



**THAYER ELEMENTARY SCHOOL**  
**2016 – 2017**

**This School Handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Phone \_\_\_\_\_

Student # \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

**THAYER ELEMENTARY SCHOOL**

**365 East Walnut Street  
Thayer, Missouri 65791**

**Phone (417) 264-4600**

**Fax (417) 264-3956**

**<http://thayer.k12.mo.us>**

## TABLE OF CONTENTS

### SECTION I – INTRODUCTION

Mission Statement .....	4
Purpose of Planner.....	4
Message from the Principal .....	4
Thayer R-II District Staff .....	5
Thayer Elementary Staff.....	5-6

### SECTION II – ATTENDANCE

Attendance Policy & Philosophy.....	6
Absences .....	7
Tardies/Checking Out Early .....	7
Admit Slip .....	7
Parent Notification .....	8
Truancy .....	8
Homebound .....	8
Attendance Remediation.....	8
School Sanctioned Activities .....	9
Participation in Activities .....	9
Transfer Students.....	9
Withdrawing From School .....	9

### SECTION III – ACADEMICS

Grading Scale & Requirements .....	10
Mid-Term Grades & Parent Portal.....	10
Promotion & Retention.....	10
Reading Retention .....	10
Summer School .....	11
Principal’s Advanced List & Mastery List .....	11
A Team.....	11
Incentive Opportunities .....	11
Awards Ceremony .....	11
Perfect Attendance .....	11
Excellent Attendance.....	12
Field Trips .....	12

### SECTION IV – GENERAL INFORMATION

Dress Code .....	12
Electronic Devices.....	13
School Property and Equipment .....	13
Student Cell Phone Usage .....	13
Leaving School Grounds .....	13
Unscheduled Dismissal .....	14
Student Responsibility on Buses .....	14
Safe Schools Act .....	15
Weapons in School.....	15
Cafeteria / Lunch Time.....	15
Meals.....	16
Sale Items .....	16
Technology Usage.....	16

Visitors to the Building .....	16
--------------------------------	----

**SECTION V – STUDENT EXPECTATIONS**

Major Disciplinary Actions .....	17
Student Discipline .....	18
Reporting To Law Enforcement .....	18
Documentation in Discipline Record.....	18
Conditions of Suspension, etc.....	19
Prohibited Conduct.....	19
Academic Dishonesty.....	19
Arson.....	20
Assault.....	20
Bullying & Cyberbullying .....	20
Bus/Transportation Misconduct.....	21
Dishonesty.....	21
Disrespectful /Disruptive Conduct.....	21
Drugs/Alcohol .....	21
Extortion.....	22
Failure to Meet Conditions of Disciplinary Action.....	22
False Alarms.....	23
Fighting .....	23
Gambling.....	23
Harassment.....	23
Hazing .....	24
Incendiary Devices or Fireworks.....	24
Nuisance Items .....	24
Public Display of Affection.....	25
Sexting/Possession of Sexual Material .....	25
Sexual Activity.....	25
Technology Misconduct .....	26
Theft .....	26
Threats or Verbal Assault.....	27
Tobacco/Electronic Cigarettes.....	27
Unauthorized Entry .....	27
Vandalism .....	28
Weapons .....	28

**SECTION VI – HEALTH INFORMATION**

Medication Policy.....	28
Prescription Medications .....	29
Over-the-Counter Medications .....	29
Sick At School.....	29
Head Lice Policy .....	29
Classroom Treats or Snacks .....	30

**SECTION VII – NOTICES & FORMS**

Notices.....	30-40
Student/Parent Sign-Off Form .....	41

## **SECTION I – INTRODUCTION**

### **THAYER R-II DISTRICT MISSION STATEMENT & PHILOSOPHY**

*“Together We Provide the Foundation for Lifelong Learning”*

#### **THE THAYER R-II SCHOOL DISTRICT:**

- Believes education provides opportunities for maximum development and achievement of each individual.
- Encourages individuals to become productive and responsible citizens of our democratic society.
- Creates a learning environment that encourages individual motivation.
- Believes that self-discipline and personal responsibility are essential to learning.
- Encourages parent/guardian/caregiver involvement along with community involvement as essential parts of a quality educational system.

### **PURPOSE OF HANDBOOK/PLANNER**

The purpose of this handbook/planner is to increase communication between the student, school, and parent; improve student organizational skills; and make available information pertaining to Thayer Elementary School’s rules, policies, programs, and procedures. The handbook/planner is to be kept with the student at all times and treated the same as any valuable text. Parents are urged to carefully review and discuss the written assignments, teacher messages, and printed contents of this handbook/planner with their child or children throughout the school year.

### **MESSAGE FROM THE PRINCIPAL**

We would like to welcome our students to Thayer Elementary School as we are excited about what the new school year has to offer. We are committed to providing students with a safe learning environment, ensuring that each student receives quality instruction, and striving to be a positive example to our students. The Elementary Handbook contains information concerning the regulations and standards which govern our school. We encourage parents and guardians to review the handbook and discuss the material with their child. A solid education takes teamwork between the parent, the school, and the student. Please feel free to contact me if you have questions concerning your child’s education or well-being. We look forward to a successful school year!

~ Jason Andrews

**THAYER R-II DISTRICT STAFF**

Ms. Tonya Woods ..... Superintendent of Schools  
Ms. Emily Cancino ..... Secretary to the Superintendent  
Mr. Alan Pender ..... School Board President  
Mr. Bill Honeycutt ..... School Board Vice-President  
Mr. Bill Franz ..... School Board Treasurer  
Ms. Karen Cotham ..... School Board Secretary  
Ms. Deanna King-Smith ..... School Board Member  
Mr. Mike Morris ..... School Board Member  
Mr. Jared Underwood ..... School Board Member  
Ms. Stephanie Hall ..... Curriculum Director  
Mr. Stephen Clark ..... District Technology Coordinator  
Ms. Andrea Nicholson ..... District Technology Coordinator  
Ms. Betty Shrable ..... Dist. Special Ed. Director  
Mr. Terry Tillman ..... Dist. Transportation Director  
Ms. Connie Ward ..... District Food Service Director

**THAYER ELEMENTARY STAFF**

Mr. Jason Andrews.....Elementary School Principal  
Ms. Megan Pitts ..... Counselor  
Ms. Traci Willison.....Nurse  
Ms. Mary Combs ..... Administrative Assistant  
Ms. Jeannie Morris ..... Administrative Assistant  
Ms. Cindy Garrison .....Pre-K  
Ms. Jennifer Crawford..... Kindergarten  
Ms. Amanda Howerton ..... Kindergarten  
Ms. Robin Hunsperger ..... Kindergarten  
Ms. Tammy Hufstedler..... 1<sup>st</sup> Grade  
Ms. Marilyn Lowery ..... 1<sup>st</sup> Grade  
Ms. Abbey Orf ..... 1<sup>st</sup> Grade  
Ms. Sheri Bunch ..... 2<sup>nd</sup> Grade  
Ms. Leah Rolan ..... 2<sup>nd</sup> Grade  
Ms. Regina Stone ..... 2<sup>nd</sup> Grade  
Ms. Danielle Brown ..... 3<sup>rd</sup> Grade  
Ms. Lacey Sorrell ..... 3<sup>rd</sup> Grade  
Ms. Jade Underwood ..... 3<sup>rd</sup> Grade  
Ms. Brenda Bennett..... 4<sup>th</sup> Grade  
Ms. Kim Davis ..... 4<sup>th</sup> Grade  
Mr. Robert Marcak ..... 4<sup>th</sup> Grade  
Ms. Alicia Burke ..... 5<sup>th</sup> Grade  
Ms. Amy McKenzie ..... 5<sup>th</sup> Grade  
Ms. Candace Young ..... 5<sup>th</sup> Grade  
Ms. Sydney Ary ..... 6<sup>th</sup> Grade  
Ms. Keesha Cotham ..... 6<sup>th</sup> Grade

Ms. Nikki Thornton .....	6 <sup>th</sup> Grade
Ms. Liz Williams.....	Art
Ms. Carolyn Lowery .....	Librarian
Ms. Charity Cornelius .....	Music/Band
Ms. B.J. Adams .....	P.E.
Ms. Becky Brewer.....	Computers
Ms. Debbie Cabrales .....	Special Education
Ms. Linda Circle.....	Special Education
Ms. Amy Martin.....	Special Education
Ms. Jennifer Seibert.....	Special Education
Ms. Kimberly Sharp .....	Special Education
Ms. Janey Thompson.....	Special Education
Ms. Leah Langlely.....	Title I Reading
Ms. Jessica Smith .....	Title I Reading
Ms. Jill Massey.....	Title I Math
Mr. Donnie Thornton .....	Title I Math
Ms. Sandy Brewer .....	Aide
Ms. Rhonda Robbins .....	Aide
Ms. Colleen Snethern .....	Aide
Ms. Niki Tyler .....	Aide
Ms. Gale Weber .....	Aide
Mr. Gary Baldrige .....	Custodian
Ms. Terri Delargy.....	Custodian

## SECTION II – ATTENDANCE

### ATTENDANCE POLICY & PHILOSOPHY

There is no better predictor of student academic success than regular, punctual attendance. The attendance procedures of TES are established to encourage and enforce good attendance habits. Parents, guardians, students, and the Thayer R-II School District all share in the responsibility of encouraging regular attendance. When students miss school, regardless of the reason, they miss an educational opportunity, which is lost forever. We believe students who learn the value of and demonstrate a pattern of good attendance and punctuality will be better prepared for the attendance requirements placed upon them as High School students and as adults, where they may find that poor attendance leads to job dismissal and subsequent loss of income. For this reason and in conjunction with the Missouri Compulsory Attendance Law (167.031 RSMO), student attendance will be closely monitored and intervention strategies implemented if necessary.

## **ABSENCES**

Excessive absenteeism is defined as missing eight (8) or more regular school days during a semester (for other than school sanctioned activities). TES will honor the following procedures for students who are absent from school and implement the intervention strategies listed below:

- The parent/guardian will receive a phone call before lunch each time their child is absent from school.
- If a student is absent from school for four (4) days, the student's parent/guardians will be notified in writing.
- The parent/guardian will receive a personal phone call from the office if their child is absent for (7) days.
- If a student exceeds the attendance policy, the student will be assigned attendance remediation and may be ineligible to attend school trips or other incentive events.

## **TARDIES AND CHECKING OUT EARLY**

Punctual attendance is both a sign of respect towards the teacher and other students in the classroom, as well as a demonstration of the importance of being a responsible student. Students who are tardy or check out early from school miss meaningful information, may disrupt the teacher's instructional time, and may cause other students to lose focus. Each tardy and early check-out will be recorded in the students' attendance history and corrective actions will start over at the close of each quarter. Frequent tardiness will result in the following corrective actions:

- If a student is tardy two (2) times, the student's parent/guardian will be notified in writing.
- The parent/guardian will receive a phone call from the office if their child is tardy three (3) times.
- Disciplinary action or loss of privilege may occur for students who are tardy four (4) or more times within a quarter.

## **ADMIT SLIP**

Students who arrive late to school should report to the office to get a late admittance slip. All written documentation, verification, or documentation in reference to the absence must be furnished to the office at this time. A lack of this information implies that the student has no documentation. A PHONE CALL IS NOT ACCEPTABLE IN LIEU OF PAPERWORK FOR ANY ABSENCE.

## **PARENT NOTIFICATION**

When a student is absent from school, and there has been no phone call made to the office to verify the absence prior to 10:30 AM, parents will be contacted by personal phone call and/or through the *SchoolMessenger* system.

*SchoolMessenger* allows the school district to send important information quickly – not only to parents but to staff as well – via phone, email, or text message, about emergency situations and school delays or cancellations due to inclement weather. In addition to notifying parents about school closings or delays, *SchoolMessenger* allows the district to contact parents about important school information and events, testing schedules, report card distribution, breakfast/lunch bills, open houses, delayed buses, field trips, and more. Messages will also be shared using the free app SchoolWay.

## **TRUANCY**

Truancy is when a student:

- Leaves campus without permission from the Principal.
- Comes to school but does not attend any or all classes or authorized activities.
- Is not in school when the parents think the student is at school.
- Obtains permission from the teacher or the office to go to a certain location on campus, but does not go there.
- Brings a signed note that is forged or sets forth an invalid reason for an absence.

Students deemed as truant will not be allowed to make up missed work and additional disciplinary action may result. Truancy will count against the eight (8) day limit set forth in the attendance policy.

## **HOMEBOUND**

Students whose illnesses, conditions, or injuries necessitate an absence of three (3) or more consecutive school days may be coded as homebound, and this will not count against a student's attendance. For a student to be coded as homebound, the parent or guardian must provide the proper documentation from a licensed physician. Students will not be allowed to attend school sanctioned activities or events while homebound. Parents or guardians may request make-up work during their child's homebound period.

## **ATTENDANCE REMEDIATION**

Students absent eight (8) or more days in a semester will be assigned attendance remediation. The purpose of attendance remediation is to allow students who exceed the attendance policy to recuperate those missing hours. Four (4) hours of remediation are required to remediate each absence over



seven (7) days for students in grades 4<sup>th</sup> – 6<sup>th</sup>; three (3) hours for grades 2<sup>nd</sup> and 3<sup>rd</sup>; and two (2) hours for students in Kindergarten and 1<sup>st</sup> grade. Attendance remediation will take place after school for one (1) hour. Students will have an opportunity to make up missing assignments and receive help on homework that may have occurred due to excessive absences. Parents/Guardians are responsible for providing transportation following remediation and are encouraged to meet their child no later than 4:15 PM in the Elementary Lobby. Students who do not serve the required hours may be subject to disciplinary action, may lose certain privileges, or may be required to attend Summer School.

### **SCHOOL SANCTIONED ACTIVITIES AND FIELD TRIPS**

School sponsored activities and field trips are excused and will not count against a student's total attendance.

### **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

All students not in attendance for a full day of classes will not be permitted to participate in any after school-sponsored activity unless permission is obtained from the Principal. Students who are coded as homebound, or serving (ISS) In-School Suspension or (OSS) Out-of-School Suspension will not be allowed to attend after school events.

### **TRANSFER STUDENTS**

Grades will be given for transfer students from this district to their new school district without regard to absences. It will be the student's new school's responsibility to determine grade placement. Students new to this district will fall under our policy on their first day of classes. Students who are enrolled in this district, transfer out and then return to this district will have their prior attendance records apply to the current semester.

### **WITHDRAWING FROM SCHOOL**

Students moving to another school district must withdraw from school. Parents may withdraw their child from school by notifying the office and completing the necessary paper work. No records will be sent to another school until all books and school property are returned and all bills are paid.

## **SECTION III– ACADEMIC REQUIREMENTS AND AWARDS OPPORTUNITIES**

### **GRADING SCALE AND REQUIREMENTS**

Grading requirements for each class will be communicated to students and parents through newsletters, emails, webpages, parent/teacher conferences, etc. Parents and guardians are encouraged to frequently monitor their child's progress and contact the Elementary School Office if questions arise.

### **MID-TERM GRADE REPORTS AND PARENT PORTAL**

Mid-term grade reports will be sent home to inform parents and guardians of their child's progress midway through each quarter. Parents may also view their child's progress at any time using Parent Portal. Parent Portal is an internet-ready program which allows the parent/guardian to view their child's grades, attendance, and lunch balances at their convenience. To sign up for Parent Portal, please contact the Elementary School Office.

### **PROMOTION AND RETENTION**

The Thayer R-II School District is dedicated to the educational development and maximum progress of all students. Students are generally promoted to the next grade level based on their ability to master certain academic, social and emotional skills, and the progression from one skill level to another. If those standards are not being met, the student may be retained. Parents will be notified by the Elementary School Office if academic concerns arise where retention is anticipated. Following a review by the student's Care Team, retention will only be considered if it is in the student's best educational interest. However, the final decision to retain students will be determined by the administration.

### **READING RETENTION**

Missouri Senate Bill 319 states that school districts must assess the reading ability of all students in third (3<sup>rd</sup>) through sixth (6<sup>th</sup>) grades. The purpose of this legislation is to identify students who struggle in reading and assist them if they score one grade level below their recommended reading standard. Students who score below reading level in grades four (4) – six (6) must have a reading improvement plan developed. Students in the fourth (4<sup>th</sup>) grade who are reading below third (3<sup>rd</sup>) grade will be required to have summer reading instruction – the student must be assessed again at the end of Summer School. Students in the third (3<sup>rd</sup>) grade who are reading below second-grade level may be required to attend Summer School as a condition for promotion to the fourth (4<sup>th</sup>) grade. Students in the fourth (4<sup>th</sup>) grade reading below a third (3<sup>rd</sup>) grade reading level will be retained. Senate Bill 319 also states that, “No student will be denied promotion more than once solely for inability to meet reading standards set out in this law”.

## **SUMMER SCHOOL**

Summer School is a four (4) week program that offers elementary students additional enrichment activities and extended learning opportunities that, due to time constraints, may not be possible during the regular school setting. Parents are responsible for transportation to and from Summer School, however, Thayer Elementary School does provide breakfast and lunch for students who attend. Field trips are scheduled on Friday of each week for students who give effort on all activities, regularly attend, and maintain good discipline throughout the week.

## **PRINCIPAL'S ADVANCED LIST AND MASTERY LIST**

Students demonstrating academic excellence by earning all A's in all subjects on quarterly report cards will be recognized on the Principal's Advanced List. Students who earn all A's & B's in all subjects on quarterly report cards will be recognized on the Mastery List. A list of honor students will be published in the local newspaper following each quarter and at the Awards Ceremony at the close of the school year.

## **A TEAM**

Students in 5<sup>th</sup> and 6<sup>th</sup> grade who earn all A's in all subjects for four (4) quarters will receive the high honor of being a member of the A Team. To celebrate this accomplishment, recipients will be invited to the A Team Banquet at the end of the school year.

## **INCENTIVE OPPORTUNITIES**

In order to reward academic achievement, regular attendance at school, and positive behavior, students will have an opportunity to earn special privileges or participate in a variety of incentive activities throughout the school year. Students are encouraged to give their best effort, attend school regularly, and treat others with respect to earn a chance to attend these events.

## **AWARDS CEREMONY**

The Elementary School Awards Ceremony will take place at the close of the year to celebrate student academic achievements and other accomplishments. Parents are welcome and encouraged to attend the Awards Ceremony.

## **PERFECT ATTENDANCE**

Perfect Attendance will be acknowledged at the end of each quarter and during the Awards Ceremony at the close of the school year. For a student to achieve perfect attendance they must be at school every second school is in session. School sanctioned events are excluded.

## **EXCELLENT ATTENDANCE**

Excellent Attendance will be recognized at the end of each quarter and at the Awards Ceremony at the end of the year. To earn excellent attendance at the Awards Ceremony, students must not have accumulated more than five (5) absences, tardies, and early check-outs the entire school year. School sanctioned events are excluded.

## **FIELD TRIPS**

Field Trips provide students with “real-life” experiences that they may not encounter in the regular classroom setting. To participate in Field Trips, students are expected to practice good behavior throughout the year; be in compliance with the attendance policy; and pay all fines and fees (fines and fees should not exceed \$25). Permission slips must be signed by the parent/guardian and returned by the designated deadline to attend. Students will be required to ride the school bus to the trip destination however, parents/guardians are welcome to sign their child out to ride home with them following the Field Trip.

## **SECTION IV – GENERAL INFORMATION**

### **DRESS CODE**

Proper attire is both a sign of respect toward others as well as a sign of self-respect. All students are expected to come to school CLEAN and NEAT in appearance, with attire that is conducive to learning. The following is a partial list of items considered unacceptable for students to wear. This list is not intended to be comprehensive – the building Principal will make the final decision if questions arise.

#### **Students are not allowed to wear:**

- Head wear – (Hats, caps, bandannas, and such)
- Halter/low cut tops, Tank tops and sleeveless shirts with oversized arm openings, less than 1 ½ inches of strap or material on the shoulder, or showing excessive skin on the back and/or undergarments
- Altered clothing (torn, cut, or factory-made holes) with holes above fingertip length
- Items that are not appropriately fitted to the wearer (excessively loose or tight)
- Items that expose the midriff, chest, or undergarments
- Clothing with inappropriate or suggestive writing and/or designs (tobacco, alcohol ads, double meaning/sexual reference)

- Overly short skirts, dresses, or shorts (the hem must be at minimum fingertip length when arms are at the side, regardless if layered with leggings, tights, etc.). Leggings/jeggings/tights, etc. are NOT considered pants. If you wear these, you need to have a shirt, skirt or shorts over them reaching at least down to your fingertips.

#### **ELECTRONIC DEVICES**

While on school grounds during the regular school day, students are not allowed to use electronic devices without the permission of the building Principal. This includes, but is not limited to radios, CD and tape players, video games, cellular phones and pagers. By permission only, students may use one of the many phones located throughout the building. Messages can be relayed to a student through the main office.

#### **SCHOOL PROPERTY AND EQUIPMENT**

Any student who is assigned school materials (including tablets, laptops and other electronic devices) is responsible for those items. Damage or destruction of school property will result in disciplinary consequences and restitution to the district.

#### **STUDENT CELL PHONE USAGE**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in school poses an increased risk of disruptions, academic dishonesty, bullying, and criminal activity. As a result, student cell phones are to remain turned off and out of sight during the instructional day (7:45 a.m. to 3:00 p.m.) and on school buses coming to and from school.

Students who are found using a cell phone will have the cell phone confiscated and returned only to the student's parent/guardian at the end of the day. If a student's cell phone is confiscated more than once – additional consequences will be imposed.

Students may leave their phone in the school office and pick them up to use after school. Each school phone is available for legitimate student – parent contact, and parents may call the school office to contact their child.

#### **LEAVING SCHOOL GROUNDS**

The school day begins when a student arrives on the school grounds or steps onto school transportation. Before leaving school grounds during school hours, a student must have permission from the Principal, otherwise such absences will be considered truancy. Students who leave the school grounds during the school day must check out in the office with a written note from a parent or

guardian, or call to the school for clearance. Prior approval from the Principal must be given before a student may return to campus after signing out and leaving school grounds.

#### **UNSCHEDULED DISMISSAL (INCLEMENT WEATHER DAYS)**

Listen to KALM/KAMS Radio or watch KAIT-TV Channel 8, or Springfield TV channels 3, 10, 27, or 33 for school closings.

#### **STUDENT RESPONSIBILITY ON BUSES**

The following regulations will serve as a guide to student expectations while in transit:

- The driver is in charge of the students and the bus. Students must obey the driver. Each driver is expected to oversee the safe operation of the bus. Students who act in a manner that hinders safe operation may be removed from the bus for a period or the remainder of the school year.
- Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
- Never stand in the roadway while waiting for the bus.
- Unnecessary conversation with the driver is prohibited.
- Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation.
- Students must not at any time extend arms or head out of bus windows or throw anything from the windows.
- Students must not try to get on or off the bus, or move within the bus, while it is in motion.
- Students must observe directions of the driver and monitors when entering and leaving the bus.
- Any damage to the bus should be reported at once to the driver.
- There shall be no food, drink, water guns, or noisemakers of any kind on school buses on route runs.
- Animals shall not be transported on the buses.
- No one other than regular enrolled students may ride the buses. Students' guests shall not ride the buses unless a bus pass is presented to the driver at the time the student enters the bus.
- The building Principal may deny students the privilege of riding the bus.

## **SAFE SCHOOLS ACT**

The “Safe Schools Act” (HB 1301 & 1298, 1996) establishes the crime of “assault while on school property.” The act also makes assault while on school property a class D felony. A person commits the crime of assault while on school property if the person:

- Knowingly causes physical injury to another person; or
- With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
- Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that, at the time of the act, was in the service of a school or school district, or arose as a result of a school or school district sponsored activity.

All violations of the Safe Schools Act will be reported to the Police and/or Sheriff’s Office.

## **WEAPONS IN SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds and at all school activities. A weapon shall be defined as any instrument or device used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person. Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and /or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The Superintendent of Schools may modify the suspension on a case-by-case basis upon recommendation.

## **CAFETERIA /LUNCH**

Thayer Elementary School is a “closed campus” during the lunch period for all students. This means that students CANNOT leave the school grounds. Students who bring food and drinks into the school are required to finish or dispose of these items before entering a classroom or other learning setting. Breakfast items brought to school are also included within this policy. Cups with lids, jugs, etc. are prohibited. Student behavior in the cafeteria should be based on courtesy and cleanliness. Students who go through the cafeteria line may pay cash or charge for the meal. Students are to remain in the cafeteria until they are dismissed by a teacher. All food is to be consumed in the cafeteria. At no time are students allowed to take food outside of the cafeteria.

Students are not to go into areas where classes are being held during the lunchtime.

### **MEALS**

The district will comply with USDA regulation for the National School Lunch Program and School Breakfast Program and designates the following minimum nutrition guidelines, based on the Missouri Eat Smart Nutrition Guidelines, for foods and beverages served in schools during the school day: The cost of breakfast is \$1.10, the cost of lunch is \$2.10. Free and reduced applications are available online.

### **SALE ITEMS**

Sales programs designed to make a profit are restricted to school organizations only. No other organization or individual may sell items on the school property.

### **TECHNOLOGY USAGE**

Students must have an updated Internet/Technology Use Agreement on file before using school technology such as computers, Internet, video cameras, etc.

### **VISITORS TO THE BUILDING**

Visitors must report to the main office, sign in, and receive a visitor's badge to be worn or openly displayed while on school grounds. The Principal has the right to refuse visitation rights to any person.

## **SECTION V – STUDENT EXPECTATIONS**

At all times, students are expected to conduct themselves in a respectful manner and be courteous to their peers, teachers, and staff. Thayer Elementary Students are expected to:

- Respect self, others and property – profanity, disruptive behavior, and/or public displays of affection are not conducive to the academic atmosphere needed for learning.
- Know and follow all school and classroom rules, policies and procedures.
- Attend all classes regularly and on time.
- Prepare for each class with appropriate materials and assignments.
- Pay required fees and fines.
- Dress and Groom appropriately.



- Participate in projects of your class and organizations as needed.
- Find out what work or assignments have been missed and completing the work in a timely manner.
- Cooperate with the Principal, District Staff, and Law Enforcement in the investigation of disciplinary cases and volunteering known information relating to serious offenses.

When positive efforts have not succeeded in correcting a student whose behavior interferes with the educational and/or activity programs at Thayer Elementary School, the following corrective measures (in relative order of severity) are authorized:

- Warning
- Principal/Student Conference
- Loss of Privilege
- Detention
- Restitution (in the case of vandalism, property damage, or theft)
- Bus Suspension
- Corporal Punishment (SWATS)
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Expulsion or Long-Term Suspension
- Repeat offenses and/or more severe offenses will result in more severe consequences

#### **MAJOR DISCIPLINARY ACTIONS**

The following major corrective measures that may be issued by the Principal are defined as follows:

- **Corporal punishment** – Swats will be administered with a wooden paddle on the buttocks. No more than three (3) swats will be given to one student per day. In all instances, the parent or guardian will be contacted, a certified staff member will witness the corrective action, and the event will be properly documented.
- **In-School Suspension (ISS)** – Students assigned to ISS will be removed from the regular classroom and placed in an isolated setting. Assignments will be sent to ISS for completion. Students are not allowed to participate in after school activities or incentive events on the days they are assigned ISS.
- **Out-of School Suspension (OSS)** – Students suspended from school will not be allowed to attend extra-curricular activities or be on school property until the suspension has been served. After reviewing the case, the Principal will notify the parent/guardian of the incident and decision. Recommendations by the Principal to

suspend a student more than ten (10) days will be presented to the Superintendent for review.

#### **STUDENT DISCIPLINE (SCHOOL BOARD POLICY JG-R)**

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

#### **REPORTING TO LAW ENFORCEMENT**

It is the policy of the Thayer R-II School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

#### **DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD**

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

## **CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES**

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

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

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

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

## **PROHIBITED CONDUCT**

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

## **ACADEMIC DISHONESTY**

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

- First Offense: No credit for the work, grade reduction, or replacement assignment.
- Subsequent Offense(s): No credit for the work, grade reduction, course failure, detention, corporal punishment, or ISS.

## **ARSON**

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

- First Offense: ISS, 1-180 days OSS, or expulsion. Restitution if appropriate.
- Subsequent Offense(s): 1-180 days OSS or expulsion. Restitution if appropriate.

## **ASSAULT**

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

- First Offense: Principal/Student conference, corporal punishment, ISS, 1-180 days OSS, or expulsion.
- Subsequent Offense(s): Corporal punishment, ISS, 1-180 days OSS, or expulsion.

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

- First Offense: Expulsion.

## **BULLYING AND CYBERBULLYING (see Board policy JFCF)**

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

- First Offense: Corporal punishment, ISS, or 1-180 days OSS.
- Subsequent Offense(s): 1-180 days OSS or expulsion.

### **BUS OR TRANSPORTATION MISCONDUCT** (see Board policy JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school.

- First Offense: Warning, detention, corporal punishment, or ISS.
- Subsequent Offense(s): Corporal punishment, ISS, or revocation of transportation privileges.

### **DISHONESTY**

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

- First Offense: Nullification of forged document. Principal/Student conference, detention, corporal punishment, or ISS.
- Subsequent Offense(s): Nullification of forged document. Detention, corporal punishment, ISS, or 1-180 days of OSS.

### **DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH** (see Board policy AC if illegal harassment or discrimination is involved)

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

- First Offense: Principal/Student conference, detention, corporal punishment, ISS, or 1-10 days OSS.
- Subsequent Offense(s): Detention, corporal punishment, ISS, 1-180 days OSS, or expulsion.

### **DRUGS/ALCOHOL** (see Board policies JFCH and JHCD)

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

- First Offense: ISS or 1-180 days OSS.
- Subsequent Offense(s): 1-180 days OSS or expulsion.

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs

defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

- First Offense: ISS or 1-180 days OSS.
- Subsequent Offense(s): 11-180 days OSS, or expulsion.

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

- First Offense: 1-180 days OSS, or expulsion.
- Subsequent Offense(s): 11-180 days OSS, or expulsion.

### **EXTORTION**

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

- First Offense: Principal/Student conference, corporal punishment, ISS, or 1-10 days OSS.
- Subsequent Offense(s): Corporal punishment, ISS, 1-180 days OSS, or expulsion.

### **FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY ACTION**

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

- First Offense: Verbal warning, corporal punishment, ISS, 1-180 days OSS, or expulsion. Report to law enforcement for trespassing if expelled.
- Subsequent Offense(s): Corporal punishment, ISS, 1-180 days OSS, or expulsion. Report to law enforcement for trespassing if expelled.

**FALSE ALARMS** (see also "Threats or Verbal Assault")

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

- First Offense: Restitution. Principal/Student conference, Corporal punishment, ISS, 1-180 days OSS, or expulsion.
- Subsequent Offense(s): Restitution. ISS, 1-180 days OSS, or expulsion.

**FIGHTING** (see also, "Assault")

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

- First Offense: Principal/Student conference, detention, corporal punishment, ISS, or 1-180 days OSS.
- Subsequent Offense(s): Corporal punishment, ISS, 1-180 days OSS, or expulsion.

**GAMBLING**

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

- First Offense: Principal/Student conference, loss of privileges, detention, corporal punishment, or ISS.
- Subsequent Offense(s): Loss of privileges, detention, corporal punishment, ISS, or 1-10 days OSS.

**HARASSMENT, INCLUDING SEXUAL HARASSMENT** (see Board policy AC)

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

- First Offense: Principal/Student conference, detention, corporal punishment, ISS, 1-180 days OSS, or expulsion.

- Subsequent Offense(s): Corporal punishment, ISS, 1-180 days OSS, or expulsion.

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

- First Offense: Corporal punishment, ISS, 1-180 days OSS, or expulsion.
- Subsequent Offense(s): 1-180 days OSS, or expulsion.

#### **HAZING** (see Board policy JFCF)

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

- First Offense: Corporal punishment, ISS or 1-180 days OSS.
- Subsequent Offense(s): 1-180 days OSS or expulsion.

#### **INCENDIARY DEVICES OR FIREWORKS**

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

- First Offense: Confiscation. Principal/Student conference, detention, corporal punishment, or ISS.
- Subsequent Offense(s): Confiscation. Corporal punishment, ISS, or 1-10 days OSS.

#### **NUISANCE ITEMS**

Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

- First Offense: Confiscation. Principal/Student conference, or detention. Parent may pick the device up after school in the office.



- Second Offense: Confiscation. Detention, parents will be notified and may pick up the device after school.
- Third and Subsequent Offense: Confiscation. Detention, parents will be notified and may pick up the device after school.
- Devices may not be used during the hours of 7:45 – 3:00.

#### **PUBLIC DISPLAY OF AFFECTION**

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

- First Offense: Principal/Student conference, detention, corporal punishment, or ISS.
- Subsequent Offense(s): Detention, corporal punishment, ISS, or 1-10 days OSS.

#### **SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

- First Offense: Confiscation. Principal/Student conference, detention, corporal punishment, ISS, or 1-180 days OSS.
- Subsequent Offense(s): Confiscation. ISS, 1-180 days OSS, or expulsion.

#### **SEXUAL ACTIVITY**

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

- First Offense: Principal/Student conference, detention, corporal punishment, ISS, or 1-180 days OSS.
- Subsequent Offense(s): Corporal punishment, ISS, 1-180 days OSS or expulsion.

**TECHNOLOGY MISCONDUCT** (see Board policies EHB and KKB and procedure EHB-AP)

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

- First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, corporal punishment, or ISS.
- Subsequent Offense(s): Restitution. Loss of user privileges, corporal punishment, ISS, 1-180 days OSS, or expulsion.

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

- First Offense: Confiscation, Principal/Student conference, detention, corporal punishment, or ISS.
- Subsequent Offense(s): Confiscation, detention, corporal punishment, ISS, 1-180 days out-of-school suspension, or expulsion.

Violations of Board policy EHB and procedure EHB-AP other than those listed above.

- First Offense: Restitution. Principal/Student conference, detention, corporal punishment, or ISS.
- Subsequent Offense(s): Restitution. Loss of user privileges, 1-180 days OSS, or expulsion.

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

- First Offense: Confiscation. Principal/Student conference, detention, corporal punishment, or ISS.
- Subsequent Offense(s): Confiscation. Detention, corporal punishment, ISS, or 1-10 days OSS.

**THEFT**

Theft, attempted theft or knowing possession of stolen property.

- First Offense: Return of or restitution for property. Principal/Student conference, detention, corporal punishment, ISS, or 1-180 days OSS.

- Subsequent Offense(s): Return of or restitution for property. 1-180 days OSS or expulsion.

### **THREATS OR VERBAL ASSAULT**

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

- First Offense: Principal/Student conference, detention, corporal punishment, ISS, 1-180 days OSS, or expulsion.
- Subsequent Offense(s): Corporal punishment, ISS, 1-180 days OSS, or expulsion.

### **TOBACCO AND ELECTRONIC CIGARETTES**

Possession of any tobacco product or electronic cigarette on district property, district transportation or at any district activity.

- First Offense: Confiscation of tobacco product/electronic cigarette. Principal/Student conference, corporal punishment, or ISS.
- Subsequent Offense(s): Confiscation of tobacco product/electronic cigarette. Corporal punishment, ISS, or 1-10 days OSS.

Use of any tobacco product or electronic cigarette on district property, district transportation or at any district activity.

- First Offense: Confiscation. Principal/Student conference, corporal punishment, ISS, or 1-3 days OSS.
- Subsequent Offense(s): Confiscation. Corporal punishment, ISS, or 1-10 days OSS.

### **UNAUTHORIZED ENTRY**

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

- First Offense: Principal/Student conference, detention, corporal punishment, ISS, or 1-180 days OSS.
- Subsequent Offense(s): 1-180 days OSS or expulsion.

**VANDALISM** (see Board policy ECA)

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

- First Offense: Restitution. Principal/Student conference, detention, corporal punishment, ISS, 1 – 180 days OSS, or expulsion.
- Subsequent Offense(s): Restitution. Corporal punishment, ISS, 1 – 180 days OSS, or expulsion.

**WEAPONS** (see Board policy JFCJ)

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

- First Offense: Corporal punishment, ISS, 1-180 days OSS, or expulsion.
- Subsequent Offense(s): 1-180 days OSS or expulsion.

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

- First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
- Subsequent Offense(s): Expulsion.

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

- First Offense: Corporal punishment, ISS, 1-180 days OSS, or expulsion.
- Subsequent Offense(s): 1-180 days OSS or expulsion.

**SECTION VI – HEALTH INFORMATION**

**MEDICATION POLICY**

Parents are encouraged to give medications to their child at home before they come to school if at all possible. However, if a licensed physician orders medications to be given during school hours, the medication will be administered by a registered nurse professional. All over-the-counter and prescriptions medications are to be brought to school by the student's parent or guardian if the student needs to take the medication during school hours. Medications must be in their original containers. The school will not send

medication home with a student. The parent or guardian must pick up their child's medication from school.

### **PRESCRIPTION MEDICATIONS**

When a student is to receive medication during school hours, the parent or guardian must provide the medication in the original prescription bottle plainly marked with the following information:

- Student's name
- Physicians' name
- Date prescribed
- Name of medication
- Purpose of medication
- Time to be administered
- Dosage

The school must have written permission from the parent or guardian to give the medication and the proper request form completed. Parents are encouraged not to bring more than one week's supply to school at a time, unless other arrangements have been approved by the School Nurse.

### **OVER-THE-COUNTER MEDICATIONS**

Over-the-counter medications will be given when accompanied by a written request from a parent or guardian. This request must include the date, dosage, and the time the medication is to be administered. All medicines must be properly identified and in their original containers. Do not send any medications in envelopes, plastic wraps, lunch boxes, etc. Administration of medications will be the responsibility of the school only if the school's Medication Policy is followed.

### **SICK AT SCHOOL**

The school nurse will notify the parent/guardian if a student is vomiting or has a temperature of 100 degrees or more, and the student will be sent home.

### **HEAD LICE POLICY**

Students will be examined as needed for the presence of head lice or nits. If head lice or nits are found, the student will be sent home as soon as possible. A letter and treatment information will be sent home with the child. The student will only be allowed to return to school when:

- The student's hair has been treated with an approved Pediculicide for the prescribed duration

- The student has been approved by the School Nurse to return to class
- All nits and lice have completely disappeared

### **CLASSROOM TREATS OR SNACKS**

Due to the health risks associated with certain food allergies, homemade treats or snacks are not allowed at Thayer Elementary School. Only individually packaged items or sealed bakery goods purchased at stores will be allowed during school hours.

## **SECTION VII – NOTICES**

### **NOTICE OF NONDISCRIMINATION**

Thayer R-II School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Boy Scout Act and Title II of the Americans with Disabilities Act of 1990. The following person has been designated to handle inquiries regarding the non-discrimination policies: Tonya Woods, Superintendent, 401 E. Walnut, Thayer, MO 65791. Phone: 417-264-4600. For further information on notice of non-discrimination, you may contact Kansas City Office, Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114. Phone: 816-268-0550. Fax: 816-823-1404. TDD: 877-521-2172.

#### Notification of Rights for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**PUBLIC NOTICE – FREE AND APPROPRIATE PUBLIC EDUCATION**

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

All public schools are required to provide parents the right to inspect and review personally - identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and privacy Act (FERPA).

The District has developed a Local compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education.

Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

Tonya Woods, Superintendent – Thayer R-II Schools – (417) 264-4600.



## **PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM**

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

Thayer R-1 School District is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District will notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person, Betty Shrable, Director of Special Services at (417) 264-4600.

## **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Thayer R-II School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Thayer R-II School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Thayer to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Thayer R-II School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15, 2014. Thayer R-II School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

#### **504 PUBLIC NOTICE**

The Thayer R-II School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Thayer R-II School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Thayer R-II School District has developed a 504 Procedures Manual for implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at any of the school buildings or the Central Office from 9:00 a.m. to 3:00 p.m. Monday through Friday. This notice will be provided in native languages as appropriate.

#### **NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

1. Political affiliations or beliefs of the student or student's parent;

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

Receive notice and an opportunity to opt a student out of -

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

Inspect, upon request and before administration or use -

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

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

**Thayer has developed and adopted** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Thayer** will directly

notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Thayer** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Thayer** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901**

#### **HARASSMENT**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race,

color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

#### **PUBLIC COMPLAINTS**

The Board recognizes that situations of concern to parents/ guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district: Complaints on behalf of individual students should first be addressed to the district employee.

- Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school in writing.
- Unsettled matters from (2) above should be addressed in a meeting with the principal and all parties' concerned and documented in writing.
- Unsettled matters from (3) above, or problems and questions concerning the school district, should be directed to the superintendent in writing.
- If the superintendent cannot settle the matter satisfactorily, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letterform will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and then to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parent/guardians or the public. Accordingly, the district will inform patrons of the complaint procedure and its availability for the lodging complaints against the local district or the state.

#### **NOTICE OF HOMELESS, MIGRANT & ENGLISH LANGUAGE LEARNING**

All responsible public agencies are required to locate, evaluate, identify children, and provide educational and assistance to students who are homeless, migrant, and are learning English as a second language. Thayer assures that it will provide a free, appropriate public education (FAPE) to all eligible children. Questions regarding the notice may be directed to the building Principal or Director of Special Services.

#### **PARENTS RIGHT-TO-KNOW**

Dear Parent or Guardian:

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

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

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

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

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



## PARENT/TEACHER/STUDENT AGREEMENT

Administrators, teachers, parents, and members of our community envision the highest level of success for every individual. Together we make the commitment to motivate, challenge, and inspire each other to become the best we can possibly be. Please make the commitment by signing the part of the agreement that applies to you.

### **Parent/Guardian Adult Check List**

- Read and become familiar with the Elementary Handbook
- Supervise the completion of homework
- Ensure that my child attends school regularly
- Encourage my child to treat others with respect

Parent/Guardian Adult's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Student Check List**

- Treat others with respect
- Attend school regularly
- Complete assignments on time and give my best effort
- Follow school and classroom rules

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Teacher Check List**

- Provide a safe and caring learning environment
- Teach to the best of my ability every day
- Keep you informed of your child's progress

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Students:

By signing this agreement, I also acknowledge that I will discuss the Elementary Handbook with my parent/guardian and agree to follow the guidelines outlined in this document.

Parents:

By signing this document, I am also aware that I may sign up for Parent Portal in the Elementary Office to monitor my child's academic progress, review his/her lunch balances and check my child's attendance.