

Advance Elementary



"Home of the Hornets"

**Student Handbook
2016-2017**

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ADVANCE R-IV SCHOOLS
2016-2017 School Calendar

August 4, 5, 8, 9, 10, 2016	Teacher Workshops
August 9, 2016	Orientation/Back to School Night
August 11, 2016	First Day of Student Attendance
September 2, 2016	12:30pm Dismissal/PD Day
September 5, 2016	NO SCHOOL - Labor Day
September 11, 2016	Mid-Quarter
October 14, 2016	End of 1 st Quarter
October 20, 2016	12:30pm Dismissal P/T Conferences 1:30 – 8:00 pm
October 21, 2016	NO SCHOOL
October 24, 2016	NO SCHOOL
November 11, 2016	12:30pm Dismissal
November 23-25, 2016	NO SCHOOL – Thanksgiving Holiday
December 15, 2016	12:30 Dismissal – End of Second Quarter/First Semester
December 17 – 31, 2016	NO SCHOOL – Christmas Break
January 1-2, 2017	NO SCHOOL – Christmas Break
January 3, 2017	NO SCHOOL - Teacher PD day
January 16, 2017	NO SCHOOL – Dr. Martin Luther King Day/Make Up Day
February 17, 2017	12:30pm Dismissal/PD Day
February 20, 2017	NO SCHOOL – President’s Day/Make Up Day
March 10, 2017	12:30pm Dismissal/End of Third Quarter
March 13, 2017	NO SCHOOL
April 10-14, 17, 2017	NO SCHOOL-Easter Break
April 13, 2017	Mid-Quarter
May 6, 2017	Graduation-tentative
May 12, 2017	12:30 Dismissal Last Day of School-tentative

REGULAR MEETINGS

Board of Education..... Monday of the second full week of the month
P.T.O.....TBA

BOARD OF EDUCATION

Ronnie Martin	President	722-5259
Charlie Mayo	Vice-President	576-9302
Jim Below	Secretary	614-9276
Nanie Hawkins	Treasurer	382-2265
Josh Johnson	Member	208-9965
Todd Ritter	Member	208-9472
Tom Schmidt	Member	986-1500

Elementary School Personnel

Shannon Garner	School Superintendent	722-3581
James Hamlin	Elementary Principal	722-3564
Julie Delay	Superintendent's Secretary	722-3581
Chelsea Roper	Elementary Secretary	722-3564
John Backfisch	Bus Driver	722-3328
Kim Backfisch	School Counselor	kbackfisch@advance.k12.mo.us
Tomisine Bazzell	Special Education	tbazzell@advance.k12.mo.us
Samantha Beck	Art	sbeck@advance.k12.mo.us
Tina Burton	Companion Aide	tburton@advance.k12.mo.us
Angie Long-Cato	Second Grade	along@advance.k12.mo.us
Misty Clark	Preschool Lead Teacher	mclark@advance.k12.mo.us
Lauryn Collins	Fifth/Sixth Grade Social Studies	lcollins@advance.k12.mo.us
Kaci Cooper	Third Grade	kcooper@advance.k12.mo.us
Amanda Deckerd	Kindergarten	adeckerd@advance.k12.mo.us
Dana Garner	Fifth/Sixth Grade Science	dgarner@advance.k12.mo.us
Amy Gilmore	First Grade	agilmore@advance.k12.mo.us
Bruce Huffman	Bus Driver	722-3328
Heather Jones	Speech Pathologist	hjones@advance.k12.mo.us
Diana Lawson	Director of Special Services	dlawson@advance.k12.mo.us
Tim Liley	Custodian	722-3564
April McFerron	Librarian	amcferron@advance.k12.mo.us
Jennifer McLeary	Preschool Teacher Assistant	jmcleary@advance.k12.mo.us
Lauren Meier	Elementary Band/Speech Implementer	lmeier@advance.k12.mo.us
Brandi Mickan	Kindergarten	bmickan@advance.k12.mo.us

Tammy Miles	Bus Driver	722-3328
Robin Minton	Elementary Physical Education	rminton@advance.k12.mo.us
Caroline Mooy	Companion Aide	cmooy@advance.k12.mo.us
Lee Mooy	Bus Driver	722-3328
Christina Noah	Special Education Secretary/Elementary Computer Instructor	cnoah@advance.k12.mo.us
Chris Owens	Custodian	722-3564
Alison Page	Music	apage@advance.k12.mo.us
Ashley Raines	Third Grade	araines@advance.k12.mo.us
Randall Rhodes	Mechanic/Maintenance	722-3328
Carla Riley	Custodian	722-3564
	Custodial Supervisor/Head Maintenance	722-3564
Heather Roe-Evans	Fourth Grade	haroe@advance.k12.mo.us
Phoebe Roper	Fourth Grade	proper@advance.k12.mo.us
Sharon Simmers	Fifth/Sixth LA	ssimmers@advance.k12.mo.us
Cassie Tanner	Parents as Teachers	ctanner@advance.k12.mo.us
Angela Townsend	Second Grade	atownsend@advance.k12.mo.us
Melody Trout	Title 1 Math	mtrout@advance.k12.mo.us
Debbie Welch	School Nurse	dwelch@advance.k12.mo.us
Jennifer Welch	Fifth/Sixth Grade Math	jwelch@advance.k12.mo.us
Pam Whitson	Title 1 Reading	pwhitson@advance.k12.mo.us
Sarah Wiseman	First Grade	swiseman@advance.k12.mo.us

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education and traumatic brain injury.

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 State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District 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.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 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; birth date 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. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM

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, "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, a stepparent, 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 persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person - the person responsible for the District's special education program.

ADVANCE PUBLIC SCHOOLS
STODDARD COUNTY REORGANIZED DISTRICT
NO. IV
ADVANCE MISSOURI 63730
SHANNON GARNER, SUPERINTENDENT
PHONE 573-722-3581 FAX 573-722-9886

August 11, 2016

Dear Parent or Guardian,

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

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

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

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

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Respectfully,

Shannon Garner, Superintendent

**Standard Complaint Resolution Procedure
For No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: KL and KL-AP.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

**Advance R-IV School District
Family Educational Rights and Privacy Act (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Advance R-IV to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

ADVANCE R-IV MISSION STATEMENT

Mission Statement:

Hornets achieve success through education.

Vision Statement:

Advance schools will provide a **well-rounded education** in a **safe** and **challenging** environment with **welcoming** and **well maintained** centers for community activity.

Collective Commitments:

In order to achieve our vision, Advance Schools will make the following collective commitments. We will:

- ✓ **Develop** critical thinking and problem solving skills.
- ✓ **Integrate** technological literacy.
- ✓ **Provide** preparation for personal and career goals
- ✓ **Expect** students to be respectful, responsible, organized, and independent.
- ✓ **Promote** positive communication between students, faculty, and community members.
- ✓ **Collaborate** in a positive, passionate, and professional manner.
- ✓ **Emphasize** high academic achievement.
- ✓ **Model** HORNET Behavior.

HORNETS Behavior(Elementary)	HORNET Behavior(High School)
Hats off in the building!	Honesty
Obey all playground rules!	Organization
Respect everyone!	Respect
No running indoors!	Nice Attitude
Every body part stay to yourself!	Effort
Toys stay in the classroom, playground, or at home!	Teamwork
Stay quiet and on the right in the halls!	

MINIMUM REQUIREMENTS FOR K-6 ELEMENTARY STUDENTS

Each student receives regular instruction in the following subjects based on students' needs and in accordance with the Department of Elementary Education guidelines and curriculum adopted by the local Board of Education.

Communication Arts (reading, writing, speaking, spelling, and listening)
Mathematics
Science
Social Studies

Each student receives regular instruction in the following subjects for the "minimum" amount of time specified:

<i>Art</i>	<i>50 minutes</i>
Music	50 minutes
Physical Education	50 minutes
Guidance Counseling	Every Two Weeks
Comprehensive Health ("age-appropriate teaching" including specifically, drug and alcohol abuse prevention - i.e. Stoddard County Health Dept)	

GRADES

The purpose of grading students is to evaluate their individual progress. Factors used to determine the grade assigned to the students are: individual progress, comparison of students' progress in each class, performance skills developed by the student and any other factors teachers feel are important in showing student progress.

Letter grades will be issued to students every quarter or nine (9) weeks. The grades and percentages will use the following scale.

100-96 = A	76-73 = C
95-90 = A-	72-70 = C-
89-87 = B+	69-67 = D+
86-83 = B	66-63 = D
82-80 = B-	62-60 = D-
79-77 = C+	59 & below = F

Semester grades will be figured by counting both quarters and semester exams up to 20%.

**Advance R-IV After-School Tutoring Program
2016-2017**

Guidelines/Information:

1. Students must commit to regular attendance. If a student will not be able to attend a tutoring session, please inform the school office.
2. Tutoring sessions will be held in the school library or the classroom of the teacher on duty
3. Tutoring sessions will be held every Monday through Thursday, with the exception of the first Wednesday of the month and any other days designated by the administration
4. After school tutoring will begin at 3:10 and will conclude at 4:15. Parents should make arrangements to pick up their students at 4:15.
5. Parents/Guardians are expected to pick up their child at the appointed time. Teachers will escort students to the Main Elementary Entrance where they may be picked-up.
6. While attending the after-school tutoring program, students must abide by the Advance R-IV school policies and rules. Parents may be called to pick up a child early if he/she is not behaving in a respectful and productive manner.
7. The after-school tutoring program is designed to be an educationally productive environment. Students will not be allowed to attend if they are not engaged in academic endeavors.
8. Students must bring all school work and supplies to tutoring with them.

PARENT-TEACHER CONFERENCES

At the end of the first quarter, parent-teacher conferences are held in addition to the report cards. The student's work and progress is discussed and materials are presented to give further knowledge and assistance to the parent-teacher partnership pertaining to the child's success. More parent-teacher conferences may be scheduled throughout the year.

MID-TERM REPORTS

Mid-term reports indicating the failure or near failure of a student in a class will be sent home in the middle of each school quarter so parents will be informed and able to confer with teachers if necessary before report cards are issued.

Parents may contact the teachers to set up a conference if they have further questions or concerns about their child's progress

HONOR ROLL - GRADES 4, 5, AND 6

The quarterly and yearly summary of the student honor roll is composed of the following:

1. Students making the quarterly B Honor Roll must have a minimum grade of B- in each honor roll subject (not an average grade).
2. Students making the quarterly A Honor Roll must have a minimum grade of A- in each honor roll subject (not an average grade.)

3. The following courses shall not be considered when computing the honor roll: physical education, sixth grade band, music, art, and handwriting. However, these courses are an integral part of the student course requirements constituted by the Department of Elementary and Secondary Education.

PROMOTION

The Missouri Department of Elementary and Secondary Education has developed the Show Me Standards with a designed curriculum alignment and mastery performance at each grade level after the mastery and completion of the grade level criteria consisting of core subjects and the district testing (i.e. Missouri Assessment Program- MAP, Terra Nova, Stanford, Metropolitan, KIDS, and other district -adopted assessments.)

RSMo 167.645 requires that elementary students not be promoted to the next grade level unless they have a reading level at or above one grade level below the student's grade level. Students with Individual Education Plans are exempt from this requirement. Reading tests aligned with the State Standards adopted by the district's board of education are administered to report the student's reading level. Student promotion in the Advance Elementary is determined by the student's reading level according to this law. In compliance with the "No Child Left Behind" law, parents have right to review a teacher's certification. All certifications are on file in the superintendent's office.

PERMANENT STUDENT SCHOOL RECORDS

The permanent student school record of each student accumulates with pertinent information each year and remains after graduation. Only the authorized-certified school staff, parent, and student may access the records. Records may be released to other schools, agencies, etc., only by written permission and authorized signature of the parent/guardian. These student records contain:

1. Factual information (parents, date of birth, etc.)
2. Semester grades
3. Test results as achievement tests, reading test, etc.
4. Physical record-height, weight
5. Attendance record.

GUIDANCE COUNSELOR SERVICES

Guidance is an integral part of each school's total educational program. It is developmental by design and includes sequential activities organized and implemented by certified school counselors with the support of teachers, administrators, students and parents. The Guidance Program includes:

1. A guidance curriculum
2. Individualized planning with students and their parents.
3. Responsive counseling, consultation and referral, and
4. Program management.

It is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development

GUIDANCE CURRICULUM

The guidance curriculum consists of structured developmental experiences presented systematically through classroom and group activities. The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote positive mental health and to assist them to acquire and use life skills. The curriculum is organized around three major areas--career planning and exploration, knowledge of self and others, and educational and vocational development. Student competencies to be addressed in these areas are identified in part by the use of the Missouri Comprehensive Student Needs Survey.

INDIVIDUAL PLANNING

Individual Planning consists of activities and help student to plan, monitor and manage their own learning and their personal and career development. The focus is on assisting each student to develop, analyze and evaluate his or her educational, occupational and personal goals and plans. The activities in this component are generally delivered on an individual basis. Potential graduates are encouraged to work closely with the counselor. College applications should be complete by December of the Senior year. Financial aid processes begin in January.

RESPONSIVE SERVICES

Responsive services consist of activities to meet the immediate needs and concerns of students whether these needs or concerns require counseling, consultation, referral or information. While counselors have special training and possess skills to respond to these needs and concerns, the cooperation and support of the entire faculty and staff is necessary for the component's successful implementation.

TESTING PROGRAM

The testing program at Advance is intended to measure the student's past achievements and abilities that he/she can use in the future. Some of the tests are intended to identify suspected physical, behavioral and educational problems that may interfere with a student's capabilities of achieving success in school.

Testing

1. Missouri Assessment Test (MAP) given to grades 3-8.
2. Stanford Achievement Test given to grades K-2.
3. American College Test (ACT) is offered to grades 9-12.
4. Missouri Comprehensive Student Needs Survey given every three years grades 3-12.
5. Hearing, Vision, Language Screening given to Grade K-8.
6. Armed Services Vocational Aptitude Battery given to grades 10-12.
7. PSAT Test is offered to grades 10 and 11.
8. Missouri End of Course Exams grades 9-12

Certain individual tests may be given to students for special purposes. One example is the Wechsler Intelligence Test.

Advance R-IV Schools
Attendance Rules and Procedures
Adopted May 12, 2014

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and seventeen unless their education is provided by other acceptable means or otherwise excusable under the law.

Regular attendance and participation in classroom instructional activities are essential to achieving the educational objectives for each class. When students are absent from class, they miss the material covered, they miss the opportunity to interact with the teacher as well as other students and they miss the opportunity to pursue learning opportunities only available from classroom interaction. Students are required to make up work as a result of class periods missed. It is the student's responsibility to meet with the teacher to obtain the necessary assignments and instructions

Absences

Elementary Students

In order to be considered for promotion to the next grade level an elementary student must be present a minimum of 95% of the scheduled attendance days per semester. Absences shall not exceed 10 days per school year. Parents will be notified by letter when the student reaches 3 days, 5 days 8 days, 10 days and 11 days of absence. Please note the following attendance procedures.

1. Students must be checked in upon arrival after the start of the school day. Students must be checked out from the office only. If someone other than the parent or guardian of the child is to check them out, a phone call or written request must be received from the parent or guardian. The child will be asked to identify the adult picking them up before being released.
2. If a student is absent, we ask that parents/guardians call the elementary school office (722-3564) by 9:00 a.m. to inform us that your child will be absent. Notification by the parent/guardian does not excuse the absence; however, it does inform the school the parent is aware their student was not present at school. If the school does not receive a phone call or written notification from home the school will make contact with parents/guardians at home or at work. Voluntary requests for homework must be made by 9:00 a.m. to allow the teacher ample time to provide assignments and may be picked up in the elementary school office after 2:30 p.m. that day. Students will be allowed one day of school when returning for each day of absence to turn in missed work and schedule missed assessments.
3. Professional documentation (notes from a doctor, dentist, lawyer, etc.) documenting a student absence must be provided to the school office no later than 3 days after the date of

the absence noted on the excuse. Professional documentation/excuses will not be accepted beyond the 3rd day on which a student was absent for any/all of the school day. The professional documentation must state the reason for the student to be absent from school. Parent notes do not suffice for professional documentation for absences.

4. School trip days authorized by the principal (ex. School Sponsored Field Trips) do not count as days missed.
5. To be promoted to the next grade elementary students must earn passing grades and be present 95% of the scheduled attendance days per year. If a student violates the 5 days/semester attendance policy he/she may be allowed to make up time missed from school by attending Educational Experience Recovery (Credit Recovery). Credit Recovery will run from 3:15 p.m.-4:15 p.m. on Monday -Thursday. Attending 5 days of Credit Recovery will make up for 1 school day missed. This option is made available for students to recover lost educational experiences in order to be considered for promotion to the next grade level.
6. If a student misses over 10 days per year and has valid reasons for all days missed, his/her parents/guardians can appear for a hearing with the attendance review committee. A written statement from a doctor or other professional verification for all days missed that semester will be required stating that it was not possible for the student to be at school for the days missed.
7. If a student misses over 10 days per year or 5 days per semester and has not made up the educational time lost by attending Credit Recovery, he/she will have their case reviewed by an attendance review committee. The review committee will be made up of 3 teachers, the guidance counselor and the elementary school principal who will be responsible for reviewing the attendance history and making recommendations concerning excessive absences. The committee will meet at the end of each semester and students and/or parents/guardians of students who have been in violation of the attendance policy and have not made up educational time missed through Credit Recovery may meet with the committee to review their cases. Parents will be notified by mail when and where the committee will meet. The committee's recommendation will be one of the following:
 - To deny the student promotion to the next grade level.
 - To assign the student to make up the time missed during summer school.
 - Decisions made at the end of the first semester may include assigning the student to mandatory Educational Experience Recovery.
 - To forgive the excess absences and grant the student promotion to the next grade level.
8. The committee will consider the following things in making a decision: a) did the student provide professional documentation for the absences within 3 days of the absence b) did the student make attempts to recover lost educational experiences by attending credit recovery c) past attendance d) extraordinary circumstances e) extreme hardship and f) the student's academic record. The committee will make a written report of the hearing and file it in the principal's office and will also notify the student's parents/guardian in writing of their decision.

9. In case of excessive absences, if the student has provided within 3 days of the absence a professional documentation for all days missed, he/she may not be required to appear before the committee. In addition if the student has made up lost educational experiences through credit recovery that would reduce the amount of absences below the 5 day/semester attendance policy he/she may not be required to appear before the committee.

Truancy

Truancy is defined as deliberate absence from school on the part of the student, **with or without the knowledge of the parent/guardian**, or students who leave school during the school day without the consent of the principal for which no justifiable excuse is given. When truancy becomes evident the principal shall investigate and take disciplinary action including referral to juvenile court authorities.

Judicial Action

Students and parents are reminded that excessive violations of the attendance guidelines could lead to the district reporting the violations to the proper legal authorities. If attendance infractions continue parents/guardians are subject to sanctions as deemed appropriate by the juvenile court.

Rewards

Those students achieving 97.5% attendance for a school year will receive a reward such as a field trip or voucher as deemed appropriate by the principal.

Jr. High and High School Students

In order to receive course credit, or to be considered for promotion to the next grade level, a student must be present a minimum of 95% of the scheduled attendance days per semester. Absences shall not exceed 5 class periods for the same course per semester. Parents will be notified by letter when the student reaches 3 days, 5 days, and 6 or more days of absence per semester. Note the following attendance procedures.

1. If a student is absent from school, we ask that parents/guardians call the high school office (722-3584) by 9:15am to inform us that your child will be absent. Notification by the parent/guardian does not excuse the absence; however, it does inform the school the parent/guardian is aware their student was not present at school. If the school does not receive a phone call from home, the school will make contact with parents/guardians at home or at work. Voluntary requests for homework must be made by 9:30 a.m. to allow the teacher ample time to provide assignments and may be picked up in the high school office after 2:30 p.m. that day. Students will be allowed one day of school when returning for each day of absence to turn in missed work and schedule missed assessments.
2. Professional documentation (notes from a doctor, dentist, lawyer, etc.) documenting a student absence must be provided to the school office no later than 7 days after the date of the

absence noted on the excuse. Professional documentation/excuses will not be accepted beyond the 3rd day on which a student was absent for any/all of the school day. The professional documentation must state the reason for the student to be absent from school. Parent notes do not suffice for professional documentation for absences.

3. School trip days authorized by the principal (ex. College Days, School Sponsored Field Trips, School Sponsored Activities) do not count as days missed.
4. If a student is absent more than 5 class periods for the same course in a semester, the student may be allowed to make up time missed from school by attending Credit Recovery. Credit Recovery will run from 3:15 p.m.-4:15 p.m. on Monday -Thursday. Attending 5 days of Credit Recovery will make up for 1 school day missed. This option is made available for students to recover lost educational experiences, be considered for promotion to the next grade level, and maintain student eligibility to receive course credit towards meeting graduation requirements.
5. If a student misses over 5 class periods for the same course per semester and has not made up the educational time lost by attending credit recovery, he/she will have their case reviewed by an attendance review committee. The review committee will be made up of 3 teachers, the guidance counselor, and the high school principal, who will be responsible for reviewing the attendance history and making recommendations concerning excessive absences. The committee will meet at the end of each semester and students and/or parents of students who have been in violation of the attendance policy and have not made up educational time missed through credit recovery may meet with the committee to review their cases. Parents will be notified by mail when and where the committee will meet. The committee's recommendation will be one of the following:
 - To deny the student course credit or promotion to the next grade level.
 - To assign the student to make up the time missed during summer school.
 - Decisions made at the end of the first semester may include assigning the student to mandatory Credit Recovery.
 - To forgive the excess absences and grant the student course credit or promotion to the next grade level.
6. The committee will consider the following things in making a decision; a) did the student provide professional documentation for the absences within 3 days of the absence b) did the student make attempts to recover lost educational experiences by attending credit recovery c) past attendance d) extraordinary circumstances e) extreme hardship and f) the student's academic record. The committee will make a written report of the hearing and file it in the principal's office and will also notify the student's parents or guardian in writing of their decision.
7. It is important to note that through the use of credit recovery throughout the semester, students will have the opportunity to avoid violation of the district attendance policy.
8. In case of excessive absences, if the student has provided within 3 days of the absence a professional documentation for all days missed, he/she may not be required to appear before the committee. In addition, if the student has made up lost educational experiences through credit recovery that would reduce the amount of absences below the 5 class periods in same course per semester attendance policy, he/she may not be required to appear before the

committee.

9. Students who find it necessary to leave school before the end of the day due to illness, doctor or dental appointments, emergencies, etc., are required to sign out in the office with a phone call or written request from the parent, or in the case of an emergency with the principal's permission. Signing out during school hours will be permitted only when arranged by a note or phone call from the parent or guardian to the high school office or with the nurse's approval. Anyone leaving school without prior approval will be considered as truant.

ABSENCES AND ASSIGNMENTS

Student absences falling on the day of a scheduled test or advance assignments shall be treated in the following manner: (*NOTE: A phone call notifying parent/guardian of student absence will be made by the office .*)

1. The student shall make arrangements with the classroom teacher to schedule the timely make-up of the missed assignment or assessment.
2. Advanced assignments are due the day the student returns to school. If the student is absent the day an assignment is made, the student will be given no less time to complete and hand in the material than the other students in that class. It is the student's responsibility to secure and complete any missed homework assignments or tests.
3. A student must be in attendance the entire school day to be eligible to participate in or attend an activity that night UNLESS the absence is pre-arranged with the principal. In addition, students participating in activities must be present the entire day after an event in order to participate in the next scheduled event UNLESS the absence is prearranged with the principal.

LEAVING SCHOOL DURING THE SCHOOL DAY

1. Parents may notify the school by a phone call or written note that their child will be leaving school during that day.
2. Parents must come to the office and sign out their child on a special sign-out sheet.
3. Office staff will go the child's classroom and notify the teacher and child that the parent is present to pick up the child.
4. No child will be allowed to leave the school premises by themselves or with any other adult without direct notification by the parent. (Preferably in person at the office)
5. The child may be released to the parent or the parent-authorized emergency childcare person in case of illness or accident. Every effort will be made to contact the parent in all cases. **Please be sure that your child's information card is kept up-to-date and it is always possible for us to reach someone who can act in your place.**
6. Students will not be allowed to accept phone calls during the school day. Should an emergency arise, parents must speak to office personnel. If a change needs to be made to the afternoon dismissal procedure, parents must notify the office. Notification **MUST** be received by 2:00 to allow time to notify teachers and students.

Change in Student's Transportation:

THE MOST EFFECTIVE COMMUNICATION REGARDING ANY TRANSPORTATION CHANGES IS A NOTE SENT TO SCHOOL WITH THE STUDENT. Parents must provide a note or a phone call before 2:00 pm if there will be a change in the student's after-school transportation. This will greatly increase the ability of the school staff to relay the information to the classroom teacher. IF THE STUDENT DOES NOT HAVE A NOTE OR THE SCHOOL HAS NOT RECEIVED A PHONE CALL THE STUDENT'S NORMAL TRANSPORTATION ROUTINE WILL BE FOLLOWED.

PERFECT ATTENDANCE

Perfect attendance awards are given periodically throughout the school year. Perfect attendance is calculated as a student not missing any days of school throughout the month and (no tardies or early dismissals accumulating past 60 minutes during the year.)

DAILY SCHEDULE

7:35 Doors Open
8:00 All Teachers to the cafeteria
8:05 Breakfast Service ends, Morning Buzz begins
8:15 Tardy Bell Rings
3:05 Dismissal

INCLEMENT WEATHER & EARLY RELEASE NOTIFICATION

In event of heavy fog, light freezing rain, snow, icy highways, or flood, the Advance R-IV School buses may run on a delayed school schedule. The announcement will be on the KFVS Breakfast Show, the Zimmer Radio Group, and The School Reach system. Please make contingency plans so that your student will know what they are to do if early dismissal is required.

SCHOOL VISITS

Parents and Visitors must enter through the secure access system, then report to the office first before speaking to any student or teacher or visiting any classroom or playground (Please do not go to the room or playground for any reason. The student will be summoned to the office if they are leaving early). Students should not bring visitors with them to school. Secure access systems have been installed at the Elementary, High School and Superintendent Office entrances to the building.

Homebound

Students who must be absent from school for extended periods of time because of illness or an accident may receive homebound instruction. Applications, to be completed by a physician, may be picked up at the principal's office.

SEARCH AND SEIZURE

Students' personal effects and lockers may be subject to be searched by designated school personnel at any time there may be a question of presence of illegal materials or materials prohibited by school policies.

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

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

Interview With Police or Juvenile Officers/Other Law Enforcement Officials

The Advance R-IV School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

DISCIPLINE POLICY

Philosophy

Students at Advance are expected to conduct themselves as ladies and gentlemen. Each student has the right to the full exercise of his/her constitutional freedoms. Rights not guaranteed by the Constitution or by other laws may be exercised only to the extent that they do not unreasonably interfere with the rights of others or endanger the freedom and safety of others. The parent/guardian must insure that his/her children's rights are protected but also accept the responsibility for protecting the rights of others.

A democratic society must impose upon its individual member some standards that define the limits of permitted conduct. The school requires that all proper rules and policies be obeyed to insure that an atmosphere of learning is created, maintained and encouraged. We think by every student knowing and following these rules and policies, this can be achieved.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No Code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

DUE PROCESS

A student at Advance has a right not only to an education but the rights guaranteed by the Constitution. The student has a procedure to follow when the student has been suspended or expelled from school.

1. Prompt and adequate notice of the charges.
2. An opportunity to respond to the charges.
3. A hearing suited to the situation and the charges.
4. A decision arrived at after hearing the charge and response to the charge.

STUDENT DISCIPLINE

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 school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

REPORTING TO LAW ENFORCEMENT

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

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

1. First or second degree murder under § 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.

14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

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

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

DOCUMENTATION OF STUDENTS 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.

PARTICIPATION IN ACTIVITIES

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION

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

Any student who is suspended for any offenses listed in 160.261RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

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

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

TYPES OF PUNISHMENT

CONFERENCE: A formal conference is conducted between the student and school personnel.

PARENT INVOLVEMENT: Parent/Guardian is notified by telephone, personal contact, letter or certified letter of the occurrence of inappropriate behavior. A parent/guardian- student-school personnel conference may be conducted.

DETENTION: The student is assigned to stay in a supervised area during recess, lunch time, or after school and complete assigned tasks. The parent/guardian may be notified.

SUSPENSION IN-SCHOOL: The placement of the student in time-out, in a paired classroom, in the principal's office or other location other than that student's regular classroom, or in an in-school suspension classroom for a portion of a school day up to a maximum of ten (10) school days. The student is required to complete all assignments, and take all tests, and academic credit is earned/granted. The parent/guardian is notified of the in-school suspension.

SUSPENSION OF BUS RIDING PRIVILEGES: The student is forbidden to ride the bus for a portion of a school day for up to ten (10) school days. The superintendent and parent/guardian will be notified.

SUSPENSION OF BUS RIDING PRIVILEGES: The student is forbidden to ride the bus for up to 180 school days. The parent/guardian is notified and appeal procedure reviewed.

SUSPENSION OUT-OF-SCHOOL: The student is forbidden to attend school for a portion of a school day up to ten (10) school days. Academic assignments may be assigned and academic credit may be earned or granted. The superintendent and parent/guardian are notified of the out-of-school suspension.

CORPORAL PUNISHMENT- Corporal Punishment is administered only by the building principal, superintendent, or certified employee, in the form of swatting the buttocks with a paddle (one to four swats). No corporal punishment will be given unless there is a certified staff member present to witness the act. The superintendent and the parent/guardian are notified of the corporal punishment.

SUSPENSION OUT-OF-SCHOOL: The student is forbidden to attend school for up to 180 school days. The parent/guardian is notified, and appeal procedure reviewed.

EXPULSION -The student is forbidden to attend the Advance R-IV Schools by the Board of Education. The parent/guardian is notified and appeal procedure reviewed.

PROHIBITED CONDUCT

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

1. Alcohol

Possession of, sale, distribution, or attendance while under the influence of or soon after consuming any alcohol regardless of whether the student is on school premises.

First Offense: 10-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

Subsequent Offenses: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

2. 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, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

3. Arson

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

First Offense: Detention, in-school suspension, corporal punishment, 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.

4. Assault

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

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

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

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

First Offense: Expulsion.

5. Automobile/Vehicle Misuse

Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

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

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

6. Bullying (see Board policy JFCF)

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

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

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

7. 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.

8. Cell Phone Violation

Student cell phone use is strictly prohibited during regular school hours. Because of the technology available on cell phones, their use is strictly prohibited in all areas at all times. Advance R-IV Schools possess and maintain a landline phone system that is utilized for the day-to-day business of the school and for any emergency situation. Should a student need to make a phone call, the administration may grant permission as needed. Cell phones should be turned off during the school day and out of sight.

First Offense: Cell phone confiscation and cell phone is brought to the elementary school office. Student may pick it up at the end of the school day.

Subsequent Offense: Cell phone will be confiscated and brought to the elementary school office. Parent/Guardian will be notified and only the parent/guardian will be allowed to pick up the cell phone in the school office at the end of that school day or until other arrangements can be made. Detention, in-school suspension, corporal punishment, out-of-school suspension.

NOTE: Once a cell phone has been confiscated, administration is not obligated to stay later for the convenience of the parent/guardians schedule. Arrangements will need to be made to pick up the cell phone at a mutually convenient time during school hours.

9. Dishonesty

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

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

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

10. Disparaging or Demeaning Language

Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

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

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

11. 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, detention, in-school suspension, corporal punishment, or 1-10 days out-of-school suspension.

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

12. Drugs/Controlled Substances (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: 1-180 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: 1-180 days out-of-school suspension or expulsion.

Prescription Medication

- a. Possession of a prescription medication without a valid prescription for such medication on school premises, on a school bus or while attending any school activity.

First Offense: 1-180 days out-of-school suspension

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

- b. Sale, purchase or distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials.

13. Extortion

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

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

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

14. Failure to Complete Assignment/Missing Assignment

Student failing to complete homework assigned by teacher in the allotted time frame. Student failing to turn in assignments assigned by the teacher.

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

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

15. Failure to Report to or be in Assigned Area

Student fails to report to an assigned location (ex. Classroom, after school tutoring, testing room, etc.)

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

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

16. Failure to Meet Conditions of Suspension

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

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

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

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

17. 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 school property.

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

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

18. Fighting - (see also, "Assault")

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

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

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

19. 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, detention, corporal punishment, or in-school suspension.

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

20. Gang Activity

The participation of students in gangs, hate groups, or cults is forbidden in the schools. Evidence of participation in gangs, hate groups, or cults may include, but is not limited to, wearing gang colors, clothing or jewelry; tagging, wearing or drawing gang symbols and signs; speaking, giving or displaying gang language, symbols or emblems, etc. Gang “wannabes,” as well as actual members, may be considered to be participants in gangs, hate groups, or cults.

First Offense: Principal/Student conference, detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, notification to law enforcement officials.

Subsequent Offense: Detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension, notification to law enforcement officials.

21. Harassment (see Board policy AC)

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

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists; graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

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

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

22. Hazing - (see Board policy JFCF)

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

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

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

23. Incendiary Devices

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

First Offense: Confiscation. Warning, principal/student conference, detention, corporal punishment, or in-school suspension.

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

24. Insubordination

The refusal to obey legal orders and directives, as issued by voice command or by written policy or procedure, by the school district's administrators, teachers or employees.

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

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

25. Public Display of Affection

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

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

26. Sexual Activity

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

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

27. Sexual Harassment - (see Board policy AC)

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

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

2. Unwelcome physical contact based on gender or of a sexual nature. 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.

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

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

28. 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, detention, in-school suspension, corporal punishment, or 1-180 days out-of-school suspension.

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

29. Tardies

A student is considered tardy if he/she is not in his/her seat with the proper materials when the tardy bell rings. For each quarter the following accumulations provide for:

First Offense: Three unexcused tardies, same period, one day detention. For every tardy over three, one day detention

Subsequent Offense: Detention, in-school suspension, corporal punishment, or out-of-school suspension

30. Technology Misconduct - (see Board policies EHB and KKB and procedure EHB-AP)

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, detention, in-school suspension, corporal punishment, 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 electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense: Confiscation, principal/student conference, detention, corporal punishment, or in-school suspension.

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

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

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, corporal punishment, or 1-180 days out-of-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, detention, corporal punishment, or in-school suspension
Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, corporal punishment, or 1-10 days out-of-school suspension.

31. Theft

Theft, attempted theft or knowing possession of stolen property.

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

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

32. Threats or Verbal Assault

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

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

33. Tobacco

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

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

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

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

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

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

34. Truancy - (see Board policy JED and procedures JED-AP1 and JED-AP2)

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.

First Offense: Principal/Student conference, detention, corporal punishment, or 1-3 days in-school suspension, possible notification of law enforcement authorities.

Subsequent Offense: Detention, corporal punishment, or 3-10 days in-school suspension, possible notification of law enforcement authorities.

35. 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.

Principal/Student conference, detention, in-school suspension, corporal punishment, or 1-180

First Offense: days out-of-school suspension.

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

36. Vandalism - (see Board policy ECA)

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

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

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

37. 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, corporal punishment, 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 (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

STUDENT DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. The mode of dress should reflect a wholesome attitude toward school without creating offense or distraction, nor disrupting the school learning environment.

While it is not possible to define or assess by a written policy every possible attire or grooming issue which may confront the principal in the administration of this policy, the expectation of this policy is clear: student appearance and attire may not disrupt the school's learning environment, the educational process, or place in jeopardy the health or safety of any student or employee of the district. The principal is empowered to require such modifications to the appearance or attire so as to render the appearance or attire no longer inappropriate, disruptive to the learning environment, the educational process or place in jeopardy the health and safety of the students and employees of the district.

If a student is judged to be in non-compliance with the spirit of this policy, such behavior is deemed inappropriate and subject to disciplinary action. The legitimate expressions of free speech and religious freedom are not to be restricted by the administration of this policy.

First Offense: Principal/Student conference, lunch detention, student sent home to change clothes (unexcused absence), or appropriate clothing obtained to change in to, recess, lunch or after-school detention, in-school suspension, corporal punishment, or 1-10 days out-of-school suspension.

Second Offense: Recess, Lunch or After-school detention, in-school suspension, corporal punishment, 1-180 days out-of-school suspension.

LOCKERS

It may necessary for students to share lockers. The lockers are the property of the Advance School and are subject to inspection by authorized school personnel. The school is not responsible for missing articles. Students may purchase a lock for their locker but they are required to give the high school office a key to the lock. If the lock has to be cut off the locker, it is the student's responsibility to replace it.

PLAYGROUND RULES

1. Students are to play only in the assigned areas for their group on the playground. Students may not play near the junior high/high school areas. Students must be in view of the playground supervisors at all times.
2. Students are to obey teachers and staff assigned on duty.
3. No running or playing on the sidewalk. Shoes must be worn at all times.
4. No throwing or kicking balls against school walls. Playground balls may be used in designated areas only.
5. No playing near windows or parking lots.
6. Do not run after balls that roll on the street. Tell the teacher on duty.
7. Hard baseballs are not allowed at playtime.
8. Swings: No running under, standing or jumping out of the swings. No throwing balls under the swings. Students must wait in the teacher designated location before their turn to swing.
9. Stay away from any water or mud holes. After a rain, you must stay on the blacktop, and do not take balls outside.
10. No throwing snowballs or sliding on the ice.
11. Keep your hands and feet to yourself. (No pinching, kicking, tripping, throwing down, wrestling, or tackle football).
12. No toys, radios, CD players, TV's stereos, headsets, electronic games, cellular phones, etc. will be allowed to be brought to school (unless prearranged through classroom teacher). Each classroom is well equipped with audio-visual, multimedia equipment that may be used with teacher supervision.
13. At the end of each playtime, all playground items are to be returned to the proper storage area.

RULES FOR RIDING SCHOOL BUSES

1. Students are to remain seated while bus is in motion.
2. Driver is in charge of students on the bus. Students are to obey promptly and cheerfully.
3. Classroom conduct is to be observed while on the bus. No loud talking, normal conversation only.
4. Keep heads, arms and hands inside the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Do not throw paper or litter on the floor.

7. Students must be on time. The bus will not wait past its regular schedule.
8. Band instruments are to be taken to the seat with the student. NOT left in front with the driver.
9. No smoking, no tobacco, no profane language, no eating or drinking on the bus.
10. Students are to keep arms, legs and feet out of the bus aisle.
11. No behavior that is distracting to the bus driver

RIDING THE BUS IS A PRIVILEGE; FAILURE TO OBEY THESE RULES MAY CAUSE YOU TO BE SUSPENDED FROM RIDING THE BUS.

SAFETY DRILLS

FIRE DRILL

Fire drills will be held at least once per semester. Teachers will instruct the students in the proper methods for evacuation of the buildings in case of a fire. The signal for a fire drill will be one long continuous ringing of the bell.

TORNADO DRILL

Tornado drills will be held at least once per semester. Teachers will instruct the students in the proper procedures in case of a tornado. The signal for a tornado drill is a series of short bells. Any misbehavior during drills will be considered in the most serious manner possible. It will be regarded as endangering the lives of other students.

EARTHQUAKE DRILL

Earthquake drills will be held once per semester. The teacher should direct students to stand against the wall away from the windows or get under desks or tables. If no teacher is in the room or area, students shall take this action. An attempt should be made to move away from glass and falling objects. When an earthquake is over, the principal will give a signal for evacuation of the building in whatever manner is available for notification.

BUS SAFETY DRILL

The school will conduct bus evacuation drills at least once a semester. The drills will consist of front and rear evacuation of the bus in accord with state and federally approved technique.

In a true emergency, please know we will do our best to protect all children until parents can get here. PARENTS MUST SIGN FOR CHILDREN THEY PICK-UP IN EMERGENCIES AS ALL STUDENTS MUST BE ACCOUNTED FOR. Students may be relocated to an area away from the school when necessary. Please contact the elementary secretary at 573-722-3564 or junior/senior high school secretary at 573-722-3584 to find out where your child will be located. **This will be the procedure for all emergency/crisis situations when relocation is necessary.**

ENROLLMENT PROCEDURES

New students to the district may enroll beginning the first week in August continuing daily until school begins. Kindergarten pre-enrollment will be held each spring. (A kindergarten student whose fifth birthday occurs before the first day of August is eligible to enroll. The early -entry kindergarten evaluation has been eliminated.) During the school year, parents and the student may go to the school office during school hours to obtain enrollment information.

At the time of enrollment, parents must provide the following:

1. State issued Birth Certificate
2. Complete immunization records
3. Social Security Number
4. Health data and previous school records. (It is not mandatory for each student to have a physical and dental examination before beginning kindergarten and first grade, but it would be beneficial to you family to have a current report of your child's health.)
5. Proof of residency

6. Kindergarten enrollment will schedule the child to take the Dial III, and have the vision, speech, language, and hearing checked by certified school staff.
7. A copy of all legal Child Custody/Visitation Rights issued by the Courts, which will be placed in your child's permanent records in the school office.

STUDENT HEALTH

A student nurse is on campus throughout the school day to administer medical necessities.

IMMUNIZATIONS

As mandated by section 167.181, RSMo, each school must have a record showing the immunization status of every child in attendance. The law prohibits the enrollment and attendance of children who are in noncompliance. Immunization information is required in seven (7) categories: diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. Kindergarten students in the 1997-98 classes are required to have Hepatitis B immunizations (series of three doses). Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of immunization or unless they are exempted. Transfer students in noncompliance shall not be permitted to enroll or attend school. Students who were enrolled during the previous school year shall be denied attendance for the current school year if not in compliance. Homeless children may be enrolled in school for no more than 24 hours prior to providing satisfactory evidence of immunization. For answers to questions regarding your child's immunization status, phone the school nurse at 573-722-3584.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions

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.

Authorized Prescriber - Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

General

The Advance R-IV 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 illness to enable them to remain in school and participate in the district's educational services. Further, 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. Therefore, 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 not 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 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 emergency use of a prefilled epinephrine auto syringe, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

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 a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

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

Self-Administered Medications

An authorized prescriber or a student's IEP or Section 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but not limited to, asthma and anaphylaxis, in accordance with this policy and law. The district will permit the self-administration of other medications as required by the student's Section 504 plan or IEP. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. 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.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have 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.

Possession of Self-Administered Medications

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of a chronic health condition including, but not limited to, asthma or anaphylaxis, on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's Section 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

Emergency Medication

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse or other school employee trained and supervised by the nurse when the nurse or trained employee believes, based on his or her training, that a student is having a life-threatening anaphylactic reaction. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practice.

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 an adequate supply. The school principal 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.

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.

CONTAGIOUS COMMUNICABLE DISEASES

Children will not be permitted to remain in school if they have an illness that may be contagious or communicated to other students. The school will immediately contact the parent-authorized contact person by telephone when a child is ill. It is the responsibility of the parent to provide the school with the correct telephone number of the authorized childcare provider who can be contacted throughout the school day as needed.

EMERGENCY INFORMATION

It is extremely important that every student maintain an up-to-date address and working telephone number at the school office. Please notify the schools immediately if you have a name change, change of address, or change of telephone number during the school year. In case of emergency, each student is required to have on file at the school office the following information:

1. Parent or guardian's names
2. Complete and up-to-date address
3. Home phone and parents' work phones (connected and working)
4. Two emergency phone numbers of friends or relatives (connected and working)
5. Physician's name and phone
6. Medical alert information
7. Authorized person(s) allowed to pick up the student

CAFETERIA FOOD SERVICES

A hot lunch program is provided for each child in the school that meets the Missouri State requirements. Food Service is provided by OPAA Company. If special diets are necessary for certain students, contact the principal or cafeteria personnel so individual arrangements can be made.

Breakfast cost is \$1.20 per day and lunch cost is \$1.80 per day. **Meal payments should be submitted to your child's teacher or the elementary office. NO STUDENT WILL BE ALLOWED TO CHARGE OVER \$10.00 IN LUNCH/BREAKFAST ACCOUNTS. ACCOUNT BALANCE MUST BE PAID BEFORE STUDENT WILL BE ALLOWED TO PURCHASE A MEAL. IF A STUDENT IS OVER THEIR CHARGE LIMIT AN ALTERNATIVE LUNCH WILL BE PROVIDED, CONSISTING OF A SIMPLE SANDWICH AND WATER.**

FREE AND REDUCED LUNCH

Free and Reduced lunch applications may be obtained from the principal's office. The school cafeteria, operating under federal law, provides free or reduced cost breakfasts and lunches for those whose income meets appropriate guidelines. Unless approved by direct certification, application must be made for free or reduced cost meals. Notice of direct certification and/or applications will be sent home with students at the beginning of the school year. If approved, in accordance with the guidelines, the meals procedure is handled in such a manner as to avoid embarrassment to students. Application for free or reduced cost meals may be made at any time during the school year.

Free and Reduced Price Breakfasts and Lunches

The cafeteria, in accordance with the federal law, provides free or reduced cost lunches for the students when the family income meets the appropriate guidelines. Applications are confidential in the Food Service Files. Upon approval, the student is served free breakfasts and lunches daily, or the reduced breakfasts at \$.30 and lunches at \$.40 per day.

SCHOOL INSURANCE

Student insurance information will be available at the beginning of the school year. A choice of full-time or only school-time coverage may be selected. The school is not connected with the insurance company or agency and does not receive any reimbursement from student participation. This is an "optional" extra service provided for our students.

SCHOOL PICTURES

School pictures are scheduled during the fall of the school year. Color pictures are taken of every student. All children should have pictures taken to be included in the school yearbook. However, parents are not required to purchase the pictures.

LOST AND FOUND

Many personal items are lost by the students and never claimed. Articles will be kept until the end of each school semester, and then the items will be donated to charity. To help assist with identification, items should have the student's name written on them with a permanent pen.

CARE OF SCHOOL PROPERTY

Students, teacher and families in the Advance Elementary School District take pride in our school system.

Everyone has worked hard to accomplish the goals of excellent equipment and programs for the students here. It is the duty of each student to respect the school's property. Students who deface or lose school property shall be required to pay the damage or loss

Book Replacement Cost:

New Book	100% of replacement cost
1 year old	90% of replacement cost
2 years old	75% of replacement cost
3 years old	50% of replacement cost
4 years old	30% of replacement cost
5 years old	10% of replacement cost

Damaged but still usable books will be assessed a 20% of replacement cost fine.

HALLWAYS

Hallways are essentially passageways and should not be used for loitering or visiting. Loud noises, running, pushing or other horseplay is not allowed. All traffic should move on the right side.

LITTER

All litter should be put into wastebaskets. Students should feel a responsibility for keeping our school and grounds neat and clean.

LIBRARY

The library is a place for research and study, and the rule **SILENCE IN THE LIBRARY** should hold at all times including before and after school.

All books, magazines and other library materials should be handled carefully and returned to their proper place or to the librarian.

No materials may be removed from the library without permission. Passes for reference work must be obtained from the classroom teacher.

ADVANCE R-IV SCHOOL DISTRICT Internet Policy and Technology Usage Agreement

Through a cooperative venture involving Project Connect and Advance School District, Internet access is available to students, teachers, and administrators of the Advance R-IV School District.

Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the Internet services available in the Advance R-IV School District network, individuals must agree to and abide by the following regulations:

1. The use of any Advance R-IV network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct.
2. Users shall not intentionally obtain copies or modify files, passwords, or data that belong to anyone else. No one should forward personal material without prior consent.
3. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any materials which the district staff, in their sole discretion, believes may be objectionable. Users of the network will not obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
4. The district Internet is provided primarily for educational purposes under the direction of district staff.
5. Users must respect the integrity of computing systems and equipment. For example, no one should damage, vandalize, or destroy district computer equipment. Furthermore, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.
6. All users must abide by existing Federal and State laws in force regarding electronic communication and electronic networks. This includes accessing information without authorization, giving passwords out, causing a system to malfunction, or violating copyright protection. These laws carry penalties of up to 20 years in prison.
7. E-mail (electronic mail) must be used responsibly. Electronic mail is not guaranteed to be private. Messages dealing with inappropriate or illegal activities will be reported to the appropriate authorities.
8. Users are not allowed to link to the district's Web Page without authorization by the building principals, superintendent of schools, and/or Board of Education.
9. Please be aware that the Advance R-IV School District does not promise that the functions of the system will meet any specific requirements you may have or that it will be error-free or uninterrupted. Furthermore, the Advance R-IV School District shall not be liable for any direct or indirect, incidental, or consequential damages sustained or incurred in connection with the use, operation, or liability to use the system or its connected networks.

**ADVANCE R-IV SCHOOLS
PARENTAL INVOLVEMENT PLAN**

The Advance R-IV School District is committed to providing each student in this district with the opportunity to achieve his/her highest level of success. We believe this can be accomplished through a partnership between the school, parents and students.

The following items represent ways the district encourages and enables parents to participate, evaluate and be better informed about the education of their child(ren):

1. Open House is held at the beginning of each school year so that parents can meet their child's teacher and visit the classrooms.
2. Student handbooks are sent home at the beginning of each school year to inform parents and students about school policies. The handbook is offered in a variety of media to meet the needs of parents: Internet, CD copy, or paper copy.
3. Parent-Teacher-Student compacts are sent home at the beginning of each year. The compact encourages and recruits parent volunteers.
4. The district's website offers contact information for parents so that home/school communication can be on going and immediate. Parents are able to secure the e-mail address of staff, read staff blogs, and view district data (i.e. annual performance report, policies, procedures, and other school data)
5. All classroom teachers prepare and send home weekly lesson plans and objectives which afford parents the opportunity to become involved in the education of their child.
6. First quarter parent conferences are scheduled so that working parents can visit their child's classroom teacher. Every quarter, and at any time, teachers are available to conference by appointment.
7. Mid-quarter progress reports are sent home each quarter.
8. Parents of Title I Reading students are provided with a comprehension quarterly evaluation report of the reading progress of their students.
9. The district's Title I and Parents as Teachers (PAT) programs sponsor Family Activities Night each year, with special guests and/or activities that provide parents with creative ideas to make learning interesting and fun.
10. The Title I Advisory Committee meets annually to assess progress, evaluate the reading and math intervention programs, and plan for future goals. Parent representatives are a valuable part of that committee's work.

The Advance district evaluates, through needs assessment, those students who are "At Risk" for failure and allocates funds to provide after school tutoring to help these students acquire the skills necessary to be successful in school.

GUIDELINES FOR KINDERGARTEN/PRESCHOOL PLACEMENT:

1. The Dial 4 shall be used for all screenings.
2. Results will be reviewed by a team consisting of the classroom teacher (either a Kindergarten or preschool teacher), PAT Supervisor, Elementary Principal, School Nurse, Elementary Special Education Teacher or Special Services Director, and any other individual deemed necessary by the administration of Advance R-IV Schools.
3. For placement in the Title 1 Pre-K program students must meet set criteria. Criteria are as follows:
 - a. Student must be screened by the Advance Elementary staff.
 - b. Results of the Dial-4 Screening: The child must score at least 1.5 standard deviations below the mean in one of the following areas: Motor, Concepts, and Language. Students scoring 2.0 standard deviations below the mean in any of the three areas may be referred to ECSE for further evaluation.
 - c. Parent Surveys: A cutoff score of 1.5 standard deviations below the mean on either Self Help or Social/Emotional categories.
 - d. Screening Implementer observations: Will be analyzed on child by child bases.
 - e. Parents as Teachers observations (if applicable): Will be analyzed on child by child bases
 - f. Speech screenings: Will be analyzed on a child to child basis.
 - g. Formal observations (conducted by the Pre-K classroom teacher, Speech implementer, Special Education Director or Special Education Classroom Teacher, and other Title 1 staff as needed)
4. All original documents will be kept in the elementary office. If such documents are removed for review, they will be returned ASAP.
5. All screening scheduling will be done by the elementary office.
6. Screenings will take place a minimum of once in the spring. All screenings must be scheduled prior to the screening dates.
7. Students who will be placed in the pre-school will be contacted by telephone by the elementary office no later than July 1. Letters will be sent out by the elementary office to those chosen as well as those who are not chosen. The letters will include information regarding start date and time, contact information, and other pertinent information.
8. Any child deemed by the evaluation team to be referred to ECSE will be so done by the referral form located on the school server. The referral will be sent to the Director of Special Education as soon as possible.
9. Should a parent/guardian refuse further screening by the Advance R-IV Special Education Staff, their child will not be considered for any further placement in the Title 1 Preschool.
10. Exit conferences will be conducted at minimum by the respective teachers of that age group. Pre-K conferences will be conducted by the Pre-K classroom teacher or the PAT Supervisor. Kindergarten exit conferences will be conducted by either or both Kindergarten classroom teachers. The Special Education Director, Speech teacher, or any other relevant individuals (OT or PT as examples) may be included in the exit conferences.
11. Individuals involved in the Dial-4 Screenings will include:
 - a. Kindergarten classroom teachers
 - b. Pre-K classroom teacher
 - c. Title 1 Reading Teacher
 - d. Title 1 Math Teacher
 - e. Special Education classroom teacher
 - f. Speech Teacher
 - g. Elementary PE Teacher
 - h. PAT supervisor
 - i. PAT implementer (as needed)