

SPRING BLUFF R-XV



STUDENT HANDBOOK

2023-2024

WELCOME TO SPRING BLUFF R-XV SCHOOL

Dear Students/Parents:

On behalf of the Spring Bluff R-XV faculty and staff, I would like to welcome you. The Spring Bluff School District is a public school with an extra-special commitment to the quality education of each child. Our goal is to provide students with a safe and nurturing learning environment in which all students are challenged and prepared for high school and beyond.

Our students' success is a direct reflection of a collaborative partnership among parents, students, Board of Education and our school staff. The Board of Education and community place the highest of priorities on a quality education for all Spring Bluff R-XV students. This continues to be our focus as we begin the new school year. Please refer to our Community Engagement Plan for ways to stay actively involved in your child's education over the course of the school year.

Please, make sure to review the attendance, discipline, and other policies and information with your child/children. Several of these are results of the "Safe Schools Act" approved by the state legislature. Severe misconduct and inappropriate behaviors become part of a student's permanent record. It is critically important that your child/children are aware of the consequence of misconduct and inappropriate behavior. District policies can be located on the districts website, www.springbluffpirates.com.

This handbook is intended to assist students, parents, and staff in having a positive educational experience as a part of the Spring Bluff R-XV School and community. Please help us to make this a great school year by supporting the school, its teachers and the policies that govern our school district. Continuous communication between school and home are the keys to a successful year. Thank you, in advance, for keeping the lines of communication open and helping your child/children succeed!

Sincerely,

Jeannie Jenkins
Superintendent

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EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capabilities. Through education, it is possible for the individual to discover and endeavor to achieve their potential ability.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values that are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of their potential ability. Their role should also create a learning situation in which individual motivation for learning is the stimulus for achievement, and promote, through teaching and example, the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the school, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the education program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, and ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, mathematics, and 21st century technology skills in order to provide students with essential skills that extend beyond the classroom and provide all students with the technology concepts, processes and skills needed to be contributing, productive citizens and thrive in our changing society.

It is, therefore, the responsibility of the Spring Bluff R-XV School District to provide an educational environment for children of the district that will foster and accelerate their intellectual, physical, social, and career development.

The mission of the Spring Bluff R-XV School District is: To promote education as a team effort linking school, home and community together to provide a caring environment, implementing instruction that will develop the whole child.

The district has a Board-approved Comprehensive School Improvement Plan (CSIP) guided by the mission statement and based on the district's fundamental beliefs about teaching and learning. This plan serves as the district's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to raise student achievement.

The CSIP was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in

sufficient detail to direct the improvement efforts of the district for at least a five-year period. The CSIP is evaluated and updated as necessary.

A copy of the district's CSIP is available in the superintendent's office.



Spring Bluff R-XV Academic Calendar 2023-2024



Spring Bluff R-XV 2023-2024

Academic Year Calendar



July 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 24						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

June 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 23						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 24						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Midterm		Quarter	
9/20/2023	10/18/2023	11/17/2023	1/10/2024
2/12/2024	3/13/2024	4/15/2024	5/21/2024
Only quarter report cards will be required to be signed and returned.			

August 23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 23						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Teacher Contract	
180	Total Days
168	Student Days
3	9/4, 11/23, 12/25 Holidays
2	10/27, 3/28 TPD
7	9/15, 9/16, 8/17, 10/30, 1/3, 2/16, 4/18 TWD

Board Approved 3.16.23



All (60) inclement weather hours are included in this calendar. No make up days are necessary.
We have 1 early dismissal on 12/19 @ 12:30 pm.

Aug 15-17	Teacher Work Days
Aug 17, 4-6 p.m.	Open House
Aug 22	First day of classes
Sept 1-4	No School
Sept 7, 4-6 p.m.	Grandparent's Open House
Sept. 19	Parent Curriculum Night
Oct 20, 6-8 p.m.	Trunk or Treat
Oct 27 & 30	No School/TWD
Nov 10, 9 a.m.	Veteran's Day Concert
Nov 22-27	No School
Dec 11, 7 p.m.	K-3 Concert
Dec 18	Title I Night-Cookies and Cocoa
Dec 19	Early Out @ 12:30 pm
Dec 20-Jan 3	No School/TWD
Jan 4-6	Boys BB Tournament
Jan 11-13	Girls BB Tournament
Jan 15	No School
Feb 16-19	No School/TWD
Feb 27, 6 p.m.	Kindergarten Round up
Mar 4, 6 p.m.	Sports Banquet
Mar 5 & 7	Kindergarten Screenings
March 23	SBEF Dinner Acution
Mar 25	P/T Conferences
Mar 26	P/T Conferences
Mar 28-Apr 1	No School
Apr 10, 5-7 p.m.	Academic Fair
Apr 16, 7 p.m.	4-8 Concert
Apr 18-22	No School/TWD
Apr 24-May10	MAP/EOC Testing
Apr 26	8th Grade Banquet
May Day 7, 7 p.m.	May Day
May 13, 7 p.m.	Kindergarten Graduation
May 14, 7 p.m.	8th Grade Graduation
May 21	Last Day-Full Day
May 23-June 18	Summer School

Updated 7.29.23

SPRING BLUFF R-XV PERSONNEL DIRECTORY

Elementary Staff

Ms. Trista Blanton
Mrs. Rebecca Bullock
Miss Avery Carey
Dr. Kallie Dace
Mr. Jacob Goodman

Mrs. Paula Hammonds
Mrs. Charlotte Sappington
Mrs. Jennifer Scott
Mrs. Brittney Schatz
Mrs. Prairie Schroeter

Middle School Staff

Miss Lauren Bergner
Mrs. Jennifer Garner

Mrs. Jenniffer Thomure
Mrs. Sara Vassallie

Special Area Staff

Mrs. Paige Andreasen -Music/Library
Mrs. Heidi Binsbacher-SPED
Miss Britney Block-P.E./Health/AD/SPED
Mrs. Crystal Dugger-Counselor/Title I
Mrs. Kayleigh Krygiel- Para
Mrs. Dena Smith- SPED Director

Ms. Pam Schlueter-PAT
Mrs. Dana Tutterow-Art
Mrs. Lori Williams-Library/Title I/Gifted

Mrs. Leann Weirich- Para
Ms. Kelsey Ware-PAT

Food Service

Mrs. Sharon Breece

Mrs. Terrie Goodman

Bus Drivers

Mrs. Amy Danz
Mrs. Shelly Head

Mr. Joe Turner
Ms. Sandra Paul

Administration/Office Staff

Mrs. Natalie Head-Secretary
Mrs. Tiffini Lorenz-Secretary

Mrs. Jeannie Jenkins-Superintendent
Ms. Pam Schlueter-Bookkeeper/Secretary

Board of Education

Mrs. Jill Wagner-President
Mr. Jared Schmidt-Vice President
Ms. Pam Schlueter-Board Secretary
Mrs. Natalie Head-Treasurer

Mr. Jim Goodman
Mr. Matt Montee
Mr. Brad Newman
Mr. Kurtis Reed
Mr. David Schatz

School Address: Spring Bluff R-XV School
9374 Highway 185
Sullivan, Missouri 63080

Phone #: 573-457-8302
Fax #: 573-457-2070

Webpage: www.springbluffpirates.com

STUDENT ATTENDANCE-POLICY JED

[COVID-19 Guidelines and Protocols](#)-Please review this document carefully. All students and staff will follow the guidelines set forth in this document. The Safe Return to In Person Instruction and Continuity of Services (COVID-19

Guidelines and Protocols) will be updated periodically so please check often for any changes.

Students should strive to maintain a good attendance record. There is a direct relationship between school attendance, grades, citizenship and success in school. However, if your student is ill he/she should not attend school for their own health and safety but also for others.

It is the policy of the Board of Education that students shall not miss more than twenty (20) days during the school year and still receive credit for class work. **Students who miss more than twenty (20) days may face retention. All absences, excused and unexcused, will be included.** Parents of a student who misses more than the allotted number of days may ask for an exception due to extenuating circumstances. Doctor's statements, absentee patterns, unexcused absences, tardiness, and other specific evidence for missing school will be considered by the administrator, attendance committee and/or Board of Education.

An attendance committee consisting of the principal, counselor, nurse, and one or more classroom teachers will consider appeals. Appeals must be made within ten (10) calendar days of notice to retain. The committee's decision may be appealed to the Board of Education by giving written notice to the principal asking to meet with the Board of Education at its next regular meeting. Due process is assured. Unnecessary absences should be avoided.

Due to safety concerns parents should call the school office by 8 a.m. to notify them of their knowledge that their child is absent. Parents will be called if the office is not notified of their child's absence. A doctor's excuse will be needed if a child is absent for 3 consecutive days in order to receive credit for work completed. Notes are to be given to the classroom teacher in grades K-5 (self-contained rooms). Middle school students (grades 6-8) are to present the notes to the attendance secretary in the office before classes begin upon returning to school. If a student is to be absent for more than one day, parents should request assignments first thing in the morning on the day the assignments will be picked up at the end of the school day.

Make-up Work: It is best practice for students to complete all missing work as quickly as possible after an absence. Students will have 1 day for every day absent to make up work unless other arrangements have been approved by administration.

Excused absences include: illness, death in the family, doctor appointments that cannot be scheduled on non-school time, court appearances, religious holidays, and extenuating circumstances (approved in advance by the administrator).

Unexcused absences include: tardiness, and other absences not approved in advance. No credit will be given for work missed due to an unexcused absence.

Tardies: The warning bell rings at 7:25 a.m. Classes begin at 7:30. Students are considered tardy if they arrive after 7:35 and absent for the period if arriving more than 15 minutes late. It is the parents' responsibility to see that children are at school on time when they do not ride a bus. All kindergarten through eighth grade students are to report to the office, when tardy, to sign-in. **Please be aware any student who is tardy four times in a quarter will receive an after school detention on the fifth tardy and for each one after that. The parent and student can serve together or the child can serve alone. Ultimately, it is the parents' responsibility to have their student to school on time daily but unfortunately it is the student who will receive the consequence. Please be a role model for your student(s) and have them to school on time and ready to learn so their late arrival does not disrupt other students' learning as well.**

Family Vacations: Please try to schedule all family vacations during school breaks. Your child misses important instruction when he/she is not in school. It is recognized by Spring Bluff R-XV Staff and Administration that occasionally families must vacation during the school year. While this situation is not encouraged, it is at times unavoidable. **When a student is anticipating a vacation (consisting of two or more consecutive school days) during the school year, a parent or guardian should pick up a vacation leave request form at the office, complete it, and return it to the superintendent/principal a week before the vacation begins.**

SPECIAL EDUCATION AND RELATED SERVICES-POLICY IGBA

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 Spring Bluff R-XV 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 children with a developmental delay.

The Spring Bluff R-XV School District ensures 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 Spring Bluff R-XV 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 Spring Bluff R-XV 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 in the school office during regular school hours.

This notice will be provided in native languages as appropriate.

MIGRANT/HOMELESS/ENGLISH LANGUAGE LEARNERS-POLICY IGBCA

The Board of Education of the Spring Bluff R-XV School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

The Spring Bluff R-XV Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. Please contact the district's homeless coordinator, Mrs. Jeannie Jenkins, with any questions or concerns.

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

TRAUMA INFORMED SCHOOL INITIATIVE

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." More information can be found on the

CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS-POLICY KLA

The Spring Bluff R-XV 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. Please refer to this policy in its entirety for procedures to file a complaint regarding these federal programs.

PERSONNEL RECORDS-POLICY GBL

In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.
3. Students are provided services by a professional and, if so, the qualifications of the paraprofessional.

STUDENT DROP OFF/PICK UP PROCEDURES

Students must be supervised at all times. **Parents are not allowed to drop students off prior to 7:10 a.m.** Students are not allowed to stay after school unless they are under direct supervision. It is not acceptable for students to 'hang out' at school and wait for parents or for a practice to begin. **When you arrive at school all students will report to the gym. Breakfast will be available starting at 7:10 in the cafeteria only.**

Classes begin at 7:30 a.m. **Parents who bring their children to school shall drop them off on the walk east of the gym (between 7:10 a.m. and 7:30 a.m.), and enter through the east gym doors.** Parents/visitors will not be allowed to enter the building without prior approval. **All parent/guardian vehicles should exit through the front entrance/exit onto Highway 185.**

Pick ups will be released at 2:55 from the back gym door. Parents are asked to park and walk to the door to retrieve their student(s). Bus riders will be loaded around 3:05.

VISITOR POLICY

If you wish to speak to a teacher, please reach out through their school email or call the office and leave a message. Before school begins each day parents may bring their children to the gym door and a staff member will escort them to their seat if needed.

Parents will **not be able to walk their child/children to their classroom**. This helps to preserve the educational setting and adheres to our COVID-19 Guidelines and Protocols. If your child is having difficulty transitioning from home to school, please speak with Mrs. Dugger, our elementary counselor, to gain ideas and strategies for aiding your child in making the transition from home to school each day.

AUDIO AND VISUAL RECORDING/STUDENT PHONE USE-POLICY KKB

Because the district serves minors, the school district is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized by this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity rates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as a restroom or locker room.

Students are prohibited from using cell phones at school. If a student needs to bring a cell phone to school for an after-school activity, they should bring their phone to the office **immediately upon arriving at school**. Cell phones brought to school, as well as any other personal items, are at the students' own risk. Students should not request to use the office phone except in the case of an emergency. In order to encourage responsibility, students and parents should arrange all after school pickups from activities or practices **before** coming to school. **If a student is unsure about their ride, they will be riding the bus home.** Phone calls home for forgotten homework, library books, PE clothes, etc., will be very limited. Encouraging responsibility is the key. Thank you, parents, for helping.

SCHOOL DRESS-POLICY JFCA

The students of Spring Bluff School are expected to dress neatly and appropriately. Clothing worn should reflect acceptable social standards. If a student chooses to dress in a manner that does not reflect these standards, he/she may be removed from class until appropriate attire can be obtained, retained at school on an out-of-class status, or sent home by the administrator. The body shall be properly covered, shoes shall be worn, shirts shall not communicate inappropriate messages and caps are not acceptable in the building. Apparel promoting tobacco or alcohol is not acceptable. Pants or shirts with large holes or altered designs are not acceptable. Tight, short and/or suggestive attire is discouraged. Spaghetti strap tops, tube tops or tank tops (less than a 2" strap) are not acceptable. **Pajamas are not to be worn except on school-designated days.** Proper and acceptable dress is primarily the responsibility of students and parents. Good judgment in this area is strongly encouraged and will be appreciated. There are to be **NO EXPOSED** midribs or **rear ends**. The body is to be properly covered at all school functions, and school dress guidelines are applicable.

VIRTUAL COURSES-POLICY IGCD

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal prior to enrollment to ensure that the course is consistent

with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

SUICIDE AWARENESS AND PREVENTION-POLICY JHDF

Purpose

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Spring Bluff R-XV 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.

Definitions

Crisis Response Team (CRT) A team of district employees trained in suicide awareness and prevention.

Student at Risk of Suicide-A student who is demonstrating individual, relationship, community or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.

Suicide Crisis - A situation in which a person is attempting to kill him- or herself or is seriously contemplating or planning suicide. Planning may include, but is not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

Crisis Response Team

The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members, the building administrator and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

Response Plan

District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

Students Who May Be at Risk of Suicide

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or

designee will contact the parent/guardian to explain the district's concern.

2. If the student has been located, a CRT member or the building administrator or designee will use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.
3. If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, he or she will take the following steps: If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.

1. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Confidentiality

Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Abuse and Neglect

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and Board policy.

Accommodating a Disability

If at any time a parent/guardian informs the district that a student has a medical condition or impairment that could require accommodation, district employees will contact the district's compliance coordinator to determine whether the

student has a disability.

School and Community Resources

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.

A school counselor or a CRT member will periodically follow up with students and parents/guardians of students who have been identified as being at risk of suicide or who have had a suicide crisis to offer additional assistance.

Response to Incidents Impacting the School

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.

The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

Staff Education on Suicide Prevention and Response Protocol

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Policy Publication

The district will notify employees, students and parents/guardians of this policy by posting this policy on the district's website and providing information about the policy to district employees. The district may also include information about the policy in appropriate district publications and student handbooks.

Adopted: 03/22/2018

Cross Refs: EBCA, Crisis Intervention Plan Legal Refs: § 170.048, RSMo.

Spring Bluff R-XV School District, Sullivan, Missouri

RELEASE OF CHILDREN

To prevent releasing children to unauthorized persons, the following procedure shall be followed:

1. Parents (or an authorized person) shall report to the office to pick up children and sign them out.
2. Children will only be released from school to their parents or the persons authorized by the parents. Students who normally ride a bus **must** have a written note from home and/or the office before waiting in the pick-up line in the gym. **If a student does not have a written notice, he/she will be put on a bus unless a parent, guardian, or authorized person is present to pick them up before the buses depart.**
3. Parents must have on file in the school office the names of individuals to whom school officials are authorized to release each child. Parents may be contacted at home or work to confirm this information.
4. A court order must be on file in the office whenever one parent is not allowed access to his/her child/children.
5. Upon returning to school during the school day, K-4 parents should bring the child to the office and sign the child in. Students in grades 5-8 may be instructed by parents to stop in the office and sign in. Accuracy of attendance records is very important. Cooperation between parents, students and the school is essential. The school personnel on duty appreciate your help.

Release procedures include:

1. **Parents will pick up students from the back gym door. Students will be called when paired with their parents before being released. Parents will not be allowed to enter the gym.**
2. Parents who pick children up on a daily basis may indicate on the "Information Sheet" provided by the office.
3. Students being picked up must have a written statement from home or the office authorizing the pick up for that day. A written statement from the parent is strongly encouraged; a call to the office will be accepted when personal written communication is not possible. These notes are to be presented to the school personnel who supervise student release and pick up.
4. Students who live near the school may walk home **only** with written permission from their parents. Please authorize the "Information Sheet" provided by the office.

Buses are loaded between 3:05 and 3:10 p.m. Those responsible for picking up children need to be present no later than 3:15 p.m. (Students with notes who are not picked up on time will be **seated** and waiting in the lobby near the office for pick up. **It is critically important that this does not happen often.**) A parent or authorized person needing to pick up a child prior to the end of the school day shall report to the office. Children will be called to come and meet you in the office.

CHANGE OF ADDRESS/TELEPHONE NUMBER/MOVING

The school keeps a record of current addresses and phone numbers that are used in case of illness or an emergency. **Please notify the school office when there is a change of address or phone number.** If you are moving out of the district, be sure that all textbooks and library books are returned. All fines, charges and bills should be paid in full. In most cases, your child's records will not follow to his/her new school as quickly unless all books have been returned and all accounts have been paid.

SCHOOL INFORMATION DISTRIBUTION

On the last day of any school week, usually Fridays, various notes and graded assignments will be sent home in the students' Friday folders for grades K-8. Please be watching for Friday folders and ask to see them. School newsletters & lunch bills will be sent to the email address on file. Newsletters and other important information will also be posted on the Spring Bluff webpage. **All classroom and district newsletters will be sent electronically.**

DISTRICT WELLNESS PROGRAM-POLICY ADF

The district is committed to ensuring that all foods and beverages sold, provided or made available to students on school campuses during the school day support healthy eating and create an environment that reinforces the development of healthy eating habits. For that reason, and as required by law, the district has set the following nutrition standards for its meal programs, competitive foods and beverages sold outside the meal programs, and other foods and beverages provided or made available to students during the school day.

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. The district will provide a list of foods and beverages that meet the Smart Snacks nutrition standards and a list of healthy party ideas, including non food celebration ideas.

For the purposes of this procedure, the school day is the time period from the midnight before to 30 minutes after the official school day. These meal standards do not apply to food sold at other times, such as evening or weekend events.

BREAKFAST AND LUNCH PROGRAM-POLICY EFB

Breakfast and lunch are served daily. **Serving times are: Breakfast - 7:10-7:25 a.m., K-2 Lunch 10:50-11:20 a.m., 3-5 Lunch - 11:30-11:50 p.m., 6-8 Lunch-12:05-12:25.** A lunch count is taken first period each day with the breakfast count taken at the same time for the following morning.

Free and reduced price breakfast and lunches are available to all that qualify. Information and application pages for this program are available in the school office. If you might qualify, please apply. This information is confidential. It will financially help both you and the school if you qualify. Funding for several state programs is based on the percentage of free and reduced priced meals served. Reduced priced breakfast is \$.30 and reduced priced lunch \$.40 daily. You may apply for free or reduced priced meals at any time during the school year through the school office. Official state count dates are the last Wednesday of September and January. Applications are needed prior to these dates.

<https://dese.mo.gov/financial-admin-services/food-nutrition-services/free-and-reduced-price-information>

PAST DUE MEAL CHARGES-PROCEDURE EF-AP1

Parents are urged to keep meal charges current. Statements will be sent home via email each Friday with students, and balances are due upon receipt of notification. No extra milk, extras, or ala carte may be purchased during the time that the bill is outstanding. Reminder: extra milk, extras, and ala carte items do not qualify for the free/reduced lunch program. Please do not send glass containers or carbonated beverages. All liquids must be in the manufacturer's original, sealed container.

***Please refer to the full procedure for more information in regards to payment plans and debt collection options.**

FERPA/STUDENT DIRECTORY INFORMATION-POLICY JO

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

1. The right to inspect and review the student's education records within 45 days after the day the Spring Bluff R-XV School District receives a request for access.

Parents or eligible students who wish to inspect their student's or their education records should submit to the school principal a written request that identifies the records they wish to inspect.

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

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

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The contact information of the Office that administers FERPA is:

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

Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA

The Family Educational Rights and Privacy Act (FERPA) requires that the Spring Bluff R-XV School District obtains your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records, with some exceptions. However, the district may disclose appropriately designated "directory information" without written consent, unless you have notified the district in writing of your objection. "Directory information" is information that the district has determined is generally not considered harmful or an invasion of privacy if it is released.

The primary purpose of directory information is to allow the district to include information from your child's education records in district publications, including but not limited to, a student's name, jersey number, height and/or weight printed in a school athletic program; or a student's name and photo included on district social media pages or in the school yearbook.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Some examples include the district providing a list of honor roll students to the local newspaper or the district providing student information to companies that manufacture class rings or publish yearbooks.

In addition, two additional federal laws require the school district to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose contact information to military recruiters or directory information from your child's education records without your prior written consent, you must complete a written statement notifying the district that you do not want the information released and submit it to the building principal. The statement must be dated and signed. Please provide this notice in writing within 10 business days of enrollment. Please note that if you opt your student out of directory information, your student's picture will not be included in the district's yearbook or other publications and your student's name will not appear in district programs or the honor roll.

General Directory Information: The following information about a personally identifiable student may be disclosed to the school community or to any person without first obtaining written consent from a parent or eligible student:

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 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:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Student Information and Images in Recorded Classes, District Publications and Social Media

The district maintains a number of publications and social media accounts to better communicate with students, parents, and the community. Further, the district may at times record instruction in some classes to assist the instruction of students attending virtually. Unless the parent or eligible student notifies the district in writing as directed under the section "Process for Parents and Students to Opt Out of the Disclosure of Directory Information under FERPA," the district may include pictures and information about a student in district publications and posts on social media. Even if a parent objects to the disclosure of directory information, when a student's image is included in a photograph or video as part of a crowd shot where the focus of the image is not on that particular student, the student's image may still be included in a district publication or social media post, or video recording.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)-POLICY JHC/JHDA/KI

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

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

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing

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

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

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

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

The Spring Bluff R-XV School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Spring Bluff R-XV will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Spring Bluff R-XV 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. Spring Bluff R-XV will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

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

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

HEALTH CURRICULUM-POLICY IGAEB

The Board of Education recognizes that parents/guardians are 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. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

The district will teach students about the characteristics of and ways to identify sexual predators. Students will be instructed on safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.

ELECTRONIC COMMUNICATION BETWEEN STAFF AND STUDENTS-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. Please refer to Board Policy GBH.

AUDIO AND VISUAL RECORDING-POLICY KKB

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

SCHOOL CANCELLATIONS/SCHOOL WEBSITE/SCHOOLREACH ALERT SYSTEM

School cancellation information will be accessible on the school website, www.springbluffpirates.com, School Messenger phone system, radio, and television. The School Messenger phone system is an automated phone system that will call each family's main telephone number maintained in our information system. **The School Messenger phone number that will appear on your phone will be 844-875-4925. Please call this number to listen to any missed messages and not the school.** Calls will be made in the event of school cancellations, early dismissals, emergency information, event reminders, etc. School cancellation information will continue to be broadcast on the radio. Announcements will be made as early as possible, generally by 6:00 a.m., over KTUI Radio Station 1560 AM or 102.1 FM and television station, KSDK, KMOV, FOX 2- St. Louis. Early dismissals that are unexpected will also be announced on KTUI radio stations and on KSDK-TV Channel 5. Students will be sent to their regular stop in the case of early dismissals unless the school is notified otherwise. **Please listen to the radio or television for these announcements, and do not call the school or school personnel. This will**

enable us to keep necessary lines of communication open.

ALTERNATE METHODS OF INSTRUCTION (AMI)

In 2019, the state legislature passed SB 604 (Section 171.033.RSMo) providing districts and charter schools with the ability to use an Alternate Methods of Instruction (AMI) Plan on days when there is an expected school and/or district closure due to inclement weather.

Teachers and students will follow an approved AMI plan to continue learning in the event short term school closure is necessary due to inclement weather. Student and parent expectations are outlined in the document and will require active participation from all stakeholders to continue learning outside of the school building if needed.

- [2023-2024 AMI Plan](#)

LOST AND FOUND

If your child is missing an item of clothing or other belongings, they should check the lost and found hooks outside the Art Room. Money found is labeled with the person's name that found it. If not claimed in ten days, money will be given to the finder. All lost and found items, not claimed during the school year, are donated to a charitable organization. Clothing should be identified by name, in permanent marker, to help in its return.

TEXTBOOKS, SUPPLIES AND EQUIPMENT

Textbooks are loaned to the student free-of-charge. Class supply lists can be found on the district website. Students, parents or guardians shall pay for school books, supplies, equipment or other school property that a student may lose, deface or damage beyond ordinary use, whether intentional or as the result of carelessness. This includes glass breakage or other damage to the school building. A new textbook costs approximately \$60.00-\$75.00. Proper care is essential! If a student knows or suspects that another person has damaged his/her textbook, the student needs to report this immediately to the office. Under state law, the parents or guardians of a minor are held liable for the actions of their children.

STUDENT DESKS/LOCKERS/BACKPACKS-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. Students have no expectation of privacy in lockers, desks, computers, or other district provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. All searches will be conducted in accordance with law and district policy, JFG. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

Students may use a padlock to secure their locker. However, money and/or valuables brought to school and kept in a locker, desk, backpack or purse are at the students' own risk. **These valuables include all electronic devices; trading cards, etc.** Not following these guidelines will result in the items being confiscated and retained by the superintendent/principal until picked up by a parent.

RECESS

Recess is a privilege given to every child in the school. A recess detention can be given for disciplinary and/or academic reasons. When a student in grades K-8 is behind with academic work or needs added instructional assistance, they will not go to recess, but a "detention" is not given. Every child should come to school ready to participate in recess. If parents do not wish their child to participate in recess activities for medical reasons on a short-term basis due to recent illness, they should contact his/her teacher. Please do not ask us to excuse your child from recess for a prolonged period unless there is a serious condition. A specific statement, from your doctor, describing the illness must be presented to the superintendent/principal and/or teacher. **Be sure your child is dressed appropriately. Recesses are outside when the windchill is 25 degrees or above. Coats, hats, and gloves/mittens are essential for winter wear!**

PLAYGROUND USE

The playground is closed for public use on school days from 7:00 a.m. to 4:00 p.m. The school administrator, at their discretion, may grant use under special circumstances. Those using the school property after hours do so at their own risk. The school cannot and will not assume responsibility for anyone being on school property without permission from the school district. Climbing over the playground fence is dangerous and is forbidden!

SPORTS ELIGIBILITY-POLICY JG-R

Eligibility for the start of the fall sports season is based on the last quarter grades of the previous year and a students full time enrollment for in person learning. Eligibility rules apply to athletes participating in volleyball, basketball, and cheerleading. Citizenship and the ability to work harmoniously with others are important criteria for all team members. **Students are not eligible for practice or games during an in-school or out-of-school suspension.** An ineligible student may become eligible based on mid-quarter grades using the same criteria. Students in grades 3-8 shall be eligible based on quarter grades from the preceding quarter. **In addition, students must maintain a "C" average and have no "F's" during the sports season to be eligible.** Grades will be monitored biweekly during the playing season to assess student eligibility. **Students who have more than three office referrals per quarter due to misbehavior may be deemed ineligible, also.** To be eligible to participate or attend a game and/or practice the student must attend a minimum of **three core class** periods. If a student attends a game and/or practice and does not meet this attendance requirement, the student will not be able to participate in his/her next scheduled game. Some exceptions may apply, and these must be approved through the administration and/or athletic director. Any team or athlete sponsored by the Sports Club is required to meet the attendance eligibility requirements. **Please refer to board policy JG-R.**

MO HEALTHNET FOR KIDS PROGRAM-KB-AP1

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. More information about the program can be located at, <https://www.benefits.gov/benefit/1606>.

PHYSICALS

Students in grades 3-8 are required to pass an annual physical **before** participating in the sports program. The physical forms are available in the school office and must be completed and signed by the **student, parent and physician**. All children participating in a school sponsored sports program will be required to provide at minimum accidental insurance coverage. Parents are encouraged to visit the Missouri Health Net website, www.mydss.mo.gov to check eligibility for the state sponsored program. Parents can also purchase accidental insurance coverage through Markel Insurance Company, <http://www.k12studentinsurance.com/>.

STUDENT FUNDS

All funds raised in the name of Spring Bluff School, including class and organization funds, must be accounted for and audited annually as a part of the official school audit review. These funds shall be counted and given to a secretary. They are then deposited in the school's depository bank. Receipts and disbursements of each organization and class are part of the school accounting records.

GRADE REPORTING-POLICY IK

Mid-term progress reports and quarterly grade reports are sent home for review during the school year. Parents should contact the appropriate teacher when there are questions or concerns. Quarter reports are sent home with each student and need to be signed and returned within two school days.

GRADING SCALE:

	A = 97-100	B- = 84-86	D+ = 67-69
S=Satisfactory	A- = 93-96	C+ = 80-83	D=63-66
U=Unsatisfactory	B+ = 90-92	C = 75-79	D- = 60-62
I=Incomplete	B = 87-89	C- = 70-74	F = 0-59

READING INCENTIVES

Students are encouraged to participate in the Department of Education Reading Circle Program. Students K-5 earn this certificate. Read to Succeed, Pizza Hut Book-It and other reading incentives are offered for students in grades K-6. All K-8 students participate in the Accelerated Reader Program through the library and classrooms. A detailed explanation of the program will be given at the beginning of each school year.

READING SUCCESS PLANS

Section 167.645, RSMo, states "At the beginning of the school year, each school district and charter school shall provide a reading success plan to any student who: (1) Exhibits a substantial deficiency in reading which creates a barrier to the child's progress learning to read. The identification of such deficiency may be based upon the most recent assessments or teacher observation; or (2) Has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia."

More information about Reading Success Plan can be located in the [District's Literacy Plan](#).

RETENTION AND PROMOTION-POLICY IKE

According to district policy, IKE, the final decision regarding retention or promotion of a student is that of the school. Any student who receives two or more F's for the year in the core subjects is in danger of being retained in his/her current grade. Any child who receives F's for the year will be retained in his/her current grade unless the Board of Education approves promotion upon the recommendation of the school administration when unusual factors might justify such action. The parents will be informed in advance of the decision that their child is in danger of being retained.

In lower grades (K-5) it may be advisable to retain a child who has not mastered the skills necessary for advancement even though the grades given are passing. Maturity and how much one-on-one assistance is required to maintain passing grades are the primary factors used to determine if a child should be retained in grades K-5. Assessment scores may be indicators that a child is struggling academically as well. Retention does not indicate failure necessarily. **When a student misses over twenty (20) days of school per year, loss of credit and retention will be considered as outlined in the attendance policy.**

ASSESSMENT PROGRAM-POLICY IL

The Missouri Assessment Program (MAP) assessments are administered in grades 3 through 8 in the areas of English Language Arts and Math. In addition, MAP is given in grades 5 and 8 in the area of Science. Eighth grade students are also required to participate in the English I End of Course Exam (EOC). Benchmark testing will be used to monitor student growth throughout the year. Parents will be notified of the results of the tests and may arrange a conference with the staff to discuss the test results when desired.

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. Testing dates can be found on the district calendar.

PUBLIC INFORMATION PROGRAM-POLICY KB

The district will provide parents/guardians and members of the public information as required by law. Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. School and district report cards may be posted on the district's website and will be distributed to the public as determined by the superintendent or designee. The district will post notice of Board meetings and make copies of these notices available to representatives of the news media upon request. Other public information will be available in the district's buildings offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy BDDL.

ACADEMIC HONORS AND RECOGNITION POLICIES

Academic Recognition Policy: Students in **grades six through eight** who achieve an A or A- average (9.5-11 point average) in all core subject areas with no grade lower than a “C” on an 11-point grading scale will be named to the **Honor Roll with Distinction**. Students in **grades six through eight** who achieve a B average (7.5-9.499 points) in all core subject areas with no grade lower than a “C” on an 11-point grading scale will be named to the **Honor Roll**. Students in **grades kindergarten through five** will receive recognition on an individual basis through the instructional and administrative staff based on academic achievement and effort and behavior.

Academic Recognition for Eighth Grade Students: Students who have achieved a cumulative grade point average of an A or A- (10.0-11.0 GPA) in sixth through eighth grades on an eleven-point grading scale will be recognized at the Eighth Grade Graduation ceremony with a certificate and medal.

Valedictorian and salutatorian honors go to the top two students of the eighth grade graduating class. Qualifications include: 1) The student must be enrolled and attending the Spring Bluff R-XV District prior to and continuously following the 10th school day of the student’s seventh grade year. 2) Grades earned in grades 6-8 shall be used to determine these honors. These honors are determined based on the grades earned through the third quarter of the eighth grade year. Poor grades, excessive detentions, and inappropriate behaviors do not go together with academic honor. Excessive detentions, excessive absences, in or out-of-school suspensions, and/or known legal problems will cause a student to be ineligible from receiving academic honor.

May King and Queen shall go to an eighth grade boy and girl who are good school and community citizens. They are chosen by a student vote, grades K-8.

National Junior Honor Society is an honor bestowed upon students who uphold the pillars of the Society: Scholarship (Academics), Service, Leadership, Character, and Citizenship. The review process for potential National Junior Honor Society members begins after the first grading quarter each year. Seventh and Eighth grade students who achieve a 9.0 GPA average will be considered for membership. Academic records from the second semester of the previous school year and the first grading quarter of the current school year will be considered to determine eligibility. Of these top academic students, only those who have demonstrated exemplary character, leadership, and citizenship will be invited to apply for membership. Discipline referrals and/or unacceptable behavior may result in a student being ineligible. Eligible students will be invited to join, and will be required to submit an activity information form and an essay stating why he/she would like to join NJHS. The NJHS induction ceremony is held in the Fall. To continue membership in the Society, students must maintain at least a 9.0 GPA each grading quarter. When a student’s GPA drops below 9.0 for a quarter grading period, the student will receive a warning letter from the NJHS Faculty Advisory Council. If the student has an average lower than 9.0 GPA for two consecutive quarters, that student receives a letter of dismissal from the Society. Dismissal may be appealed to the NJHS Faculty Advisory Council. In order to appeal dismissal, the student must contact an NJHS Adviser to schedule a time to appeal his/her case in person.

EMERGENCY PROCEDURES

FIRE

When the fire alarm has been activated:

- Turn off lights, close windows and doors if possible.
- Do not go to lockers or stop to bring personal items.
- Students should exit the building quickly while holding hands.
- Once you reach their designated area, students should remain quiet while the teacher takes attendance and ensures the safety of the group.

Designated Areas:

Use the Evacuation Map to determine your safest and quickest route out of the building (remember that in the event of an emergency, evacuation routes and designated areas may change; follow the directions of the teacher)

- Rooms 36-40 will use the north exit closest to the greenhouse. Assemble between the greenhouse and the fence, closest to Blue Bird Lane.
- Rooms 41-43 will use the K-5 playground exit. Assemble along the playground fence, closest to the Treatment Plant.
- Rooms 24-35 will use the north exit closest to the library. Assemble in the teacher parking area.
- Rooms 13-19 will use the north exit next to the bus lanes. Assemble in the teacher parking area.
- Rooms 1-2, 4-11 will use the cafeteria exit. Assemble along the playground fence, closest to the Treatment Plant.
- Room 3 will use the gym exit. Assemble along the playground fence, closest to the Treatment Plant.

SEVERE WEATHER

Drills will be announced over the intercom. Using the Evacuation Map, report to the nearest shelter area as indicated on the map.

EARTHQUAKE

Drills will be announced over the intercom. Take cover in your classroom or area. Exit the building using the fire exits when directed to do so by the teacher and/or administrator. Move far away from the building and stay in a group.

ACTIVE SHOOTER

Drills are conducted twice annually with Franklin County Sheriff's Department. In addition, district organized drills are conducted twice a year following the Standard Response Protocol (SRP).

EMERGENCY DRILLS-POLICY EBC

As part of the district's safety plan, periodic safety drills will be conducted to prepare students and staff in the event of severe weather, fire, or intruder. More information for severe weather including earthquakes can be found at <https://www.fema.gov/earthquake-safety-school>. Other earthquake and disaster-preparedness information for students, teachers, and parents is available at [FEMA for Kids](#), and from the [U.S. Geological Survey Earthquake Hazards Program](#).

CAFETERIA RULES

1. After all students are served, normal conversation is allowed. Loud talking is not acceptable dining behavior.
2. Observe good dining room manners at all meals.
3. Leave the table and surrounding area clean and in good order.
4. Do not trade, share or give away food.
5. Stay seated and raise your hand when you need assistance.
6. Obey the requests and instructions of lunchroom supervisors and follow posted rules.
7. Due to state guidelines, students may not drink soda or carbonated beverages in the cafeteria.
8. Detention students in grades 6-8 will be served first in the lunchroom and should wait until the detention teacher for that day escorts them to a classroom. Lunch detentions include both lunch and lunch recess.
9. ***Students who act improperly will be removed from the lunchroom and separated from the problem.***

BIKE RIDING

Due to safety concerns students are prohibited from riding bikes to and from school or any school-sponsored activities or events.

LIBRARY

Students are allowed to check out two books at a time from our library. Please help your child take care of his/her book selection and return it on or before the due date. Parents should encourage their child to share information from books read. Computers and software must be properly used under the direction of the computer coordinator, the librarian or a teacher. Software from home cannot be used on school devices. This protects school programs from "virus" invasion and also from the use of programs not approved by district personnel.

Disciplinary action, as well as loss of computer time, will be required if proper use and cooperation is a problem. Any student accessing internet information that is questionable and/or against school policy will receive consequences and will lose technology privileges. The extent of time lost will be deemed appropriate and defined in the district's Internet Usage Agreement and Handbook Policy. The library will be open after school for computer/project/AR use. A specific day(s) and time(s) will be announced at the beginning of each school year.

BUS RIDING PRIVILEGES

Bus drivers shall write bus conduct reports on students whose conduct is unacceptable and/or endangers the health, safety or welfare of the students, the driver or others. The bus driver will submit the reports to the principal who will then confer with the child and the child's driver to determine appropriate and/or necessary action.

Serious and/or recurring conduct problems on the bus may result in loss of bus transportation privileges, short and/or long term. **Parents should emphasize that bus transportation is a privilege.** Misconduct can cause accidents and endanger the lives of all riders. If problems persist, parents will be asked to come to school and personally visit with the principal and the student.

BUS CONDUCT AND DISCHARGING

Students play an important role in maintaining safety on the school bus. Students shall follow bus rules as stated below, posted in the bus and/or given by the bus driver or chaperone.

1. You must control yourself!
2. Stay in your seat while the bus is in motion.
3. Respect your driver and assist in keeping the bus clean.
4. Keep all harmful objects (drugs, tobacco products, alcohol, and weapons) off the bus.
5. Be on time at your bus stop, standing away from the roadway. **Do not keep the driver waiting.**
6. Do not disturb the driver in any manner while the bus is stopped or in motion.
7. Treat bus equipment as valuable furniture. Offenders and/or parents must pay for known damage to seats or other equipment.
8. Make sure books, lunches, or other articles are taken off the bus.
9. **Nothing** shall be thrown from the bus.
10. Food and water may only be on the bus with the permission of the driver, with the permission of an activity sponsor during an activity trip or if supplied by the school and/or driver.
11. Animals and other items that are not allowed in school are excluded from the bus.
12. Inappropriate games are never to be played at school or on a bus.
13. At least one coach/chaperone will ride the bus on team, class or grade level field trips.
14. Cameras will be used to monitor and record student conduct. Those who refuse to obey rules **will lose bus-riding privileges.**
15. Basketballs and other playground balls are furnished by the school and should not be brought on the bus or to school.

Students will be discharged only at their regular bus stop unless a change is authorized (See Release of Children section of this Handbook). A written request from a parent or guardian is required. Calls are accepted and a note will then be sent to the driver when emergencies arise. Please assist in helping us assure safety for all transported children. Depending on the number of riders, requests to ride a different bus to another destination may or may not be possible.

BUS ROUTES

No child shall be picked up before 6:30 a.m. All children should be home by or before 4:30 p.m. Route buses will arrive at school by 7:10 a.m. The high school bus will depart from Spring Bluff School by 7:15 a.m. for Sullivan High School. When there are classes at Sullivan High School and no school at Spring Bluff, the bus will run between the Spring Bluff School and Sullivan High School at the regularly scheduled times. Only students living on the high school route between Spring Bluff School and the Sullivan High School will be picked up as usual. All other high school students will meet at Spring Bluff by 7:15 a.m. on those days and will be dropped off at their regular drops in the afternoon.

END OF YEAR FIELD TRIPS, REWARD TRIPS/ACTIVITIES AND EVENTS

All field trips, reward trips/activities, and other special events are rewards for proper conduct and academic effort. Students who are ineligible for activities/trips will remain at the school under supervision of a staff member. Ineligible students who do not attend school on an activity/trip day and do not have an excused absence, **will make-up their ineligible status on the following school day/activity/trip.** Trips will be limited because of transportation costs and other factors. There will be a transportation charge for all trips (trip participants **pay** their

own way).

DETENTION/DISCIPLINARY REFERRAL PROCEDURE-Updated 5.18.23

Detention-Students will serve detention during their lunch/recess period.

After School Detention-After school detention will be served immediately after school until 4:15.

Disciplinary Referral-Notice from the office of disciplinary action taken.

ISS-In school suspension (detention), students will serve ISS with an administrator or lead teacher; students will be required to complete all work and receive credit

OSS-Out of school suspension; student is not allowed to attend school or participate in school activities until OSS has been fully served. No credit is given for work.

Detention Procedures-Missing Homework/Inappropriate Behavior

Warning: recorded for first missing homework assignment per **subject each** quarter

A detention will be given for the following:

- Failing to complete a homework assignment or for inappropriate behavior.
 - Every fourth Detention will result in an Disciplinary Referral.
 - Severe misbehavior will result in immediate progression of consequences and/or disciplinary referral.

Disciplinary Referrals will be given for the following:

- Receiving a total of 4 Detentions in one quarter
- 2 or more Detentions in one day

Afterschool Detention

Two or more Detentions in one day will result in an After School Detention. Each After School Detention will be assigned by an administrator or lead teacher.

STUDENT REWARDS

Pirate Time - Pirate Time will consist of extra recess, movies, games, etc. An in-school suspension (ISS) or out of school suspension (OSS), or an after-school detention will result in the loss of the **bi-weekly** reward activity. **To be eligible for Pirate Time, students must meet the following criteria each week:**

- K-2 No missing assignments and no students can be moved to parent contact on student's behavior chart
- 3-5 No missing assignments and student must maintain a C or better in all classes
- 6-8 No missing assignments and student must maintain a C or better in all classes

Quarter Reward - Two or more Disciplinary Referrals, any In-School Suspension (ISS) or Out of School Suspension (OSS) will result in the loss of the quarter reward activity. **To be eligible for Quarter Reward, students must meet the following criteria:**

- K-2 90% or better attendance, 2 or less tardies, and no more than 1 disciplinary referral, no after school

detentions, no ISS or OSS

3-5 90% or better attendance, 2 or less tardies, no more than 1 disciplinary referral, no after school detentions, no ISS or OSS, C or better in all subjects

6-8 90% or better attendance, 2 or less tardies, no more than 1 disciplinary referral, no after school detentions, no ISS or OSS, C or better in all subjects

Please be aware any student who is tardy four times in a quarter will receive an after school detention on the fifth tardy and for each one after that. The parent and student can serve together or the child can serve alone. Ultimately, it is the parents' responsibility to have their student to school on time daily; but unfortunately it is the student who will receive the consequence. Please be a role model for your student(s) and have them to school on time and ready to learn so their late arrival does not disrupt other students' learning as well.

Participation in all activities/trips should be considered a privilege. Students are eligible to be rewarded in grades K-8 for doing the right thing!

Good attendance is critical to every child's academic success and is necessary to participate in reward. Parents may volunteer to assist with various trips and activities when needed, but may not ride the school bus to the event unless pre-approved through the administration and teacher sponsoring the trip. **Pre-school children are not allowed to attend** classroom parties or field trips for liability reasons, and due to the fact that these parties and trips are intended to be a special day for those students in a particular class or group. Parental cooperation, consideration for all students, and assistance is appreciated.

Reward Trips will typically occur on the last day of the quarter for eligible students. Reward activities will be limited to a half day per quarter.

HOMEWORK/CLASSWORK

It is the policy of the school district that homework should be assigned each night of the school week in grades 1-8. Teachers are not expected to require weekend homework, but may assign such homework if they wish to do so. Homework will usually be designed to be an independent practice of skills discussed in school. The student should be able to complete the homework independently or with little assistance. If you feel your child is having undue difficulty with homework assignments, please contact the teacher. Occasionally, some parental involvement may be necessary. Students in grades 6-8 who fail to complete an assignment on time will be given a Notice of Concern.

Any student who fails to complete homework/classwork on time will remain in the classroom for assistance and/or to complete work during recess. If a student routinely misses assignments and/or has inappropriate behaviors, a parent conference will be required.

CODE OF CONDUCT

PARENTS, PLEASE READ AND DISCUSS THESE SCHOOL RULES WITH YOUR CHILD:

1. Always walk in the school building and to and from the buses.
2. Students are allowed in the classrooms only when an adult is present.
3. Keep hands and feet to yourself; they belong to you.
4. Respect school property and property of others.
5. Address adults and other students with respect.

6. Rude or obscene gestures or improper verbal remarks will not be tolerated.
7. **Insubordination**--refusal to obey a staff member's direction is not acceptable and consequences will follow.
8. The teacher must approve items for "show and tell" **before** they are brought to school.
9. **No pets or live animals are permitted.**
10. Any item or article that may become a nuisance in the school, classroom, or playground is subject to immediate confiscation. Valuables, gum, candy, toys, radios, tape players, CD's, etc. are to be left at home. Basketballs, footballs, etc. are to be left at home. The school furnishes playground balls.
11. Students must obey the supervisors and stay within designated areas while on the playground and in the lunchroom.
12. Possession of firearms and/or any other potentially dangerous and/or lethal weapon shall result in referral to the police. In all cases, the weapons will be confiscated and given to the police for disposition. A student possessing a weapon or who brings one to school shall be suspended as outlined in board policy. Knives of any description are forbidden, parents will be contacted and appropriate action taken.
13. Possession of illicit street drugs, alcohol and/or a controlled substance is unlawful and will result in suspension and/or referral to authorities. In all cases the substance will be confiscated and given to proper law enforcement officials. Disciplinary action is outlined in board policy and may include the completion of an appropriate rehabilitation program.

HEALTH POLICY-POLICY JHC

Students who do not have their immunization records or legal waiver as defined by law cannot be enrolled in the Spring Bluff School. When a child becomes ill at school, parents will be contacted as determined by the **school nurse**. The school cannot take care of sick children for more than a short period of time. We cannot assume responsibility for the treatment or monitoring of an illness.

On the student information form, be sure to give the name and phone number of a designated person who can pick up your child, when you are not available to do so. The school cannot provide medications. **Parents must supply any medications, along with prescription authorization by a doctor and any over the counter medicines that are required.** In addition to the doctor's medical authorization, the parents will need to authorize, in writing, when medication should be given to the child for "self-administration" as directed by the state and/or board policy. Any medication you send to school with your child is to be in an original, properly labeled bottle with the child's name, type of medication and instructions for giving the medicine. All medication should be given to the school's health aide or designated personnel upon arrival at school.

MEDICAL MARIJUANA AND CBD OIL-POLICY JHCD

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.

PETS-POLICY ECG

Animals are not allowed on district property, including district transportation, except in accordance with law and school board policy.

NONDISCRIMINATION-POLICY AC

The Spring Bluff R-XV 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 another characteristic protected by law. The Spring Bluff R-XV School District is an equal opportunity employer. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment.

To report a violation of this policy, the district's nondiscrimination policy and grievance forms are located on the district's website at www.springbluffpirates.com or at the district office. The Board designates the following individual to act as the district's compliance officer, Jeannie Jenkins-Superintendent at Spring Bluff School 9374 Hwy 185, Sullivan MO. 63080 Phone: 573-457-8302. Secretary of Civil Rights, US Department of Education may also be contacted at 816-268-0550.

ADMINISTRATION OF MEDICATIONS TO STUDENTS (JHCD)

Definitions

Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Diabetes Medical Management Plan – A document developed by the student's personal health care team that sets out the health services needed by the student at school and that is signed by the student's personal health care team and parent/guardian.

Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

General

The Spring Bluff R-XV School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). 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. 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 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 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. 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. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

Over-the-Counter Medications

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

Prescription Medications

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

Possession and Self-Administration of Medications

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

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

1. Students with Diabetes: Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat

hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access. Students with diabetes who wish to possess and self-administer medications are subject to the same requirements (below) as students with other health conditions.

2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:
 - The medication was prescribed or ordered by the student's physician.
 - The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
 - The student has demonstrated proper self-administration technique to the school nurse.
 - The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

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Spring Bluff R-XV School

Date Adopted: 10/16/2014

Last Revised: 4/13/2015

BULLYING-POLICY JCF

General

In order to promote a safe learning environment for all students, the Spring Bluff R-XV School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber bullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. The district compliance officer appointed in policy AC will serve as the district-wide anti bullying coordinator. The anti bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti discrimination and anti bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 10/16/2014

Revised: 10/13/2016

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
EHB, Technology Usage
GCPD, Suspension of Professional Staff Members
GCPE, Termination of Professional Staff Members
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members
IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: §§ 160.261, .775, 565.090, RSMo.
Spring Bluff R-XV School District, Sullivan, Missouri

TECHNOLOGY USAGE-POLICY EHB

The Spring Bluff R-XV School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or

interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; 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 technology; secure a higher level of privilege without

authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, misdeliveries or service interruptions. The district

does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

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Spring Bluff R-XV School

Date Adopted: 10/16/2014

Last Revised: 2/12/2015

WEAPONS IN SCHOOL-POLICY JFCJ

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

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

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

Date Adopted: 10/16/2014

STUDENT DISCIPLINE-POLICY JG-R1

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Spring Bluff R-XV School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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.

First Offense:	No credit for the work, grade reduction, replacement assignment, 1-5 days recess detention.
Subsequent Offense:	No credit for the work, grade reduction, course failure, removal from extracurricular activities, 1-3 days in-school suspension.

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

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

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
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Subsequent Offense:	Expulsion.
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Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicles at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

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

First Offense:	Nullification of forged documents. Principal/Student conference, recess detention, or in-school suspension.
Subsequent Offense:	Nullification of forged documents. Recess detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person 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.

First Offense:	Principal/Student conference, recess detention, in-school suspension, or 1-10 days out-of-school suspension.
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Subsequent Offense:	Recess detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or 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 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, recess detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Restitution. Detention or in-school suspension.
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Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

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

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

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

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

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.

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

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

Hazing (see Board policy JFCG) – 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 district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

Inappropriate Items/Contraband – Any item or items that are considered inappropriate in the educational setting or that materially and substantially disrupt classroom work, school activities or school functions.

First Offense:	Confiscation. Warning, principal/student conference, recess detention, or in-school suspension.
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Subsequent Offense:	Confiscation. Principal/Student conference, recess detention, in-school suspension, 1-10 days out-of-school suspension.
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Incendiary Devices or Fireworks – 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; possessing or using fireworks.

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

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

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

Sexting and/or Possession of 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.

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

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

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 evade or disable a filtering/blocking device.

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, recess detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, recess detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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

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

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, recess detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
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Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited products. Principal/Student conference, recess detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited products. Recess detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy.

First Offense:	Confiscation of prohibited products. Principal/Student conference, recess detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco products. In-school suspension or 1-10 days out-of-school suspension.

Tuancy or Tardiness (see Board policy JED and procedure JED-AP1) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, recess detention, or 1-3 days in-school suspension.
Subsequent Offense:	Recess detention, 3-10 days in-school suspension, and removal from extracurricular activities.

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

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

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 10/16/2014

Revised: 10/13/2016

MSIP Refs: 6.6

Spring Bluff R-XV School District, Sullivan, Missouri

MISSOURI SCHOOL VIOLENCE HOTLINE

Your safety at school is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff or your parent/guardian. If you are uncomfortable bringing this situation to the attention of an adult you know, call the Missouri School violence at 866-748-7047.

CHILD ABUSE OR NEGLECT

Should a child be the suspected victim of abuse or neglect, it is the legal responsibility of school employees to report this to authorities. The toll free Hotline number is **1-800-392-3738**.

PUBLIC COMPLAINTS-POLICY KL

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

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

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

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

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC.

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

CLOSING NOTES

The parents of Spring Bluff students are encouraged to take an active interest in their child's education. If you have questions or concerns about your child's progress or conduct in school, contact your child's teacher. If a parent takes an active interest in their child's education, the child will generally have a positive attitude, enjoy school and be successful.

Spring Bluff Staff members are encouraged to keep parents informed of student progress and conduct. Good behavior may be rewarded in various ways. We look forward to having a great year! Thank you from the Spring Bluff faculty and staff.

SPRING BLUFF R-XV SCHOOL

WHERE WHAT'S BEST FOR KIDS COMES FIRST!

REORGANIZED SCHOOL DISTRICT XV OF FRANKLIN COUNTY

MRS. JEANNIE JENKINS, SUPERINTENDENT

MRS. DENA SMITH, SPECIAL EDUCATION DIRECTOR

9374 HWY 185 SULLIVAN MO 63080

PHONE 573-457-8302

FAX 573-457-2070

ASBESTOS NOTIFICATION LETTER

Dear Parent,

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public law 99~519). The law required the EPA to develop regulations which provided a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools.

On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40CFR Part 763 Subpart E). This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response action in a timely fashion. This rule became effective December 14, 1987.

The Spring Bluff R-XV School District conducted a complete inspection of its facilities in August, 1988, utilizing the services of Larron Laboratories. **Triangle Environmental Science and Engineering Inc. completed its three-year reinspection of Spring Bluff R-XV School District's facilities on August 5, 2019.** The results of these inspections have been included in a management plan. This management plan is available in the administrative office of the school district during normal business hours, without cost or restriction, for reinspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The school district may charge a reasonable cost to make copies of the management plan.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of this district for any reason. This district takes very seriously the recommendations made in the management plan, which has been approved by the Missouri Department of Health.

I have been trained to oversee asbestos activities and ensure compliance. As required in the Rule, I am the assigned contact person for the public to obtain information about asbestos-related activities in the Spring Bluff R-XV School District. You may contact me at 457-8302. Thank you for your cooperation and understanding.

Respectfully,

Jeannie Jenkins, Safety Coordinator
Spring Bluff R-XV School District

PUBLIC NOTICE/SURROGATE PARENT ANNOUNCEMENT

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday to age twenty-one (21), regardless of the child's disability. Disabilities include: Autism, Mental Retardation, Hearing Impaired or Deafness, Speech or Language Impairment, Visual Impairment or Blindness, Emotional Disturbance, Orthopedic Impairment, Traumatic Brain Injury, Other Health Impaired, Specific Learning Disability, Deaf Blindness, Multiple Disabilities, or Young Child with a Developmental Delay.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants/toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local school district if you wish to review the requirements provided by FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of December 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birthdate and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

Pursuant to the requirements of state law 162.997-999 RsMO, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, A parent is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for such persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

This notice can be provided in other languages as appropriate. If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact your school district's Director of Special Education.

Spring Bluff R-XV Special Education Special Education Director-Mrs. Dena Smith (573)-457-8302

Franklin Co. Special Education Cooperative – Mrs. Christina Harbor (636)-629-3571

SPRING BLUFF R-XV SCHOOL

REORGANIZED DISTRICT NO. 15 OF FRANKLIN COUNTY

MRS. JEANNIE JENKINS - SUPERINTENDENT

9374 HIGHWAY 185 SULLIVAN MO 63080

PHONE 573-457-8302 FAX 573-457-2070

Notice of Non-Discrimination-POLICY ACA

The Spring Bluff R-XV School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Title IX Coordinator-Superintendent

9374 Highway 185

573-457-8302

jjenkins@springbluffpirates.com

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.