

STRAIN-JAPAN R-16 SCHOOL



4640 Highway H
Sullivan, Missouri 63080
(573) 627-3243

www.strainjapanschool.com

STUDENT/PARENT HANDBOOK 2022-2023

CHANGE OF ADDRESS AND OTHER VITAL INFORMATION

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

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WELCOME

Dear Students/Parents:

On behalf of the faculty and staff, I would like to welcome you to Strain-Japan School, home of the Leopards. Our goal is that every student will learn and do so in a safe and nurturing environment. We want to see students excited about learning and the sparkle in their eyes because they are confident and happy. Our district takes great pride in providing a student-centered school committed to educational, emotional, physical, and social growth and development. The district received a 100% on the APR for the 2012-2013, 2014-2015, 2015-2016, 2016-2017, and 2017-2018 school years.

This handbook has been prepared to familiarize you with the policies made by your Board of Education, laws passed by the State of Missouri, rules, and regulations set by the faculty and administration, and procedures we use to keep our school running smoothly. Please read it and keep it handy so that you may refer to it throughout the year.

Effective schools are ones in which two-way communication between school and home is highly evident. The staff is here to assist in providing quality educational experiences. We encourage parents and students to be an active part of the educational program. We want all parents to feel comfortable calling and/or emailing the school and seeking opportunities to become involved in the education of their children. We encourage our parents and community members to maintain a high level of involvement in our school activities. We feel that when support extends beyond the classroom walls, students have an even greater chance of success. Our school is focused on making learning a positive experience. Responsible efforts on the part of students along with good support and involvement from parents and teachers will lead to a successful year at Strain-Japan. We are most receptive to hearing your suggestions. If you have any questions throughout the year, please do not hesitate to email the staff or call our office at (573) 627-3243.

We look forward to sharing a productive, beneficial school year with you. We are confident that the goals we have set will be accomplished with our mutual assistance and commitment to excellence.

Sincerely,

Kathy Vandegriffe
School Principal

STRAIN-JAPAN R-16 MISSION STATEMENT

Lead. Achieve. Succeed...Together

GOVERNANCE

Strain-Japan School is governed by a Board of Education consisting of seven (7) members. Their names, titles, and current term status are shown below.

Caren Vogt	President	Term Expires 2023
Matt Stewart	Vice-President	Term Expires 2025
Justin Williamson	Director	Term Expires 2024
Chastity Moss	Director	Term Expires 2023
Kari Schatz	Director	Term Expires 2025
Greg Stotler	Director	Term Expires 2023
Krystal Hulsey	Director	Term Expires 2024
Amanda Krone	Board Secretary	

The Board of Education meets at least once a month. At its meetings, the Board considers financial and business concerns, makes formal policy, reviews school programs, and consults with the Superintendent/Principal. Time is provided at regular board meetings for public members who wish to be heard on various subjects of general concern. Matters involving persons, whether students or staff, should be first referred to the principal to protect the rights and privacy of the individuals involved. An executive session may be held to discuss student problems, personnel, or legal matters, which should be kept confidential. Parents and students are welcome at board meetings. Their attendance in executive sessions, however, is restricted unless they directly involve the issue(s) being addressed. Board elections are held annually in April, and either two (2) or three (3) members are elected each year.

The school district is operated under the statutes of the State of Missouri. About 1/3 of the district's funding comes from state sources. The district must comply with laws and rules regarding curriculum, certification of teachers, transportation, special education, and condition of facilities, textbooks, library resources, sanitation, and many other subjects. Parents can receive upon request the professional qualifications of their child's teachers and the paraprofessional's qualifications if the child receives services provided by a paraprofessional. Our school district has programs designed to help meet the unique educational needs of children working on learning the English language, advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. The district is also required to obey the laws of the United States as they pertain to education.

The school district does not discriminate based on age, race, color, religion, sex, national origin, ancestry, or disability. It also will abide by the Boy Scout of America Equal Access Act. Reporting of any allegations should be directed to the Superintendent/Principal.

A Superintendent/Principal hired by the Board of Education administers the school.

Working with the faculty, Board, parents, and students, he or she makes and enforces rules to carry out the laws and policies of the government and the Board.

Special Education Services

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Strain-Japan School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include Autism, Deaf/Blindness, Emotional Disorders, Hearing Impairment and Deafness, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Strain-Japan School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Strain-Japan School District assures that personally identifiable information collected, used, or maintained by the agency for identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates their child's privacy or other rights. Parents have the right to file complaints with the U.S. Department of Education, or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Strain-Japan School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the school office by calling and setting up an appointment.

This notice will be provided in native languages as appropriate.

Books and Supplies

The school provides most of the academic materials and supplies needed by students. These include textbooks, workbooks, art and physical education equipment, and some musical instruments.

On or before the first day of school, each teacher will issue a list of special supplies that students may need. Students are asked to provide certain supplies that they personally use.

Book bags need to be left on the hooks in the hallway or in the locker assigned to the student.

Tennis shoes need to be worn on physical education days.

If the expense of providing school supplies causes a serious financial burden on the family, please notify the teacher or principal. Students will not be penalized by not having needed supplies, clothing, or other items.

Attendance

Attendance is the responsibility of the student and the parent. If a student is absent from school, the parent or guardian should follow the following procedures.

1. The parent/guardian should notify the school **before 10 a.m.** on the morning of the absence. **The official notice must be communicated through the school office and not via an employee's personal phone/social media account. The school office will contact the parent for clarification if a call is not received by 10 a.m.**
2. If the parent/guardian does not telephone the school, the student should bring a doctor's excuse or a written note from the parent/guardian explaining the absence upon returning to school.
3. In the event that neither of the above procedures is followed, the absence will be considered unexcused.

Definition of Excused/Unexcused Absence

The Strain-Japan R-16 Board of Education believes that regular school attendance is a vital part of the learning process. The Board also believes good school attendance will help develop habits of punctuality, self-discipline, responsibility, and dependability needed to succeed. Therefore, the following attendance policies have been established.

If a student misses part of a day or all day, a parent/guardian will need to call or write a note stating the reason for the absence. The principal will classify the absence based on the following categories.

Category 1	These absences are unlimited and will be excused. They include written verification of the dates and times of absences due to illness or appointments from doctors and dentists. This category also includes absences due to deaths in the immediate family and for participation in school activities. An absence resulting from observation of a religious holiday by a member of the particular religion will be excused.
Category 2	These absences are excused but limited. A student from this category will be allowed five(5) days' absence per semester. After five (5) days of absenteeism, the student will receive an unexcused absence for each day missed. This category includes illness without a medical excuse, emergency at home, serious illness in the immediate family, and out-of-town trips when two-week advance notice is given to the office. The student will need to bring a note from the parents/guardians, or the parents/guardians will need to call to inform the principal of the reason for the absence. If a phone call is not provided on the day of the absence or a note is not provided upon return to school, the absence will be recorded as unexcused. An unexcused absence means the student will receive a zero for all school work missed during the absence. This zero will be recorded in the grade book and averaged in the quarter and semester grades.
Category 3	These absences are always unexcused: hunting, fishing, missing bus, (unless fault of road or weather conditions), shopping, and oversleeping.
Special Notes	When possible, doctor and dental appointments should be made for after school hours or on days school is not in session. These appointments do not usually take an entire day. A student must attend at least ½ a day to be able to participate in any extra-curricular activity. Any questions as to which category an absence may fall under should be directed to the principal PRIOR to the absence. Absent students are not allowed to participate or even attend an extra-curricular activity; should students show up at an extra-curricular event, the absence will be considered unexcused.

Attendance Awards

In order to recognize students who attend school regularly and punctually, three levels of exemplary attendance will be posted every quarter in the local newspaper. At the annual awards assembly in the spring, a student earning exemplary attendance status for the entire year will be recognized by being presented a Perfect, Superior, or Excellent medallion.

Eligibility requirements for placement on the exemplary attendance rosters are shown below.

- Perfect Attendance No absences, tardies, or early departure
- Superior Attendance Maximum of 7.1 Hours Absent, 2 tardies, or early departures
- Excellent Attendance Maximum of 14.2 Hours Absent , 3 tardies or early departures.

The practices listed below will be followed whenever a student is absent on the day of a test or on the day an assignment is due.

Advance Assignments: These are defined as those that are assigned at least ten (10) school days in advance. They will be due on the day the student returns to school from an excused absence.

Work not completed will result in a late/incomplete assignment.

Regular Assignments: These are defined as those that are normally due the next day or within the next few days. A student shall have additional time, equal to the amount of time absent, to turn in these assignments. Assignments turned in later than this will result in a late/incomplete assignment.

Major Test: The student shall make up the test on the day he/she returns to school. If the student is absent for more than one day and a major test is scheduled the second day of his/her absence or later, he/she may have additional time, equal to the time absent from school, to make up the test.

Unexcused Absence: If work is assigned previously to a day of unexcused absence and that work is due on a day of unexcused absence, it will not be accepted for credit at any time.

Suspended: Students who are assigned an in-school suspension will receive eighty-five percent credit when placed in ISS. Students who are assigned an out-of-school suspension will receive half credit for each assignment during the suspension unless they have been placed in the Juvenile Detention School and meet the guidelines for schoolwork within the detention policy; however, all work must be completed and is due upon return from OSS.

Classwork and Homework

Classwork and homework give students an opportunity to practice and express themselves. To be effective and relevant tools of learning, it is important that assignments are completed on time and with quality. Each student should feel responsibility for and take pride in each project or paper.

Teachers should recognize effort and reward success by appropriate grades and comments given promptly. This will emphasize the importance of assignments and serve as an incentive to promote student effort.

Study Skills

Study skills will be incorporated throughout each subject. These skills shall include, but not be limited to, the following:

1. Keeping a notebook
2. Time management
3. Neatness and order on work papers
4. Reading with a purpose
5. Note-taking

These skills are expected to be utilized consistently.

Rewarding Success

Teachers should use a variety of methods, including, but not limited to the following:

1. Posting exemplary student work for all to enjoy
2. Writing positive comments on graded paper
3. Calling parents to report excellent work

Consequences of Late and/or Careless Work

Teachers recognize that there are occasional legitimate reasons for late work. Among these are absences from school, special family occasions, and accidents. Students will be given one day per absence to make-up work.

When work is not completed on time, the student will be assigned a lunch detention for the following lunch period. The second day an assignment is late, another lunch detention can be assigned and an email will be sent home to the parents. The third day the assignment is late the student will not receive credit for the assignment.

An assignment will be considered late or of poor quality according to the following guidelines.

1. Submitted after the due date and time.
2. Assignment is messy, incomplete, or has an improper format.
3. Assignment's tone or content is insulting or reveals that the student had not made a serious effort to meet the objective of the assignment.
4. Assignment fails to meet teacher expectation or is finished in a disrespectful manner unbecoming of a Strain-Japan student.

Students that acquire TEN late assignments per quarter will serve a day of ISS. Once that ISS is served, the lunch detention count starts at zero.

Student Work Checklist

Do I have...

- | | |
|---|--------------------------------------|
| ✓ | a correct heading? |
| ✓ | a capital letter? |
| ✓ | correct punctuation? |
| ✓ | correct spelling? |
| ✓ | complete sentences? |
| ✓ | sentences that make sense? (re-read) |
| ✓ | the question fully answered? |
| ✓ | my work in my own words? |
| ✓ | neat and organized work? |
| ✓ | my work turned in on time? |

Daily Planners

Daily Planners are a way of communicating what assignments were given during the day. Students are expected to fill in their assignments daily. Parents of students in grades 2-8 are encouraged to look at the planners daily. If missing work becomes an issue then it will be mandatory that daily assignment books are signed by parents and the teacher. When assignments are initialed on the left by the teacher then the assignment has not been turned in, but when it is initialed on the right it has been submitted.

Athletics

Uniforms are not to be worn for everyday attire with the exception of spirit days.

Parents of all players (in and out of district) are required to make a \$50 deposit. They are expected to work the concession stand and/or score table or find an adult to fill their time slot in order to receive their deposit back at the end of the season; this includes when a player is ineligible due to injury or academics. Deposits are returned after uniforms are returned in the same condition as received and verification of duty fulfillment.

For more information, please see the [Athletic Handbook 2022-2023](#)

Band

Students in grades 6, 7, and 8th will have the option to participate in Middle School Band at the Spring Bluff School District with their Middle School Band class. Students will be transported by bus to and from Spring Bluff to attend Band Class. Each student must sign a contract agreeing to the [Band Expectation 2022-2023](#).

Grades

To ensure that all students achieve to their ability and potential and that excellence in the classroom is promoted, Strain-Japan R-16 has the following grading policy.

Daily assignments will be weighted as making up 40% of the report card grade; test scores will account for 60% of the grade. Pop quizzes and major projects will be treated as tests.

Three 0's in a content area in a single quarter will result in the parent being contacted by phone and the student being required to serve an in-school suspension to complete the work. No credit will be given for the work. The suspension will be extended until such time as the work is completed.

All exploratory classes will receive a letter grade and will be averaged in for honor roll, GPA's and figuring of valedictorian and salutatorian in eighth grade. Also, the fine arts/music grade will include participation in the winter and spring concerts.

Academic dishonesty will result in the student receiving a zero and having to redo the assignment. The discipline code will also be followed.

Teachers update their electronic gradebook in Teacherease at least once a week. Parents are encouraged to use this in order to check the progress of their child(ren). Please contact the office if you do not have a password.

The eighth grade valedictorian and salutatorian will be based on the grade averages of the last six semesters of their middle school years at Strain-Japan.

Information contained on the grade card is displayed below:

ACADEMIC SCALE GRADES 1-8

A+	101% Plus
A	97-100%
A-	93-96%
B+	90-92%
B	87-89%
B-	84-86%
C+	80-83%
C	75-79%
C-	70-74%
D+	67-69%
D	63-66%
D-	60-62%
F	Below 60%

ACADEMIC SCALE - KINDERGARTEN

EP	4	Excellent Progress
S	3	Satisfactory Progress
IN	2	Improvement Needed
NYI	1	Not Yet Introduced

Honor Roll

To achieve excellence in education, Strain-Japan R-16 will provide an educational curriculum that meets the diverse needs of all of our students. Although all students should be praised for their efforts in maintaining good grades, it is also recognized that a few students attain grades that are sufficiently high enough to be considered for the Honor Roll.

Honor points shall be awarded as follows:

Grade	Points Assigned to each Letter Grade	Grade	Points Assigned to each Letter Grade
A+	4.3	B-	2.7
A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0		

*Grade of "D" and "F" shall disqualify a student from the Honor Roll.

Students in first, second, fourth and fifth grade will have a total of 11 classes, third grade will have 12 classes, and sixth through eighth grade students will have a total of 15 classes.

The *Superintendent's Honor Roll* is based on students maintaining an A average, the *Principal's Honor Roll* is based on students maintaining an A- average, and the *Black and Gold Honor Roll* is based on students maintaining a B average. A semester Honor Roll may not be higher than the two quarters that compose the semester.

*Report cards will be distributed within five school days from the end of the quarter. The report cards are expected to be signed and returned to the school within two days.

State Assessments

Strain-Japan students in grades 3-8 will participate in the state wide MAP and / or EOC assessments. These assessments will be administered in the Spring of the school year.

School Arrival/Dismissal

- No students should come to school before 7:10 a.m., unless they are on a bus that arrives early.
- Starting at 7:10 a.m., a staff member will be at the front door to welcome your student. Parents that need to drop off medication, put money on lunch accounts or have a scheduled meeting, please inform the staff member at the door.
- Students arriving at school after 7:25 a.m. will need to use the buzz-in system at the door. They will be considered late if not **in the classroom** at 7:30 a.m. and must sign in at the main office to receive a tardy slip before going to class. If a bus arrives late to school, its passengers will not be considered tardy.
- At the end of the day, our door will remain locked and a staff member will bring car riders to the car for pick-up.

- Students will not be released from school to anyone without the permission of the parent(s)/guardian(s). Any exceptions must have prior approval by the administration.
- Students are to go directly home after school unless they have written permission from their parent(s)/guardian(s) to do otherwise. Students attending special functions after school must have written permission from their parent(s)/guardian(s) and written approval by the supervising teacher.
- Siblings are not allowed to stay after school while another sibling participates in an after school event or study hall.
- All doors will be locked, and all visitors must use the buzz-in system to gain entry into the building.

(AMENDED FOR 20-21 SCHOOL YEAR-SEE COVID RE-ENTRY PLAN)

DAILY SCHEDULE	
7:10	Building opens (Parents should not bring students to school before 7:10 a.m. Supervision is not available before this time)
7:10-7:20	Breakfast
7:25	Students report to classrooms
7:30	School Day Begins
10:50-11:45	Lunch
3:05	School Day Ends
3:10	Bus Departure

Dismissal Procedures

Students are dismissed at 3:05 p.m. Drivers will form two lanes and the student will be brought to the car by a staff member. All vehicles must yield to bus traffic.

Any change in a student’s departure plans should be explained in a note or a phone call to the office before 2:00 p.m. on the day involved.

Lunchroom Conduct

The school provides a hot lunch program at low cost for students. Students who qualify for free or reduced price lunches are encouraged to have their parents complete the appropriate application.

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Each student is expected to practice the general rules of good manners. Students will be seated with their class.

Seconds are a privilege and can be taken away for various reasons.

Cafeteria Rules

1. Students should remain seated in the cafeteria until the duty teacher dismisses them.
2. Practice good manners. Say please and thank you. Do not reach over people, make offensive noises or talk of disgusting things. Do not be loud or bossy. Do not pop lunch bags.
3. Students must seek the duty teacher’s permission to use the restroom or the drinking fountain during lunch.

Bus Procedures

All students are expected to comply with district bus rules throughout the entire bus trip to and from school and to refrain from inappropriate behavior. Once a student boards the school bus or reports to

school, they are under the authority of the school. The same standards of conduct that apply in the classroom also apply on the bus. Bus drivers have the same authority in enforcing rules on the bus as classroom teachers have in the classroom. They should be obeyed promptly and cooperatively. Expected bus behavior and consequences for inappropriate behavior are outlined below. The busses have cameras on them.

Bus Conduct

1. Wait for the bus to come to a complete stop before approaching the door.
2. Line up to board the bus. Don't run, push, or shove.
3. Everyone must be seated in his or her assigned seat before the bus starts and remain seated.
4. Keep your feet and other objects out of the bus aisle and inside the windows.
5. Never touch the emergency door unless there is a real emergency.
6. Do not talk with the driver while the bus is in motion, unless absolutely necessary.
7. Do not eat or drink on the bus.
8. Tobacco is not permitted on the bus.
9. In the event of a bus breakdown, remain seated. Listen for instructions.
10. If a student damages anything, the student will be expected to pay for it.
11. The driver will handle bus discipline.

*For serious or repeated offenses, a written report will be given to the principal.

First Offense:	The student will be assigned a seat at the front of the bus for five (5) days, and the parents will be notified of the offense and the action taken.
Second Offense:	The principal will revoke the student's privilege of riding the bus for three (3) school days. Parents will be notified in writing and by phone. Parents will be responsible for transporting the child to and from school.
Third Offense:	A parent conference will be requested to determine a plan of corrective action before the student can once again ride the school bus.

A.M. Boarding

In the morning, students should arrive at the bus stop in a timely manner; await the bus quietly, with consideration for residents and respect for private property. When the bus arrives, students should board in an orderly manner and sit quietly.

P.M. Boarding

All buses will line up in the front of the school. Bus numbers will be located on the side of the bus. Buses load between 3:05 and 3:10 p.m. Teachers will assist with supervising students while they are boarding the buses.

Communications from School

A newsletter containing items of interest to students and parents will be distributed to students on a regular basis. This newsletter along with update information will be posted on the school's website at www.strainjapanschool.com, sent home via Teacherease, and/or a link posted on our school Facebook page Strain-Japan R-XVI School District. Teachers, administrators, and the parent organizations will

also be sending out special bulletins from time to time including those on Teacherease. Ask your child about his/her papers from school. Classroom teachers will send out a newsletter every Friday to inform parents about curriculum content and other things happening in their classrooms.

Emergency Procedures

Disaster drills are held at regular intervals throughout the school year, so that students will be aware of precautions that must be taken in case of fire, tornadoes, earthquakes, or the presence of an intruder. Each child should become familiar with the instructions posted in each classroom indicating how to leave the building or how to proceed to the designed shelter. During a drill, students are to **remain calm, walk in an orderly manner while linked together, and stay silent.** Depending upon which type of drill, the Sullivan Fire Department and Franklin County Sheriff's Department assist us.

Types of Alarms

- | | |
|--------------------|---|
| ● Fire Alarm | Continuous short ringing of fire alarm |
| ● Tornado Alarm | Drop command by teacher |
| ● Earthquake Alarm | Drop command by teacher |
| ● Intruder | Students will be advised by teacher to proceed to specific area in room |

Materials prepared by the Federal Management Agency that develops public awareness and understanding of earthquakes and explains safety measures are available upon request.

Field Trips

If possible, field trips will be planned to meet during the hours of the regular school day. In the event that this is not possible and the bus is leaving before school hours or returning after school hours, parents/guardians will be responsible for the transportation of their child to and from school.

The classroom teacher(s) is/are responsible for field trips and will determine the student/adult ratio for supervision.

The classroom teacher reserves the right to select the adults needed to supervise. Parents willing to supervise a field trip must have a completed background check on file in the office.

All school policies are to be followed during the field trip by all adults attending the field trip.

If a student's behavior record has been such that the teacher and principal agree that the student's participation on the field trip may cause risk to himself/herself, others, or to the school's reputation, parents will be notified and the student will stay at school.

Health Care

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. In order to qualify for this benefit program, you must be a resident of Missouri, under 19 years of age or be a primary caregiver with a child under the age of 19, not covered by health insurance

(including Medicaid), and a U.S. national, citizen, legal alien, or permanent resident. For more information, visit the following website: www.benefits.gov/benefits/benefit-details/1606.

A trained health aide is available for the health care needs of all students. The health aide or office personnel will contact the parents when a student becomes ill or needs to go home.

Students need to notify the teacher entrusted with their supervision before going to see the health aide.

Students are expected to report to the office to receive medicine when prescribed.

Students who come to school with any type of injury (severe cut, broken bone) need to report to the health aide during the first hour of the first day in attendance following the accident or injury. **Written physician's instructions must accompany the child regarding care and activity during school hours.**

Head Lice Policy

Head lice screenings are conducted throughout the school year. We have a "No live lice or viable nit" policy. This means that children are not allowed to remain in school with live lice or nits close to the scalp. When lice are found, parents will be notified and children will need to be treated before returning to class. A head lice problem is not a valid reason to remain out of school for more than one (1) day.

To be readmitted to school, a child must be accompanied by a parent/guardian or relative and must be examined by the health aide. If the child is found to be free of eggs/lice, a clearance slip will be issued for the child to present to his/her teacher. If, however, eggs/lice are still detected, the child will be sent home with the parent/guardian or relative until the eggs/lice are removed from the hair.

When the parent finds lice at home, the parent is encouraged to notify the school so that the class can be checked again and all students needing treatment can receive it.

Communicable Disease

Students may not be in school if they have a communicable disease. Those with skin rashes of any kind or elevated temperature should not be in school unless a physician provides written approval or the student is taking medication for the problem.

Medications

Prescribed medications should be taken at home under parental supervision whenever possible.

The School District is not obligated to administer medications to students except those in special education programs and those with Section 504 Accommodation Plans. However, we recognize that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and to participate in their education. The following guidelines have been established for safe administration of oral medication during school hours.

1. The student's physician will provide the school with a **written request** to give the medication during school hours. The request will include the student's name, drug name, dosage, time for administration, and the physician's name. When possible, a description of any adverse effects and any applicable emergency instructions will be provided.

2. A written request/permission from the parent/guardian to give medication as ordered by the physician **MUST** accompany all medications, regardless of the student's age.
3. The **FIRST** dose of any prescription will not be given at school, so as to lessen the chances for an allergic reaction.
4. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only the dose to be given at school and with any special instruction (take with food, refrigerate, etc.).

THE PARENT/GUARDIAN OR OTHER RESPONSIBLE ADULT WILL DELIVER THE MEDICATION TO SCHOOL. STUDENTS WILL NOT BE ALLOWED TO TRANSPORT MEDICATION ON THE BUS.

Students may, however, take an empty prescription container home.

5. When a student has taken medication at school for more than a month and the physician decides this is no longer necessary, parents are encouraged to notify the school in writing so as not to be found negligent. A statement from the physician is also advisable. Parents may need to request that for the school.
6. In order to dispense over-the-counter medications, the child's parent must provide school personnel an over-the-counter form that has been signed by the parent.
7. Basic over-the-counter medications are provided by the school. However, if the school does not provide the specific medication needed, the parent must provide it.
8. **No over-the-counter medications will be given prior to 10 a.m. or after 2 p.m. unless the parent/guardian has submitted a written request or unless school personnel have spoken directly to the parent/guardian prior to administration of the medication.**
9. Those students with an allergy to insect stings or a food allergy should have medication available at school, ordered by their physician for such times...with written instructions.

Emergency Medications

Emergency medications must also meet the preceding requirements. In addition, specific written instructions must be provided as to when and under what circumstances the medication is to be given. This must be provided annually.

Students are not allowed to have medication in their possession at school. It must be turned into the health aide or the office. This means ALL medications, prescriptions and/or over-the-counter medications (Tylenol, Midol, cough drops, etc.).

If a physician recommends that an individual student assume responsibility for his/her own medication for whatever reason, the physician will provide the school with a written request for it. The parent/guardian will also need to provide a written request that the school comply with the physician's request and also provide the properly labeled medication.

All medications given will be documented according to state statutes as required by the Nurse Practice Act, Chapter 335, RSMO. This revised policy has been developed with advice from the Missouri School Board Association, the Missouri State Board of Nursing, and Health Consultants with the Missouri Department of Elementary and Secondary Education, 5/96.

Immunizations

The state requires certain immunizations for school attendance. Proof of adequate immunization is the responsibility of the parent/guardian. Children are not allowed to be in school without proper

immunizations. Missouri School Immunization Requirements for 2019-2020 are listed on the following page.

2019-2020 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	1	1	1

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.
- 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
- Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
- Kindergarten-9 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
10-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. **Maximum needed:** four doses.
- First dose must be given on or after twelve months of age.
- There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
- First dose must be given on or after twelve months of age.
Kindergarten-9 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
10-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



iReady

iReady allows our teacher(s) to meet your students exactly where they are and provides data to increase your student's learning gains. i-Ready consists of two parts: Diagnostic and Personalized Instruction. The i-Ready Diagnostic is an adaptive assessment that adjusts its questions to suit your student's needs. Each item a student sees is individualized based on their answer to the previous question. For example, a series of correct answers will result in slightly harder questions, while a series of incorrect answers will yield slightly easier questions. i-Ready Personalized Instruction provides students with lessons based on their individual skill level and needs, so your student can learn at a pace that is just right for them. These lessons are fun and interactive to keep your student engaged as they learn.

Our students will be expected to reach the goal of 45 minutes of on-task instruction per week. Students will be given ample time to complete these minutes each day during Leopard Time. Their teachers will monitor their progress and help them to set goals as they progress.

Students are also treated to an iReady Incentive Program that rewards students for the number of lessons that they complete.

Kindergarten

Screening for kindergarten is done prior to entrance into kindergarten in the fall. The purpose of the assessment is to identify children with significant deviations and indicate potential handicapping conditions.

The entrance screening is held in the Spring each year. Included in the screening tests will be the DIAL 4 (Developmental Indicators for the Assessment of Learning), a health screening, as well as a behavioral checklist completed by the examiners.

Parents will be informed at the time of the screening of their child's test results. If a child has failed the vision or hearing test, the administrator will aid the parents in seeking appropriate care. If the child has failed the speech/language test, the parents will be informed of the results. The child will be pre-screened at the beginning of school for possible placement in the speech/language program.

Readiness Assessment for Kindergarten

According to law, a child entering kindergarten must be five before August 1, prior to the beginning of school.

School Visitations

Parents are encouraged to visit school and actively participate in the education of their child(ren). Parents will be buzzed in through an intercom system and can communicate with the school secretary via the reception window in the lobby. The front door, glass vestibule entrance, and office door will be locked at all times during school hours. Visitors will not be allowed in the building without verbal identification and a viable reason to enter the building.

1. All visitors or chaperones must submit a drivers license or state ID.
2. Room mothers and fathers are encouraged to help with room parties and field trips.
3. Classroom volunteers listen to children read, help in the library or health station, and assist teachers and children with projects.
4. All visitors are required to first come to the office. If parents need to deliver a message, homework, medication, lunch money, etc. to a student, they are asked to leave it at the office rather than interrupt a lesson. Visits to the classrooms are arranged by appointment through the teacher.

5. Adults with special skills and experiences are encouraged to share with students. Please contact the teacher to make arrangements.
6. In general, students from other schools are not permitted to visit. The principal must give permission for such a visit in advance.

Parent/Teacher/Student Conferences

It is important for each student's welfare that the faculty and parents work together in his/her educational development. Parent/Teacher/Student Conferences will be scheduled for this purpose. However, if a problem is developing, do not wait for a special conference time. The principal and teachers are always willing to visit with parents concerning a child's school performance. Please call the office or email the teacher at any time to make arrangements for a conference.

Promotion and Retention of Students

Students shall be placed at the grade level in which they are best adjusted academically, socially, and emotionally. The educational program shall provide for continuous progress. The principal and the appropriate building staff may evaluate those students who are unsuccessful or who are not adequately challenged by their present grade level at any time during the school year. If it is in the best interest of the student, changes in placement can take place at any time. The principal has the responsibility for making the final decision.

Promotion

The majority of students will be educationally prepared for the next grade level, and promotion will take place. Promotion shall be made annually at the close of the school year for the student who has mastered the skills necessary for success at the next grade level. The principal, in consulting with teachers, will recommend those students to be promoted.

Retention

Retention will be considered on an individual basis for any student who has not mastered the basic skills, is immature to the extent that it interferes with learning, or if social and emotional growth hinders the learning process. When retention is necessary, it should occur at early primary grade levels rather than later in the child's school career. Only in rare circumstances should a student be considered for retention a second time.

Retention may be considered when one or both the following occurs:

1. The student is achieving significantly below ability and grade level.
2. The action would result in a reasonable chance of benefiting the student.

Retention and Placement Procedures

The principal is to be notified by the teacher of the possible need for retention prior to the third quarter.

The appropriate procedures for retention and placement are itemized below.

1. The teacher has recorded grades that justify retention.
2. The teacher has previously conferred with the parents/guardians regarding the student's difficulty.

3. The teacher has properly documented conferences.
4. The parents/guardians should be notified at this time.

At the beginning of the third quarter, the principal will make arrangements with the appropriate building staff for assessment and recommendation. The staff will consist of any personnel the principal deems necessary and shall constitute the Promotion/Retention/Placement Committee. This committee will evaluate classroom progress as well as district wide assessments given. This data from the staffing will become a part of the student's permanent record.

The principal and teacher shall schedule a conference at mid-third quarter with the parents/guardians. The discussion shall consist of an explanation to the parents/guardians of their child's current academic standing in relation to the group and his/her ability. Goals will be set at this time. During mid- fourth quarter, another meeting by the Promotion/Retention/Placement Committee will be held to review goals and progress. At this time, the principal shall make a final decision concerning retention.

Placement

An individual student's needs may best be met by placement at the next level even though basic skills have not been mastered. Placement may be preferable to retention, due to chronological, physiological, emotional or social considerations, even though the necessary skills have not been attained. Each student will be assessed according to information available to the principal and appropriate building staff. The principal will make a final decision. A record of the staffing will become part of the student's permanent record.

Monitoring Placement Decision

In all cases where students are placed in the next grade level, a review of the student's progress is required before October 15. This review should include the child's current teacher(s) and the principal. A staffing report will be completed indicating the success of the placement and the recommendation of the team regarding educational needs of the child. The recommendations may include formal referral for diagnostic testing to determine if there is a specific handicapping condition that may require special instruction, continuation of assistance from the regular classroom teacher, modification of the regular program, or other appropriate strategies.

School Closings

School will be held each scheduled day, unless announced, or unless the weather or a school condition makes it advisable to close school for all or part of a day. This is done for the safety of students and faculty.

Cancellation before School Starts

A decision to close school is made as soon as it is obvious that conditions will be unsafe. This may occur the previous evening, or it may be late in the morning, possibly even after buses have begun their runs. An announcement will be made on the following stations: KTUI (1560 and 102.1), KMOV (Channel 4), FOX 2 (Channel 2) and KSDK (Channel 5). There will also be a phone blast and/or email that goes out to all households plus posted on our school Facebook Page. Please keep your contact information up to date in the office.

Flooded Roads

Buses will not travel on flooded roads. The driver may elect to use an alternate route, or make other provisions as advised by parents. If a student lives in a flood-prone area, please instruct your child(ren)

what to do in case of a flood. Arrangements may be made with another family. School personnel are in contact with buses by radio, so messages can be relayed through the office in an emergency. Students will never be left in unfamiliar situations where they may become confused or frightened. If necessary, a child may be returned to school and arrangements made for later pick-up.

Early Dismissal

If school is to be dismissed early because of snow, flooding, or extreme heat, the buses will be called, the radio and television stations will be alerted, and a phone blast will be sent. Lunch may be served before dismissing. Buses will run slowly and cautiously. School phone lines may be busy, so please be patient. Parents should inform students what to do if, on arriving at home, there is no one waiting to meet him/her.

Student Council

Students are encouraged to participate in Student Council. All members will abide by the Constitution of the Student Council. Students in grades 6-8 are eligible to hold office. **Representatives will be from grades 5-8.**

Obtaining Membership

Each student interested must submit a completed application, including a written paragraph stating reasons for wishing to be a Student Council member.

Membership

The membership of the Student Council shall consist of students who have made an application, have received satisfactory teacher recommendations, and have been approved by the Student Council sponsor and principal. A representative and an alternate will be chosen from each homeroom for grades 5-8.

Qualifications

Students must show exemplary conduct as well as academic excellence and citizenship.

A member must maintain a minimum grade of C- in all classes at the end of each grade period. A member failing to maintain such a minimum grade or has three late assignments after being selected will be placed on probation for one quarter. If a member fails to raise his/her grade or has additional late assignments, the alternate will take his/her place, or an appointment will be made. Discipline that warrants ISS will result in the member being placed on probation for six weeks. Discipline that warrants OSS will result in immediate dismissal, and the alternate will take his/her place.

School Fundraisers

Only authorized school fundraisers will be held. **Unauthorized sales by students are prohibited.**

Articles sold or traded without authorization may be confiscated.

No advertisements may be placed in the school without receiving prior approval from the administration.

Recess Information

Weather permitting, recess will be held outside. As long as the temperature and/or windchill is not below 30 degrees. During inclement weather, recess will be in the gymnasium whenever possible.

Rules for recess are as follows:

1. Students are to go quietly to recess so other classes will not be disturbed.

2. Students are to walk to and from the playground.
3. Once outside, students should stay outside unless given permission from the teacher on duty.
4. Students are to use equipment safely and return all equipment to its proper place.
5. Students are to follow general school rules at recess.
6. When the whistle is blown, students will give the duty teacher immediate attention for further instructions.
7. Students are to line up immediately with their class at the end of recess.
8. Students who misbehave on the playground will be required to walk laps.

Telephone Usage

The school telephone is for business use. Necessary plans should be made with children before they leave in the morning. Children are called to the phone only in case of emergency. Parents are asked to leave a message if contacting a teacher so that a return call can be made as soon as possible. Students must obtain school personnel permission in order to use the office phone.

Lost and Found

Lost articles should be claimed in the office before or after school, at lunch, or during recess. Items found by a student should be turned in to the office immediately. All items left in the lost and found at the end of the school year will be donated.

Physical Education

Physical education is offered for all students. If a student has a temporary limitation, a written note describing the situation must be sent to the physical education teacher. If the limitation continues, a written excuse from a doctor is necessary. The physical education teacher will adapt activities to the abilities and limitations of a child as necessary.

Teaching about Human Sexuality

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. It is the parent/guardian's right to remove their student from any part of the district's human sexuality instruction.

For further information, please refer to Board Policy IGAEB.

School Rules

To preserve freedom, a society needs to regulate itself. The rules it sets define what kind of place it is and is becoming. Strain-Japan is a community, which promotes learning for its citizens. The rights to study, inquire, and work without fear of harm or ridicule is highly valued. Rules have been designed to protect the right to learn and to discourage those who desire to disrupt.

Just as actions have consequences, rules, as enforced, also have consequences. Those who comply are rewarded, and those who misbehave are penalized.

Most behavior problems at school occur when one student tries to take advantage of another. Putdowns, aggressive behavior, unkindness, disrespect, and “accidents” that are caused by acting without thinking first will not be permitted.

To have a rule regulating every form of misbehavior would be stifling. Therefore, the rules are simple and direct. The goal for every citizen of the Strain-Japan School is to think and act in such a way as to keep the community safe, clean and happy.

Purposes of Discipline Policy

1. To teach self-discipline
2. To preserve a positive and orderly educational climate in which students may learn
3. To confront students with consequences of unacceptable behavior
4. To quickly identify habitual offenders and remove them from the learning environment
5. To enlist the aid of parents in correcting unacceptable behavior

It is the goal of the Strain-Japan School District to teach the young people of our community those basic educational skills required in a rapidly changing world as well as those skills required of a citizen in a participatory democracy. It is the expectation of the Board of Education that each student exhibit behavior on a day-to-day basis that is harmonious and congruent with this goal.

It shall be the duty of each student to act in the following ways:

1. Study and learn under the direction of the teaching staff and the administration
2. Behave in a manner that promotes positive social interactions
3. Follow the rules as set forth by the Board, Administration, and the Classroom Teacher

It is the duty of the teacher to maintain an orderly classroom environment, and this regulation authorizes the teacher and school administrator to take steps as outlined to achieve this goal.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the principal/superintendent or expulsion by the Board, both actions subject to appropriate due process procedures. The principal/superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

The in-school suspension is a disciplinary measure generally taken in conjunction with students violating the Safe Schools Act. The intent is to dissuade students from making unwise decisions regarding behavior and to minimize the possibility of repeat occurrences. In addition to being removed from the classroom, the student is required to complete all assignments prior to readmission to the class. The student having a clear picture of what had transpired during the suspension period enhances the transition back to class.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to contact either the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

Student Code of Conduct-

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.

No person employed by or volunteering on behalf of the Strain-Japan School District shall administer or cause to be administered corporal punishment upon a student. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Whenever possible the use of after-school detention, detention, or in-school suspension will be utilized as alternatives for dealing with disciplinary problems that occur in the school. Parental support is critical in maintaining a school atmosphere that is conducive to learning for all students.

General School Rules - Nuisance Items and Students Safety – Personal Property – School Not Responsible

Probably no single factor interferes more with the normal routine and the instructional program at school than the presence of numerous items that should be left at home, with the exception of items brought for special occasions or with **Advance Teacher Permission**. The student's name should be written in ink on all personal possessions. Students should be very careful with their purses and valuables. Large amounts of money and items of considerable value should **never** be brought to school by students. Any money brought for school-related reasons (meals, book orders, etc.) should be given immediately to the appropriate school personnel. Items brought to school that do not belong at school may be taken by school personnel. Examples: **Radios, MP-3 Players, cell phones, CD players, electronic games, etc. are not to be used and must be turned off during school hours, unless permission is given by the teacher. If an item causes a disruption, it will be confiscated, turned into the office and returned only to the parent.**

* Notices regarding searches include:

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

To ensure that the school premises are as safe as possible for all students, the following guidelines will be followed.

1. The School Discipline Policy will be strictly enforced.
2. Classroom rules will be established by each individual teacher and followed by all students in that class.
3. Each student will keep hands, feet, and objects to himself/herself.
4. Gum chewing will not be allowed during school.
5. Students should not stand up on playground apparatus, unless it is designed for that purpose.

6. No rock, gravel, sticks, or snowballs should be thrown on school premises.
7. Students are not to play around hazardous objects near the playground.
8. Water guns, other water-holding containers that might disrupt the educational process, knives, lighters, and glass containers are not to be brought to school.
9. Students are to observe all school rules designed to promote safety.
10. Students who are suspended from school or from the bus will not be allowed to attend any school sponsored activity during the time of suspension.
11. Students are expected to report to all classes on time, or they must have permission from the teacher of the class they are missing.
12. Students should be with their class during recess, whether inside or outside. They should wear coats or sweaters at the direction of a staff member. If a student is supposed to stay inside for recess, a note from his/her parent/guardian is required.
13. Students must obtain permission from the teacher on duty to leave the group for any reason (restroom, etc.).

Dress and Grooming

Students should be dressed and groomed in a manner that is in keeping with accepted community standards and good judgment. Students should also dress appropriately for activities outside of regular school hours. The following guidelines will be utilized.

1. No hats and/or visors, do rags and/or bandanas, or hoods are to be worn inside the school unless approved by the principal.
2. Clothing may not advertise drugs, alcohol or tobacco.
3. Clothing which is considered vulgar, obscene, degrading, defamatory, or which contains words, logos or pictures that are considered inappropriate are not allowed.
4. Shorts and/or skirts shall be at a modest length.
5. Undergarments should not be visible.
6. The principal is the final judge of appropriateness of clothing.
 - a. A student shall be told of dress code violation. If the offense requires immediate changing, parents will be asked to bring a change of clothing to school unless the student has appropriate clothing in his/her locker. If not, the offense shall be corrected no later than the following school day.
 - b. Failure to correct the offense will result in parents being notified.

Safe Schools Act

Each school is required to comply with the regulations established by the Safe Schools Act. Although many of these offenses have been addressed in the Strain-Japan Discipline Policy, further clarification is provided below.

<p>Arson - Starting or attempting to start a fire, or causing or attempting to cause an explosion.</p>	<p>First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.</p> <p>Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.</p>
<p>Assault - Using physical force, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury.</p>	<p>First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
<p>Attempting to kill or cause serious physical injury to another</p>	<p>First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record</p>
<p>Bullying / Cyberbullying & Hazing – Intimidation or harassment of a student or multiple students. Including but not limited to physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, which may include name-calling, humiliating, putdowns, extortion, or threats; threats of retaliation for reporting such acts. Sending or posting materials that raise concern about violence against others, suicide or self-harm</p>	<p>First Offense: Detention, In-school suspension, or 1-180 days out-of-school suspension</p> <p>Subsequent Offense: 1-180 days out-of-school suspension or expulsion</p>
<p>Bus Discipline –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.</p>	
<p>If a student refuses to do as instructed and the driver cannot continue the route, the bus coordinator, along with a Deputy Sheriff, will be called. The coordinator has the authority to remove the student from the bus and take him/her home and issue a suspension slip. The suspension will be for five (5) days. Drivers will be involved in any parent conference concerning a bus problem. Parents will be notified in all cases.</p>	

<p><u>Dishonesty</u> – Any act of lying, whether verbal or written, including forgery</p>	<p>First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension</p> <p>Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out- of- school suspension</p>
<p><u>Destruction of/or Failure to Return School Property</u> - Textbooks, library books, school equipment, computers, furniture and other instructional materials will be provided for student use. A certain amount of wear and tear is expected under normal use. The student will pay for any damage or loss of school property.</p>	<p>First Offense: Restitution. Principal/Student conference, detention, or in-school suspension</p> <p>Subsequent Offense: Restitution. Detention or in-school suspension</p>
<p><u>Disruptive Speech or Conduct</u> - Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.</p>	<p>First Offense: Principal/Student Conference, in-school suspension, or 1-180 days out-of-school suspension</p> <p>Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student’s discipline record</p>
<p><u>Drugs/Alcohol/Controlled Substance/Tobacco</u> - The possession, sale, or use of alcohol, tobacco, drugs, or any other controlled substance on school property (including school buses) or at any school-sponsored activity or event is strictly forbidden. Violation of this rule will cause immediate disciplinary action and will be reported to the appropriate law enforcement and juvenile agencies.</p>	

<p>a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia</p>	<p>First Offense: In-school suspension or 1-180 days out- of-school suspension</p> <p>Subsequent Offense: 11-180 days out-of-school suspension or expulsion</p>
<p>b. Sale, purchase, or distribution of prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia</p>	<p>First Offense: 1-180 days our-of-school suspension or expulsion</p> <p>Subsequent Offense: 11-180 days out-of-school suspension or expulsion</p>
<p>c. Possession, sale, purchase, or distribution of any over the counter drug, herbal preparation or imitation drug or herbal preparation</p>	<p>First Offense: In-school suspension or 1-180 days out-of-school suspension</p> <p>Subsequent Offense: 1-180 days out-of-school suspension or expulsion</p>

<p>d. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on school grounds, bus or at any school activity/function</p>	<p>First Offense: Confiscation of the tobacco product. Principal/Student Conference, detention, or in-school suspension</p> <p>Subsequent Offense: Confiscation of the tobacco product. Detention, In-school suspension or 1-10 days out-of-school suspension</p>
<p>e. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on school grounds, bus or at any school activity/function</p>	<p>First Offense: Confiscation of the tobacco product. Principal / Student conference, detention, In-school suspension or 1-3 days out-of-school suspension</p> <p>Subsequent Offense: Confiscation of the tobacco product. In-school suspension or 1-10 days out-of school suspension</p>
<p>Extortion - Threatening or intimidating any student for the purpose of obtaining money or anything of value</p>	<p>First Offense: Principal/Student Conference, detention, in-school suspension, or 1-10 days out-of-school suspension</p> <p>Subsequent Offense: In-school suspension, or 1-180 days out-of-school suspension, or expulsion,</p>
<p>False Alarms - Tampering with emergency equipment, setting off false alarms, making false reports</p>	<p>First Offense: Restitution. Principal/Student Conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion</p> <p>Subsequent Offense: Restitution. In-school suspension, or 1-180 days out-of-school suspension, or expulsion</p>
<p>Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action</p>	<p>First Offense: Principal/Student Conference, detention, in-school suspension, or 1-180 days out-of-school suspension</p> <p>Subsequent Offense: In-school suspension, or 1-180 days out-of-school suspension, or expulsion,</p>
<p>Incendiary Devices or Fireworks Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks</p>	<p>First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension</p>
<p>Public Display of Affection - The Strain-Japan R-16 School District has traditionally enforced a “hands off” policy regarding public displays of affection. Holding hands and other displays are forbidden.</p>	

<p><u>Public Displays of Affection -</u> Physical contact which is inappropriate for the school setting</p>	<p>First Offense: Principal/Student Conference, detention, in-school suspension</p> <p>Subsequent Offense: Detention, In-school suspension, or 1-10 days out-of-school suspension</p>
<p><u>Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material</u> – Students may not possess or display vulgar or violent material</p>	<p>First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension</p> <p>Subsequent Offense: Confiscation. Detention, in-school, 1-180 days out-of-school suspension, or expulsion</p>
<p><u>Sexual Harassment</u> a. Use of verbal, written or symbolic language that is sexually harassing</p>	<p>First Offense: Principal/Student Conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion</p> <p>Subsequent Offense: In-school suspension, or 1-180 days out-of-school suspension, or expulsion</p>
<p><u>Sexual Harassment</u> b. Physical contact that is sexually harassing</p>	<p>First Offense: In-school suspension, or 1-180 days out-of-school suspension, or expulsion,</p> <p>Subsequent Offense: 1-180 days out-of-school suspension, or expulsion</p>
<p><u>Substitute Teachers</u></p>	<p>It is the responsibility of the student to treat the substitute teacher with the same respect as a regular staff member. If behavior is disrespectful, the offense will be treated as disrespectful conduct or speech violation.</p>

<p><u>Technology Misconduct –</u> a.) Attempting, regardless of success, to: gain unauthorized access to a technology system or information; sue 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 evade or disable a filtering/blocking device</p>	<p>First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension</p> <p>Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion</p>
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<p><u>Technology Misconduct –</u></p> <p>b.) Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program required by a district-sponsored class or activity, or otherwise permitted by the building principal.</p>	<p>First Offense:</p> <p>Confiscation, principal/student conference, detention, or in-school suspension</p> <p>Subsequent Offense:</p> <p>Confiscation, principal/student conference, detention, in-school suspension, - 180 days out-of-school suspension, or expulsion</p>
<p><u>Technology Misconduct:</u></p> <p>c.) Violations, other than those listed in (1) of (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices</p>	<p>First Offense:</p> <p>Restitution. Principal / Student conference, detention, or in-school suspension</p> <p>Subsequent Offense:</p> <p>Restitution. Loss of user privileges, 1-180 days out-of-school suspension,, or expulsion</p>
<p><u>Vandalism</u> - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students</p>	<p>First Offense:</p> <p>Restitution. Principal/Student conference, detention, In-school suspension, 1180 days out-of-school suspension, or expulsion</p> <p>Subsequent Offense:</p> <p>Restitution. In-school suspension, 1-180 days out-of-school suspension or expulsion</p>

<p><u>Weapons</u> - Definition:</p> <ol style="list-style-type: none"> 1. Firearm, as defined in 18 U.S.C. 921 (pursuant to Gun Free School Act of 1994); 2. Knife: any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. “Knife” does not include any ordinary pocket knife with no blade more than four inches in length. (571.010.9, RSMo.); 3. Switchblade Knife: any knife which has a blade that folds or closes into the handle or sheath, and <ol style="list-style-type: none"> a. that opens automatically by pressure applied to a button or other device located on the handles; or b. that opens or releases from the handle or sheath by the force of gravity or by the application of centrifugal force. (571.010.17, RSMo.); 4. Knuckles: any instrument that consists of finger rings or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles. (571.010.10RSMo.);
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5. **Blackjack:** any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person, and which is readily capable of lethal use. (571.010.1, RSMo.);
 6. **Concealable Firearm:** any firearm with a barrel less than sixteen inches in length, measured from the face of the bolt or standing breech. (571.010.2, RSMo.);
 7. **Firearm:** any weapon that is designed or adapted to expel a projectile by the action of an explosive. (571.010.2, RSMo.);
 8. **Firearm Silencer:** any instrument attachment, or appliance that is designed or adapted to muffle the noise made by the firing of any firearm. (571.010.6, RSMo.);
 9. **Explosive Weapon:** any explosive, incendiary, or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury, or substantial property damage; or any device designed or adapted for delivering or shooting such a weapon. (571.010.4, RSMo.);
 10. **Projective Weapon:** any bow, crossbow, pellet gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person. (571.010.12, RSMo.);
 11. **Gas Gun:** any gas ejection device, weapon, cartridge container or contrivance other than a gas bomb that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellent or temporary incapacitating substance. (571.010.11, RSMo.);
 12. **Machine Gun:** any firearm that is capable of firing more than one shot automatically, without manual reloading, by a single function of the trigger. (571.010.11, RSMo.);
 13. **Rifle:** any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger. (571.010.13, RSMo.);
 14. **Shotgun:** any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed shotgun shell to fire a number of shots or a single projectile through a smooth bore barrel by a single function of the trigger. (571.010.15, RSMo.);
- Spring Gun:** any fused, timed or non-manually controlled trap or device designed or adapted to set off an explosion for the purpose of inflicting serious physical injury or death. (571.010.16, RSMo.)

Weapons

a. **Possession or use of any instrument or device**, other than those defined in 18 U.S.C. 921 or 571.010, RSMO. which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense:

1-180 days out-of-school suspension or expulsion

<p><u>Weapons</u> b. 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).</p>	<p>First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent</p> <p>Subsequent Offense: Expulsion</p>
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Student Due Process- Suspension and Expulsion

Note: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension, and give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student, and principal) have been held and have failed to change the student's behavior.

Suspensions for More than 180 Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of, (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his/her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children apply.)
 - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent may also immediately suspend the student for up to 180 days.
 - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon a written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

1. If a suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reason for the action.
2. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
3. If a student is suspended for more than ten (10) school days, the following rules also apply.
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If a student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's

judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

- c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
- d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
- e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time, and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to.

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time, and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from school. The administration or their counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Finding of Fact and Conclusion of Law.

Remedial Conference

Prior to the re-admission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion,

the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

SURVEYING STUDENTS

All instructional materials, including teachers' manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis or evaluation as part of any program shall be available for inspection by the parents or guardians of the students. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Policy KI.

Parents will be notified at least annually at the beginning of the school year of this policy and within a reasonable period of time after any substantive change in the policy. The district will directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when the above described surveys or evaluations are scheduled or expected to be scheduled or when information for the purpose of marketing will be collected. Parents have the opportunity to opt the student out of participation in any surveys or evaluations described in this policy.

ASBESTOS INSPECTION NOTIFICATION

To: Strain-Japan R-16 Employees, Students, and Parents
From: Kathy Vandegriffe, School Principal
Date: July 1, 2019
Re: Asbestos Inspection

In accordance with Federal regulations concerning asbestos, accredited inspection of our building was done in April 2019. R-16 personnel also complete periodic inspections.

Triangle Environmental Science and Engineering Inc. identified several asbestos containing materials for damaged/abrasive surfaces. Their recommendation was to replace the tile, place plastic floor mats over the noted area of abrasion, and do routine maintenance (re-waxing) of all floor tiles. As long as they remain solid and not friable (crumbled and dust like), they are regarded as safe, not posing any risk or threat to human health. The Soffit Transite Panels were documented to be ACM, however, they are well painted and not considered friable hazardous material.

ACM located in our building include the:

1. Floor tiles
2. Soffit Transite Panels

All ACM has been addressed in a management plan written according to Federal and State requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available, without cost or restriction, for inspection by representatives of the EPA and the State, the public, teachers, other school personnel, and parents. The District may charge a reasonable cost to make copies of the management plan.

Reporting Child Abuse

Strain-Japan R-16 School requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately make a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law, and then notify the building principal or his/her designee.

The school, as a mandated reporter, will be entitled upon request to the local DFS office or to the social worker completing the investigation for information on the general disposition of the report. The information should be shared with the staff member who originated the report, but should not be released to anyone else without written authorization from DFS. Parents/Guardians should be referred to DFS for information regarding the investigation. Parents or legal guardians have access to the DFS records after the investigation is completed, except that the identity of the reporter is not released.

When DFS receives a child abuse report that alleges that an employee of a school district has abused a student, the report is immediately referred to the school superintendent (or the president of the school board in situations concerning the superintendent) who will conduct an initial investigation. If the report relates to a spanking by a certified school employee administered pursuant to written district policy or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent or board president will jointly investigate the matter with the juvenile officer. Findings and conclusions will be issued as required by section 160.261, RSMo.

All other reports of any nature will be immediately returned to DFS for investigation, and the principal/superintendent will take no further action. The principal/superintendent/school board president will be considered a member of the multidisciplinary team, and as such will be involved in the investigation and have access to appropriate information including the outcome of the investigation.

Any person, who in good faith participates in the making of such reports, or in any judicial proceeding resulting therefrom, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

The principal/superintendent will prepare and implement procedures as are necessary to accomplish the intent of this policy and of the law.

Trauma-Informed Schools Initiative

The address of the Department of Elementary and Secondary Education website on the Trauma-Informed Schools Initiative to parents/guardians is located at:

<https://dese.mo.gov/college-career-readiness/school-counseling/bullying-suicide-prevention-and-trauma-informed>.

Suicide Awareness and Prevention

The district is committed to maintaining a safe environment to protect the health, safety and welfare of students. Policy JHDF outlines key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his/her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. Board Policy GBH

The district or designated agents of the district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. Board Policy KKB

Student Records

Each student's official school record will include the following information:

1. Cumulative educational records to be retained permanently:
 - a. Name and address of parents/guardians (School district personnel may require an affidavit stating the individual who has legal guardianship of a child.)
 - b. Verification of date and place of birth
 - c. Dates and record of school attendance
 - d. Course enrollment and grades

- e. Participation in extracurricular activities
 - f. Achievement and/or standardized test data
 - g. Date of graduation or withdrawal
 - h. Record of disclosure and inspection
 - i. Medical/health data
 - j. Individual psychological evaluation (gathered with written consent from parents)
 - k. Individual intelligence tests, tests for learning disabilities, etc. (special education related)
 - l. Other verifiable information to be used in educational decision making
2. Students who have received services under P.L. 94-142 and/or the Education for All Handicapped Act of 1975 shall have a special services student folder included in the cumulative folder which meets the provisions of the district's compliance plan.
 3. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.
 4. Education records are distinguished from records of instructional or administrative personnel that are in the sole possession of the maker and not revealed to anyone except a substitute.
 5. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.
 6. Disclosures to eligible persons without parent/guardian consent will require notification to such parent or guardian.

Review of Student Records

1. An eligible student (18 years of age or older) or the parents/guardians of a child under 18 or an adult who has been found legally incapacitated, will have access to the student's records under administrative supervision during those times the school is normally in session, unless arrangements for another time have been made in writing. The eligible student or parents/guardians have the unique right to inspect the academic records and are entitled to an explanation of any information recorded on the record. School officials are obliged to define or interpret, but not necessarily justify or defend material contained in student records. Examination of the record will be permitted under conditions that will prevent its alteration or mutilation.
2. If the eligible student or parents/guardians are in disagreement with the data on the student's record, they may challenge the information by following the appeals procedure outlined in Appeals Procedures in this regulation.
3. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will ensure that such use will be limited to specific needs for providing the student with educational services.

Annual Notification of Rights to Parents/Guardians and Students

1. A summary of the major provision of the Family Educational Rights and Privacy Act shall be made available to students and parents.
2. Annual public notice should be presented to parents/guardians of students attending school in the district that "Directory Information" will be released to the various communication media of the district as deemed necessary by school officials. "Directory Information" includes the following information relating to the student: the student's name, participation in officially recognized extracurricular activities, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, photographs, and other similar information. If a parent, guardian,

or eligible student does not want information of this type released, written notification must be sent to the principal.

Release of Student Records

1. If an official of another school system requests a student's record or educational agency as defined in state statute, the record may be released. However, written authorization to release the record will be sought and encouraged from the parent/guardian if the student is unmarried and under 18 years of age. Otherwise, the authorization will be sought from the student. Requests in writing for records will be considered as a release by an individual.
2. Information from student files will not be available to unauthorized persons within the school, or to any person outside the school without the expressed consent of the eligible student or the parents/guardians, except to comply with a judicial order or subpoena or in all other cases not requiring consent as provided in 20 U.S.C. 1232G(b) or related laws.
3. Both natural parents of the student shall have access to the student's records if the student is under 18 regardless of their marital status, unless a court order or divorce decree removes one parent's right to have knowledge about and/or participate in the child's education.
4. Copies of the records of currently enrolled students will be made available to authorized personnel upon request.
5. A fee per copy of official records may be assessed to all graduates or other students who have terminated their education.
6. A record of disclosures of personally identifiable information shall be maintained with each student's records, indicating parties who have requested or obtained such information, and their legitimate interest. Disclosures to parents, eligible students, specific parties pursuant to written consent of parents or eligible students, school officials within the district, and directory information shall not be recorded. The record of disclosures shall be subject to inspection by eligible students, parents, custodians of records, and other parties authorized by law.
7. After a student attains 18 years of age or is attending a postsecondary educational institution, all rights accorded to and consent required of parents shall only be accorded to and required of such student.

Appeals Procedures

The following appeals procedure shall be used for the correction or deletion of inaccurate, misleading or inappropriate data in a student's record.

1. Parents and/or legal guardians or eligible students 18 years older or older, after inspection of school records, may petition the appropriate principal(s) in writing for an informal hearing to determine the accuracy and/or content of the student's school records.
2. The principal(s) will, within 10 working days of the written request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence supporting the petition, and provide a decision to those concerned.
3. If not satisfied, the petitioner may request, in writing, that the superintendent of schools review the case and determine appropriate action within 30 working days.
4. If not satisfied, the petitioner may submit a written request to the superintendent for a formal hearing before the Board of Education. The Board of Education will have 30 working days in which to arrange for and hold the hearing. The Board of Education will make a final decision in regard to

the status of the student's records and the materials contained therein. Parents or eligible students shall be informed of the right to place a statement in the student's school records.

Formal Evaluation Pursuant to Diagnostic Referral

"Formal Evaluation" means evaluation, interviewing or testing procedures used selectively with an individual student, and it does not include basic tests administered to or used with all students in a school.

1. A formal "permission to evaluate" form must be signed by the parent/guardian who has legal custody of the student prior to formal evaluation.
2. Upon waiver of parental rights (age 18) the student must sign the "permission to evaluate" form pursuant to formal evaluation.
3. Parents/Guardians will receive a copy of the district's due process procedure along with "permission to evaluate" form.
4. If permission to evaluate is not granted within ten (10) days by the parent/guardian, the due process procedure as applicable under P.L. 94-142 and the Education of the Handicapped Act of 1975 will be in effect.

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.

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
4. 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.

PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS

The Strain-Japan R-16 Board of Education believes that engaging parents/families in the education process is essential to improve academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a

cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

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

Parent/Family Involvement Goals and Plan

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
 - Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
5. Perform regular evaluations of parent/family involvement at each school and at the district level.

6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

Title I, Migrant Education (MEP) and Limited English Proficiency (LEP) Programs

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP and LEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

Title I Program Parent Involvement

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and

the means by which the school and parents will build and develop a partnership to help children.

3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Migrant Education Program Parent Involvement

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Education Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

Limited English Proficiency Program Parent Involvement

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

Policy Evaluation

The district, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The district will revise this policy as necessary to improve or create practices that enhance parent/family involvement.

Process for Resolving a concern of Complaint including Federal Programs

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints should be presented in writing to the principal / superintendent of the school. If the complaint is regarding a federal program, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal/superintendent will provide a written response to the individual raising the concern within five business days of the receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. If the matter cannot be settled satisfactorily by the principal/superintendent, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent of the secretary of the Board that were directed to the Board will be provided to the entire Board.
4. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs, the individual may appeal the issue to DESE.



Date	Description
8/17 - 8/19	Teacher PD/Workdays
8/23	First Day of School
9/5	No School - Labor Day
9/30	No School - Teacher PD
10/17	End of 1st Quarter
10/26 - 10/27	Parent/Teacher Conferences
10/28	No School
10/31	No School - Teacher PD
11/1	No School - Teacher PD
11/8	No School - (election day)
11/21 - 11/25	No School - Thanksgiving Break
12/21 - 1/3	No School - Winter Break
1/13	No School - Teacher PD
1/16	No School - MLK Day
2/20	No School - President's Day
3/3	End of 3rd Quarter
3/13 - 3/17	No School - Spring Break
4/6 - 4/11	No School - Easter Break
5/12	Last Day of School
5/15	Teacher PD/Workday

1107.6 Hours (State requirement 1044 hours)

156 Student Attendance Days

164 Teacher Contract Days

This calendar includes sixty (60) inclement weather hours.

No inclement weather days are required to be made up.

Board Approved: 3/15/22

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