – Refers to an LM student with limited English proficiency.

*English for Speakers of Other Languages (ESOL)* – An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

*Bilingual Education* – An instructional approach that explicitly includes the student’s native language in instruction. This approach requires an instructor fluent in the student’s native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

*Child* – Any individual age 3-21.

*Parent* – Parent, legal guardian or person otherwise responsible for the child.

*Language Instruction Education Program* – An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is the director of special services.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

BOE Policy IGBH

### **Handicap**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity which receives federal financial assistance. Discrimination is prohibited in all aspects of employment against

handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.

### **Age**

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age and older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

### **Food Service Nutrition Guidelines**

It is the policy of the Moberly School District No. 81 that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from midnight before to 30 minutes after the official school day. For more information regarding nutrition standards and Free/Reduced Meals, see Board Policies ADF and EFB.

### **Food Service Program**

A breakfast and hot lunch program is provided in all buildings for students in the Moberly Public School District. We encourage all parents/guardians to find out through an application at registration if their child qualifies for free or reduced-price food service.

Eligible students, as determined by appropriate school officials based on guidelines established under 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.

The criteria for determining a student's need and the procedures for securing "no-cost" and "reduced-cost" lunches for the student will be outlined and made known each year by the Board of Education. The criteria and procedure are established at the state/federal level.

Applications for "Free and Reduced-Price Meals" may be picked up in your child's school office. Parents/Guardian may apply anytime throughout the school year for "Free and Reduced-Price Meals."



If required by law, the district will establish a school breakfast program and summer food service program for eligible students or will adopt a resolution requesting a waiver excusing the district from these requirements. Such writing shall be filed with the Missouri Department of Elementary and Secondary Education and shall be valid for a period of three (3) years.

The students who participate in "no-cost" or "reduced-cost" meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff members as needed to make the special arrangements for the students.

Students may pay on account, or they may pay daily. Free and reduced meals must be approved each year.

Students will be allowed to charge only their lunch. Students with charges of \$10.00 will not be allowed to charge their lunch.

#### **Food Service Management (Meal Charges)**

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

#### **Students**

1. A student may not accumulate more than \$10 in unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

#### ***Alternative Meals***

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

### ***Interventions***

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

### ***Working with Parents/Guardians***

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

### **Debt Collection**

#### ***Delinquent Debt***

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts

to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

### ***Bad Debt***

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

### ***Records***

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

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

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All students have twenty-one (21) minutes to eat lunch. They will go to lunch at the same time as their fifth (5th) hour teacher.

In order to maintain a clean and pleasant dining area, please keep the following guidelines in mind:

1. Students may not cut into lines nor have friends save them a place in line or at a table. Once a student has left the line, he/she must go to the end of the line.
2. Faculty will be allowed to go to the front of the line when coming into the cafeteria. It is necessary for teachers to go to the front, as they have duties they must complete.
3. Students are responsible for cleaning up after themselves and are expected to help govern the activities of others at their table. If trash is left on the table, the students will be responsible for cleaning it up.
4. Those that bring lunches to school will also eat in the cafeteria.
5. The price of the breakfast will be \$1.00 and lunch will be \$1.55 with or without milk.
6. No food is to be taken from the cafeteria. Students must remain seated until they are finished eating and dismissed.
7. Students may not leave the building at lunch time.
8. Students are not to be in any part of the building during their lunch period except the cafeteria, unless they first receive permission from a teacher.
9. Put all silverware in basket when finished eating.
10. Students are encouraged to not bring soda and are not allowed to bring energy drinks to school.
11. Do not have pizzas or other foods delivered to the office.
12. If parents are bringing in take-out for lunch, please bring it for only your student (not others or large groups). School staff reserves the right to deny if it becomes a problem in the learning environment.

### **School Insurance**

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care. The school district does not carry insurance which covers school-related injuries to children. Parents/Guardians are encouraged to take

advantage of this service. Insurance forms will be given to parents/guardians when they enroll their child or may be picked up in the school office at any time.

## **Health Services**

### **MO HealthNet for Kids**

The District will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK) to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (Board Policy KB-AP-1)

### **Immunizations**

State Law requires all students meet the immunization standards established by the Missouri Department of Health in order to enroll in and attend school. (MO State Law Section 210.003 RSMO, 19CSR 20-28.040, 19 CSR 20-28.010, Sections 167.181 and 192.006.1.) Additional information about immunization schedules may be obtained by contacting the school nurse or local Public Health Department.

For school attendance at Moberly Public School District, required child immunizations are: diphtheria-tetanus-pertussis (DTaP), measles-mumps-rubella (MMR), polio (IPV), hepatitis B (HepB), varicella and tetanus-diphtheria-pertussis booster (Tdap)

**School Age Children (K-12):** Missouri State Law, Section 187.181, RSMo 19 CSR 20-28.010 Immunization Rule requires school age children to be appropriately immunized or exempted in order to enroll in or attend school.

**Preschool Students:** Missouri State Law, Section 210.003 RSMo 19 CSR 20-28.040 Immunization Rule requires children to be appropriately immunized or exempted in order to enroll in or attend school.

Board Policy KB-AP(1) and JHCB.

### **Student Health Information**

Health Services maintains student health records and forms. The Health History form is required health documentation to be completed annually for all students.

Medical history noted on the Health History form may require further documentation.

*Physician documentation (including an Emergency Action Plan) is required for all chronic or potentially life threatening medical diagnoses such as: Asthma, Life-threatening Allergies, Seizure, Diabetes, and others.* Please be advised that without this necessary documentation we cannot ensure proper care for the health and safety of your child at school unless the forms are filled out properly and returned annually.

## **Student Health Screenings**

Screening is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation.

*Screenings for the following health conditions will be conducted on various grade levels as per Missouri Department of Health Guidelines: Vision, Hearing, Scoliosis, Growth (height, weight, body mass index) and dental.* Screening will be performed through the Health Services Department. In addition, blood pressure screenings are sometimes conducted. Screenings will be performed during the current school year as time and resources permit.

Parents/Guardians will receive a written notice for children whose results require follow-up with a physician. Those not receiving a notice should consider their child's screening results to be normal. Rescreening and follow-up is done after mass screenings have been completed and is coordinated with the overall school calendar as time and resources permit.

If a parent or guardian has questions or concerns regarding any health screenings at school, please contact the school nurse in writing by the last day in August of the said school year.

## **Health Room Guidelines**

A Registered Nurse oversees health care for students at Moberly School District. Students who are injured or become ill at school will be sent to the health office for observation.

Many common minor illnesses and injuries can be managed in the school setting.

Parents/Guardians of students who require specific health plans or procedures must communicate and provide documentation to the school nurse or health aide prior to the student attending school.

## **Illnesses**

Students experiencing an illness at school are to report to the school nurse. Most common health ailments can be managed in the school setting. **If a student is not well and needs to go home, the nurse or office staff will contact the parent/guardian.** Students with a specific plan of care or treatment plan must submit a HealthCare Action Plan to the school nurse.

Parents/Guardians may bring over-the-counter medications for the nurse or health aide to store and dispense to treat common health complaints like headache, pain, stomach upset, cough and congestion.

If there is a concern of a communicable disease, the child may be verified home at the discretion of the nurse or health aide under the following circumstances:

- A temperature of 100 degrees or greater
- Other ongoing symptoms of illness or discomfort after consultation with the school nurse or health aide

To decrease the spread of communicable diseases, students may not attend school if they exhibit one or more of the following symptoms during the previous 24-hour period:

- A temperature of 100 degrees or greater (without medication given to reduce fever) who also exhibit symptoms of illness
- Other ongoing symptoms of illness after consultation with the school nurse or as deemed necessary by a physician or primary care provider

### **Communicable Diseases**

Moberly School District follows the Missouri Department of Health and Senior Services Communicable Disease guidelines. For any questions, contact the school nurse or the local Public Health Department.

### **Injuries**

All school related injuries are to be reported to the school nurse. Assessment and care of students with injuries will be coordinated or supervised by a Registered Nurse or designee. If needed, the nurse or trained district personnel will provide appropriate first aid and emergency treatment and contact Emergency Medical Services (EMS) for any individual who is injured or becomes ill while on district property, on district transportation, or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the parent/guardian or individual requiring the care.

### **Medication**

The administration of medication at school, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act, along with the Missouri Safe Schools Act. *Moberly School District will only administer necessary medication that cannot be given on an alternate schedule.* A Registered Nurse will review all medication requests presented for administration at school. The District retains the discretion to reject requests for administration of medication or to terminate existing administration of medication requests. The parent/guardian will be notified in writing when this occurs. Appeals will be reviewed by the Health Services Coordinator in collaboration with the Assistant Superintendent of Special Services and the school building principal.

### **Medication Procedures at School**

Medication should be given at home whenever possible. Most medications prescribed for 3 times a day or less can be given before the child leaves for school, when the child gets home from school, and at bedtime. ***Please discuss any questions or concerns with your school nurse or health aide.***

If ANY medication is needed during school or at school sponsored activities, the following procedures will apply:

- ***A Medication Form must be completed, signed, and returned to school with the medications by a parent or authorized adult.***

- **Students may not possess or self-administer medication while on Moberly School District grounds, transportation, or during activities** unless they have obtained appropriate authorization by the school nurse, parent, and physician per the Missouri Safe Schools Act.
- *All medication (including cough/throat lozenges) is kept in an assigned area at all times.*
- The Registered Nurse, using her professional judgment and in consultation and authorization with the parent, may allow students that have demonstrated appropriate skills to carry their own inhalers, insulin, and epinephrine auto-injectors. *A physician will need to provide a written treatment plan and authorization for students to carry such medication at school.* Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996.

### **Prescription Medications**

- **All medicine must be in the original and current prescription bottle. The pharmacist can provide an extra labeled prescription bottle for school doses.**
- The prescription label must contain the child's name, name of the medicine, dosage, and directions.
- The first dose of any medication should be given at home.
- Any changes to a medication dosage must have an updated Medication Administration Form at School and the updated prescription label with the medication.
- Parents/Guardians will receive a medication refill schedule when medications are authorized for administration at school. It is the parents'/guardians' responsibility to maintain a supply of ordered medications at school.
- Should your child require controlled pain medication at school, the parent must meet with the Registered Nurse to develop an Individualized Health Plan in order to ensure a safe and appropriate plan of care.

### **Non-prescription/Over-the-Counter Medications** [acetaminophen, ibuprofen, cold/cough medicine, cough/throat lozenges, etc]:

- ***Medication must be in the original container clearly labeled with the student's name and accompanied by the completed Medication Form.***
- No medication will be given past the expiration date on the container.
- Medication will only be administered per label directions.
- Due to the risk of dangerous side effects from long-term use of medication, a physician's order may be required if the student needs to take more than 25 doses of any combination of non-prescription medication in a given school year.
- Medications and supplements not approved by the Federal Drug Administration (FDA) will not be given at school.



- Aspirin or medications containing aspirin will not be administered to children due to the risks of Reye's Syndrome.

**Injectable/Inhaled Medications** [for asthma, allergies, diabetes, life threatening allergies to bee stings, or certain food]

- If a medical condition exists requiring injectable or inhaled medication, whenever possible the student should self-administer the medication.
- To properly identify symptoms and treat your child during an emergency, an Emergency Action Plan must be on file at the school.
- A current prescription label and written care plan from the physician, along with written parent authorization, is required for the administration of all injectable medication or for a student to self-manage and administer medication for a life threatening chronic health condition.
- All inhalers must be labeled with a prescription label or the inhaler must be carried in the prescription box with the child's name legibly written on the inhaler.

**Emergency Medications**

- Each school building is equipped with an epinephrine auto-injector (Epi-Pen) and albuterol nebulizer medication. In the event of a suspected student anaphylactic reaction (a life threatening allergic reaction that may be triggered by a food allergy, insect bite, drug allergy or asthma attack), an Epi-Pen will be administered by the school nurse or trained school personnel and 911 will be notified. Epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication is not readily available. In the event of a suspected student asthma related breathing emergency, albuterol nebulizer treatments will be administered by the school nurse or trained personnel. Written standing orders will be obtained annually from the District's consulting physician for the administration of epinephrine and albuterol in emergency situations.
- ***Please inform the school nurse or building principal if your child CANNOT be administered either epinephrine or albuterol during an emergency situation.***

**End of the Year Procedures for medications in the Health Office**

- Medications must be picked up by a parent or responsible adult prior to the end of the school day on the last day of the school year. Medications left in the Health office will be destroyed according to standard procedure.

**Pediculosis (Head Lice)**

The Centers for Disease Control (CDC) and the Missouri Department of Health and Senior Services removed head lice from the contagious disease advisory because head lice do not spread any type of disease causing bacteria or virus that directly results in an infection or illness.

Moberly School District does not perform routine, regularly scheduled school-wide screening for head lice with the exception that the Kindergarten-Second grade population will be screened upon return to school from periods of closure greater than five (5) days. Additional screenings may occur when two or more cases of live lice are identified in the same classroom. The school nurse or designee may screen any student when deemed appropriate and necessary.

**Students with live lice:** When live lice are found on a student, all other known students attending Moberly School District living in the identified child's household will be screened for the presence of live lice. The parent/guardian will be notified to pick up the student and meet with the school nurse or designee before the student is sent home. Instructions in current treatment, eradication methods and school protocols will be reviewed with the parent.

*Exclusion of the student(s) identified with live lice will not exceed 24 hours.* Students must be rescreened for lice with a parent/guardian present prior to returning to the classroom setting. An additional rescreening will be conducted 6-10 days following the original identification of live lice.

Should live lice be found during the rescreening, then the instructions, eradication, exclusion, and rescreening will be repeated until such time as there are no live lice on the student.

**Students with lice eggs without live lice:** Students identified with head lice eggs (commonly referred to as 'nits') will not be excluded from school. Parent/guardian will be notified and instructed in lice egg removal techniques.

Students will be rescreened every 5 days until no lice eggs are found for 3 screenings. Parents/guardians of students identified with live lice or eggs for a third time may be referred for case management by Moberly School District Registered Nurse, Counselor and Resource Coordinator. For subsequent identification of live lice or eggs, the matter will be referred to Building administration and may be reported to Missouri Social Services, Children's Division, for review and intervention.

Confidentiality of student(s) will be maintained in accordance with FERPA and Board Policy. Prevention education will be distributed to families throughout the school year.

### **Student Allergy Prevention and Response**

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen.

Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing and attendance. Further, healthy students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

### **Identification**

Each school will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

### **Prevention**

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any Section 504 plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing Section 504 plan or IHP/EAP will be disciplined, and such discipline may include termination.

Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in district instructional areas, non-ventilated spaces or if otherwise determined by the administration. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program,

including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

### **Education and Training**

All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices.

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, signs and symptoms of allergic reactions; information on avoiding allergens; and simple steps students can take to keep classmates safe.

### **Confidentiality**

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will not be shared with students and others who do not have a legitimate educational interest in the information unless authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

### **Response**

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's Section 504 plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

### **School Health and Wellness Advisory Council (SHWAC)**

SHWAC is a district advisory council. It is made up of parents, students, community members, and school staff working together to improve the health of all students and

families through coordinated school wellness programs. A Coordinated School Wellness Program utilizes personnel, agencies, and programs, both in and out of the school building, which relate to student and staff wellness and success in school. For information on becoming a member, please contact a Moberly School District Administrator or the Health Services Coordinator.

SHWAC generally meets the first Thursday of the month during the school year. The date, time, and location shall be available on the District website [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us) or contact the Moberly School District Health Services Coordinator.

### **Searches and Seizures**

If the Moberly School District Administration has a reasonable suspicion to suspect that a student has contraband and/or an object that is deemed as a danger to self or others, the District has the responsibility to search the student's belongings and person. The search will be conducted in the presence of a witness and in a manner that does not draw undue attention to the situation. **Refer to BOE JFG**

### **Inappropriate Sexual Conduct**

All students at Gratz Brown Elementary have the right to attend classes in a safe and orderly environment. They should be free of harassment by other students, especially that which is of a sexual nature. Sexual harassment is a serious matter with the potential for creating long-term physical and emotional trauma for those involved.

Students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment, but which may support a potential claim against the district and/or employee if not remedied. Such harassment may include, but is not limited to, the following:

1. Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on school premises.
2. A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.
3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class; purposefully limiting or denying students access to educational resources because of their gender.
4. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Sexual harassment of students by adults who otherwise come within this policy is absolutely prohibited regardless of whether the conduct is “welcome.”

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

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. See Board of Education Policy KK.

### **Inappropriate Conduct on Basis of Other Prohibited Categories**

In addition to freedom from inappropriate sexual/gender-based conduct, students at Gratz Brown Elementary should also be free of discrimination, harassment, and all other inappropriate conduct on the basis of all other legally protected categories, including: race, color, religion, national origin, age, and disability.

Students who believe that they (or others) are being subjected to conduct that could constitute discrimination, harassment, or any other type of inappropriate conduct on the basis of race, color, religion, national origin, age, and disability should consult the District's Nondiscrimination Compliance Statement provided previously within this handbook, the grievance policy AC-R set forth in this handbook, and/or the District's compliance coordinator below:

Coordinator for Title VI  
Dr. Bryan Thomsen  
Assistant Superintendent  
Moberly School District  
926 KWIX Road  
Moberly, MO 65270-3813  
Phone: (660)269-2600

Coordinator for IDEA, Section 504, and ADA  
Penelope Fadler  
Director of Special Services  
Moberly School District  
926 KWIX Road  
Moberly, MO 65270-3813  
Phone: (660)269-2693

### **Professional Qualifications**

Parents can request information on the professional qualifications of their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional as well.

### **Sex Discrimination (Wages)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, and Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing the same substantially equal work in the same establishment. The law covers most private employers, state and local governments, and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act. If you believe you have been discriminated against in a program of any institution which receives federal assistance, you should contact immediately the federal agency providing such assistance.

### **Student Initiated Group Use of District**

Pursuant to the Equal Access Act, secondary schools of the district will provide an opportunity for student-initiated non-curricular groups to conduct meetings or activities on district property to the same extent that the district allows other non-curricular student

groups to meet on school premises during non-instructional time. Student-initiated non-curricular groups will not be denied access on the basis of religious, political, philosophical or other content of speech at such meetings or activities. The superintendent or designee may create administrative procedures to govern the use of district facilities by student-initiated non-curricular groups. Community use of district facilities is governed by policy KG. See Board of Education Policy IGDA.

### **Distribution Policy of Non-Curricular Literature/Printed Materials by Students**

All students should notify and have the building administration's permission before handing out any non-curricular literature or printed materials.

### **REQUIRED PUBLIC NOTICES**

Missouri Statutes require that school districts in the state provide notice to patrons or students in regard to a number of various items. Obviously, some of the following provisions will not be as relevant to elementary school students, but the District is legally bound to include these notice provisions in Student/Parent handbooks. The following notices are provided pursuant to Missouri State requirements:

#### **Trauma-Informed Schools Initiative**

The Missouri Department of Elementary and Secondary Education has established a Trauma-Informed Schools Initiative to provide information and training to school districts regarding trauma-informed approaches. For more information, please visit <https://dese.mo.gov/traumainformed> and see Board Policy KB-AP(1).

#### **Suicide Awareness and Prevention**

The district is dedicated to educating employees and students on the resources and actions necessary to promote suicide awareness and to the prevention of suicide. For more information, please see Board Policy JHDF.

#### **Electronic Communication Devices and Audio and Visual Recording Equipment**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process. More information can be found in School Board Procedure EHB-AP and Policy KKB.

\*If a student possesses electronic pictures or texts, the district will consider it the same as a hard copy possession.

#### **Definitions**

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.



Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Moberly School District No. 81 or individuals authorized to act for the district.

### **Recording by Outside Entities**

The Moberly School District No. 81 prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.

Recording of staff for the sole purpose of professional training or development.

Open meetings of the Moberly School District No. 81 Board of Education or committees appointed by or at the direction of the Board.

Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

### **Recording by District Personnel**

The District may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

### **Recording by Students**

The Moberly School District No. 81 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.

At open meetings of the Board of Education or committees appointed by or at the direction of the Board.

As otherwise permitted by the building principal.

### **Recording of Meetings**

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

### **Computer Technology/Internet Usage:**

The district requires staff members to maintain professional boundaries with regard to all electronic communications with students. (BOE Policy GBH)

The district is committed to teaching students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse. (BOE Policy IGAEB) For more information, please see BOE Policy EHB-AP(1).

### **TITLE I: GRATZ BROWN ELEMENTARY SCHOOL-WIDE PARENT/FAMILY ENGAGEMENT POLICY**

1. Title I teachers will give information to parents at the beginning of the year by:
  - A. All parents will be invited to our Annual Meeting held in September. The agenda for this meeting will include: Gratz Brown's participation in Title I, Title I Requirements, informational newsletters, explanation of curriculum, assessments and proficiency levels, parental rights, and discussion of the School/Parent/Teacher Compact. All parents will also be invited to join our Parent Advisory Council.
  - B. Parents will also receive Title I information in the GBE Monthly Newsletters.
2. The GBE Title I Parent Advisory Council will meet throughout the year. The agenda for these meetings may include:
  - a. Discussion of an assessment of the Title I program at GBE
  - b. Suggestions on improvement of the program and how student learning will take place

- c. Response to any suggestions made at the last meeting
  - d. The GBE Parent Involvement Plan and the Student/Parent/Teacher Compact will be reviewed and revised for the following school year.
  - e. Explanation of other federal programs
3. GBE Title I staff will participate in school wide parent activities.
  4. GBE Title I Staff will make books/activities available to Title students and parents.
  5. Title I teachers will be available to discuss a child's performance during Parent/Teacher Conferences. Parents will also be given contact information for Title I teachers to facilitate communication as needed.
  6. Title I will hold Parent Involvement Activities in conjunction with PTO Family Nights. These activities will include, but not limited to: explanation of Title I requirements and explanation of curriculum and assessments with proficiency levels.
- Revised April, 2021 Moberly School District School-wide

### **Virtual Instruction**

Eligible students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP). Please see Board Policy IGCD for more information.

### **Video surveillance policy:**

Video surveillance occurs on school property and busses throughout the Moberly School District. Students or staff in violation of school policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and/or referred to law enforcement agencies.

### **Visitors**

All parents/ guardians are required to report to the office upon entering the building. **Parents wanting to observe a class must schedule a time and be accompanied by an administrator.** Because of a number of crowded classrooms and the importance we place on the educational process, we are unable to permit friends or relatives from other schools or areas to accompany you to your classes.

Unauthorized persons will be requested to leave the school property. Refusal to follow a request to leave will result in the unauthorized person being reported to the city police. Students who are on suspension are not considered properly enrolled and are subject to the same procedures as an unauthorized person or may be subject to an extension of the suspension.

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the

building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose. Students are not to bring visitors to school.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.