

HOUSTON ELEMENTARY SCHOOL STUDENT HANDBOOK 2022-2023



**Dr. Justin Copley, Superintendent of Schools
Mrs. Jody Jarrett, Principal
Mr. Jim Moore, Assistant Principal
Mrs. Maggie Moore, Counselor**

**Houston R-1 School District
423 W. Pine Street
Houston, MO 65483
High School Office: 417-967-3024 ext. 2202**

TIGER PRIDE

Dear Parents and Students,

I would like to welcome you to the Houston R-1 School District.

The Parent/Student Handbook has been prepared to provide parents and students with a clear understanding of regulations, policies, and rules which are necessary to maintain a positive learning climate and protect individual student's rights.

Please read and discuss this handbook in its entirety. The teachers, administrators, and bus drivers will be reviewing it with students. Let's make it a team effort to provide the best learning environment possible for Houston R-1 students.

Every student is required to return the Policy Acknowledge Page and the School & Family Compact to their classroom teacher during the first week of school. These pages are located in the back of the handbook. This acknowledges that you have reviewed and understand the policies set forth in the handbook. It also gives your child permission to attend field trips in the Houston area as well as supplying us with critical emergency information.

Parents, students, and faculty members are responsible for reading and understanding the rules and regulations set forth in this handbook, which were taken from school policy and state law.

We are looking forward to the 2022-2023 school year and welcome your input. We pledge to give our maximum effort toward providing your child the best education possible. If you have questions or concerns, contact:

Jody Jarrett, Principal

417-967-3024 ext. 2202

423 W. Pine Street

Houston, Mo. 65483

Website: www.houston.k12.mo.us

IMPORTANT NOTICE:

In response to COVID-19, the district has created an additional link on the school homepage, www.houston.k12.mo.us, titled COVID-19 Re-Entry, Reopening, and Contingency Planning.

There will be a link for each building as we believe a “one size, fits all” approach is not appropriate in this circumstance.

The district will continue to work with the local Health Department and local stakeholders to ensure that protocols align with the most scientific knowledge and community expectations. It is also reasonable to expect that the protocols and procedures implemented will change as the local conditions change.

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HOUSTON ELEMENTARY SCHOOL STAFF

Administrative Staff

Mrs. Jody Jarrett	School Principal
Mr. Jim Moore	Assistant Principal
Dr. Justin Copley	Superintendent of Schools
Mrs. Stephanie Barbogiovionni	Director of Curriculum and Staff Development
Ms. Jennifer Johnson	Director of the Exceptional Child Cooperative
Mrs. Stacy Fletcher	Director of Special Education

Board of Education

Mrs. Jennifer Scheets	President
Mrs. Christie Koch	Vice-President
Mr. Jeff Gettys	Secretary
Mrs. Jo Holland	Member
Mr. Darren Ice	Member
Mr. Charlie Malam	Member
Mr. Jeff Crites	Member

Teaching Staff

Department

Adkins, Stephanie	5th grade
Allen, Julie	Art
Anderson, Sara	Special Education
Buchanan, Linda	Title I Reading Coach
Campbell, Sheila	Preschool
Carpenter, Carpenter	Computer Lab
Copley, Heather	Kindergarten
Culver, Makayla	3rd Grade
Curry, Chris	Kindergarten
Davis, Rory	5th Grade
Douglas, Veronica	Kindergarten
Freeman, Gina	Special Education
Frisbee, Tammy	3rd Grade
Hinkle, Renae	4th Grade
Gulick, Dara	Librarian
Johnson, Julie	Title I
Kincaid, Amanda	4th Grade
Meier, Jessica	Title I
Morgan, Andrea	2nd Grade
Morgan, Trina	4th Grade
Moore, Maggie	School Counselor
McKinney, Boulder	Physical Education
Neugebauer, Courtney	1st Grade
Nunnery, Shannon	Title I/Parents as Teachers
Rogers, Calley	Music
Thomas, Alicia	Preschool
Tottingham, Jodie	3rd Grade
Sandberg, Carrie	5th Grade
Sellers, Samantha	Focus Room/In-School Suspension
Story, Jamie	Title I
Sutton, Tina	Preschool

Wallace, Ruth Ann	1st Grade
Wann, Rebekah	1st Grade
Wildhaber, Alyssa	Kindergarten
Williams, Dawn	Special Education
Williams, Sarah	1st Grade
Wilson, Alicia	2nd Grade
Wilson, Destiny	2nd Grade
Wilson, Mitchell	Title I

Secretarial Staff

Ruth Smith	Secretary to the Special Education Coordinator
Wanda Ichord	Secretary to the Principal

Custodial, Paraprofessional, and Support Staff

Ashworth, Clay	Building Maintenance
Cavaness, Carmon	Paraprofessional
Cooperman, Brenda	Paraprofessional
Crisp, Donna	Food Services Director
Crisp, Mark	Custodian
Dzurick, Jessica	Paraprofessional
Garrett, Shane	Custodian
Gilbert, Kelsen	Technology Director
Glaser, Tammy	Paraprofessional
Green, Josh	School Resource Officer
Lane, Kylie	Paraprofessional
MoComas, Renee	Paraprofessional
Robertson, Matt	Bus Maintenance & Transportation Director
Rust, Dave	Maintenance Director
Skaggs, Ethan	Paraprofessional
Skaggs, Patricia	Paraprofessional
Skaggs, Stevie	Paraprofessional
Smith, Amy	School Nurse
Smith Jr., James	Custodian
Stallcup, Mark	Building Maintenance
Stilley, Nicole	Paraprofessional
Stuckmeyer, Meagan	Paraprofessional

SCHOOL CALENDAR

August 22	First Day of School
September 5	No School- Labor Day
September 19	PD Day (No students)
October 14	End of 1 st Quarter (38 Days)
October 17	PD Day (No Students)
October 20	Early Dismissal (12:34 p.m.)
	Parent Teacher Conferences- 1:00 p.m.-7:00 p.m.
October 21	No School
November 21-25	No School- Thanksgiving Break
December 16	End of 2 nd Quarter (38 Days), end of 1st semester (76 Days)
Dec. 19-30	No School- Christmas Break
January 2	PD Day (No students)
January 3	School resumes
January 16	No School- Martin Luther King Day
February 17	Early Dismissal (12:34 p.m.), afternoon PD Day for staff
February 20	No School - Presidents Day
March 10	End of 3 rd Quarter (46.5 Days)
March 13-17	Spring Break - No School
March 20-24	Parent Teacher Conferences (before and after school)
April 7	No School - Good Friday
April 10	PD Day (No Students)
May 13	Graduation - 7:00 p.m.
May 19	Last Day of School
	End of 4 th Quarter (42.5 Days), end of 2 nd Semester (89 Days), Early Dismissal (12:34 p.m.)
	Afternoon PD Day for staff

Snow days (in order) may be used after missing 9 days: 1/16, 2/20, 4/7.

GENERAL INFORMATION

ADMINISTRATION OF MEDICATION TO STUDENTS (Policy JHCD)

The Houston R-I School District prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The Board directs the superintendent or designee to employ, contract with and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an individualized education program (IEP), Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law.

Over-the-Counter Medications: The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications: The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Medical Marijuana and Cannabidiol (CBD) Oil: The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law. In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy. When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

ALCOHOL/DRUGS/PARAPHERNALIA – MISSOURI STATUTES

Sale or distribution of alcohol or other drugs and paraphernalia, or substances represented to be such, including legal and illegal drugs and paraphernalia, while on school premises or at school related functions, is prohibited.

UNLAWFUL DISTRIBUTION OF A CONTROLLED SUBSTANCE, ON OR WITHIN ONE-THOUSAND (1,000) FEET OF THE PROPERTY COMPRISING ANY PUBLIC OR PRIVATE SCHOOL IN THE STATE OF MISSOURI, IS A CLASS "A" FELONY PUNISHABLE BY IMPRISONMENT OF NOT LESS THAN TEN (10) YEARS WITHOUT PROBATION OR PAROLE. MO. STATUTE 195.214.

ARRIVAL/DEPARTURE TIMES

Arrival at the Elementary School: The doors will open at 7:40 a.m. All walkers and bike riders must enter the building through the front entrance. There is designated parking in the lot across from the main entrance of the elementary school. Car-rider drop off is

between 7:40 a.m. and 8:00 a.m. Bryan Street is a one way street from 7:30 a.m. - 8:15 a.m. Please enter Bryan Street (right turn only) from Ozark Street. Line up single-file on Bryan Street. Students may enter the building at any of the 3 doors on the front of the building. All cars must exit left on Mill Street. A staff member will escort your child from your car to the building in all weather conditions.

Arrival at the Early Childhood Center: The ECC is located off the main campus. This is new for the 2022-2023 school year. The doors will open at 7:40 a.m. All students must enter through the front entrance. Additional information will be communicated with parents prior to the start of school.

School begins promptly at 8:00 a.m. Please sign in all students arriving after 8:00 a.m. at the front office.

Departure at the Elementary School: All walkers, bike riders, and car riders will be dismissed at 2:50 pm. Car-rider pick up (in a vehicle only) is on Bryan Street. Bryan Street is a one way street from 2:45 p.m. - 3:30 p.m. Please enter Bryan Street (right turn only) from Ozark Street. Line up single-file on Bryan Street. All cars must exit left on Mill Street. All students will be escorted to your vehicle in all weather conditions. For the safety of your child, the security doors will remain locked until 2:50 p.m.

Departure from the Early Childhood Center: All ECC students will be dismissed at 2:50 p.m. All students will exit through the main entrance of the building (south doors). All car riders will be dismissed/loaded first. Any students not picked up in the car rider line will be dismissed after car riders.

A student planning to leave school to spend the night away from home should present a note from his/her parents to inform the teacher of the plans. The host should present a note from his/her parents approving the visit. No phone calls to make arrangements about spending the night or going home with someone will be made from school.

Please notify the office prior to 2:45 p.m. of any changes to your child's dismissal plans.

The office will not accept calls between 2:45 p.m. and 3:10 p.m.

We are unable to provide supervision outside the building before 7:40 a.m. or after 3:10 p.m. Students should plan to arrive and leave at those times.

ART

The art program is designed to provide art experiences that contribute to the aesthetic, perceptive, discriminative, and expressive development of every child. Students will create in pencil, crayon, paint, pastels, yarn, paper, and recycled materials. Students are scheduled to attend art class 1 time per week.

ARTICLES PROHIBITED

Students will not bring to school articles that are either disruptive to the educational process, and/or of such value that the items are in danger of being stolen. This includes, but is not limited to: firecrackers, toys, radios, electronic games, collector cards, game playing cards, iPods/MP3 players, video cameras, etc. Such items will be confiscated and returned at the appropriate time.

The school will NOT be responsible for items of value belonging to students that are lost or stolen while at school or attending a school activity.

ASSEMBLIES

Assemblies are an important part of the educational program of our school. Assemblies are generally comprised in two types:

1. Programs provided by our own students under faculty direction.
2. Programs of educational or informational nature from outside individuals. Students are expected to be courteous and respectful to all performers and considerate of those around them. Good manners will be expected at all times.

Due to assemblies being a part of the regular school program and held during the regular school day, attendance is required and

students not in attendance are considered absent or truant.

ASSESSMENTS (Policy IL)

The district will use high-quality academic 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. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. 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). In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

The district's policy on student participation in statewide assessment is made available in the district's office for public viewing. This includes who is expected to participate, a list of statewide assessments the district participates in (MAP, NAEP, LEP, EOC, etc.) and dates on which those assessments are given, if known. Currently state law does not allow for students to opt out of statewide assessments.

ATTENDANCE

Compulsory Attendance (Policy JEA)

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 Houston R-I School District 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.

Excessive Absences

Students are permitted a maximum of eight (8) days per semester. There are no defined excused absences.

Per the Texas County Prosecuting Attorney's office, once a student has been absent 11 days, or 21 hours over the eight allowable absences, the school is required to contact the Juvenile Office. If a student accrues 42 hours of attendance overage, the Prosecuting Attorney will send the parents/guardians a formal letter. If a student is absent 49 hours over the allowable eight days, the Prosecuting Attorney may file a formal case against the parents/guardians with the Texas County Court.

Parents are ultimately responsible for the regular attendance of their child. The following state laws pertain to compulsory attendance:

167.031 SCHOOL ATTENDANCE COMPULSORY LAW

Every parent, guardian, or other person in this state having charge, control or custody of a child between the ages of seven (7) and seventeen (17) shall cause the child to attend regularly.

167.061 PENALTY FOR VIOLATING ATTENDANCE LAW

Any parent, guardian or other person having charge, control or custody of a child, who violates the provisions of section 167.031 is guilty of a Class C Misdemeanor.

Procedures

The attendance office will record each student's absence by course period. When a student has accrued four (4) total absences during the semester, the school will send a letter to the parent or guardian informing the parent or guardian that, in accordance with the published policies and regulations of the Board of Education, the student is in danger of excessive absences during the semester.

When a student has accrued six (6) total absences in a class during the semester, school personnel will make all reasonable efforts to contact the parent or guardian to discuss the student's excessive absences. However, if the parent or guardian cannot be reached, the school administration will enforce the policy as written.

When a student accrues more than 8 absences during the semester, their absenteeism is defined as excessive. **Students under 17 years old who have excessive absences will be referred to the Texas County Juvenile Office.**

Exceptions

Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence regulation.

Consequences for Violations

Students develop good or poor attendance habits early in their school careers. Regular and punctual attendance is expected of every student.

1. Students will receive a letter of concern after 4 absences (24 hours) per semester. The principal or designated school official will call the parent/guardian for verification of absences and the student may be referred to meet with the counselor.
2. A second letter will follow after 6 absences (36 hours) per semester and may require a meeting with the principal/counselor and parent.
3. More than 8 absences a semester (48 + hours), Family Services and/or the Juvenile Office will be contacted.

The parent should contact the principal in regard to extenuating circumstances such as death of parent, illness, and hospitalization.

Perfect attendance will be based on students being present during all attendance hours every school day. This will be verified after the last day of school has been completed.

BICYCLES (INCLUDING SKATEBOARDS AND SCOOTERS)

Bicycles may be ridden to school. Bicycles are not to be ridden on the sidewalks and should be parked in the rack provided as soon as the student arrives at school. Security of a bike is the responsibility of the student.

BUILDING HOURS

Hours of operation are 7:40 a.m. to 4:00 p.m. unless prior arrangements have been made with staff.

BUS RIDERS

Bus transportation is a privilege offered by the Houston R-1 School District. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

In order to maintain high standards of safety on school buses, students are expected to abide by the following rules as well as any additional rules the driver may require:

1. The driver is in charge of the pupils as well as the bus.
2. Students must obey the driver promptly.
3. Students must be on time to their bus stop – the bus cannot wait for late students.
4. The driver is encouraged by the principal to assign seats to students.
5. Students who are misbehaving may have special assigned seating to allow for driver supervision.
6. Students should never stand in the roadways while waiting for the bus.
7. Students should avoid unnecessary conversation with the bus driver.
8. Students are expected to speak at reasonable volumes and maintain normal classroom conduct.
9. The use of alcohol, drugs, or tobacco products is prohibited on the bus.
10. Students must not throw paper or other rubbish on the floors of the bus.
11. Students must not, at any time, extend arms or heads out of bus windows.
12. Students are expected to sit in the appropriate seat upon entering the bus.
13. Under no circumstances shall a student move seats or stand on the bus while the bus is in motion.
14. Any damage to the bus is to be reported immediately to the driver.
15. When leaving the bus, students must observe the directions and commands of the driver.
16. Students will not be permitted to board or depart the bus at any location other than the usual, assigned, and designated place without parental permission and driver approval.
17. Students must not, at any time, be in the driver's seat nor tamper with the bus in any way.

Failure to abide by the above guidelines will result in disciplinary referrals.

Please review bus rules with your child so that they can ride safely to and from school. Please refer to the Bus Discipline Code in the back of the handbook.

Students are required to bring a note from a parent/guardian when riding a different bus. In the absence of a written note, direct contact or phone calls from the parent/guardian may be acceptable.

CALENDAR OF ACTIVITIES

A calendar of activities is kept in the principal's office and located on the district website. The Principal will approve all dates before they are placed on the calendar.

CANCELLATIONS

Houston R-I School will utilize the School Messenger System (automated phone messages), local news outlets, radio stations, as well as any other social media networks such as Twitter and Facebook to notify parents and guardians of school cancellations. Additionally, Please ensure phone numbers and contact information are updated as necessary. On occasion, it may be necessary to dismiss school early due to poor weather conditions. The same resources will be used for notification. Parents may also opt-in to receive text message alerts from the district. You can receive information about School Messenger by contacting your child's respective school office.

CARE OF SCHOOL PROPERTY

School property belongs to all citizens, it is the responsibility of all of us to see that all property receives proper care. Students are held responsible for the care of all books, chromebooks, supplies, or equipment furnished by the Board of Education. Students should do their part in keeping the buildings and grounds neat and clean. When property is damaged or lost, whether intentionally or inadvertently, it will be charged to the student responsible.

CELL PHONES

Cell phones or any other electronic communication or recording devices are not to be used during the school day. Students must leave them turned off and out of sight. If you must contact your child please call the office at 417-967-3024. If a student needs to use their cell phone in case of an urgent matter, they should do so in the office with permission from the principal or secretary.

Cell phones that have been confiscated will be returned to a parent or guardian.

CHECKING STUDENTS OUT EARLY

We encourage students to remain in school all day. Please schedule doctor appointments, haircuts, and dental appointments after school hours when possible. When it becomes necessary to check a student out early, the parent must check out through the office; the secretary will call the classroom teacher for the child.

Students will be counted absent if checked out before 3:10 p.m. for any reason.

All preschool students (3 & 4 year olds) must be checked out at the elementary school office before they can be picked up at the Early Childhood Center.

CLOSED CAMPUS

The Houston Elementary School operates a closed campus. Students are not to leave the school campus once they have arrived at school. Any student who leaves the school campus without checking out through the elementary office is truant.

COMPUTERS (LAB)

The computer lab/class is designed to provide students the opportunity to learn basic computer skills and enhance learning. Students are scheduled to attend computer class 1 time per week.

COMPUTER USAGE AT SCHOOL

Computer and Internet access is available to students and teachers. The goal in providing this service to both staff and students is to promote educational excellence by increasing resource sharing, improving access to information and developing global communications.

With access to computers and communication with people all over the world comes the availability of material that may be considered controversial. The internet is commonly used for an uncontrolled, unregulated group of worldwide-networked information resources. The Houston R-I District firmly believes that the valuable information and interaction available on this world-wide network far outweigh the possibility that users may find material that is not consistent with the educational goals of the school district.

The use of the computer network is a privilege that may be revoked by the building administrators and/or the network administrator at any time for abusive conduct. Such conduct would include, but is not limited to, those offenses listed in the "Technology Usage Board Policy."

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Houston R-1 School District allows computer and Internet access for student, teacher, and staff use. This document contains the Acceptable Use Policy for your use of the district's Internet connection.

All students are granted access to the Internet through their classroom, library, or school computer lab unless that students' parent/guardian has a signed "Internet Denial Statement" on file in the technology director's office. The district treats the internet as an educational resource just as the students' textbooks, workbooks, and supplemental educational resources.

A. Educational Purpose

1. Houston R-1 School District's Internet connection has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Houston R-1 School District's Internet connection has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access through the system. You are also expected to follow the rules set forth in the student handbook and the law in your use of the network.
3. You may NOT use the Houston School District computer network or the school's Internet access for any of the following:
 - a. offer, provide, or purchase products or services through the network of Internet
 - b. political lobbying
 - c. use of free email accounts through the Internet (such as Hotmail, Yahoo Mail, etc.)
 - d. participate in any sort of "chat room"

- e. post personal account information about yourself or other people (including address, phone number, school address, etc.)
- f. gain unauthorized access to the network by logging in through another person's account
- g. make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses
- h. no external storage devices will be allowed to be brought in or out of the district without being scanned for viruses
- i. downloading programs or files from the Internet
- j. engage in any other illegal act
- k. plagiarizing works you find on the Internet
- l. access material that is profane, obscene, or advocates violence, or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your teacher or librarian. This will protect you against a claim that you have intentionally violated this policy.
- m. access personal social media accounts and sites

B. System Security

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

C. Your Rights and Searches/Seizure

You should expect only limited privacy in the contents of your personal files on the computer network system. The situation is similar to the rights you have in the privacy of your locker. Routine maintenance and monitoring of the computer network may lead to discovery that the student has violated this policy, the student handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents/guardians have the right at any time to request to see the contents of your files.

D. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the computer network.
2. In the event there is a claim that you have violated this policy you will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the student handbook.

E. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

CALENDAR OF ACTIVITIES

A calendar of activities is kept in the principal's office and located on the district website. The principal will approve all dates before they are placed on the calendar.

CARE OF SCHOOL PROPERTY

School property belongs to all citizens, it is the responsibility of all of us to see that all property receives proper care. Students are held responsible for the care of all books, chromebooks (including the charger), supplies, or equipment furnished by the Board of Education. Students should do their part in keeping the buildings and grounds neat and clean. When property is damaged or lost, whether intentionally or inadvertently, it will be charged to the student responsible.

CORPORAL PUNISHMENT

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Houston R-I School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

Staff members may, however, use reasonable physical force against students for the protection of students or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

DISTRICT POLICY MANUAL

The District Policy manual can be located at <http://policy.msbanet.org/houston/byletter.php?section=A>.

DISTRIBUTION OF MATERIALS

No organization will offer or distribute publications or materials to any or all of the student body either inside the educational facility or on school grounds without prior approval from the principal.

DRESS CODE

Students are expected to come to school properly dressed. Student dress should not be: indecent, obscene, immoral or suggestive, or construed as impairing the moral atmosphere of the school or the educational learning environment.

Clothing that is unacceptable includes:

1. Students may not have anything covering his/her face.
2. Shirts exposing the midriff or mesh/see through shirts (including men's undershirts).
3. Shirts split down the sides.
4. Spaghetti strap shirts, strapless shirts, and shirts with only one shoulder strap.
5. Clothing with profanity, vulgarity, nudity, figures with scarcity of clothing, advertisements of alcohol or tobacco products.
6. Clothing with written or implied profanity or objectionable slogans.
7. Pants sagging below the natural waistline.
8. See-through clothing without appropriate clothing underneath.
9. Any top that also shows any part of an undergarment is also unacceptable.
10. Underarm openings must also be reasonable and the shirt design may not be altered. Open back tops are not appropriate.
11. Shorts and dresses must be at least the length of the tips of a student's fingers when their arms are down at their sides or mid-thigh in length whichever is longer.
12. Clothing that shows an undue exposure of the body.
13. Clothing with sexual words, slogans, drawings, pictures, cartoons, etc.
14. Chains and trench coats or inappropriate body markings.
15. Pants with holes in them (i.e. jeans, leggings, pants) shall not have holes higher than the length of the tips of the student's fingers when their arms are down at their sides or mid-thigh in length, whichever is longer.
16. Other distracting clothing as described in the following paragraph:

When, in the judgment of the administration, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. Objectionable clothing is determined by the administration.

Hats

Students are not permitted to wear hats or any head coverings while in campus buildings with exceptions being made for safety precautions when a head covering is necessary or during school sanctioned "hat days."

DRILLS (FIRE-TORNADO-DISASTER-LOCKDOWN)

For all emergencies, students are expected to follow the teacher's instructions.

- FIRE - single long ring of the bell. When the signal is given, students will go directly to the exit designated by the teacher.
- TORNADO - series of short rings of the bell. When the signal is given, students proceed to the predetermined areas as directed by the teacher.
- DISASTER - series of short-long-short rings. When the signal is given, students should follow the teachers' instructions.
- LOCKDOWN (Imminent danger) – announcement will be given. Students should follow the teacher's instructions. Only law enforcement will be permitted to enter the building.

- SOFT LOCKDOWN (precautionary) - announcement will be given. Students should follow the teachers instructions. Entry may be restricted.

****Emergency drill tones may change with notice****

All of the above procedures will be posted beside the doorway entrance inside every classroom.

EARTHQUAKE SAFETY FOR MISSOURI SCHOOLS

The New Madrid Seismic Zone (NMSZ) Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Know What to Do When the Shaking BEGINS:

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops:

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think its leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained was extracted from the American Red Cross website

http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website

(<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>).

This flier could be distributed by School Districts to each student annually to satisfy the requirements of RSMo 160.455.

ELECTRONIC DEVICES (PERSONAL AUDIO DEVICES/CELLULAR PHONES/PDAS, IPODS, EARPHONES/HEADPHONES, SMARTWATCHES)

Because of disruptions and interruption of the educational process, electronic devices (cell phones, smartwatches, etc.) are not to be visible during the hours of 8:05 a.m. and 3:10 p.m. Electronic devices will be confiscated (during school hours 8:05 a.m. - 3:10 p.m.) if using them or if visible during that time. The school is not responsible for the loss of, or location of any lost, missing, or stolen unauthorized cell phones, smartwatches, or iPods.

The owner of the electronic device is responsible for the usage/visibility of the device. This includes allowing someone else to use it (in which case, all students involved would receive discipline according to the discipline code). Video, pictures, and/or audio recordings are NOT allowed in any district restroom or locker room. Any violation will fall under the discipline code that best fits the situation.

ENROLLMENT

To be eligible to enroll in Preschool a child must be 4 years of age by August 1st. To be eligible for Kindergarten, a child must be 5 years of age by August 1st. To be eligible for 1st grade a child must be six years old by August 1st. Students are required to comply with the State law on immunizations before entering school. Parents need to supply copies of the child's birth certificate, proof of physical address (residency).

Any legal documents should also be submitted at enrollment on students involving complicated custodial issues.

Siblings will not be enrolled in the same general education classroom.

When applicable, student records must be received from the sending district before a student may begin classes.

FIELD TRIPS

Field trips are a privilege, not a right. Depending on the available school funding, students may be given the opportunity to attend educational field trips. Students who demonstrate good citizenship for the semester and/or school year will be allowed to attend the field trips. As a guideline, students with disciplinary write-ups will be considered on a case-by-case basis. The principal will use professional discretion when determining the final roster of students participating in any field trips.

In connection with the educational programs of Houston Elementary School, we are asking for your written consent to take your child on trips within walking distance of the school. This authorization will eliminate the need for special permission before each walking trip and will assure each child an opportunity to be included in such excursions. Please sign and return the permission slip located in the back of the handbook.

Generally, the local Houston trips are made during pleasant weather when children can walk. Occasionally the trip requires transportation. Transportation will be provided by the Houston School District.

All (non-local) field trips require a parent signature. If the appropriate slip is not returned by the appropriate date, students will be required to stay behind. Students must ride school transportation to the event. The parent/guardian may sign the student out at the event if necessary with prior permission from administration.

While on field trips, students are subject to the same rules as if they are at school. Students who have demonstrated a lack of self-discipline in school may not be allowed to participate in field trips. School administration will make final decisions regarding student attendance on field trips.

Students will not be permitted to attend field trips without signed consent by a parent/guardian. Phone consent is not permitted.

If there is discipline or behavioral problems while on the field trips, parents may be contacted immediately to come and pick up their students. Students disciplined while on field trips will not be eligible to attend another field trip during the school year. If necessary, the principal may issue further discipline in accordance with the discipline code.

For the safety of our students, parents/guardians who attend field trips must complete the necessary requirements as noted in the field trip policy and get prior approval from the principal. A copy of the field trip requirements may be picked up in the elementary office. In the event of a special circumstance or required accommodation, please contact the building principal.

FIELD TRIP POLICY FOR PARENT/GUARDIAN ATTENDANCE

In order for a parent or guardian to be eligible to attend a field trip, the following criteria must be met:

1. Missouri State Highway patrol background check.
 - a. Cost: \$41.75 (subject to change).
 - b. Fingerprints are required.
2. Missouri Department of Health and Senior Services FCSR background screening and Worker Registration.
 - a. \$13.00 application and processing fee.
 - b. Complete online.
3. Copy of driver's license.
4. Minimum of 10 hours of volunteering (elementary school, HES PTO, etc). Hours must be completed PRIOR to the field trip.
5. Only parents and/or guardians may attend field trips. No siblings or guests will be permitted.
6. Parents and/or guardians are responsible for their own fees and expenses.
7. Photographs or social media posts of other students are not permitted.
8. If a student is checked out prior to the conclusion of the field trip, the student will be counted absent for those hours of non-attendance.
9. All parents and/or guardians must notify the office in advance of the field trip and get prior approval from the elementary principal before attending.

FINES AND FEES

The master fine/fee list is updated each quarter. All fines/fees must be paid before a student may participate in field trips.

FOOD SERVICES

Students are encouraged to eat breakfast and lunch in the school cafeteria.

- All money is to be deposited in the elementary office. Food service deposits can also be made online through Parent Portal.
- Students are encouraged to deposit money on a weekly or monthly basis.
- Cafeteria prices for meals are set annually.

Breakfast and Lunch

- ❖ Student full price breakfast is \$1.45 and lunch is \$2.00. Reduced price breakfast is .30 and reduced lunch is .40.
- ❖ Adult breakfast is \$1.50 and lunch will be \$2.73.

Money should be paid weekly, preferably on Monday. It must be placed in an envelope with the child's name and the teacher's name. Children who bring lunch from home may purchase milk in the lunchroom. Students may charge up to \$3.00. Bills are sent home periodically with students owing money. All questions about lunch bills should be addressed to the cafeteria at 417-967-3024 ext. 2447.

Soda is not permitted.

Exceptions will be made for school celebrations and special activities.

Visitors

Parents and/or guardians of a Sunshine Student (Student of the Month) are permitted to eat lunch with students on the designated day. Please call the office prior to your child's scheduled lunch time to make these arrangements. If the visitor is someone other than a parent or guardian, the parent or guardian must provide consent or accompany the visitor. If permission is given, a visitor's pass must be worn at all times.

Free and Reduced Lunches

Eligibility for free and reduced price lunches will be based on the income scale as established by the Department of Agriculture each school year. Consideration for eligibility will be given to economic needs as reflected by total family income, including welfare and

ADC payments, family size and number of children from that family enrolled in school. Application forms are distributed during the first week of school. If the form is lost, application forms may be secured from the high school office, completed, and returned for processing. Students who qualify for free or reduced price meals will be charged for any snacks and/or extra meals or milk.

Past-Due Meal Charges (EF-API)

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.

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.

FLOWERS/GIFTS

It is the overall mission of the Houston R-I Schools to provide the maximum optimal educational learning environment possible to enhance student time on task, quality instruction, student learning activities, and achievement to prepare students for the next grade level, courses and post-secondary opportunities. Office and student placement and storage of many of the gifts have become a huge problem in the buildings. Also, it is the responsibility of the Houston R-I School District to provide the opportunity to satisfactorily meet the above mission, it is imperative to minimize the number of interruptions that occur in the learning climate/environment and maintain the students on task to the highest degree possible. Thus, the following procedures shall be implemented concerning the distribution of gifts to students.

A. Gifts would include flowers, balloons, stuffed animals, candy, etc.

B. No one person shall be allowed to send more than one item to any one student.

C. Houston R-1 school system will attempt to deliver the gifts as a courtesy. However, the Houston R-1 School system or employees shall not assume any responsibility for any products that are broken, misplaced, stolen, damaged, not received by the student, not delivered, etc.

D. Gifts will NOT be accepted at school from individuals or businesses for delivery to students on the following days or on the school day preceding and following those days listed below in items #1 through #4.

1. Homecoming
2. Hoop Queen
3. Valentine's Day
4. The two days preceding the dismissal of school for Christmas vacation and the summer vacation.

E. Procedures for all gifts (items) on all days:

1. Balloon:

- a. One balloon not to exceed eighteen (18) inches in height and fourteen (14) inches in width with a maximum of a ten (10) inch length of string.
- b. Not to be attached to any item where the overall height of both or all items would exceed thirty-two (32) inches in height.

2. Stuffed Animal:

- a. One stuffed animal, not to exceed twenty-seven (27) inches height and fourteen (14) inches in width.
- b. Any balloon attached to the flower arrangement shall not exceed an overall height for both or all items of thirty two (32) inches in height.

3. Flowers:

- a. One flower arrangement not to exceed twenty-seven (27) inches in height and fourteen (14) inches in width.
- b. Any balloon attached to the flower arrangement shall not exceed an overall height for both or all items of thirty two (32) inches in height.

4. Other Items: One not to exceed twenty-seven (27) inches in height and fourteen (14) inches in width.

5. The shops and individuals shall be requested to pick up any gifts/items in violation of the above since the school shall not deliver the items to its students or staff.

F. The school system does not desire to be put in the position of replacing this policy with a strict policy if this policy is not successfully adhered to and implemented. This policy has been formulated as a compromise measure. It is our wish that everyone involved will work together in the true spirit of cooperation in preserving the educational mission of our school in the implementation of this policy.

Approved on September 8, 1997, by the Houston R-1 Board of Education with an implementation date of September 15, 1997.

FOCUS ROOM COACH

The Focus Room Coach will assist students in dealing with social and academic problems that interfere with their personal learning and the climate needed for all students to learn. The coach will be available to assist students with work and provide a quiet learning environment for all students.

FOOD AND SNACKS

Due to health concerns, all student-brought treats and snacks must be store bought or from a list of approved vendors. Homemade items will not be accepted. A list of approved vendors is available in the elementary office.

GRADE REPORTING

Report cards are sent quarterly. All report cards will be emailed to the address listed in SIS. Hard copies of report cards will be mailed only upon request. Students and parents are invited to discuss their child's academic progress with the classroom teacher, counselor, or principal. Parents are encouraged to contact the teacher first.

HEALTH SERVICES

Head lice

Children will be screened throughout the year for head-lice and scabies. Parents should also help in the screening process at home and notify the school if their child has become infested. If a child is found to have head-lice/eggs, the child will be required to stay out of school for at least 24 hours after treatment has been administered (school board policy). Parents should remember that all members of the family should take the treatment at the exact same time to prevent it spreading to others. Proof of treatment is required before the child can be allowed to return to class. A written note and a box top label from the medication is required upon your child's return to school. Children will not be allowed to ride the bus until cleared by the district's school nurse. Literature is available on head lice in the school nurse's office and will be provided upon request.

Scabies

If a child is found to have scabies, the student will be required to take necessary treatment and remain out of school until a physician indicates in writing the condition is no longer infectious to others. . Literature is available on scabies in the school nurse's office and will be provided upon request.

Communicable Diseases

Other communicable diseases such as measles, mumps, chicken pox, pink eye, etc., will require the student to be excluded from school attendance until a physician indicates in writing the condition is no longer infectious to others. The state approved guidelines for communicable diseases have been established by DHSS. A copy of this manual is available in the nurse's office.

Immunization

It is state law that immunizations be kept up-to-date with public school attendance. As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parents of every pupil hereafter entering public school, to furnish to the elementary school office upon enrolling, satisfactory proof of immunization.

If students have not been immunized, there needs to be proof that parents are in the process of having that task accomplished in accordance with the rules and regulations of the State Department.

Students may request not to furnish the elementary school office an immunization document based upon religious beliefs or a note from a physician.

Students infected with contagious diseases will not be permitted to attend school.

Delinquent immunization letters are sent out throughout the school year.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

Injuries

Bumps and bruises are treated and recorded, normally with no parent contact. Parents are always contacted whenever there is a medical judgment to be made and for any potentially serious injury.

Medication

All medication must be brought into school by a parent. No medication should be transported on the bus. Students will not be permitted to take medication while at school unless the medication is administered by an adult acting under specific written request of the parent or guardian and under the written instructions of the student's physician. When such a request is made by a parent/guardian a full release from the responsibilities pertaining to the administration and consequences of such medication must be presented to the principal by the student's parent or guardian. This policy covers all prescription or other drugs that might be purchased over the counter. Prescription medication, which contains no narcotics or controlled substances, will be administered by R.N. or trained personnel to the student if:

- A. Medicine is in the original container.
- B. Written permission from the Parent/Guardian is on file and is accompanied by physician written authorization to administer the prescription.
- C. Directions for medication, including strength and dosage administration is on the bottle.

Students will be sent home for a fever over 100 degrees Fahrenheit, vomiting, or diarrhea. They cannot return to school until they are fever free for 24 hours.

Please contact the principal or the nurse about any serious medical conditions or allergies.

HOMECOMING

1. No student will be dismissed to ride or participate in the parade unless:
 - A. There is a signed written permission statement from the parents and on file in the office
 - OR
 - B. The parents or their designated adult checks the student out from the office.
2. After the parade, students will report to their classrooms for dismissal by their teachers.
3. Parents may check their children out of school and then #2 does not apply.
4. All permission slips must be in the day before the parade. (No last minute phone calls will be made on the day of the parade).
5. No face paints/body paints or unusual hair dyes are allowed in K-5.

INSURANCE

School Districts are not generally held legally liable for accidental injuries sustained by students while at school or while participating in school-related activities.

As a service to students and parents, the District does provide an accidental injury policy for students which can be purchased at a reasonable price. The policy is available on a "school-day basis" or "24-hour basis". All students participating in interscholastic athletics will be required to obtain some type of accident insurance.

Detailed information and application forms are made available to students and their parents at the time of enrollment or the first day of school.

LIBRARY MEDIA CENTER

The library is open from 7:40 a.m.-3:00 p.m. Students have a regular library time weekly in which they can check out books. Overdue notices are sent home as needed. Students are responsible for the care of materials checked out to them and will be asked to pay the replacement cost for lost/damaged books.

LOITERING

All students on campus will be required to attend classes according to their schedule.

Non-students will not be permitted on campus without authorization from the elementary school office. Loitering on campus will not be permitted. Failure to leave when advised will cause trespassers to be subject to disciplinary action including prosecution and/or notification to the school resource officer or police department. Non-students are not allowed in class while school is in session.

LOST AND FOUND

Lost and found articles are turned in to the elementary office. Students should check immediately in the office if they are missing articles. At the end of each quarter, unclaimed items are given to charity.

MAKE UP WORK/LATE WORK

Assignments that are not completed in class should be finished at home and returned to school completed and ready to be turned in and graded. After a period of time, at the discretion of the teacher, additional intervention can be given and/or incomplete work will be marked as a zero in the grade book. Missed assignments may result in a focus room visit.

Students will be expected to make up all assignments from days absent. The principal and/or each teacher may set reasonable limits regarding the timeframe in which missed work may be completed and turned in for credit. It is the responsibility of the student and parent/guardian to make arrangements with the student's teacher to get all missing assignments that need to be completed. For each day the student is absent, 2 days will be given to complete and turn in all missing assignments.

MUSIC

The goal of the music program is to help students build a relationship with music that provides them with enjoyment, personal growth, and an enhanced quality of life. All students participate in singing, playing musical instruments, and rhythm activities. Each class will participate in one musical program during the year.

NURSE

The elementary school nurse is here to administer medications and provide medical assistance for injured students. Students should receive permission from their home room or recess teacher before visiting the nurse. The nurse also teaches short units dealing with health issues.

PPP NIGHTS (PRACTICAL PARENTING PARTNERSHIPS)

Each grade level has informative, casual parent meetings each year. We urge you to attend meetings to interact and share with other parents. Classroom teachers will notify parents when these meetings occur.

PARAPROFESSIONALS

Paraprofessionals assist students and teachers in all school settings as needed.

PARENT/TEACHER CONFERENCES

The Houston Schools have scheduled two Parent-Teacher Conference sessions during the school year during first and third quarters. Other conferences may be held during the year to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should call the school to make an appointment. Conferences may be scheduled before school, after school, or during the teacher's planning time.

PARKING

Parking is available in the lot across from the main entrance of the elementary school. The south lot is reserved for staff.

For all after school scheduled activities, parking is available in the bus turn-a-round located next to the playground. This lot is accessible from King Street. All school sponsored activities start at 6:00 p.m. and doors will be open at 5:45 p.m. unless noted.

Please note that Bryan Street is designated a no-parking zone.

PARTIES

Parties are scheduled at Christmas, Valentine's Day and the last day of school. Notes with guidelines are sent out prior to each party. Parents are welcome to attend each party during designated times.

PERSONAL ITEMS

Please mark and identify clothing, lunch boxes, supplies, etc. Students may not bring toys, electronic equipment, bats, balls or any item that draws attention from the educational process. This includes trading cards and cell phones (please review the cell phone policy for more information).

PETS AND ANIMALS

Requests to bring animals must be approved by the principal and classroom teacher. Parents need to accompany the animals to and from school. They may NOT be transported on the buses.

PHYSICAL EDUCATION

The goal of the physical education program is to provide a comprehensive sequence of activities, which consists of calisthenics, rhythms, relays, sports skills, and games. Throughout the year, topics concerning health, safety, and self-esteem will be studied by all children. Each child will participate in this program unless excused for health reasons by the child's physician. Written documentation is required from the child's physician. Exception to this rule would be temporary illness of limited duration.

PLEDGE OF ALLEGIANCE

Students will be asked to honor their country by saying the pledge of allegiance before school each day included with the daily announcements. Students not wanting to participate may opt out if they choose. Students choosing not to participate in the pledge of allegiance will be expected not to interrupt or cause problems so others can exercise their rights. Students causing disruptions or interrupting the pledge may be removed from the setting or face discipline according to the code of conduct.

POSTING PRINTED ITEMS

Materials are not to be posted on the walls or bulletin boards. All posted items must be approved by the building principal. The item(s) will be posted only in the area(s) designated by the principal. Student(s) will take down the materials on or before the specified date.

PRINCIPAL

The Pre K-5 Principal is available to discuss academic or personal problems a student may have. The classroom teacher will arrange for the student to see the principal. Parents, who have not been able to resolve a problem or concern with their child's teacher, should discuss the matter with the principal.

PROMOTION/RETENTION

The general policy of the district is to encourage each child to achieve and be successful according to his/her best potential. Students that are six months behind or more in grade level reading, on multiple reading assessments, will be considered a retention candidate by the third quarter. Also taken into consideration are classroom observations, attendance, maturity, grades, writing samples, teacher recommendation, and counselor recommendation. Parents will be notified during the third quarter if a student is being considered for retention. Conference discussions and recommendations shall be documented and signed by parent, teacher, and the principal or counselor. Every effort will be made to communicate concerns to parents throughout the school year so retention can be avoided if at all possible. Desires and concerns of parents will be given proper consideration. The best interest of the child will be the guiding principle for promoting or retaining a child, and the final decision is a professional one.

1.

PUBLIC NOTICES

1. NOTICE OF NON-DISCRIMINATION // PROHIBITION AGAINST DISCRIMINATION, HARASSEMENT, AND RETALIATION
2. PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES // SPECIAL EDUCATION AND SECTION 504
3. COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT
4. NOTIFICATION DIRECT SERVICE CLAIMING – MEDICAID
5. FERPA – NOTIFICATION UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
6. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE
7. EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES & PARENTS RIGHT TO KNOW
8. HOMELESS, MIGRATORY, AND ENGLISH AS SECOND LANGUAGE (ELL) NOTICE

- 9. CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS (POLICY KLA)
- 10. HAZARDOUS MATERIALS (ASBESTOS CONTROL) (POLICY EBAB-AP1)

1. NOTICE OF NON-DISCRIMINATION // PROHIBITION AGAINST DISCRIMINATION, HARASSEMNT, AND RETALIATION (POLICY AC-AF1)

- a. GENERAL: The Houston R-I School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Houston R-I School District is an equal opportunity employer.
- b. FACILITIES: The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.
- c. SCHOOL NUTRITION PROGRAMS: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.
- d. INDIVIDUALS WITH DISABILITIES: The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability—regardless of whether the child is currently enrolled in the Houston R-I School District—is encouraged to contact the district's compliance officer listed below. Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.
- e. REPORTING: The district's nondiscrimination policy and grievance forms are located on the district's website at www.houston.k12.mo.us or at any district office. The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:
 - i. Mrs. Stacy Fletcher, 504 Compliance Coordinator
423 W. Pine Street
Houston, Missouri 65483
(417) 967-3024
sfletcher@houston.k12.mo.us
- f. In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:
 - i. Dr. Justin Copley, High School Principal
423 W. Pine Street
Houston, Missouri 65483
(417) 967-3024
- g. Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.
 - a. Office for Civil Rights
Phone: 816-268-0550
TDD: 800-877-8339
E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission

Striving for Excellence...Learning for All

Phone: 800-669-4000
TTY: 800-669-6820
E-mail: info@eeoc.gov

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
Phone: 866-632-9992
Fax: 202-690-7442
TDD: 800-877-8339
E-mail: program.intake@usda.gov

U.S. Department of Justice
Phone: 202-514-4609
TTY: 202-514-0716
E-mail:
AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
E-mail: mchr@labor.mo.gov

2. PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES // SPECIAL EDUCATION AND SECTION 504

- a. 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 Houston 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, 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 Houston 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 Houston School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the

Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Houston School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Central Office, Monday through Friday, from 8:00 a.m. to 3:00 p.m.

This notice will be provided in native languages as appropriate.

3. COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

- a. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the School District of Houston, R-12 ("District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

Employment: The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities. The ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

423 W. Pine Street
Houston, Missouri 65483
Phone: 417-967-3024

4. NOTIFICATION OF DIRECT SERVICE CLAIMING

Insurance - Individual with Disabilities Education Act (IDEA)

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

In 2013 the requirements under the Individuals with Disabilities Education Act (IDEA) have changed and now school districts are required to provide parents with written notification before they access public insurance for the first time and then every year thereafter. This notification is to inform you of the requirements under IDEA, regarding written notification and consent to access public insurance, such as MO HealthNet. For more information on MO HealthNet for Kids Program, please visit www.benefits.gov/benefits/benefit-details/1606.

Do I need to do anything?

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

What type of information will be in the consent form?

The consent form must inform you of the personally identifiable information that may be disclosed (including your child's name, birth date, Medicaid number or other ID, disability, IEP and evaluations, type of service, times and dates of service and progress notes), the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will be receiving the information.

What does it mean if I give my consent?

By consenting, you state that you understand and agree that MO HealthNet insurance will be billed to partially pay the cost of IEP related services and that the necessary information about your child and his or her IEP services may be shared with MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g. physician scripts, referrals) in order for the billing to be done. There will be no cost to you for the services.

Am I required to enroll with MO HealthNet Division (MHD) for public insurance?

You are not required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

Will my consent affect my family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit or reduce lifetime coverage or benefits, change eligibility, affect benefits, count against visit or funding limits in MO HealthNet programs or increase costs to you.

What if I change my mind?

You have the right to withdraw consent to disclose your child's personally identifiable information to MO HealthNet Division for billing purposes at any time.

Will my consent or refusal to give consent affect my child's IEP services?

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

What if I have a question?

Please call your school district's Special Education Department with any questions or concerns.

Our School District of Houston, R-12, and ("District") receives funding from the Medicaid Direct Service Claiming (DSC) program for IEP covered services to eligible children through the Missouri's Medicaid agency – MO HealthNet. This is a state-approved program that allows our District to receive reimbursement from federal funds for providing some health-related covered services to eligible children in the District. Examples of covered services include speech therapy, assistance with daily living skills, physical therapy, and nursing services. We are required to notify you of our participation and the IDEA regulations stated below.

The District, working with the MO HealthNet, will need to determine if your child is eligible or should become eligible in the school-based Medicaid program. Your written consent indicates that you understand and agree that the District will submit your child's information to MO HealthNet and their authorized agencies to verify eligibility and submit claims for the DSC program. The District may use Medicaid benefits in which a child participates to provide or pay for services documented in the child's Individualized Education Program ("IEP"). Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education from the District, nor are they responsible for any out-of-pocket expenses for these IEP services. Also, the District's access to these benefits is not allowed if it would have a negative impact on your public insurance.

We will provide the required special education or related services to your child at no cost to you whether or not you grant your written consent. Your consent is voluntary and may be revoked at any time. The District's use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

5. NOTIFICATION UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Houston R-I School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The District complies fully with FERPA, which affords parents/guardians ("parents") and students who are at least age 18 ("eligible students") the following rights:

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, within 45 days of the date upon which the District receives a request for access. The District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The District may charge a fee for copies.

Right to Prevent Disclosure: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt 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 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), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. 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. 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. The District considers the following to be directory information:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information

is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

The District may disclose such directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. 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.

Military Recruiter Access/Student Recruiting Information: Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the Superintendent, Houston R-I School District, 423 West Pine Street, Houston, Missouri 65483.

Right to Request Amendment: Parents or eligible students have the right to request that the District correct any parts of an education record believed to be inaccurate, misleading or otherwise in violation of their rights. A parent or eligible student must submit the request to the Central Office, Houston R-I School District, 423 West Pine Street, Houston, Missouri 65483. The request must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/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 an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

6. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE

The federal Protection of Pupil Rights Amendment ("PPRA") affords parents certain rights regarding a school district's initiation of certain federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: 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 program eligibility.

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 District 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.

Inspect, upon request and before administration or use: Protected information surveys or students; Instruments used to collect personal information from students of any of the above marketing, sales or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not examination or screening as described above. Individuals who believe their rights under the PPRa 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. 20202-5920.

- 7. EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES
 - a. ESSA Complaint Procedures:

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
<ul style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ul style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ul style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals	
<ul style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

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

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Parent's Right to Know:

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

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

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

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

- Information on the level of achievement and academic growth of your student if applicable and available, on each of the State academic assessments required under Title I.A.

- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

8. **CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS (POLICY KLA)**

- a. The Houston R-I School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

9. **HAZARDOUS MATERIALS (ASBESTOS CONTROL) (POLICY EBAB-AP1)**

- a. The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings. This procedure outlines compliance measures but is not intended to expand or conflict with applicable federal law.
- b. All inspections and reinspections will be done by an accredited inspector and conducted as required by law. The inspections and reinspections will include the collection of samples that will be analyzed by accredited laboratories, as required by law. The inspector will provide a written report to the asbestos manager for inclusion in the district's asbestos management plan.

RELEASE OF STUDENT RECORDS

The District complies with the federal law governing the release of educational records. This law defines the condition that parent permission is required for release of educational records. A form is provided in the back of this handbook if a parent wants to ensure that directory information is NOT released regarding their child.

The District complies with the Health Insurance Portability and Accountability Act (HIPAA) regarding release of health information.

Student Education Records are accessible to:

- school officials, including teachers of the District who have legitimate educational interest in the records
- parents and/or legal guardians
- parents and/or legal guardians of students eighteen (18) years of age or older who are dependent upon their parents as defined by the Internal Revenue Code
- officials of schools in which the student seeks or intends to enroll
- other agencies, institutions, or individuals upon receipt of written release from parent, guardian, or eligible student
- other state and federal offices and agencies as prescribed by law

A record access log is kept as part of the Student Education Record indicating all who have had access except professional staff members of the District.

Student record maintenance is the responsibility of the building Principal. Records are maintained in the school the student attends.

Board Policy JO-AP 1 includes the complete copy of the record policy, review, and hearing procedures.

RECESS

All students are expected to go outside for recess. Please send children to school appropriately dressed for the weather. If a child cannot go outside due to illness, a note will be required from a parent and/or a doctor.

RESIDENCE

Students who move or change addresses are required to notify the elementary school office and bring proof of residency (utility bill, real estate tax receipt, rental agreement with name and physical address). This is essential to ensure that all records are accurate.

RESPONSIBILITIES (STUDENTS)

It is the responsibility of the students and staff of our school to learn and obey the district's policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students; therefore, please do not ask that exceptions be made.

Students are expected to respect teachers, staff, and other students and act accordingly; be responsive to the requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school sponsored activities; refrain from any behavior that would embarrass or discredit yourself, your parents, your school, or your community. Disrespectful behavior will not be tolerated.

SCHOOL ACTIVITIES CALENDAR

All school activities and functions (PK-12) are listed on the district calendar. This calendar can be located on the school district website.

SCHOOL COUNSELING SERVICES

A well-rounded guidance program is essential in the modern school. This service is helpful to both the students and faculty. Among its functions are: testing and measurement of student ability and achievement, counseling with students who have emotional or adjustment problems, and being available to visit with students having questions or problems. If a student wishes to visit the counselor, he/she should arrange with his/her teacher a good time to be out of class and have the teacher contact the counselor.

SCHOOL INSURANCE

Letters in reference to insurance will be sent home the first week of school. Parents may purchase accident insurance. Claims will be handled by direct mail with assistance from the school as needed.

SCHOOL PICTURES

Student pictures will be taken in the fall and spring. All students need to have a picture taken, but purchase of pictures is optional. Prices and details will be sent in advance so parents can prepay for pictures. Check should be made payable to the photographer and **NOT** the school. If cash is sent, please send the exact change in an envelope labeled with the student's name, teacher's name, and your address and phone number.

SCHOOL RESOURCE OFFICER

Houston R-I School District employs a state licensed School Police Officer. The officer is interactive daily in schools across the District. Goals of the SRO program include bridging the gap between the officers and students, increasing positive attitudes toward law enforcement, and in a proactive effort to reduce crime. The officers strive to build a rapport between officers, students, and staff to work toward providing a safer learning environment.

SELLING ITEMS AT SCHOOL

No article will be sold by or to the students at school or under the direction of the school except those approved by the building administrator. Only fundraisers for school groups and organizations will be approved.

SEARCH/SEIZURE (policy JFG)

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students,

unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

SEXUAL HEALTH INSTRUCTION (Policy IGAEB)

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out: The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Sexual Abuse: In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on how to recognize sexual abuse; how to report an incident of sexual abuse; how to obtain assistance and intervention; and resources for students affected by sexual abuse.

The web address of the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative for parents/guardians is www.dese.mo.gov/traumainformed.

STAFF AND STUDENT HARASSMENT (Policy AC)

The Houston R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Houston R-I School District is an equal opportunity employer.

Definition: Harassment is a form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Subsequent Action: All allegations of harassment shall be fully and confidentially investigated and immediate and appropriate corrective or disciplinary action shall be taken. Complaints concerning alleged harassment by an employee of the School District should be made to the Central Office. Complaints concerning alleged harassment by a student should be made to the student's building Principal. Unresolved complaints of decimation or harassment can be escalated in accordance with Policy AC.

An employee, supervisor or student who is aware of any harassment directed toward a student or employee of the School District shall immediately report such conduct to the appropriate school official, set forth above. When a complaint alleging harassment is received, an investigation will be conducted by the School District during which every effort shall be made to preserve the confidentiality of the person making the complaint. In determining whether the alleged conduct constitutes harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

The complaint files containing allegations of harassment shall be separately maintained and shall be confidential to the extent possible under law.

Grievance Procedure: Employees who believe that their complaint has not been satisfactorily resolved may utilize the appropriate School District grievance procedure. A student who believes that his or her complaint has not been satisfactorily resolved may utilize the School District's grievance procedure, Board of Education Policy, AC.

STAFF/STUDENT RELATIONS (Policy GBH)

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district. Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

SUICIDE AWARENESS AND PREVENTION (Policy JHDF)

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Houston R-I School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

STUDENT CHECK IN/CHECK OUT PROCEDURES

Students who arrive late or leave early must notify the office and sign in or out properly. Students are not allowed to check out of school by a phone call or with a note. A parent or guardian must check out the student in person. If needed, the school employee checking out the student may request identification to verify the identity of the parent or guardian.

Only individuals listed as emergency contacts can check a student out of school. Emergency contact information can be updated at any time, but must be done in person at the elementary office or online. Changes over the phone will not be accepted.

STUDENT RECORDS

In order to provide appropriate instruction for each student, the school district develops and maintains extensive and sometimes personal information. The records are guarded as confidential and are accessible to appropriate school personnel with the "need to know" and parents and guardians (according to state law).

SUPPLIES

School supply lists are available on the school's web page (<http://www.houston.k12.mo.us>). Copies of supply lists are also available in the elementary office.

TEACHERS

Your teacher is the first person you should approach to help you with a problem or concern. In most cases your teacher is the best source for solving a problem quickly. This is especially true when you have questions in regard to assignments or if you need extra help in understanding particular subjects of study. Parents who have questions/concerns about their student's work should speak with the teacher before talking with the principal.

TELEPHONE

Only in cases of emergency will students be called from class to accept phone calls. Important messages will be delivered to students. Students are only allowed to use the office telephone for emergencies. They must receive permission from their classroom teacher and office staff. School telephones are for school business. Personal calls by students should be made from the designated phone during the lunch period, before school, and after school.

USE OF PERSONAL CELL PHONES AND/OR SMARTWATCHES IS PROHIBITED DURING THE HOURS OF 8:05 A.M. AND 3:10 P.M.

TEXTBOOKS

Textbooks are provided with no fee charged to the student. Students are responsible for returning the books in good repair. If books are lost or damaged, the student is responsible for paying for them prior to release of the final report card. Textbooks range in price from \$52.00 to \$80.00.

TOBACCO/VAPES

Use and/or possession, sale, purchase, distribution, and/or receiving (or the attempt of such) of any tobacco product(s) (including electronic cigarettes, vapes, etc.) on district property, district transportation, or at any district related activities is prohibited. Products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products.

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for, or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to drugs or alcohol in which the district provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

TUITION

Non-resident pupils will be admitted on a tuition basis if the Board of Education feels that the said enrollment will not cause undue overcrowding in the school. The tuition will be equal to the amount of money spent per pupil in average daily attendance for current operation of the preceding year or as approved by the Board. The Board of Education reserves the right to deny a non-resident pupil enrollment privilege at their discretion. Tuition fees for the current school year may be obtained from the superintendent's office. Tuition fees shall be paid one-fourth in September, one-fourth in December, and one-fourth in March, with the remaining due in May according to the average daily attendance.

VIRTUAL LEARNING

Missouri Course Access and Virtual School Program (MOCAP) (Policy IGCD)

The Missouri Virtual Instruction Program (MOVIP) transitioned to the Missouri Course Access and Virtual School Program (MOCAP) as a result of updates to Section 161.670, RSMo. Information about state funding for students enrolled in virtual education can be found in Section 162.1250, RSMo. Missouri students may enroll in MOCAP courses for the fall and spring semesters. MOCAP is not available in the summer.

VISITORS (Policy KK)

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.

The principal or designee of each school building will post appropriate signs to direct visitors to designated doors nearest the building office. It is the responsibility of all district employees to direct visitors to the office and report any person in violation of district rules.

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.

VOLUNTEERS

Any person wanting to volunteer in the elementary school must make a request to the elementary principal. All prospective volunteers will be required to complete the volunteer process prior to volunteering in the Houston R-I School District.

WELLNESS PROGRAM (Policy ADF) The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based. For more information, please visit www.houston.k12.mo.us.

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.

STUDENT EXPECTATIONS AND DISCIPLINE

Discipline Belief Statements

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student...
 - a. Will not be allowed to interfere with the learning opportunities of another student.
 - b. Will not be allowed to interfere with the teacher's responsibility to teach all students.
 - c. Will not excuse the misbehaving student from successfully completing the learning objectives.
2. Self-discipline is the expected outcome.
3. Every discipline situation is an opportunity to teach expected behavior.
4. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to change unacceptable behaviors to acceptable behaviors.

Authority of Teachers

Teachers have the responsibility and authority to maintain proper discipline. This includes the classroom and the school at large. The administration may also assign specific areas of duty.

Time of supervision will be continuous from the beginning of the teacher's arrival at school until their departure from school (not to exclude supervision of students that they are responsible for at extracurricular activities).

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to correct the student(s) involved immediately. The student is expected to accept the correction from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any elementary student who strikes, slaps, kicks, flips off, uses vulgar and/or explicit language to a teacher, may be suspended from school and their parents will be required to conference with the principal before the student is allowed to re-enter school.

Disciplinary Notification

Administration will make every attempt to contact parents and/or guardians by phone if the student is involved in any disciplinary situation in which In-School Suspension or Out-of-School Suspension is imposed. Email and/or mail will be utilized if phone contact is unsuccessful.

Bullying Policy

Bullying Definition Statement:

Bullying is intimidation, unwanted aggressive behavior, or harassment that is repetitive. Or is substantially likely to be repeated, and (1) causes a reasonable student to fear for his or her physical safety or property; (2) substantially interferes with the educational performance, opportunities, or benefits of any student without exception ; or (3) substantially disrupts the orderly operation of the school. This 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 through the transmission of 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.

(Notwithstanding any other provision of law to the contrary.” schools may prohibit cyberbullying that originates on school property or at a school activity if the student used the school’s technology or the student’s personal technology, if there is sufficient nexus to the educational environment. The school may discipline any student for such cyberbullying to the greatest extent of the law.)

PROCEDURES FOR REPORTING INCIDENTS OF BULLYING

1. A teacher or staff member who has firsthand knowledge of bullying or witnesses bullying, must make a report to the designated building administrator in writing within 2 school days of the initial report.
2. The designated administrator must initiate the investigation within 2 school days of the report first being received.
3. The investigation must be completed within 10 school days of the initial report. If the 10 day deadline is not met, good cause must be documented for a delay in the investigation (inclement weather, school, out of session on break, etc.).
4. All information pertaining to the investigation must be documented in SIS. This will become the “written report” for documentation and recordkeeping purposes.
5. Follow up services will include, but are not limited to training, referrals for services, and outside agency involvement.

Drugs/Alcohol

The supplying, selling, possession, use, transmission, sharing, and/or being under the influence of alcohol or other drugs and paraphernalia, during the school day, on school premises, or at a school related function, is prohibited.

Any student who uses or has possession of alcoholic beverages or pills, drugs, or narcotics, not having a medical prescription issued by a duly licensed physician for a valid medical reason and approval by building nurse, while on school property, to or from school, in the vicinity thereof, or at a school sponsored activity, will be disciplined, as indicated in the disciplinary code. The length of suspension may be different than that stated in the code if the building administration allows the student the option of entering into a professional evaluation and treatment program approved by Houston High School. A copy of the school's complete drug/alcohol policy is available upon request.

Falsifying Documents

Forging names and otherwise falsifying documents is a serious breach of trust, therefore, students who forge notes or falsify documents are subject to penalty as specified by the discipline code.

In-School Suspension

Houston Elementary School will utilize a program of In-School Suspension consisting of: isolation, discipline, and academic work. The successful implementation of an In-School Suspension program requires the cooperation of students, parents, and school staff. A student will be assigned to I.S.S. by the building administration.

A student attending In-School Suspension will receive credit for all work successfully completed in I.S.S. The student, when reporting to the In-School Suspension room, should bring all his/her books, supplies and materials needed for the entire day. He/she will not be permitted to leave the classroom during the school day unless authorized by the I.S.S. teacher or building administrator.

Non-School Misconduct Notice

Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities and outside of normal school times for serious acts of misconduct, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the misconduct had occurred at school.

Sexual Harassment

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

In general, isolated incidents of an offensive nature are differentiated from sexual harassment by one or more request from the offended person to halt the offensive action(s) and the offender continuing to engage in the undesired activity. Repeated action or severe words or actions of this nature, even the first time, are "sexual harassment". Some physical acts may also be considered assault, indecent exposure or sexual acts. Some examples of sexual harassment include but not limited to, the following examples:

Physical:

- a. Forcibly grabbing or kissing someone
- b. Cornering, restraining or purposely bumping someone
- c. Inappropriately pinching someone
- d. Inappropriately touching someone
- e. Making sexual gestures to someone
- f. "Flashing" or "mooning" someone

Verbal:

- a. Commenting about someone's body
- b. Spreading rumors or writings regarding someone's sexual acts, sexual preferences, or sexual activity
- c. Making kissing sounds or whistling
- d. Talking about someone or about "sex" in a manner that makes them feel uncomfortable

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

Suspension

A student may be suspended by a principal for a maximum of ten (10) days for a violation of school rules and regulations. The superintendent may suspend a student for a maximum of 180 school days (See section 167.171 and 563.061 of Missouri School Laws and Sections 505.1B of Houston R-1 Board of Education Policy Manual). The school board may expel a student from school permanently. During the time the student is suspended from school, he/she is not permitted on school property, cannot attend or participate in any school activity during or after school hours, including events held in any other school district.

It is the student's responsibility to return all make-up work at the conclusion of the suspension period.

Suspension (Long-term)

The principal may refer students who repeatedly violate high school policies, rules, and regulations to the superintendent for a long-term suspension consisting of 11 to 180 school days.

Tardies

Houston Elementary School strives to help each student achieve maximum development of individual knowledge, skills, competence, and behavior patterns, which will enable him/her to become a responsible member of society. The probability of success in this effort is lessened when tardiness interrupts the educational process. Excessive tardies or late attendance may result in a report to the appropriate authorities.

Tobacco

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for, or leases to provide educational services, routine healthcare, daycare or early childhood development services to children.

Truancy

Unauthorized absence from school is considered truancy and will be treated as such. An unauthorized absence is one, which neither the school nor the parents had knowledge of nor had given permission prior to the absence. Leaving school without obtaining permission from the proper authority and checking out in the high school office is considered truancy. This includes being absent from any class or activity, which the student is scheduled to attend.

Truancy is when a student:

- a. Leaves the campus without permission from the office, including morning drop-off.
- b. Comes to school, but does not attend any or all classes or authorized activities.
- c. Is somewhere other than at school when the parents/administration think the student is at school.
- d. Obtains permission from a teacher or the office to go to a certain place on campus, but does not go there.
- e. Brings a parent-signed note that is forged or sets forth an invalid reason for the absence. Students who are truant WILL NOT be allowed to make-up work missed and disciplinary action will be taken as per the student conduct code.
- f. Once a student arrives on campus, they may not leave without permission from the main office or the supervising teacher on duty.

STUDENT DISCIPLINE CODE

Student disciplinary code was developed in accordance with the requirements of House Bill 463 of the 83rd General Assembly. Section 5, which pertains to the code, is quoted below:

1. The local board of education of each school district should establish a policy of discipline, a written copy of which should be made available in the Office of the Superintendent of such district, during normal business hours, for public inspection.

2. The policy will contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
3. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.
4. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, will not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

The administrative staff will be allowed to exercise their own judgment in the administration of disciplinary options set forth under the student discipline code policy.

Any student, who has been suspended from school on two (2) previous occasions, will have his record reviewed by the administrative staff for a recommendation to the Superintendent and the Board of Education for a long-term suspension from school upon the students' third (3rd) suspension.

Some violations of school rules and regulations may fall under two (2) or more categories of the disciplinary code. The administrative staff will decide under which category it may be placed. Example: Water balloons would usually fall under possession or use of harmful devices. However, if the situation warrants, it may be placed in categories such as assault, vandalism, etc. Students who lie about violating the school's policies, rules, and regulations should expect additional disciplinary action.

The administrative staff may refer students to other agencies to include but not limit: Houston Police Department, Juvenile Office, Division of Family Services, and area counseling agencies. Any violation of the above behaviors, which also violate state statutes or city ordinances, will be referred to the appropriate law enforcement.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

The administrative staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations, and policies are of such a nature as to warrant it.

The administrative staff will utilize appropriate alternative disciplinary methods when federal and/or state agencies and/or courts implement policies or court decision interpretations requiring alternate policies be applied to the appropriate groups.

The Houston R-I Board of Education approved policies pertaining to zero threats of violence made to students and staff members. All reports of violence are to be reported to the building administration, which will investigate the threat. If the administration determines that a threat of violence has occurred, the offending student may, for no more than 10 days, be suspended from school. The building principal may also elect to refer the incident to the superintendent of schools who may assign additional punishment up to 180 days of out of school suspension or recommend expulsion to the Board of Education.

Discipline for non-school misconduct notice: Students are subject to disciplinary action up to and including expulsion for serious misconduct away from school and school activities and outside of normal school times for serious acts of misconduct which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the misconduct had occurred at school.

Bus Rules and Regulations

THE SAME STANDARDS OF CONDUCT THAT APPLY IN THE CLASSROOM APPLY ON THE BUS!!!

1. Once the students get on the school bus or report to school, they are under the authority of the school.
2. The bus driver has the same authority in enforcing the rules and regulations as a classroom teacher. Thus, promptly obey their instructions and cooperate with them.
3. The bus driver is authorized to assign seats.
4. Students will not attempt to get on or off the bus, move about, or stand while the bus is in motion. Stay in your seats.
5. The use of tobacco products, alcohol, and drugs are not permitted.
6. Students will not throw paper, articles, or objects while on the bus.
7. Students will not, at any time, extend hands, arms, feet, head, etc., out of the bus window.
8. Be courteous, use no profane language.
9. Keep the bus clean. Food and drinks are not permitted.
10. Students must present the bus driver with a note from the elementary school office if they are getting off the bus at any other place than the regular point. Parent notes must be approved through the office.
11. Water balloons, water guns, etc. are prohibited.
12. No knives, matches, or lighters are to be in your possession.
13. Rude, discourteous, and annoying conduct or disrespect is to be avoided.
14. Students will not be scuffling or fighting.
15. Do not be destructive. All damage to the bus should be immediately reported to the driver.
16. The rear door is an emergency door only.
17. Students must be on time in meeting the bus. Cross 10 feet in front of the bus upon a signal from the driver.
18. Unnecessary or unreasonable noise should be avoided.
19. Students should never stand in the roadway while waiting for the bus.
20. Students not attending school are not eligible to ride the bus.

All bus rules and regulations are designed to provide for student's safety and well-being and school bus transportation safety. It is each student's responsibility to adhere to the policies, rules and regulations of the Houston R-1 School District. It is the bus driver's responsibility to enforce the above rules.

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

**Houston Public Schools Transportation
Discipline Policy**

Student Misconduct	1st Offense	2nd Offense	3rd Offense
Possession of any illegal substance, controlled substance, drug (other than epi-pin, and other emergency drugs, when approved in advance by the principal), drug, or alcohol (in any amount) and/or paraphernalia	Loss of bus privileges and school discipline		
Not Following Bus Rules as Posted Including: Being in the aisle of the bus, moving seats, not in assigned seat, not sitting completely in seat, reaching out windows, eating or drinking, talking loudly, yelling, distracting noises, playing music, throwing items, throwing items out of the bus window	Warning from principal	5 days loss of bus privilege	10 days loss of bus privilege
Conduct resulting in safety issues/threats to students	5 days loss of bus privilege	10 days loss of bus privilege	Loss of bus privileges
Harassment and bullying	Warning and school discipline	10 days loss of bus privilege and school discipline	Loss of bus privileges and school discipline
Vulgar/cursing, inappropriate language on bus or bus stop	Warning	5 days loss of bus privilege	10 days loss of bus privilege
Sexual contact/Indecent exposure	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 privilege	10 days loss of bus privilege and school discipline	Loss of bus privileges and school discipline
Fighting, tobacco use, and violent physical contact	10 days loss of bus privilege and school discipline	Loss of bus privileges and school discipline	
Vandalism	Loss of bus privileges until restitution made for repairs/replacement and school discipline	And 5 days loss of bus privilege and school discipline	And 10 days loss of bus privilege and school discipline
Horseplay, disruption conduct	1-5 days loss of bus privileges	3-10 days loss of bus privileges	5 days loss of bus privileges

Parents/students requesting reinstatement of bus privileges will meet with the Superintendent and Administration.

Houston Elementary Discipline Definitions

MAJOR OFFENSES

Major and persistent minor infractions will result in a referral to a principal. The difference is that Major infractions affect the safety of students or others. The principal will investigate the incident and determine appropriate action to resolve the issue.

FIGHT: ASSAULT	<p>Actions involving two parties that have contributed to a serious physical contact where injury may occur. Including, but not limited to:</p> <ul style="list-style-type: none"> ● Hitting/punching/kicking/scratching ● Hitting with an object ● Hair pulling ● Biting
TRUANCY	<p>Leaving any class without asking a teacher/adult for permission in a manner that is unsafe and could cause harm to the student or other students.</p>
INSUBORDINATION (high intensity or frequency)	<p>Any act of verbal or nonverbal behavior that is not situationally appropriate when interacting with teachers and personnel including, but not limited to:</p> <ul style="list-style-type: none"> ● Noncompliance (high intensity) ● Talking back, lying, arguing, shouting, or any socially rude interaction ● Profanity ● Verbal or written words that are unacceptable to a reasonable person
VANDALISM (destruction and/or damage of property)	<p>Student participates in an activity that results in substantial destruction or disfigurement of property.</p>
THEFT	<p>Student in possession of, having passed on, or being responsible for removing someone else's property.</p>
THREATS	<p>Using words to threaten or harm another student or adult:</p> <ul style="list-style-type: none"> ● Verbal threats (use of vulgar language toward others) ● Physical threats (bodily harm)
PHYSICAL ASSAULT	<p>Engages in conduct which creates grave risk of death or serious injury to another person:</p> <ul style="list-style-type: none"> ● Safe Schools Act Violation

TOBACCO	Possession or use including, but not limited to: <ul style="list-style-type: none"> ● Cigarettes ● Cigars ● Chewing tobacco
CONTROLLED SUBSTANCES	Possession or use of: <ul style="list-style-type: none"> ● Illegal Drugs
WEAPONS (possession of disruptive harmful items)	All weapons are prohibited within school environment: <ul style="list-style-type: none"> ● Firearms ● Knives ● Dangerous weapons ● Instrument or device used or designed to be used to threaten or assault ● Any object designed to look like or imitate a device as described
BULLYING	Deliberate and repeated intimidation or harassment by an individual or group.
AGITATING INCIDENT	Deliberately causing a physical or verbal confrontation with another person or group.
SAFE SCHOOLS ACTS VIOLATIONS	See school policy for comprehensive list.

MINOR OFFENSES

An individual conference between a student and staff member will be held to make student aware of his/her poor judgment regarding a particular incident. This will provide the opportunity for discussing possible alternatives available for the student to correct the problem.

<p style="text-align: center;">RESTROOM MISCONDUCT</p>	<p>Any behavior that leads to the destruction of bathroom supplies and any unsafe conduct to another student:</p> <ul style="list-style-type: none"> ● Overuse of bathroom privileges (avoidance of work) ● Not following restroom/school wide expectations ● Leaving bodily fluids/solids anywhere other than toilet ● Being overly social in the restroom (talking) ● Hanging on stall doors ● Opening doors at restroom breaks ● Inappropriate noises/misconduct in the restroom ● Any behavior that leads to the destruction of bathroom supplies and any unsafe conduct to another student ● Hanging on stall doors
<p style="text-align: center;">CHEATING</p>	<ul style="list-style-type: none"> ● Not doing one's own work ● Doing work for someone else ● Handwritten cheat sheet
<p style="text-align: center;">SCUFFLING</p>	<p>Playing in a rowdy, unsafe manner by oneself or with others.</p>
<p style="text-align: center;">MISCONDUCT (social behaviors)</p>	<p>Anything that is offensive to the general public:</p> <ul style="list-style-type: none"> ● Loudness in a quiet setting ● Unwanted touching or gestures ● Not using basic manners ● Not treating others the way you want to be treated ● Not respecting other's personal space
<p style="text-align: center;">LEWD OR OBSCENE LANGUAGE</p>	<p>Low intensity instance of inappropriate language.</p>

<p style="text-align: center;">CLASSROOM DISRUPTION</p>	<p>Low intensity behavior causing an interruption in a class or activity including, but not limited to:</p> <ul style="list-style-type: none"> ● Loud talking ● Yelling or screaming ● Noise with materials ● Sustained out of seat behavior
<p style="text-align: center;">INSUBORDINATION (low intensity)</p>	<p>Any act of verbal or nonverbal behavior that is not appropriate in their interactions with teachers and personnel:</p> <ul style="list-style-type: none"> ● Noncompliance (low intensity failure to respond to adult request) ● Inappropriate gestures (eye rolling, sticking out tongue, etc.) ● Refusal to follow teacher’s directions (low intensity) ● Talking back, lying, arguing , and shouting ● Unkind words
<p style="text-align: center;">CHRONIC FAILURE TO WORK ON ASSIGNMENTS</p>	<ul style="list-style-type: none"> ● Refusal to work on assignments ● Consistent incomplete work
<p style="text-align: center;">COMPUTER VIOLATION</p>	<p>Purposely disregarding the computer access policy.</p>

BEHAVIOR MATRIX

	Respectful	Responsible	Ready
Hallway	<ul style="list-style-type: none"> ● Walk around people ● Follow directions given by adults ● Walk on right 	<ul style="list-style-type: none"> ● Walk safely ● One step at a time on the stairs ● Keep hands and feet to self 	<ul style="list-style-type: none"> ● SSS: Short, Straight, and Silent
Cafeteria	<ul style="list-style-type: none"> ● Quiet dismissal ● Raise your hand for assistance ● Stay seated 	<ul style="list-style-type: none"> ● Enter/Exit quietly ● Keep hands and feet to self ● Only eat your food ● No throwing food 	<ul style="list-style-type: none"> ● Use good table manners ● Walk
Bathroom	<ul style="list-style-type: none"> ● Wait your turn ● Respect privacy ● Conserve paper towels ● Use hand driers appropriately 	<ul style="list-style-type: none"> ● Walk ● Flush ● Wash Hands ● Keep water in the sink ● No climbing/hanging on doors 	<ul style="list-style-type: none"> ● Be quick ● Be quiet ● Be clean ● Return to class promptly
Playground	<ul style="list-style-type: none"> ● Include everyone ● Keep hands, feet, and other objects to self 	<ul style="list-style-type: none"> ● Follow playground rules ● Use equipment properly ● Play safe ● Follow game rules 	<ul style="list-style-type: none"> ● Be a problem-solver ● Be a good sport ● Be kind ● Be considerate of others
Before School	<ul style="list-style-type: none"> ● Quiet voices ● Follow directions ● Walk 	<ul style="list-style-type: none"> ● Straight to the classroom then breakfast ● No “hanging out” in the hallways 	<ul style="list-style-type: none"> ● Go to class promptly and quietly ● Use time wisely
After School	<ul style="list-style-type: none"> ● Quiet voices ● Follow directions ● Walk 	<ul style="list-style-type: none"> ● Stay in line ● Sit in the commons area while waiting for the bus ● Sit quietly in the car rider line 	<ul style="list-style-type: none"> ● Go to your dismissal area promptly and quietly

Technology	<ul style="list-style-type: none">● Take care of equipment● Use delicate touch on keyboards	<ul style="list-style-type: none">● Follow teacher directions● Report problems immediately to teacher● Store computers correctly	<ul style="list-style-type: none">● Start/stop using computer when told● Get permission before bringing your own device
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STUDENT DISCIPLINE CODE - Houston Elementary

The disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education under mitigating or aggravating circumstances.

- LD: Lunch Detention
- ASD: After School Detention
- FR: Focus Room
- ISS: In School Suspension
- OSS: Out of School Suspension

AGITATING INCIDENTS – Student actions that provoke negative behavior by other students.

Offense	Elementary School
1st	Warning, LD (1-2), ASD, FR, ISS (1-2), OSS (1-2)
2nd	Warning, LD (1-3), ASD, FR, ISS (1-3), OSS (1-3)
3rd	FR, ISS (1-10), OSS, (1-10)

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

Offense	Elementary School
1st	Warning, no credit for work, grade reduction, replacement of assignment, LD (1-2), ASD, FR
2nd	Warning, no credit for work, grade reduction, replacement of assignment, LD (1-2), ASD, FR, ISS (1-2)
3rd	Warning, no credit for work, grade reduction, replacement of assignment, LD (1-2), ASD, FR, ISS (3-4)

ARSON – Starting or attempting to start a fire or causing or attempting to cause an explosion.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Elementary School
1st	OSS (1-180), restitution of property
2nd	Expulsion, restitution of property

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

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	Loss of privileges, FR, LD (1-5), ISS (1-3), OSS (1-5)
2nd	ISS (1-5), OSS (5-10), expulsion
3rd	OSS (5-180), expulsion

ASSAULT - (2) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	OSS (1-180), expulsion
2nd	OSS (1-180), expulsion
3rd	OSS (1-180), expulsion

AUTOMOBILE/VEHICLE MISUSE – Reckless or unsafe driving on or around school property, failure to move vehicle at the request of school officials, failure to follow directions by school officials or failure to follow established rules for parking or driving on school property.

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	N/A
2nd	N/A
3rd	N/A

BULLYING – Repeated and systematic intimidation, harassment and attacks on a student or multiple students; perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, cyberbullying, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group. (See Policy JFCF) CYBERBULLYING: Bullying as defined in subsection through the transmission of 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.

CYBERBULLYING: Bullying as defined in subsection through the transmission of 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.

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	FR, ISS (1-3), OSS (1-180)
2nd	FR, ISS (3-5), OSS (1-180)
3rd	ISS (3-5), OSS (1-180), expulsion

BUS MISCONDUCT – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.

Offense	Elementary School
	See Transportation Discipline Policy/Matrix

CHRONIC FAILURE TO WORK ON ASSIGNMENTS – When a student chronically fails to work on their assignments in the classroom setting or refuses to put forth effort in class under the direct supervision of the teacher. This includes activity classes such as art, band, choir/music, library and physical activity.

Offense	Elementary School
1st	Warning, LD (1-2), FR, ISS (1-2), OSS (1-2)
2nd	FR, ISS (1-2), OSS (1-2)
3rd	FR, ISS (3-5), OSS (3-5)

DISHONESTY– Any act of lying, whether verbal or written, including forgery.

Offense	Elementary School
1st	Warning, LD (1-5), Focus Room, ISS (1-2)
2nd	LD (3-5), Focus Room, ISS (1-2), OSS (1-2)
3rd	ISS (3-5), OSS (3-5)

DISRESPECTFUL CONDUCT OR SPEECH – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Offense	Elementary School
1st	Warning, FR, LD(1-5), ISS (1-2), OSS (1-2)

2nd	FR, LD (1-5), ISS (1-5), OSS (1-5)
3rd	ISS (1-5), OSS (3-5)

DISRUPTION/MISCONDUCT– Any activity that disrupts the normal functionality of the educational process.

Offense	Elementary School
1st	Warning, FR,LD (1-5), ISS (1-2), OSS (1-2)
2nd	FR, LD (1-5), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

DISRUPTIVE/HARMFUL DEVICES – Possession or use of devices including, but not limited to – *water balloons, knives, laser pointers, rocks, peashooters, firecrackers, silly string, shaving cream, etc.* (See Policy JFCJ)

Offense	Elementary School
1st	Confiscation, warning, LD (1-2), ISS (1-2), OSS (1-2)
2nd	Confiscation, LD(1-2), ISS (1-25 OSS (1-5)
3rd	Confiscation, warning, LD (1-2), ISS (1-10), OSS (1-10)

DRESS CODE VIOLATION – Any student that fails to follow the conditions outlined on page 10 of this handbook.

Offense	Elementary School
1st	Parent contact, change of clothing, warning
2nd	Parent contact, change of clothing, warning, LD (1-2)
3rd	Parent contact, change of clothing, warning, LD (1-2), ISS (1-2)

DRUGS/ALCOHOL–

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

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	OSS (1-10)
2nd	OSS (1-180)
3rd	OSS (1-180), expulsion

(2) Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug,

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

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	OSS (1-10)
2nd	OSS (1-180)
3rd	OSS (1-180), expulsion

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

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	OSS (1-10)
2nd	OSS (1-180)
3rd	OSS (1-180), expulsion

EXTORTION – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	FR, ISS (1-3), OSS (1-180)
2nd	FR, ISS (3-5), OSS (1-180)
3rd	ISS (3-5), OSS (1-180), expulsion

FAILURE TO MEET CONDITIONS OF SUSPENSION – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy.

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	Verbal warning, extended suspension
2nd	Extended suspension
3rd	Extended suspension

FALSE REPORTS/TAMPERING – Tampering with emergency equipment setting off false alarms, making false reports; communicating a threat or false report that disturbs the educational environment and/or causes the evacuation or closure of school property.

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	Restitution, warning, ASD, LD (1-2), ISS (1-2), OSS (1-2)
2nd	Restitution, ISS (1-5), OSS (1-5)
3rd	Restitution, ISS (1-10), OSS (1-10)

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

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

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

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	N/A
2nd	N/A
3rd	N/A

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

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	N/A

2nd	N/A
3rd	N/A

HITTING, STRIKING, SLAPPING OR KICKING STAFF MEMBERS

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	Warning, FR, LD (1-2), ISS (1-5), OSS (1-5)
2nd	Warning, FR, LD (1-3), ISS (1-10), OSS (1-10)
3rd	Warning, FR, LD (1-5), OSS (10-180), expulsion

INCENDIARY DEVICES – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

Offense	Elementary School
1st	Warning, FR, LD (1-2), ISS (1-2), OSS (1-2)
2nd	FR, LD (3-5), ISS (3-5), OSS (3-5)
3rd	FR, LD (3-5), ISS (3-5), OSS (3-5)

INSUBORDINATION – Choosing to purposefully disobey a teacher or authority figure’s reasonable request.

Offense	Elementary School
1st	Warning, FR, LD (1-2), ISS (1-2), OSS (1-2)
2nd	FR, LD (3-5), ISS (3-5), OSS (3-5)
3rd	FR, LD (3-5), ISS (1-10), OSS (1-10)

MALICIOUS MISCHIEF – Unintentional damage to school or student property.

Offense	Elementary School
1st	Restitution, warning, LD (1-2), ISS (1-2), OSS (1-2)
2nd	Restitution, (1-2), ISS (1-5), OSS (1-5)
3rd	Restitution, ISS (1-10), OSS (1-10)

OFFENSIVE/OBSCENE LANGUAGE AND GESTURES DIRECTED AT STAFF MEMBERS

Offense	Elementary School
1st	Warning, LD (1-2), FR, ISS (1-3), OSS (1-3)
2nd	Warning, LD (1-3), FR, ISS (3-5), OSS (3-5)
3rd	Warning, LD (105), FR, OSS (10-180), expulsion

PROFANITY, DEGRADING, OFFENSIVE LANGUAGE AND LEWD/OBSCENE GESTURES OR LITERATURE DIRECTED AT FELLOW STUDENTS.

Offense	Elementary School
1st	Warning, FR, LD (1-2), ISS (1-2), OSS (1-2)
2nd	FR, LD (3-5), ISS (3-5), OSS (3-5)
3rd	FR, LD (3-5), ISS (1-10), OSS (1-10)

PUBLIC DISPLAY OF AFFECTION – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

Offense	Elementary School
1st	Warning, FR, LD (1-2), ISS (1-2)
2nd	FR, LD (3-5), ISS (1-2), ISS (1-2)
3rd	ISS (1-5), OSS (1-2), ISS (1-3)

SEXUAL ACTIVITY – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation. *****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Elementary School
1st	ISS (1-3), OSS (1-5)
2nd	ISS (3-5), OSS (3-5)
3rd	ISS (3-5), OSS (1-180)

SEXUAL HARASSMENT – (1) Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature.
*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Elementary School
1st	FR, ISS (1-3), OSS (3-5)
2nd	ISS (3-5), OSS (3-5)
3rd	OSS (1-180), expulsion

SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.
*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Elementary School
1st	Confiscation, warning, LD (1-2), ISS (1-2), OSS (1-2)
2nd	Confiscation, ISS (1-5), OSS (1-5)
3rd	Confiscation, ISS (1-10), OSS (1-10)

TARDIES –Tardies accumulate PER QUARTER.

Offense	Elementary School
1st	N/A
2nd	N/A
3rd	N/A
4th	N/A
5th	N/A

TECHNOLOGY MISCONDUCT

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

Offense	Elementary School
1st	Warning, loss of privileges (5 days), restitution, FR, LD (1-2)

2nd	Warning, loss of privileges (10 days), restitution, FR, LD (1-2), ISS (1-2)
3rd	Warning, loss of privileges (to be determined by administrator), restitution, FR, LD (1-2), ISS (3-5), OSS (1-2)

(2) Using, displaying or turning on personal audio devices, phones, personal digital assistants, personal laptops or any other electronic communication devices during instructional class time without administrative approval. Students may use electronic devices during class change time, breakfast and lunch. PLAYING MUSIC WHERE OTHERS CAN HEAR IS NOT ALLOWED IN ANY SCHOOL LOCATIONS UNLESS AUTHORIZED BY A SUPERVISING TEACHER.

Offense	Elementary School
1st	Warning, confiscation of device, return at end of day
2nd	Confiscation of device, LD (1-2), parent must pick up device
3rd	Confiscation, LD(3-5), ISS (1), parent must pick up device
4th	Confiscation, ISS (1), parent must pick up device
All subsequent offenses	Confiscation, ISS (2), parent must pick up device

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

Offense	Elementary School
1st	Warning, loss of privileges (5 days), restitution, FR, LD (1-2)
2nd	Warning, loss of privileges (10 days), restitution, FR, LD (1-2), ISS (1-2)
3rd	Warning, loss of privileges (to be determined by administrator), restitution, FR, LD (1-2), ISS (3-5), OSS (1-2)

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

Offense	Elementary School
1st	Warning, restitution, loss of user privileges (5 days), warning, LD (1-2), ISS (1-2), OSS (1-2)
2nd	Restitution, loss of user privileges (10 days), ISS (1-5), OSS (1-5)
3rd	Restitution, loss of user privileges (to be determined by building

	administrator), ISS (1-10), OSS (1-10)
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THEFT – Theft, attempted theft or knowing possession of stolen property.

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	Warning, restitution, return of property, LD(1-5), ISS (1-2), OSS (1-2)
2nd	Warning, restitution, return of property, LD (1-5), ISS (3-5), OSS (3-5)
3rd	Warning, restitution, return of property, LD (1-5), ISS (5-10), OSS (1-10)

THREATS OR VERBAL ASSAULT – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	Warning, , FR, LD(1-2), ISS (1-10), OSS (1-10)
2nd	Warning, FR, LD (3-5),, ISS (1-10), OSS (1-10)
3rd	Warning, FR, LD(5), ISS (1-10), OSS (1-180), expulsion

TOBACCO – (1) Use and/or possession of any tobacco product(s) (including electronic cigarettes, vapes, etc.) on district property, district transportation, or at any district related activities is prohibited. Products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products.

POSSIBLE REFERRAL TO THE JUVENILE OFFICE/POLICE DEPARTMENT

Offense	Elementary School
1st	Confiscation of tobacco product, ISS (1-3)
2nd	Confiscation of tobacco product, ISS (3-5), OSS (1-2)
3rd	Confiscation of tobacco product, ISS (3-5), OSS (1-10)

(2) Sale, purchase, distribution, and/or receiving (or the attempt of such) of any tobacco product(s) on school grounds, school transportation or at any school activity. Products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products.

Offense	Elementary School
1st	Confiscation of tobacco product, ISS (1-3)

2nd	Confiscation of tobacco product, ISS (3-5), OSS (1-2)
3rd	Confiscation of tobacco product, ISS (3-5), OSS (1-10)

TRUANCY – Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non -justifiable absences, even with the consent of parents/guardians.

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	Warning, FR, LD (1-3), ISS (1-2)
2nd	FR, LD(1-3), ISS (3-5)
3rd	FR, LD (1-3), ISS (3-5), OSS (1-10)

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

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Elementary School
1st	N/A
2nd	N/A
3rd	N/A

UNDESIGNATED AREA AND/OR FRATERNIZATION - Unauthorized association with other students and/or areas.

Offense	Elementary School
1st	N/A
2nd	N/A
3rd	N/A

UNSPORTSMANLIKE/DISRUPTIVE BEHAVIOR AT ATHLETIC CONTEST OR SCHOOL RELATED ACTIVITY - Unsportsmanlike/ Disruptive Behavior is divided into three categories. The following discipline guidelines are in addition to other appropriate disciplinary actions for assault, disorderly conduct, etc.

(1)INAPPROPRIATE LANGUAGE AND/OR DISORDERLY CONDUCT:

Offense	Elementary School
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1st	Suspension (7 calendar days) from participating or attending athletic events or school district sponsored activities to suspension for remainder of the school year from participating or attending any school district activities
2nd	Suspension for remainder of school year from participating or attending any school district activities.

(2) FIGHTING/ASSAULTIVE BEHAVIOR/THROWING OBJECTS:

Offense	Elementary School
1st	Suspension (14 calendar days) from participating or attending athletic events or school district sponsored activities to suspension for remainder of the school year from participating or attending any school district activities
2nd	Suspension for remainder of school year from participating or attending any school district activities.

(3) DRUGS, ALCOHOL, POSSESSION OR USE:

Offense	Elementary School
1st	Suspension (28 calendar days) from participating or attending athletic events or school district sponsored activities to suspension for remainder of the school year from participating or attending any school district activities
2nd	Suspension for remainder of school year from participating or attending any school district activities.

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

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Elementary School
1st	Restitution, LD (1-2), ISS (1-2), OSS (1-180)

2nd	Restitution, ISS (3-5), OSS (1-180)
3rd	Restitution, OSS (1-180), expulsion

WEAPONS – (Possession/Use) See Board of Education Policy JFCJ. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know-basis.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Elementary School
1st	OSS (1-180), expulsion
2nd	OSS (1-180), expulsion
3rd	OSS (1-180), expulsion

WEAPONS – (Possession of Dangerous Device) See Board of Education Policy JFCJ. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know-basis.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Elementary School
1st	ISS (1-5), OSS (1-180), expulsion
2nd	OSS (1-180), expulsion
3rd	OSS (1-180), expulsion

WEAPONS – (Attempted Use or Use of Dangerous Device) See Board of Education Policy JFCJ. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know-basis.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Elementary School
1st	OSS (1-180), expulsion
2nd	OSS (1-180), expulsion
3rd	OSS (1-180), expulsion

Policy Acknowledgement Page 2022-2023

Parents: Please sign, date, and return this sheet to the school office. Your signature indicates that you have read and understood the policies contained within this student handbook. Signing your name also gives field trip and directory release consent.

- Safe School Act/ Student Code of Conduct
 - School bus safety policy
 - Student attendance policy
- Student technology usage agreement
 - School/Family compact
 - Directory information release
- Field trip consent (local and out of town)

Student Name: _____

Grade Level: _____

Classroom Teacher: _____

Date: _____

Parent/Guardian Signature: _____

Houston Elementary School

School-Family Compact

2022-2023

We believe that high student achievement is a responsibility shared by school staff, parents, and students. Therefore, we have developed the following School-Family Agreement. Please review this with your child, sign below, and return it to school tomorrow. The vision of Houston Elementary is to ensure that all students achieve high levels of understanding, creativity, and knowledge to become successful, lifelong learners and productive members of society.

As a student, it is important to work to the best of my ability. Therefore, I will strive to:

- Complete assignments
- Follow school rules
- Do my best work
- Have high expectations for myself

As a parent, I want my child to achieve. Therefore, I will encourage my child by:

- Seeing that my child is on time and attends school each day
- Sending my child to school healthy, well-rested and ready to learn
- Reviewing my child's homework and notes from school daily
- Demonstrating the importance of education by attending school activities
- Reviewing rules in the student handbook with my child
- Communicating with the school and my child's teacher

As a teacher, I agree it is important that students achieve. Therefore, I will strive to:

- Create a safe, positive learning environment
- Keep parents and students informed of individual progress
- Provide high quality classroom instruction
- Continue to improve my teaching skills
- Have high expectations for my students in my classroom
- Will provide reports to parents on their child's academic performance
- Be positive and encouraging to my students

As a principal, I support parental involvement. Therefore, I will strive to:

- Provide an environment that allows for positive communications
- Create opportunities for school-family activities
- Maintain a safe environment for all
- Have high expectations of the staff and students in my school

Student Signature _____

Parent Signature _____

Teacher Signature _____

Principal Signature _____