

# ROCK PORT ELEMENTARY SCHOOL

## Student/Parent Handbook 2024-2025



**2016 Missouri Gold Star School**  
**2017 National Blue Ribbon School**  
**2019 Certified Energy Bus School**  
**2022-23 MARE School District of the Year**

Rock Port Elementary  
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*"Home of the Blue Jays"*



# Rock Port Elementary Staff

<b><i>Name</i></b>	<b><i>Position</i></b>
Bollinger, Rex	Superintendent
Bredensteiner, Kymm	1st Grade
Carpenter, Kendall	2nd Grade
Chaney, Tyne	Music/School-Home Liaison
Christian, Jordan	Custodian
Coon, Danyal	4th-5th Grade ELA/SS
Dodge, Garrison	Physical Education
Driskell, Cindie	Preschool (4 Yr Old)
Ellis, Tawni	Counselor
Forehand, Laura	3rd Grade
Gaines, Stephen	Title Math
Gaines, Tiffanie	Computers/Title Math
Garst, Michelle	Administrative Assistant
Geib, Jennifer	1st Grade
Gilson, Jill	2nd Grade
Hays, Wendy	Nurse
Herron, Carol	Para-professional
Holmes, Trevor	Maintenance/Transportation Director
Hughes, Stacy	Para-professional
Hunter, Ciara	4th-5th Grade ELA/SS
Jackson, Tisha	Parents as Teachers
Larson, Betsy	3rd Grade
Lawrence, Leigh Ann	Kindergarten
Murry, Erika	Para-professional
Rains, Sydney	Special Education
Roup, Sheena	Kindergarten
Rueckert, Jennifer	Art
Sanders, Heaven	Para-professional
Skillen, Amy	Library
Spiegel, Molly	Talented and Gifted (TAG)
Stanton, Rachel	Title Reading
Vogler, Jennifer	Preschool (3 Yr Old)
Waigand, Stephen	Elementary Principal
Waigand, Tabitha	Special Education
Weber, Lisa	4th-5th Grade Science
Welch, Jen	Supt. Administrative Assistant
Wood, Jayme	4th-5th Grade Math



# **RPE – A Professional Learning Community**

## **MISSION STATEMENT:**

Through leadership, dedication, innovation, and community partnership, we will provide opportunities for all students to maximize their potential and become caring, moral, productive, and self-reliant citizens.

## **VISION:**

**Love** all our passengers  
**Serve** their academic needs  
**Care** for the whole child  
*Every Student, Every Day*

## **VALUES:**

- Provide an environment where all feel safe, both emotionally and physically
- Dedicate ourselves to applying best instructional practices
- Encourage, challenge, and empower students
- Ensure that all students experience success
- Model and promote positive character traits
- Collaborate as teams to make data-driven decisions
- Create an engaging, learning environment where successes are celebrated
- Build on individual strengths, hold high expectations for all, and empower students and parents to become accountable for their education.



# **General Handbook Information**

## **ADDRESSING THE NEEDS OF OUR STUDENTS**

We believe that all students at Rock Port Elementary (RPE) can learn, achieve and succeed. Our philosophy is that all students should receive challenging instruction which actively engages them in a successful learning process. Large amounts of time and dedication are spent at RPE to meet the needs of each individual student. Many of our teachers currently provide differentiated classroom instruction through compacting, anchoring, flexible grouping, independent studies, learning contracts, tiered assignments or questioning. The techniques used in the classroom are numerous. RPE also provides instructional resources to help students who are below grade level obtain the necessary academic skills to reach grade level achievement in the shortest amount of time and in the least restrictive environment. We believe that no singular teacher, resource, or instructional method can meet all the needs of our students. Education is seen as a collaborative endeavor characterized, facilitated, and realized by the efforts of numerous individuals in the school and community. 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. For more information please contact the school at 660-744-6294.

### **Counseling Services**

RPE offers a guidance program to help students develop positive peer relationships, build an acceptance and awareness of individual differences, problem solve in positive ways, and build a better understanding of themselves and others. Lessons are delivered through classroom activities during guidance time; individual counseling is also available as needed.

### **Energy Bus for Schools Leadership Journey**

The Energy Bus for Schools Leadership Journey is a transformational, multi-year approach for schools to create and sustain a positive school culture and develop positive school leaders (students and staff). Each month we will focus on one Energy Bus Principle and implement these character, leadership, and life skills into our school environment. We are the first elementary in the state of Missouri to become a certified Energy Bus School!

- Principle 1 - You're the Driver (Responsibility)
- Principle 2 - Create a Positive Vision (Setting Goals)
- Principle 3 - Drive with Purpose (Hard Work, Effort)
- Principle 4 - Fuel Your Ride with Positive Energy (Great Attitude)
- Principle 5 - Transform Negativity (Maintaining Self-Control)
- Principle 6 - Love your passengers (Showing Kindness & Respect)
- Principle 7 - Enjoy the Ride! (Being Honest & Safe)

### **Positive Behavioral Interventions and Supports (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. Rather than establishing specifically what not to do, PBIS schools define and teach the behaviors and expectations they want to see. We are focusing on Tier 1 supports and practices that

impact all students across all settings using three key expectations - Be Safe, Be Respectful, and Be Responsible. Below is our elementary expectations matrix for common areas around campus.

#### In the Hallway

- Walk on the right side
- 10 Line (1 Line, 0 Voice)
- Go directly to where you are expected

#### In the Restroom

- Use good hygiene
- Voice level 1
- 3 in the restroom at a time

#### At Recess

- Keep hands and feet to yourself
- Use equipment correctly
- 1 whistle - stop, look, & listen
- 2 whistles - line up quickly

#### In the Cafeteria

- Walk
- Keep hands and feet to yourself
- 2 people per bench
- Voice level 2
- Keep your area clean

## Special Education

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. Rock Port R-II 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. For more information on these rights, contact the school or access parental rights at

<https://dese.mo.gov/special-education/compliance/laws-regulations>.

Rock Port R-II 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 each of the three administrative offices. This notice will be provided in native languages as appropriate.

## Talented and Gifted Education

RPE offers a Talented and Gifted Program (TAG) for students meeting a specific set of criteria that demonstrate evidence of high achievement in areas of intellectual, creative, artistic, or leadership capacity. Students (grades 2-4) are initially screened for TAG each school year based on academic

achievement or teacher/parent referral. Based on screening results, some students will be targeted for individual evaluation. Students qualifying for TAG will meet regularly throughout the year.

## **Title I Services**

Selected students at RPE will receive services through the federal Title I program. Title I services offer assistance in learning for students who are struggling in reading or math. Students qualify for Title services based on statewide assessment scores, district benchmarks, and teacher observations.

## **Parents As Teachers (PAT)**

Children begin learning at birth and Parents as Teachers (PAT) can help you give your child the best possible start in life. Parents as Teachers is a **free** and **voluntary** early-learning program for parents with children ages birth to age 5. This nationally known program, which originated in Missouri, has spread throughout the United States, reaching thousands of families of all kinds. PAT has much to offer you and your child, too. As a parent, you are your child's first and most influential teacher. Parents as Teachers can help you lay a strong foundation for your child's future success in school. If you are interested in receiving services from PAT please contact the school.

## **ASSESSMENT PROGRAM**

We use statewide and district academic assessments as one indication of the success and quality of our education program. In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments. (See Policy IL)

## **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

## **Parental Notice**

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Currently, Missouri has no opt out policy and the district expects all students to participate in all district or statewide assessments.

The district will provide parents/guardians information, if available, on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

## **District Accountability Report Cards**

A school and district accountability report card is produced in accordance with law and made

available to the public on the district's website. The district provides information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in student report cards.

## **ATTENDANCE POLICY**

It is the belief of the Rock Port Elementary School that activities taking place in the classroom are a vital part of the learning process. A day lost from class can never be recaptured. The dialogue that has taken place between teacher and students cannot be duplicated. Make-up work creates a hardship on students and teachers. Absence from class must be only for the most serious reasons. Habitual tardiness/unexcused absences will be considered cause for disciplinary action by the school and may include a report to juvenile authorities. The administration works closely with the juvenile office in correcting chronic attendance and tardy concerns.

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

### **Excusable Absences**

**In case of absence, it is the responsibility of the parent/guardian to notify the school promptly either by phone, email, or a note.** For safety reasons, we will call you or your 2<sup>nd</sup> contact on the enrollment form if a child does not show up and an absence is unexplained. If calling before 7:30am, you may simply leave a voicemail message and the office will notify the teacher. Messages will be checked first thing in the morning. Please make every effort to schedule doctor, dentist, and other appointments on Mondays or outside school hours.

Excusable absences include, but are not limited to:

- 1.) Illness of the student (Doctor's statement may be required to support such absences).
- 2.) Medical appointments with written appointment confirmation by medical provider
- 3.) Days of religious observance.
- 4.) Death in the family.
- 5.) Family emergencies that necessitate absence from school. The school must be notified in advance when such absences are foreseen.
- 6.) Other situations approved by the school administration in advance.

Students who are absent so as to prevent academic difficulties should follow the following procedures:

- 1.) The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen. Parents may call the school office (744-6294) to request that make-up work be sent to the office.
- 2.) A student will have two days for the first day of the absence and one day for each subsequent day of school missed (unless special arrangements are made in advance or by teacher discretion) to make up all academic work.

### **Monitoring Attendance**

Attendance patterns for all students will be monitored. Absences, which are not clearly excusable, will be investigated by the administration and/or staff and appropriate action taken:

- 1.) After a student has been absent 4 days in a semester of school, regardless of the reason, a letter will automatically be sent to the parents.

- 2.) Upon the 8<sup>th</sup> day of absence of a child in a semester, the parents will receive a letter and a conference will be arranged if the parent/guardian or school desires. Notification and response will be recorded.
- 3.) Upon the 12<sup>th</sup> day of absence in a semester, parents will be notified by letter and advised that a medical excuse will be required for each absence thereafter. A conference will be arranged with parent/guardian and the school. Notification and response will be recorded.
- 4.) **When a student misses twelve or more days per semester without a medical excuse, s/he may be in danger of not being promoted. The principal will send an "Excessive Absence or Truancy Report" by certified letter to the parents and will notify the juvenile office for assistance with persistent attendance problems if warranted.**
- 5.) A student may lose special privileges such as assemblies, programs, field trips, play days, or other events if excessive absences continue.
- 6.) If a student has a chronic health condition that causes him/her to be absent frequently, a statement from the child's doctor documenting the child's medical condition and the need for absenteeism must be sent to the school. A conference will be set up with parents and school officials to arrange for an individual accommodation plan for the child.
- 7.) Five unexcused tardies per semester will result in a lunch detention.

## **Recording Tardies and Absences**

The school day begins at 8:00am. An elementary student who arrives at school between 8:10-8:30am is recorded as tardy for that day. Tardies are not recorded class period by class period in the elementary school—only at the beginning of the day. After 5 tardies in a semester the office will send a letter home. After 10 tardies, a second letter will be sent and students may be required to make up the missed time after school. After 15 tardies, the school may contact the juvenile office.

When a student arrives to school after 8:30am or leaves school anytime throughout the school day, a parent must sign the child in or out in the office so the time can be recorded when the child arrives or leaves.

## **Attendance at School Events**

Students must attend school the day of an event that s/he intends to participate. If students are not present at least two hours of the day, s/he will not be allowed to attend the activity unless excused by the principal.

## **BEGINNING AND ENDING OF SCHOOL DAY**

At the beginning and ending of the school day, K-5 students are to be dropped off and picked up at the east entrance of the school. Bus riders will be dropped off and board buses at the west entrance of the school. **Students are not to be dropped off at the south or west entrances due to bus traffic.**

All students arriving after 8:30am or leaving before dismissal must have a parent or guardian sign them in/out in the elementary office. If a phone call is made to the school, school personnel may sign for the parent/guardian.

When school is dismissed at the end of the day, students going someplace other than where they regularly go must have a note informing the teacher or the parent must call the school. Students without prior notification will be sent to their regular destination.

Because we want all students to be safe, it is highly recommended that parents arrange for before or after school care if the parent cannot provide supervision prior to 7:35am or after 4:00pm. Students coming to school early or staying late are not supervised by school personnel, this includes the playground area after school. Students on the playground after school are expected to adhere to the



same rules and guidelines as during the school day. Students may be asked to leave if their conduct is disruptive or disrespectful to others. If issues persist, students will not be allowed to play on the playground after school hours (first offense - warning and removal from playground for that day, second offense - one week off the playground, third offense - remainder of the semester off the playground).

Students are not permitted to remain at school after 4:00pm for activities (such as ballgames, sports practices, etc.) to begin at a later time unless being supervised by school staff (i.e. tutoring, TAG, detention, etc.) Sending elementary school age children to junior high and high school practices is strongly discouraged. Most coaches have closed practices and their participants are unable to supervise younger siblings. Permission must be obtained by the parent from the coach/sponsor in charge for special circumstances. If permission is granted, those children attending practices with older siblings must remain in the proximity of the sibling in charge, or they will be asked to leave.

## **BELL SCHEDULE**

The following is an overview of our school day:

- 7:35-7:55am - Students arriving early may sit in the cafeteria
- 7:55-8:00am - Students will be dismissed from the cafeteria to go to classrooms
- 8:00am - School day begins
- 8:10am - Tardy bell
- 3:40pm - Dismissal begins (Grade levels will be staggered for dismissal)

**Students may not be in the building prior to 7:35am or after 4:00pm** unless given permission to be supervised by a teacher. The district will not be responsible for supervising students prior to 7:35am or after 4:00pm. Upon arrival, students will report to the cafeteria from 7:35-7:55am, and then be dismissed to their classrooms starting at 7:55am.

## **BICYCLES**

Students who ride bicycles to school must park the bicycles on the east side of the school and enter the east doors. Bicycle riders are expected to practice safety rules and to watch out for car traffic in the area before and after school.

## **BREAKFAST/LUNCH PROGRAM**

Rock Port R-II School has both a breakfast and lunch program for students and staff. Elementary students may purchase breakfast for \$2.50 per meal, and \$3.40 per lunch meal. Extra/only milk is \$0.50. Students who meet federal guidelines may qualify for free or reduced price breakfasts and lunches. The federal guidelines may be picked up at the principal's office. Families who qualify for this program may apply anytime during the school year. This information is kept confidential. Reduced price breakfast is \$0.30 and reduced price lunch is \$0.40. Adult breakfast is \$3.05, adult lunch is \$4.60.

Student numbers will be used for breakfast and lunch transactions on each student's account. For payments, please place the money or check in an envelope and have the student's name and the amount enclosed written on the outside. Elementary students need to give the payments to their classroom teacher. The number of lunches to be purchased may be varied, but the school requests that a sufficient number of lunches be paid for in advance.

Please check student lunch account balances on PowerSchool. Families are asked to not allow charging to go on for more than one week. Students with a negative balance will not be allowed to charge an extra milk or extra meal to their account. Please refer to Policy EF-AP1 regarding the school

lunch program, and understand that we are willing to assist you in seeing that this practice is managed in the most respectful way possible.

Parents are welcome to come and eat lunch with their child. On early dismissal days when lunch is served, elementary students are required to purchase a school lunch or bring a lunch from home.

## **Meal Charges**

The purpose of this policy is to maintain consistent meal account procedures throughout the district. Unpaid charges place a financial strain on district finances. (See EF-AP1)

### **Scope of Responsibility**

#### **Food Service Department**

- Responsible for maintaining current charge records.
- Notification to School Administration of outstanding balance on a weekly basis.

#### **Administration**

- Notify student Parent/Guardian of outstanding balance – email, phone call, formal letter or arranged meeting.
- Take all appropriate measures established in this policy to insure unpaid meal charges are paid.

#### **Parent/Guardian**

- Maintain a positive balance in your child(ren)s lunch account(s).
- Fill out free and reduced lunch form to avoid outstanding lunch balances.

### **Administration of the Policy**

- **Student Groups:** Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals and the district will not withhold student records in violation of law.
- No charges will be allowed for ala carte foods and beverages.
- Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the superintendent's office. The district will invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
- The district will work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.
- If the student debt reaches \$40 or household debt reaches \$80 and no arrangements have been agreed upon by the parents/guardian and district then a letter from the school attorney will be drawn up and sent notifying the parties involved that the debt will be turned over to a debt collectors or the Atchison County Small Claims Court for collection.

### **Interventions**

After a student accumulates \$40 meal charges or household debt reaches \$80, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

- Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
- Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
- Encourage the parents/guardians to submit the free and reduced-price meal application and inquire about any assistance that might be needed to complete the application.
- Provide other resources as applicable.
- Administration will meet and work with families to establish repayment plans and make the process of paying back meal charges manageable for families.

- A repayment plan will be written outlining the duration of payments and the amount of each payment. In addition the repayment plan will reference the Meal Policy Debt Collection procedure should the Parent/Guardian default on repayments. This written plan will act as a contract and will be signed by both the Parent/Guardian and School Administration.

### **Debt Collection**

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectable and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Service Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

### **Bad Debt**

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs.

## **BUILDING REGULATIONS**

The following is a list of building regulations for the Rock Port R-II School District. Please remember that not all situations may be covered in these regulations. Any and all situations will be handled on an individual basis by the administration.

1. For everyone's safety, running in the hall will not be tolerated.
2. Tobacco products are not permitted in the school building or on school grounds at any time. This includes night activities that are held as a school function such as dances, games (home or away games), parties and all elementary activities.
3. Students are not to possess food, gum, candy, or pop in the building, other than in the cafeteria, without teacher permission.
4. Junior and senior high school students are not to be in the elementary area any time without a pass or permission from the office, except when they are directly going to or coming from the cafeteria, or attending a regularly scheduled class (examples - cadet teachers, speech students).
5. Each student is to keep his or her desk and the floor around it in a neat and orderly condition.
6. All guests will be required to sign in at the foyer between the double doors and buzz in to gain access to the building.
7. Students are responsible for their own conduct and are expected to behave themselves in an appropriate manner.
8. Students are expected to respect the rights and feelings of their fellow students. Hazing, bullying, and harassment of fellow students will not be tolerated.
9. Students are expected to be respectful and courteous to all adults employed by the school.
10. Records are kept of students sent to the office for disciplinary action. See discipline policy.
11. Students should have permission from their teacher or from the office to use the school phones.
12. All entrances to the building will be locked during the school day.
13. Security cameras have been installed to assist us in protecting the safety of our students in the school setting.

## **BULLYING**

In order to promote a safe learning environment for all students, the Rock Port R-II School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. The principal of each building is designated as the individual to receive and investigate reports of bullying.

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

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

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the district designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

## **BUS RULES AND SAFETY REGULATIONS**

The primary purpose of setting forth minimum regulations for student transportation is to encourage and provide for the greatest possible safety of all students riding the bus. It is a privilege for students to be able to ride the bus. Standards of conduct while on the bus are under the supervision of the school authorities. The following is a list of bus rules and safety regulations for the Rock Port R-II School District. Please remember that not all situations may be covered in these regulations. Any and all situations will be handled on an individual basis by the administration. (Policy 2652)

1. The school furnishes transportation for those students who live one mile or more from the school building.

2. The bus driver is in charge of all students and the bus. Students must obey the bus driver promptly or forfeit the privilege of riding the bus.
3. Students must be on time. The bus cannot wait beyond its regular schedule for those students who are tardy.
4. Students should never stand in the roadway while waiting for the bus.
5. Unnecessary conversation on the bus and with the bus driver is prohibited.
6. Except for ordinary conversation, classroom conduct is to be observed by students while riding the bus. A level 2 voice is the expectation, unnecessary noise and loud talking is prohibited.
7. Two people per bench (three people with bus driver permission). All students must remain seated in their regular seat at all times.
8. The use of any form of tobacco is not permitted on the bus.
9. Students are not to possess food, gum, candy, or pop while on the bus, unless the bus driver gives them permission.
10. Students must not at any time extend arms or their head out of the bus window.
11. Students must not throw waste paper or trash on the floor of the bus or out of the bus window.
12. Students must not try to get on or off the bus, or move about within the bus, while it is in motion.
13. Students must observe directions of the driver when boarding or leaving the bus.
14. Any damage to the bus should be reported immediately to the bus driver.
15. Students are not permitted to leave the bus until they arrive at their destination, except upon written instructions from the students, parents, or the principal.
16. All bus routes are carefully laid out and approximate time schedules are established. They are approved by the Board of Education and the Missouri Department of Elementary and Secondary Education. No deviations are to be made from these routes and schedules.
17. No one is to touch the emergency door except in the case of an emergency.
18. A student receiving a bus violation slip in the morning must have it signed by the principal in order to ride the bus home in the evening. A student receiving a slip in the evening must have it signed by his/her parents before boarding the bus in the morning. An evening slip must also be turned in to the principal's office the following day.
19. The first violation of any of these rules and regulations is only a warning that the infraction has taken place. The second violation report will bring disciplinary action and possible suspension. The third violation report will resort in a suspension of bus privileges of one day or more.
20. Students who refuse to cooperate and to observe these rules and regulations will be denied the privilege of riding the bus. Cooperation is urgently requested so that we may have a safe and satisfactory transportation program.

## **CHANGE OF ADDRESS**

Each family must contact the school if they change their residence during the school year. This applies to both transported and non-transported students.

## **COMPLAINT PROCEDURES**

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

## **Process**

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

## **CONCERNS**

RPE prides itself in creating a professional, safe, secure, and encouraging environment where everyone feels appreciated, listened to, and respected. Disagreements are bound to happen. Your child's achievement and attitude about school will be higher when we all work cooperatively to guide his/her development. Respectful, positive dialogue is important when challenges and disagreements do occur. Your child's best interests will always come first. If you have any concerns about Rock Port Elementary, please let us know.

**According to Policy KL, the proper order for addressing a concern is as follows:**

1. Your child's teacher
2. Elementary Principal, Stephen Waigand
3. School Superintendent, Rex Bollinger
4. The Rock Port R-II Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

If you have been the target of bullying or have witnessed the bullying of a district student, complete a Bullying Incident Report Form and submit to the building principal. Forms may be obtained on the school website or requested from the office. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

## **DETENTION POLICY FOR GRADES 4-5**

The Rock Port R-II Detention Program, for grades 4-5, has been successfully implemented for several years. The purpose of the detention is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of the school district.

Consequences that will result in a detention are outlined below:

1. TARDINESS - Following five unexcused tardies or unexcused partial absences per semester
2. LATE OR INCOMPLETE ASSIGNMENTS - Following three late assignments in a midterm period
3. BEHAVIOR - Not following classroom rules
4. DISRESPECTFULLY TALKING TO TEACHERS/INSUBORDINATION - Disobeying or disregarding any reasonable instruction of a staff member
5. SWEARING/OBSCENITY

Detention will be held every Wednesday from 3:40-4:10pm. Parents are asked to read and discuss the following rules of detention and help enforce these rules. Detention notices will always be sent home to parents at least one day before the detention is to be served, so parents can make arrangements for their child to be picked up at 4:10pm. Bus transportation is not provided for students in detention. The detention note must be signed by the parent and returned to the teacher before a student will be allowed to stay for detention. Consequences will be assigned as outlined below for students who do not return detention notes or choose to skip detentions.

The following expectations for detention have been set up:

1. No leaving or moving around the room.
2. Students must have something to do to fill up the entire length of time.
3. The student must arrive on time. An adult must be present to meet the student at the conclusion of detention or provide a note indicating other arrangements.
4. Detention will be held in a designated classroom from 3:40-4:10pm on Wednesdays.
5. If the student skips a detention, it will result in 2 assigned detentions. If either one of these is skipped, in-school suspension will be assigned.
6. If a detention note is not signed and returned, the student will sit separately at lunch until a signed note is returned.
7. If multiple detentions occur to the point that there are not enough Wednesdays for the student to serve all of the detentions assigned, in-school suspension will be assigned.
8. If a student receives three detentions in a midterm, ISS will be assigned and take the place of the 3<sup>rd</sup> detention. A student who receives three detentions in a midterm period due to late/incomplete assignments will be referred to our student-based intervention CARE Team.

## **DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA) requires that Rock Port R-II School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Rock Port R-II School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. (See Policy JO)

The school district designates the following items as directory information:

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of

privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: the student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

**If you do not want the Rock Port 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 within 30 days after your child has enrolled in the Rock Port R-II School District.**

## **DISCIPLINE**

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

### **Reporting to Law Enforcement**

It is the policy of the Rock Port 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 days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

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

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from



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

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

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

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

## **Impact on Grades**

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

## **Prohibited Conduct**

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

## **Discipline Code (Policy JG-R1)**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material;

unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

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

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

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

## **Assault**

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

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

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

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

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

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

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

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

**Defiance of Authority** – Refusal to obey directions or defiance of staff authority.

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

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

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

**Disrespectful or Disruptive Conduct or Speech (see Board policies AC and ACA if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar,

defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

### **Drugs/Alcohol (see Board policies JFCH and JHCD)**

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

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

2. Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

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

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

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

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

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

First Offense:	Restitution, Principal/Student conference, detention, or in-school suspension
Subsequent Offense:	Restitution, Detention or in-school suspension

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

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

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

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

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

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

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

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

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

**Harassment, including Sexual Harassment (see Board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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.

3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

Any Offense	10-180 days out-of-school suspension or expulsion.
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**Hazing (see Board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

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

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

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

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

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

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material (see board policies AC and ACA)** – 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, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

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

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
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Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

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

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

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

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

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

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

#### **Tobacco**

1. Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other

medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, 5 days in-school suspension, or 1-10 days out-of-school suspension.

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

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

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

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

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or

personal property belonging to the district, staff or students.

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

### **Weapons (see Board policy JFCJ)**

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

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

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

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

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

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

### **STUDENT ALCOHOL/DRUG ABUSE (Policy JFCH)**

The Rock Port R-II School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-

sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

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

## **WEAPONS IN SCHOOL (Policy JFCJ)**

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

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

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

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

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess

weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

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

## **DISCIPLINE OF STUDENTS WITH DISABILITIES (Policy JGE)**

It is the goal of the Rock Port R-II School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

## **DISCIPLINE REPORTING AND RECORDS (Policy JCF)**

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

### **Definitions**

The following definitions and terms apply to this policy:

*Act of School Violence/Violent Behavior* – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

*Need to Know* – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*School or District Property* – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

*Serious Physical Injury* – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

*Serious Violation of District's Discipline Policy* – One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.

2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

## **DRUG FREE SCHOOLS**

The district believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and direction of programs to alleviate the problems of drug abuse. Students will also participate in the Atchison County DARE program offered by our county law enforcement officers. (See Policy IGAEA)

## **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 or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. (See Policy GBH)

## **FIELD TRIPS**

Field trips are a wonderful way for teachers to enhance what their students are learning in the classroom. They also provide parents an opportunity to be directly involved in their child's education. Teachers will send field trip information home in advance with students. Parents are asked to sign the release and Medical Treatment Authorization Form to give permission for their child to attend. Failure to return the signed permission slip will result in your child not being allowed to participate in the field trip. Students are expected to display exemplary behavior on the field trip, as their behavior is a reflection on the school. Poor student conduct at school may result in a student losing the privilege to attend with his or her class.

Adults attending school-sponsored field trips will be required to complete a chaperone application. These forms will be sent home with students upon request. Chaperones are expected to follow all guidelines included in the application. Only one application will be needed each year. Information will be kept confidential and destroyed at the conclusion of the school year. Please understand that some field trips may need to include a limited number of chaperones. In accordance with new state law, all school volunteers must complete a criminal background. Depending on the extent of the field trip, this may include chaperones as well.

## **GOOD THINGS TO LEAVE AT HOME**

1. All pets. Animals on the playground or in the classroom are potentially dangerous and/or disruptive to the learning process. Special arrangements for pet visits may be made with teacher and parental approval.
2. Knives, sharp objects, toy guns or weapons of any kind (See Discipline Code on Weapons). All of these items can be hazardous to other children and are not to be brought to school.
3. Lasers of any kind.
4. Money in large amounts.
5. Toys, trading cards, electronic games, tablets, etc. Unless prearranged with the teacher, these things can distract students or their classmates and interfere with the learning process.
6. Cell phones - Students will not be allowed to use cell phones during the school day unless given special permission by a staff member. A student must inform the teacher if a cell phone is in his/her possession. Cell phones are to be turned off and left in book bags during the school day and upon entering the cafeteria before school in the morning. **The school will not be responsible for the loss or damage of cell phones or other electronic devices.**

Consequences for misuse of cell phones will be as follows:

**First offense** – The teacher will confiscate the cell phone and return it at the end of the day to the student.

**Second offense** – The student's cell phone will be turned in to the office and must be picked up by the student after school.

**Third offense** – The student's cell phone will be turned in to the office and must be picked up by the parent.

## **GRADING SCALE**

Kindergarten through third grade classrooms utilize a standards-based grade card specific to their grade level expectations. Grades 4-5 utilize a percentage grading scale.

Percent	Grade
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D

60-62	D-
below 60	F

## **HEALTH STANDARDS AND NURSING SERVICES**

### **Communicable Diseases**

The prevention and control of communicable diseases in the school requires the combined efforts of local physicians, parents, and the school. If a student is ill or has a fever, he should be kept home, quiet, and in bed. Illnesses are most contagious in the early stages during the fever. If a student becomes ill at school or has an accident, parents or guardians will be notified regarding the physical status after his/her condition has been evaluated. Parents or guardians will also be advised of the student's need to be home, or the need to be further evaluated by their physician.

### **Nursing Services**

The school health service seeks to assist the physical, emotional, and social health of students through such means as health histories, teacher observation, and nurse appraisal.

Screening procedures consist of visual, auditory, measurements of height and weight, blood pressure, dental, and scoliosis. Screening programs are not diagnostic, but may indicate a health need, which should be referred for further evaluation by a doctor in that particular field of medicine.

### **Administering Medication at School**

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with district policy. However, we recognize that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

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

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.



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

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the counter, must be in a pharmacy or manufacturer-labeled container. The district shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual. (See Policy JHCD)

## **Cleanliness**

Students are expected to come to school clean and well groomed. When a student has not been responsible for his own cleanliness, then it may be necessary for the administration to inform him/her and the parents of the immediate need to correct the situation.

## **Head Lice**

Students will be occasionally screened for head lice. If a child is sent home from school with lice, the parent or guardian must accompany the child to school to be checked by the nurse before being permitted to return to class.

## **Immunization Requirements**

Students shall not be permitted to attend school unless he/she has been immunized as required under the rules and regulations of the Missouri Department of Health. The following immunizations are required:

<u>Vaccines</u>	<u>Grades</u>	<u>Doses</u>
DTaP/DTP/DT	K-12	4+
Tdap	8-12	1
Polio	K-12	3+
MMR	K-12	2
Hepatitis B	K-12	3+
Varicella	K-12	2
Meningococcal (MCV3)	8 & 12	2

**Preschool** - No child is permitted to enroll in preschool until the district has satisfactory evidence demonstrating that the child has been immunized, that immunizations are in progress or that the student has an immunization exemption as permitted by law.

Upon request from a parent/guardian of a student enrolled in or attending preschool, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the preschool is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption. (See Policy JHCB)

## **MO HealthNet for Kids**

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. For more information and eligibility requirements please visit <https://www.healthcare.gov/medicaid-chip/childrens-health-insurance-program/>.

## **Puberty Talk**

We recognize 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. Instruction in human sexuality must be appropriate to the age of the students receiving such instruction. In the elementary, our school nurse has a puberty talk with fourth and fifth grade students near the end of the school year. Students are separated by gender for this conversation. In accordance with law, the district will notify the parents/guardians prior to the puberty talk and their right to remove their child from the conversation if desired. (See Policy IGAEB)

## **Asbestos**

The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings as well as provide posted responses to actions taken. (See Policy EBAB-AP1)

## **HOLIDAY PARTIES**

Time is allowed for parties at Halloween, Christmas, Valentine's Day, and Easter. No costumes will be allowed that depict violence (no blood or excessive gore). Toy weapons of any kind will not be allowed as part of the costume. Invitations to birthday parties will not be distributed at school, unless all students in class are invited.

## **INTERNET REQUIREMENTS**

### **Acceptable Use Policy**

The purpose of the Internet in the Rock Port R-II School District is to support research and education in and among academic institutions in the U.S. by providing access to unique resources. Internet usage must be in support of education and research and consistent with the educational objectives of the Rock Port RII School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, threatening, obscene, or pornographic materials.

Along with access to computers and people all over the world comes the availability of material that may not be considered of educational value in a school setting. We have taken precautions to restrict access to controversial materials by teaching students responsible use and by using software to block student access to inappropriate materials.

The use of district technology and electronic resources is a privilege, which may be revoked at any time. Students are only allowed to conduct electronic network-based activities that are classroom related. Access to electronic mail (e-mail) is a privilege and designed to assist students in the acquisition of knowledge and in efficiently communicating with others. The district e-mail system is designed solely for educational purposes. E-mail files are subject to review of district and school personnel.

Students who engage in "hacking" are subject to loss of privileges and district discipline, as well as the enforcement of any district policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or other property of the district, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter," which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive or destructive devices, or otherwise objectionable under current district policy or legal definitions.

Vandalism will result in cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy data of the Internet or the district's computer equipment. This includes, but is not limited to, uploading or creation of computer viruses.

All terms and conditions as stated in this document are applicable to the students and employees of the Rock Port R-II School District. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri and the United States of America. Any student or staff member may apply for Internet usage. To do so you must complete the designated application. Students should return the contract to the school official from whom they received the application. The application will be kept by the network administrator. The student or staff member may keep a copy of the policy for their files.

Consequences for Violating the Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion

## **Digital Citizenship**

As responsible digital citizens, users will:

- Respect one's self - Users will select online names that are appropriate and will consider the information and images they post online.
- Respect others - Users will not use technologies to bully, tease, or harass other people.
- Protect one's self and others - Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect intellectual property - Users will cite any and all use of websites, books, media, etc.
- Protect intellectual property - Users will request to use the software and media others produce, as required by copyright laws.

## **Safety and Communication**

The use of the internet and online resources is a great opportunity for our students. There are some potential dangers involved with this access as well. We teach students safe and responsible internet use, including identifying characteristics of sexual predators when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging. We try to instill the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and/or law enforcement. (See Policy IGAEB)

## **LIBRARY**

Each classroom has a scheduled day to visit the library during the week. While at the library, students may check out two books and keep them for one week (grades 1-3) or two weeks (grades 4-5). If students have not finished their book, they should renew it. If students finish their book before their next library time, they are encouraged to return it to a book drop and either visit the library to complete self-checkout of new books or place books on hold, which library staff will deliver to them.

Kindergarten students will select five books each week, which library staff will deliver to their classrooms, where they will keep them until their next library visit. First graders will practice book care

and checkout before beginning to check out one book at a time; once they have developed good library book habits, they can check out two books at a time.

No fines are assessed to elementary students for overdue books, but are responsible for the replacement of or payment for any books that are lost or damaged. Written and/or emailed reminders are given when books are overdue.

All students and staff have an electronic library account that can be accessed through the school website. Students can see their current checkouts and checkout history, place books on hold, create reading lists, and read ebooks. Teachers may take reference materials to classrooms for students to use or a student may check out a reference book, magazine, or newspaper with permission from the librarian.

Students are to behave in an orderly manner with noise levels appropriate for the current task and are reminded that a library is a place for reading, studying, researching, and learning. All homeroom behavioral rules also apply while in the library.

Students must obtain permission from a parent/guardian to check out books in the school library. The parent's signature, verifying that they have read the RPE Student Handbook, allows their child to check out books and makes the parents responsible for any lost or damaged books checked out to their child. Students whose parents do not want them to check out books will be allowed to take books to their classrooms, where books must be kept in their desk or locker when not being read. The library provides a collection of inexpensive (usually donated) paperbacks that students can borrow when they have overdue, lost, or damaged books.

Parents of students who will be absent for extended periods may request their child check out more than two books by emailing Mrs. Skillen at [amy.skillen@rpbluejays.com](mailto:amy.skillen@rpbluejays.com). Summer checkout is also available upon completion of a summer contract.

## **LOST AND FOUND**

Please be sure your child's name is plainly marked on such items as boots, coats, sweaters, raincoats, purses, wallets, etc. Many items such as these are lost and go unclaimed each year. If your child should lose an item, please check with the school office.

## **NOTICE OF NONDISCRIMINATION**

The Rock Port R-II School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Rock Port R-II School District is an equal opportunity employer. The district also provides equal access to the Scouting America (formerly Boy Scouts of America), the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law. (See Policy AC-AF1)

## **NOTES/NEWSLETTERS FROM SCHOOL**

Notes from the office and newsletters from teachers usually will be sent home with students on Fridays, or the last day of the week for shorter weeks. We encourage parents to check your child's backpack or book bag on a daily basis to receive notes and other correspondence from the school in a

timely manner. Many community organizations ask that notes be sent home with students concerning community events. The school is happy to send notes home, but we ask that community notes come to the principal's office first for approval, and then they will then be distributed to classroom teachers. We encourage parents to sign up for our school app, search "Rock Port Blue Jays" on your app store. The school will communicate important reminders, notifications, and alerts through the school app.

## **NUTRITION GUIDELINES**

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

It is the policy of the Rock Port R-II School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

## **PARENT-TEACHER CONFERENCES**

Parent conferences are held at the end of first quarter and third quarter. Conferences will be scheduled and we encourage all parents to come and visit with the teacher about your child's progress. Conferences are available any time upon parent request. Mid-term reports of students' progress are also sent home midway through each quarter in grades 1-5.

## **RECESS**

Recess is important for all students. It gives them a chance to get exercise and take a break from schoolwork. Recess provides the opportunity for children to learn to play and socialize with their peers. Play periods are supervised by teachers. Some children are inclined to want to stay inside even during nice weather. All children are expected to go outdoors. If the weather is severe, then all students will remain indoors.

### **Playground Expectations**

- 1) Once outside, no child may reenter the building for a drink or to go to the bathroom unless the child has permission from the playground teacher.
- 2) Always stay in sight of the teacher on playground duty.
- 3) Avoid playing near classroom windows because it disturbs the classroom work of other students.
- 4) Stay on the asphalt when it is wet, muddy, or snowy. If students are dressed appropriately, they may play in the snow with their teacher's permission.
- 5) No student may be excluded by other students from an organized game.
- 6) Follow the rules when playing games so there will be no arguments.
- 7) Do not throw rocks, snowballs or anything else that may harm another student.
- 8) No hitting, shoving, fighting, or other inappropriate behavior will be allowed.
- 9) Students should not carry or try to pick up other students.
- 10) Students must swing in an upright, sitting position.
- 11) No standing in swings, jumping out of swings, swinging double, twisting swings, and/or no underdogs.

- 12) Students may not walk up the smooth surface of the slide.
- 13) Students may not play on the side hill without prior teacher approval.
- 14) Students maintain kind and respectful language toward others.
- 15) When the teacher signals the class to come inside, students should get in line and come quietly into the building hallway so other classes will not be disturbed.

Infractions of school rules will result in restricted play and/or loss of recess privileges.

### **Guidelines for Determining Outside Recess/Recess Gear**

Using the current “feels like” temperature for Rock Port, Missouri according to [www.weather.com](http://www.weather.com):

- Outside recess will be conducted if the “feels like” temperature is 25-90 degrees and there is no falling precipitation.
- Limited outside recess will be conducted if the “feels like” temperature is between 20-24 or 91-99 degrees and there is no falling precipitation. Outdoor activity is limited to 10 minutes. (Limited outside recess is shortened to limit exposure to cold or hot temperatures). Inside recess is optional in this case.
- No outside recess will be conducted if the “feels like” temperature is below 20 degrees or above 99 degrees.
- In terms of students being appropriately dressed for the weather, it is the parent’s responsibility to send their children to school with appropriate gear, and it is the classroom teacher’s responsibility to make sure that students are dressed appropriately heading out to recess. Using the “feels like” temperature, recess gear expectations are:
  - Above 40 - Normal indoor attire is acceptable. When the temperatures are between 40-50, students do not need winter coats, but are encouraged to wear a windbreaker, fleece, hoodie, or some lighter jacket to cover themselves up.
  - Between 20-40 - Students will need a coat/jacket (more than a hoodie). Stocking caps and gloves are recommended.

### **PROTECTION OF PUPIL RIGHTS (PPRA)**

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

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

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

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

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the 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
- Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to

the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The district 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. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

## **REPORT CARDS**

Report cards are handed to the students or mailed home at the end of each nine-week period. You may stay current with your child's grade, attendance, and lunch balance by logging in on PowerSchool. A link can be found on the Rock Port R-II School District's webpage at [www.rockport.k12.mo.us](http://www.rockport.k12.mo.us). Username and passwords can be found on the bottom of the student grade card or by contacting the school office.

## **RIGHT TO KNOW**

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

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

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

In addition to the information that parents may request, a building receiving Title 1.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title 1.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **SCHOOL CLOSING PROCEDURES**

The decision to close school because of inclement weather is normally reached between 5:30-6:00am after a survey of pertinent conditions has been made. If the administration or employees designated by them judge school should be closed that day, notices will be given as soon as possible to:

- Rock Port Blue Jays School App
- Radio stations - KMA (99.1FM/960 AM), KXCV (90.5 FM), KNIM/The 'Ville (95.9 & 97.1 FM/1580 AM)
- Television - KQTV TV 2- St. Joseph

If school is dismissed early in the afternoon because of inclement weather, notice will be given by the above procedures as soon as the decision has been made to close school. School staff will make every effort possible to contact the parents of grade school children that school is dismissing early so that proper supervision of the children will be secured when they reach home. On days when school is not in session, there will be no activities in the school building.

## **SCHOOL DRILLS**

We inform students on school expectations for fire, tornado, earthquake, and intruder situations and routinely practice these drills throughout the school year. For more information on these materials please contact the school office.

## **SEARCHES**

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

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

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

## **SECLUSION AND RESTRAINT**

The district will treat all students with dignity and provide a safe learning environment for students and a safe working environment for district personnel. Seclusion and restraint interventions will be used only when necessary and in accordance with Policy JGGA, and they will never be used as a form of punishment or for the convenience of district personnel. District personnel will reserve the use of seclusion or restraint for situations or conditions in which there is imminent danger of physical harm to self or others. Each year, district personnel complete training in specific seclusion and restraint techniques.



## **STUDENT DRESS CODE**

Students' dress and grooming is expected to be neat and clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Students' dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines. (See Policy JFCA)

- 1.) All students must wear shoes, boots, or appropriate footwear. Inappropriate footwear would include tennis shoes with wheels.
- 2.) In cold weather students are expected to adhere to the recess gear guidelines (see Recess section of the handbook) or they will not be allowed to go outside. If snow boots are worn to school, other shoes are recommended for the classroom and activity classes.
- 3.) Clothing, which promotes alcohol, drugs, tobacco, or contains language or descriptions, which are offensive, will not be allowed. If a student does wear such attire, he/she will be asked to change into a tee-shirt provided by the school. The principal will keep the tee-shirt in question until parents/guardians pick it up from the principal.
- 4.) Students will not be allowed to wear hats, caps or other head apparel inside the school building during the instructional day. This does not include special days.
- 5.) Clothing which is socially acceptable may be worn provided it does not disrupt the educational process. Halter tops, bare midriff tops, see through or mesh material, and other outfits that do not cover the abdomen, chest area, or buttocks are not to be worn.

## **STUDENT EARLY DISMISSAL PROCEDURES**

The following procedures apply:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent/guardian.
2. Requests shall be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.
3. Children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.
4. Any student who leaves school during the school day must be signed out by a parent/guardian in the elementary office. Students entering school while school is in session must be signed in by parent/guardian.
5. Students should never leave the school grounds without permission from the elementary office.

## **SUICIDE AWARENESS AND PREVENTION**

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Rock Port R-II School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. The district has a Crisis Response Team (CRT) of employees trained in suicide awareness and prevention. In accordance with the district response plan, employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis. Starting no later than fifth grade, students receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as deemed appropriate. (See Policy JHDF)

## **TRAUMA-INFORMED SCHOOLS INITIATIVE**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative.” The purpose of this initiative is to develop an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan. The implementation of a trauma-informed approach is an ongoing organizational change process. As a school we are working toward: realizing the widespread impact of trauma and understanding potential paths for recovery; recognizing the signs and symptoms of trauma in students, teachers and staff; responding by fully integrating knowledge about trauma into its policies, procedures and practices; and seeking to actively resist re-traumatization. More information regarding the Trauma-Informed Schools Initiative can be found at [www.dese.mo.gov/traumainformed](http://www.dese.mo.gov/traumainformed).

## **VIRTUAL COURSES**

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

In accordance with state law, the district will pay the cost of student enrollment in MOCAP virtual courses as long as the student meets eligibility requirements, has approval for enrollment, and taking the course does not cause the student to exceed full-time enrollment in the district. (See Policy IGCD)

## **VISITORS**

Administrators and teachers welcome and encourage visits by parents/grandparents, Board members, volunteers, and patrons of the school. All visitors will need to sign-in between the double entry doors and press the intercom to request access into the building. You will be asked to wear a badge indicating you are a visitor. All persons who do not obtain permission, or create serious distractions to the learning environment in the building or on school premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle, utilized to transport students, or be present at school activities without the written permission of the Superintendent.

Parental involvement with school activities is encouraged, and the district provides opportunities for such involvement. However, because classroom visits can be disruptive to the educational process, the district does not permit parents/guardians or others to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance after consulting with the teacher. (See Policy KK)

In order to ensure a safe and orderly environment for our students, adults will be expected to follow a Code of Conduct as stated in **Policy KK** while on school premises or at school activities.

Possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials and as otherwise provided in **Policies JFCJ and JG-R1**.

# Rock Port R-II Schools

"TO BE A **S**OURCE OF **I**NSPIRATION AND **K**NOWLEDGE FOR **A**LL"

600 South Nebraska St. · Rock Port, MO 64482 · Fax 660-744-5539 · Web Page [rockport.k12.mo.us](http://rockport.k12.mo.us)

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Dr. Rex Bollinger  
Superintendent  
660-744-6298

Mr. Donnie Parsons  
High School Principal  
660-744-6296

Dr. Stephen Waigand  
Elementary Principal  
660-744-6294

August 2024

Parent(s) and Guardians:

This student handbook has been given to you to provide necessary information for success in the Rock Port R-II Schools. We would like for you to read this handbook and discuss the contents with your child.

The Safe Schools Act signed into law by the governor during the 1996 legislative session specifies that all students and their parents or guardians must be provided a copy of the disciplinary policy; the policy is included in this handbook.

Also included are other items that need your approval. **Please check the information on the next page, sign, and return that form to your child's teacher during the first week of school.** We look forward to another fantastic year at Rock Port Elementary!.

Go Big Blue,

Dr. Stephen Waigand  
RPE Principal

# Rock Port R-II School District

2024-2025 School Year

**RETURN THIS FORM TO SCHOOL**

Student Handbook (Please check)

- ☐ I have read the Rock Port Elementary Student Handbook and discussed it with my child.

Library Use (Please check one)

- ☐ Yes, my child/children have permission to check out RPE library books. I understand that I am responsible for payment of damaged or lost library materials.
- ☐ No, my child/children are not allowed to check out library books at RPE.

Acceptable Use Agreement (Please check)

- ☐ I grant permission for my child to agree to the terms and conditions on the school's Acceptable Use of Technology Agreement.

**CHILD'S NAME:** (Please print) \_\_\_\_\_

**CHILD'S TEACHER:** (Please print) \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Your signature indicates you agree to the above conditions.)

The RPE Elementary Student Handbook and District Policies can also be accessed on the school website:  
[www.rockport.k12.mo.us](http://www.rockport.k12.mo.us)