

Tarkio Elementary

Student Handbook

Catch the Learning Wave!

2024-2025



Encourage, Believe, Succeed...REPEAT

#tarkiobest

Tarkio R-I Elementary School

2024-2025

Contact Information

Address: 1201 Pine Street, Tarkio MO 64491

Phone: 660-736-4118

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School Board Members

Sam Hannah-----President	Raymond Gebhards -----Member
Jamie Barnett-----Member	Amy Hurst -----Member
Brooke Vette -----Member	Corey Martin -----Member
Josh Wright -----Vice President	Lanette Hogue -----Secretary
Michelle Navin -----Treasurer	

Faculty and Staff

Superintendent – Mr. Bob Hedding

Elementary Principal – Mr. Dustin Barnes

Secondary Principal – Mr. Terry Petersen

Secretary – Mrs. Shannon Bruns

Special Education Director – Mrs. Kari Taylor

Nurse – Mrs. Meghan Hughes

School Guidance Counselor— Mrs. Maria Spire

Homeless Liaison— Mrs. Marisa Hedlund

504/Title IX Coordinator –Mr. Terry Petersen

Preschool Teacher	Mrs. Courtney Driskell
Preschool Paraprofessional	Ms. Kiara Hines
Kindergarten	Mrs. Nicole Williams
Kindergarten	Mrs. Kaitlyn Dunkin
1st Grade	Ms. Whitney Harrington
1st Grade	Mrs. Kadie Howard
2nd Grade	Mrs. Jodie Dorrel
2nd Grade	Mrs. Jennifer Peregrine
3rd Grade	Mrs. Katarina Bennett
3rd Grade	Ms. Cassie Steele
4th Grade	Ms. Erica Taylor
4th Grade	Mrs. Baylee Ray
5th Grade	Ms. Brooke Walton
5th Grade	Mrs. Kara Vette
Special Education Teacher	Mrs. Markie Sundermann
Special Education Teacher	Mrs. Twilla Clark

Speech/Language Pathologist	Mrs. Courtney Harms-Sturdivan
Title 1 Reading	Ms. Renee Hull
Title 1 Math	Mrs. Blu Dow
Librarian	Mrs. Dallas Prather
STEM Innovation/Gifted Classroom	Mrs. Cindy Rolf
Physical Education	Mrs. Michelle Seiter
Music	Mrs. Melody Barnett
Art	Mrs. Courtney Meyerkorth
Band	Mr. Nathaniel Wehmeyer
Paraprofessional	Mrs. Shelby Alsup
Paraprofessional	Mrs. Mistie Rightsell
Paraprofessional	Mrs. Tasha Gronniger
Paraprofessional	Ms. Amanda Boomgaarn
Child Nutrition Director	
Parents as Teachers	Mrs. Jayne Martin
Maintenance Director	Mr. Bill Joesting
Custodian	Mrs. Alesha Gibbons
Custodian	Mrs. Marie Joesting

Tarkio R-1 School District Mission: “Through a collaborative environment, Tarkio R-1 will inspire and prepare students to realize their full potential now and in the future as productive citizens.”

Tarkio R-1 School District Vision: “Inspire and prepare students to better themselves and society”

Welcome to Tarkio Elementary School! We are thrilled to have you and your family as members of our TES family. Whether your family is new to Tarkio or you have long been a part of our school community, know that we are here to help you in any way possible.

It is important to thoroughly familiarize yourself with the policies and procedures of the Tarkio Elementary School as well as the Tarkio R-1 District and East Atchison Cooperative. We believe these policies provide the foundation for student safety and orderly operation of the school. Please explain any information to your child that he/she should be aware of throughout the day.

Thank you for sharing the responsibility of educating your child with us. Let’s work together to provide the best possible education for our students.

Student Rights and Responsibilities

The Tarkio R-1 Elementary believes students have rights that should be recognized and respected. We also believe every right carries with it certain responsibilities.

Among these rights and responsibilities are:

1. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
2. The right to a quality education; the responsibility to put forth their best efforts during the educational process.
3. Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

Attendance & Hours

The elementary office will be open from 7:30a.m.-3:30p.m. **Classes will officially begin at 8:00a.m. and end at 3:10 p.m.** Student arrival after 8:00a.m. is a tardy and not considered perfect attendance. Please notify the elementary office prior to 9:00a.m. if your child is absent and you would like to pick up work. The teachers are very busy and will need adequate time to get the necessary material together. **If for any reason a student will not be riding the bus, or the after-school routine has changed, please call no later than 2:00 p.m. otherwise there is no guarantee students receive the message.**

THERE ARE NO LATE START DAYS; EVERY DAY BEGINS AT 8:00!

Breakfast - breakfast will be served in the cafeteria to any student from 7:40-8:00am. No outside food or drinks (other than water) are allowed in the classroom unless for parties or preapproved by the Principal or teacher.

Morning drop off – NOT BEFORE 7:40a.m. Student drop off is at the WEST end of the building for all students unless you are a sibling of a Kids Korner student. Kids Korner siblings may be dropped at the east entrance before dropping at Kids Korner. Students will eat breakfast or report directly to homeroom upon drop off.

If your child arrives after 8:00 a.m. he/she is considered TARDY. This means your child needs to be unpacked and ready to work ... not walking in the door at 8:00.

Afternoon pick up - 3:10 pm. Bus students will load the buses beginning at 3:05pm and car riders will begin dismissal at the west end of the building. Walkers will be dismissed as soon as the buses have loaded and departed. There are crossing guards at the intersection of Pine Street and 10th Street (Hwy 59) and at the intersection of Chestnut and 10th Street (Hwy 59).

Policy 2310/2340

A student's attendance in the classroom is one of the most important parts of a student's educational experience. Absences from the classroom can never be compensated for or made up. There is a direct relationship between poor attendance, class failure, and the dropout rate. Students who have good attendance usually achieve better grades, enjoy school, and are more desirable employees after leaving school. It is the parent(s) or guardian(s) responsibility to decide at what times and for what reasons a student should not come to school. It is the school's responsibility to set limits upon a student's absence to comply with state attendance laws and for the students to receive the most benefit from the educational program.

Absences must be verified by a parent/guardian with a phone call or note. If it is necessary for a student to be absent from school for any reason, parents or legal guardians should call the school (660-736-4177) by 9:00 AM. After 9:00 AM the school will attempt to contact the parent. If there has been no contact between the school and parents verifying the absence, a note signed by the parent must be presented upon the student's return to school.

Students are required to make up work missed. It is the responsibility of the student to ask the teacher for the assignment(s). It is the responsibility of the student to obtain assignments in advance if the absence is foreseen. The school, upon request, will collect assignments and books for students missing more than one day. Upon returning to school after an absence, students will have one day for each day absent to complete all make-up work. For example: absent Monday and Tuesday, work to be turned in Thursday and Friday. -The student will have one day after returning to school to take any missed tests. Teachers may assign the same assignments as done in class or different make-up assignments for an

excused absence. This work should be done outside regular class hours. Students failing to make up back work may be subject to mandatory after school study halls, ISS or Saturday School.

Students must be in attendance 95% of the days per semester (they may miss up to four days per semester).

Excused absences are defined as:

1. Illness or injury of the student. Students must have a signed statement from a doctor or physician. Parents calling their students in sick without confirmation from a doctor or physician will constitute an unexcused absence. If the school nurse or personnel send the student home due to sickness or a medical issue the absence will be considered excused.
2. Parents or guardians should make every effort to make medical and dental appointments for their children before/after school or on days when school is not in session. If it is necessary for the student to be absent from school, the student must have a note from the attending physician/dentist. The student will only be excused for the time needed for the appointment or time indicated by the physician/dentist.
3. Other appointments that cannot be scheduled outside attendance hours, (court appearances, driver's test) with written excuse from parent. Other documentation may be required.
4. Days of religious observance.
5. Students may request up to three days excused absence for the death of an immediate relative.
6. All other funerals may be granted upon the approval of the school principal. Documentation may be required.
7. Visits with parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
8. Family emergencies, which necessitate absence from school. The school must be notified when such absences are necessary. Examples of unforeseen emergencies: fire, flooding, illness or injury of a member of the student's family when the student's presence is necessary or expected, with a written excuse from the parent.
9. School functions and activities will be excused.
10. Students assigned to "In School Suspension" will be counted in attendance at school.
11. Out-of-School suspension
12. Any other absence due to a cause the administration considers unavoidable

All other absences are considered unexcused. Unexcused absences are subject to disciplinary action and will result in the student receiving zero credit for the class(es). Five (5) tardies will be counted as an unexcused absence. Any student with seven (7) or more unexcused absences per semester may be reported to the juvenile office. Students failing to make up work may be subject to mandatory after school study hall, ISS or Saturday School. Examples of unexcused absences include, but are not limited to truancy, hunting, shopping, haircut, oversleeping, personal business, and "needed at home", leaving for lunch, a reason that is not explained, or other activities that conflict with school policy. Vacation with parents is to be pre-arranged with the principal. Excessive vacations will be unexcused.

Students are not permitted to leave the school grounds from the time they arrive until school is dismissed for the day without permission from the administration. Students who are absent from school without the knowledge and consent of their parents or school administration, or students who leave school during the school day without the consent of the principal, are truant. Such absences are unexcused and truant students will be subject to additional disciplinary consequences.

Students who have to leave school for appointments during the school day must sign-out in the office. The student is to bring a note from a parent or guardian who should include the student's name, the date and time of the appointment, the reason for the absence and the parent's or guardian's signature. Students will be allowed to leave only if picked up by a parent or if the parent has made prior arrangements through the principal's office for the student to leave. Additionally, students arriving at school after the school day has begun or students returning to school after an appointment must sign-in at the school office.

Students must be present in school for the entire school day to be eligible to attend or participate in school-sponsored activities, unless prior arrangements may be approved by the principal. If the event is held on Saturday, the student must be in school the entire day on Friday (the day before).

Tardies

When arriving late to school, the student misses part of the instruction for that lesson. It also disrupts the education of all of the other students in the classroom for a period. A parent/guardian receives notice when the student is tardy 10 days. After 15 late arrivals to school, parents receive notification and the Missouri Department of Social Services possibly contacted. If the tardies continue, it is subject to further consequences.

Leaving School

If a student is to leave school during class time, the student must bring a note from home and check out through the elementary office. If someone other than a parent is to pick up a student, it is required that the parent contact the school or the teacher beforehand. *There is a requirement for court orders to be on file in the office if restrictions exist to pick up a child.* Please see to it that the administration has all current documentation.

Transportation-Policy 2652

The Tarkio R-I School District provides bus service for students living one mile or more from school. Students who live within one mile of school are not eligible for regular bus service. Planned courtesy stops are only with advance administrative approval and adequate room on a bus. Special requests for bus service go to the superintendent. Riding the bus is a revocable privilege for certain acts.

If your child comes to school by car, please deliver him/her to the WEST doors. The north doors are for school buses only. For the safety of your child, please do not make drop offs prior to 7:40a.m. as the doors are locked and there may not be supervision in the building.

In all cases when your child's usual transportation arrangements change please send a note to the teacher explaining where the child is going (physical address) and how he/she is to get there. If not, the child goes home on his/her assigned bus. **ALL PHONE CALLS NEED TO BE MADE PRIOR TO 2:00 p.m. to ensure the message is received.** Student pick up is ONLY at the parent pick up line at the west doors. If your child is a bus rider, please plan to have your child ride the bus the first few days of school.

Enrollment Requirements

The school must have a copy of the student's immunization record and birth certificate as proof of age as well as social security number. A student may enter Kindergarten if he/she is five years of age by August 1 of the current school year.

Curriculum

The Tarkio R-1 School District has adopted a K-12 curriculum that correlates with the Grade Level Expectations/Missouri Learning Standards provided through the Missouri Department of Elementary and Secondary Education. The following is a description of the subject matter and related curriculum materials utilized at Tarkio Elementary School:

Literacy: Tarkio Elementary's method for reading instruction is formulated around a comprehensive literacy model, employing Savvas' "My View," and Amy Lemons' "Rooted in Reading" primary resources. Teacher modeling as well as guided and independent rehearsal of learning is used throughout the instruction.

Phonics: Teachers will utilize Really Great Reading for the phonics program. Spelling words utilized are selected from a list created by the grade level teachers based on the best practices in spelling instruction.

Mathematics: Teachers will use materials from the Eureka Math program as the core instructional curriculum. At the elementary level, teachers strive to ensure they provide opportunities for students to use manipulatives as math tools, integrate problem solving into daily instruction and monitor progress through the use of a variety of assessment tools.

Science/Social Studies: The content areas of science and social studies are taught through the use of a variety of resources and materials. The curricular goals and objectives for science and social studies are taught in units that build upon one another. Many units are integrated into the literacy block. Science will utilize resources and curriculum through Mystery Science.

Enrichments: All students have Physical Education, Music, Art, Innovation and Library 50 minutes per week per subject. They also receive 25 minutes weekly of guidance. A gifted program is being developed and will be put into place for the 2024-2025 school year for students in grades 3,4,5. Details pertaining to that program will be provided in the district's gifted and talented handbook.

Grade placement and class assignments for a student should reflect the grade level and program of study, which is appropriate to academic, social, and emotional needs. Students entering by transfer shall submit evidence of achievement in the grade last attended as a prerequisite for enrollment. Testing may occur for any student transferring from a non-accredited institution or home schooling to determine placement level. Placement is not purely determined by age of the student. It is at the legal discretion of the administration to place a student.

Promotion to the next grade level will be based upon attendance and grade level performance. Federal and state laws may require retention based on reading levels or academic performance. A parent may appeal the decision of retention by the elementary administration to the Superintendent of Schools. If the parent is not satisfied with the recommendation of the Superintendent, he/she is entitled to appeal to the Board of Education. Parents may not request a specific teacher for their child.

Mid-Term Reports

Mid-term reports are prepared halfway through each quarter and sent home with students. Please review the grades and do not hesitate to contact your child's teacher with any questions or concerns.

Parents are encouraged to use the LUMEN Parent Portal or contact the teacher in between official grading periods. Parents need to make appointments ahead of time to discuss questions or concerns. Please do not show up to discuss questions or concerns without an appointment. Teachers have very busy schedules that include tutoring and other committee meetings after school, which may prevent them from being able to meet. In addition, teachers may need to prepare materials to share with you and often this can be difficult with no preparation time.

7:30 – 8:00am and 3:00 – 3:20pm are hectic times and most teachers are assisting with arrival or dismissal. If you need to talk to a teacher during these times, please make PRIOR arrangements.

Grade Reports

Parents receive report cards quarterly. First quarter grade cards are given during parent teacher conferences. All other grade cards will be sent home with the students or mailed. Tarkio Elementary utilizes Standards Referenced Grading and Proficiency scales in grades PK-5. Grading is based on the student's performance towards and proficiency on Missouri Priority Standards. Students are assessed in multiple ways to determine their level of mastery and proficiency on certain skills, during each quarter of each year. Below is an explanation of the Tarkio R-1 Standards Referenced Proficiency Scales.

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|---------------------------|---|
| 3.0- Meeting Proficiency. | Student independently exhibits no major errors or omissions. |
| 2.5- Near Proficient. | Student has a full understanding of the priority standard but requires some teacher assistance to fully perform the Grade Level Expectation. |
| 2.0- Foundational. | Student understands simpler and basic details of the standard. Student can independently perform basic aspects of the standard. |
| 1.5- Below Foundational. | Student has a partial understanding of the standard and can perform some basic aspects of the standard independently, but requires teacher prompting and support to fully perform the basic skills of the standard. |
| 1.0- Beginning | Student has minimal understanding of the standard and cannot independently perform any aspects of the standard. |

Statewide Assessments-Policy 6440

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument.

Virtual Education-Policy 6190

The District will annually permit any eligible student, under the age of twenty-one (21) in grades kindergarten through 12 who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student's non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190.

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

Directory Information-Policy 2400

The Tarkio R-I School District has declared the following information as "Directory Information." Directory information is information contained in the education record of a student, not generally considered harmful or an invasion of privacy if disclosed.

Directory information includes: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous school attended, photographs, photograph with student name for print publications or other media.

Please note you have until September 1 of the school year to inform the District and principal in writing of the designated directory information that should **not** be released without the parent's or eligible student's (18 years of age or attends an institution of post-secondary education) prior consent.

Special Services

Title I

Title I is a federally funded program whose purpose is to provide supplemental help to students in the areas of reading and math. Tarkio's Title I Reading and Math programs help students in Kindergarten through 5th grade. The school wide program upgrades the entire educational program of the school in order to raise academic achievement for ALL students at the school. Title I teachers will work with students within the classroom for 20-30 minute periods. Parents contribute to their child's success by helping at home, as well as, becoming partners with the teachers to encourage high achievement. The Tarkio R-I Title I program is a team effort between students, parents and teachers.

Tarkio Elementary School Title I SCHOOL-PARENT-STUDENT COMPACT

Tarkio Elementary School and the parents of students participating in Title I activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

School Responsibilities - Tarkio Elementary School and its staff will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards as follows:

- Retain highly qualified principals and teachers,
- Provide instruction, materials, and high quality professional development which incorporates the latest research, and
- Maintain a safe and positive school climate.

Hold annual parent-teacher conferences to:

- Discuss the child's progress/grades during the first quarter,
- Discuss this compact as it relates to the child's achievement, and
- Examine the child's achievement and pending options needed throughout the year.

Provide parents with frequent reports on their child's progress as follows:

- Frequent communication through discipline folders, assignment notebooks, newsletters, test grades, notes, emails, phone calls, etc.
- Mid-quarter reports
- Quarterly grade cards/reports sent home by the school.
- Parents in grades 3-5 can access the SIS Parent Portal to check grades throughout the year.

Be accessible to parents through:

- Phone calls, email, notes, or person-to-person meetings,
- Scheduled consultation before, during, or after school.

Provide students additional opportunities to review and master skills:

- Literacy Parties,
- Individual or small group tutoring, and

- Response to Intervention time daily for specific interventions in the areas of math and communication arts.

Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:

- Help with classroom decorations, art projects, etc.
- Present a program on your culture, a different country, etc.
- Assist with holiday programs or parties, educational trips, etc.
- Listen to students read.

Student Responsibilities - As a student, I will:

- Attend school & be on time.
- Follow TES Behavior Expectations - Make Smart Choices & Make Our Dear Team Stronger
- Do my homework every day, turn it in when due, and ask for help when I need it.
- Read every day outside of school time.
- Give all notes and information from my school to my parent/guardian daily.

Parent Responsibilities - As a parent, I will:

- Make sure my child is in school every day on time.
- Make sure my child gets adequate sleep and has a healthy diet
- Provide a home environment that encourages my child to learn..
- Stay informed about my child's education by reading all communications from the school and responding appropriately.
- Develop a homework routine to study math facts and spelling words, study for tests, complete daily homework, and read for pleasure. Check that homework is completed.
- Attend parent teacher conferences and informative opportunities offered by the teachers and school.

Special Education

PUBLIC NOTICE

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, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Tarkio R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The Tarkio R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the

Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Tarkio R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Administration offices between the hours of 8:00a.m.-3:30p.m. Monday through Friday or by appointment. This notice will be provided in native languages as appropriate.

Every Student Succeeds Act

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.

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 achievement level 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 four 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.

1. What is a complaint?
 - a. For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint?
 - a. Any individual or organization may file a complaint.
3. How can a complaint be filed?
 - a. Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated?
 - a. Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)?
 - a. A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department?

- a. A complaint filed with the Department must be a written, signed statement that includes:
 - i. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
 - ii. The facts on which the statement is based and the specific requirement allegedly violated.
 7. How will a complaint filed with the Department be investigated?
 - a. The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.
 - b. The following activities will occur in the investigation:
 - i. Record. A written record of the investigation will be kept.
 - ii. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
 - iii. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
 - iv. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
 - v. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
 - vi. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
 8. How are complaints related to equitable services to nonpublic school children handled differently?
 - a. In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
 9. How will appeals to the Department be investigated?
 - a. The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
 10. What happens if a complaint is not resolved at the state level (the Department)?
 - a. The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Dyslexia Screening-Policy6445

The district will: 1) Identify students at risk for dyslexia or reading failure; 2) Form small groups for instruction and intervention; 3) Plan instruction and intervention; 4) Set goals for individual student achievement; and 5) Set criteria for intervention exit.

First through third grade will be screened within the first thirty days of the year, mid and end of the year benchmarking. Progress monitoring shall occur for students not meeting norms.

Kindergarten will be screened by January 31st of the current school year. Kindergarten will also be screened by the end of the year. Progress monitoring shall occur for students not meeting norms.

Screening will include K-3 students transferring from a school within state (not previously screened) and those students transferring from another state.

A student will be screened in grades 4-12 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination, or requested by the student's parent/guardian.

Exemptions to screening exist. Included in this list are students with a current diagnosis of dyslexia, students with intellectual disabilities and sensory impairment (vision/hearing).

For more information you may access the Tarkio R-1 School District Dyslexia Plan.

Counseling

The counseling program is a multi-resource area. The counselor may assist the student with social difficulties, disabilities and limitations, achievement questions and scores. A crisis response plan is part of our Comprehensive Guidance Program and posted in the Principal's Office. As a matter of courtesy and information for parents, the counselor will notify parents when it is necessary to see their child on a regular on-going basis for counseling services. Parents receive a parental permission request form before a student can participate in regularly scheduled individual or group counseling. The guidance counselor and classroom teachers utilize Closegap as a universal tool to connect with students to monitor social and emotional well-being. Social Emotional Screeners will be utilized to identify students who may be in need of additional group or individual counseling or supports.

Food Services

The cafeteria in the Tarkio Elementary School building serves hot breakfast and hot lunch for grades Pre-K-12. Breakfast service is 7:40-8:00a.m. Late bus students will not be denied breakfast. Tarkio R-1 has a closed meal policy; students may not leave school for lunch. The Tarkio R-1 Schools lunchroom system requires our students and staff to follow certain procedures. We appreciate your cooperation in following the procedures during the year.

Applications for reduced or free meal pricing go home with students at registration or on the first day of school. All parents are encouraged to complete an application form so that students have the opportunity to enjoy balanced meals at the lowest cost. One form per family is sufficient.

Please pay for student meals in advance by depositing money into the students' food service accounts. Each student has his/her own individual account, and/or money for all meals (breakfast, lunch, and/or extras) goes into the same account. Please send money in a sealed envelope with name, grade, and amount. Students should give the money to their teacher or the elementary office. If sending money for more than one student, please indicate how much money you want in each child's account. Students/adults may make food service payments by mail or in the elementary office. We recommend all students deposit at least \$5.00 into their account. At the end of the school year, students may carry over any remaining balance or receive any remaining balance. Paying in advance for the month is the best practice. It is important to keep money in your student's account. **There is absolutely no charging.** Food service bills will be sent out after the end of each month for all students who have a balance of \$5.00 or below. Reminders will be sent to balances that fall into negative balance. Any

balance that is \$-30.00 or greater will be served an alternate lunch and not allowed to purchase extra servings of milk. If a student's balance exceeds negative one hundred dollars (-100) that student will no longer be served any school lunch, breakfast or milk until the balance has been reduced. Students paying cash will still be served meals. This does not apply to students who have qualified for free meals. We are working hard to serve your child a nutritious meal with options they will like, and we would appreciate if you will help keep your food service account up to date. We expect to adhere to these rules beginning with the first day of school.

Breakfast: \$3.50 for an adult breakfast , \$2.30 for a student (PreK-5th) meal.

Lunch: \$5.15 for an adult meal, \$2.85 for a student (PreK-5th) meal.

There is a charge for all 'extras' regardless of meal status. Extra milk available at an additional charge (\$0.50). If you do not want your child to have extra milk or ala carte items, please tell your child not to take more than one milk. You may also tell the Food Service Manager, who will attempt to prevent your child from taking extras. No soda allowed in the lunchroom during meal times. Students are not to bring soda or other carbonated beverages in sack lunches.

If your child has any food allergies, please see the School Nurse and/or Food Service Manager and fill out a form for vigilance in meal preparation and adjustments as necessary.

Parents may eat school lunch with their child. If planning to eat at school, please notify the school so enough food can be prepared. Be prepared to pay for the adult meal in cash, as the food service system is not set up to deduct adult meals from a student's account. Guests must sit in the cafeteria at the grade-level table with their child.

Parent Involvement & Communication

Tarkio R-1 School District administration must keep instructional time distractions to a minimum. When arriving at the school, one must check in at the Elementary office. Please make daily arrangements with your child prior to the school day beginning. To speak with a teacher, parents must schedule a conference. Students may not receive telephone calls during the instructional day. Students may not bring a friend or relative to school to visit during school hours.

Email: School staff will send emails periodically with important dates, reminders and other information. The office staff will also send out emails with upcoming events, important dates and reminders. Please make sure the office has a current email address on file.

Facebook: Please like our Facebook page, "Tarkio Elementary," to see important updates, pictures from events and event reminders.

Newsletters/Menus: Breakfast and Lunch menus will be sent home monthly. The District Calendar of events, as well as the menus are located on the Tarkio R-1 school website. Classroom teachers may be sent home weekly or monthly. Newsletters will contain items of interest and a calendar of upcoming events. Please urge your child to bring these newsletters home.

Parent/Teacher Conferences: Scheduled conferences are held in October and February. The conference serves two purposes: to review growth and progress and to set goals for student learning and plan the next step in the instructional program.

Electronics

Electronic equipment such as personal handheld electronics, headphones, cell phones, SMART watches, etc. are not to be on or used while at school unless approved by the teacher or principal. Items not approved in advance will remain in the office for parent pick-up within a week. Items not retrieved are

subject to donation. Repeated infractions may result in additional consequences determined by the principal. The school is not responsible for the loss or damage of electronic equipment at any time.

Complaint or Concern

If a student or parent has a concern about a school procedure or an employee, there is a requirement to adhere to the following procedure in order to resolve the problem as quickly as possible.

1. Contact the person who you have a complaint about/with to discuss both sides of the issue.
2. If the situation is not resolved, contact the building principal.
3. If the situation is still not resolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique 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 contact Dustin Barnes, (660)736-4177.

Discipline-Policy 2610/2640

Philosophy of Behavior

To encourage academic and behavioral success, we choose to recognize individuals who demonstrate established positive social norms. As a staff, we are committed to consistently model, teach, and provide feedback to promote student growth.

Students will: Make Our Dear Team Stronger & Make Smart Choices

Beliefs Related to Discipline at Tarkio Elementary School:

- The misbehavior of one student may not interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing learning objectives.
- Every discipline is an opportunity to teach expected behavior.
- Communication, teaching, and modeling of expected behaviors occur throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly and academically productive learning environment of others.

Teachers will:

- Communicate high behavioral expectations to students and parents
- Take responsibility for classroom problems and behavior
- Foster a school climate characterized by a concern for students as individuals
- Take an interest in the personal goals, achievements and needs of their students

Administrators will:

- Support the teachers in this system
- Model high behavioral expectations
- Maintain a school climate in which everyone wants to achieve self-discipline

Parents will:

- Communicate high behavioral expectations to their child
- Take an interest in personal goals, achievements and needs of their child

- Support the students in their academic and extracurricular activities.

Students will:

- Maintain high behavioral expectations
- Accept responsibility for own behavior
- Set personal goals and work hard to achieve them

TES Behavior Matrix

	All Settings/ Classroom	Hallway	Cafeteria	Bathroom	Playground	Bus	Field Trip/ Assemblies
Make Our Dear Team Stronger	<p>Use appropriate voice level</p> <p>Raise your hand for permission to speak</p> <p>Raise your hand for permission to leave your seat</p> <p>Work without disturbing others</p> <p>Treat others the way you want to be treated</p> <p>Keep hands/feet/objects to self</p> <p>Listen Attentively Good Manners</p>	<p>Level 0/1 voice</p> <p>Triple "S" Silent, Straight, Single File</p> <p>Respond when spoken to</p>	<p>Level 2 Voice</p> <p>Wait patiently in line</p> <p>Be Clean Think 2 2 Pumps Soap 2 Paper Towels 2 Points (Trash)</p> <p>Use good manners: dispose of trash, clean up spills, touch only your food</p>	<p>Level 1 Voice</p> <p>Give others privacy</p> <p>Be Clean Think 2 2 Pumps Soap 2 Paper Towels 2 Minutes 2 Points (Trash)</p>	<p>Enter/Exit Level 0 Voice</p> <p>Pick up equipment and place in bins</p>	<p>Level 2 Voice</p> <p>Take all of your belongings</p>	<p>Level 0/ 1 Voice</p> <p>Enter/Exit in an orderly manner</p> <p>Be patient/Wait your turn</p>

	All Settings/ Classroom	Hallway	Cafeteria	Bathroom	Playground	Bus	Field Trip/ Assemblies
Make Smart Choices	<p>Follow directions quickly</p> <p>Complete all assigned work on time</p> <p>Use all materials and equipment appropriately</p>	<p>Watch where you are going</p> <p>Go directly to your destination</p> <p>Walk on the right side</p>	<p>Wait to be dismissed</p> <p>Use walking feet</p> <p>Eat food/drink in cafeteria only</p>	<p>Wait your turn quietly</p> <p>Return to class promptly</p> <p>Report inappropriate behavior</p>	<p>Play with equipment correctly</p> <p>Line up immediately</p> <p>Stay within sight of teachers</p>	<p>Remain seated</p> <p>Keep aisle clear</p> <p>Wait your turn entering/exiting</p>	<p>Follow site directions</p> <p>Follow site rules</p> <p>Remain with your teacher</p>

		Use walking feet				Walk to/from bus	Ask appropriate questions
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Major/Minor Behavior Grid

	Warning/Reteach	Minor	Major	Expected Behaviors
Physical Contact/ Physical Aggression/ Fighting	Rough Play Horsing Around	<p><i>Student engages in non-serious but inappropriate physical contact</i></p> <p>-Pushing, Shoving, Pre-Fight, Aggressive Posturing, Invading personal space</p>	<p><i>Student engages in actions involving serious physical contact where injury may occur or with the intent to cause pain, discomfort or physical harm</i></p> <p>-Hitting, Kicking, Biting, Throwing Objects, Punching, Poking with pencil, Causing physical harm to self</p>	<p>Treat others the way you want to be treated</p> <p>Keep hands/feet/objects to self</p>
Defiance/ Disrespect/ Insubordination/ Non-Compliance	Passive refusal to participate, extremely slow in response to request, testing the limit	<p><i>Student engages in brief or low-intensity failure to respond to adult requests</i></p> <p>-Inattentive, Leaving room without permission, Not following directions, Refusing to work, Unprepared, Failure to complete homework, Talking back to an adult</p>	<p><i>Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions</i></p> <p>-Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation, Overt refusal to follow an adult direction</p>	<p>Use appropriate voice level</p> <p>Raise your hand for permission to leave your seat</p> <p>Complete all assigned work on time</p> <p>Follow directions quickly</p> <p>Respond when spoken to</p>
Disruption	Noise making, outside-talk, attention-getting behaviors (silly answers, class clowning, etc.), bugging others	<p><i>Student behavior that briefly causes the interruption of instruction or activity and results in an adult attending to and/or redirecting the student behavior</i></p> <p>Repeated pattern of any disruptive behaviors, Excessive talking,</p>	<p><i>Student engages in behavior that stops the learning in a class or activity and results in an adult attending to and/or redirecting the student behavior</i></p> <p>Defiant repetition of behavior following a correction, Sustained loud talk, Yelling or</p>	<p>Raise your hand for permission to speak</p> <p>Work without disturbing others</p>

		Sleeping, Disruption in hallway, Unnecessary noises, Out of seat, Interfering with learning, Tantrums, Whining	screaming, Noise with materials, Overt disrespect	
Inappropriate Language	Offensive remarks in a casual manner	<p><i>Student engages in language that is not socially acceptable for school</i></p> <p>Student drops something and swears, Profane hand gestures</p>	<p><i>Student delivers verbal messages to intimidate, show defiance and/or create an unsafe climate - directed at an adult or another student</i></p> <p>Swearing, Name calling, Threatening to do injury</p>	Language that is socially appropriate and respectful
Harassment/ Teasing/ Taunting	Annoying on purpose, Altering Names	<p><i>Student engages in low-intensity instance aggressive pressure or intimidation</i></p> <p>Looking under bathroom stalls, Tattling, "Put downs", targeted insults</p>	<p><i>Student delivers disrespectful messages to another person that includes threats and intimidation, obscene gestures, pictures or written notes</i></p> <p>Continued pattern of minor offenses, Continued proximity after separation, Sexual harassment, Instances that create an intimidating, hostile, or offensive environment</p>	<p>Treat others the way you want to be treated</p> <p>Language that honors and validates others</p>
Property Misuse/ Damage	Thoughtlessly or accidentally damaging property	<p><i>Student engages in low-intensity misuse of property</i></p> <p>Defacing classroom property, Throwing paper/objects, Breaking pencils, Kicking furniture</p>	<p><i>Student participates in activity that results in destruction or disfigurement of property</i></p> <p>Deliberately damaging or defacing property; Graffiti, Writing in or tearing pages out of a book, Plugging toilets, Breaking classroom items</p>	<p>Make smart choices</p> <p>Use materials in an appropriate manner</p> <p>Respect personal and school property</p>
Lying/ Cheating/ Theft	Borrowing without asking. To not tell the truth.	<p><i>Student engages in low-intensity instance of deceit.</i></p> <p>Taking another's property (minor value),</p>	<p><i>Student delivers message that is untrue and/or deliberately violates the rules</i></p>	<p>Produce authentic work</p> <p>Be honest in words and actions</p>

		Refusing to return a borrowed item, Substituting someone else's work for your own	Taking another's property (significant sentimental or monetary value), not telling the truth when it involves someone personal safety or property damage	
Possession of a Controlled/ Illegal Item	Inappropriate drug/alcohol/weapon references	<p><i>Student engages in non-serious, but inappropriate drug/alcohol/ weapon references</i></p> <p>Repeated inappropriate drug/alcohol references, Talking about use, Clothing or obvious look alike-items</p>	<p><i>Student is in possession of or under the influence of a controlled substance or illegal item</i></p> <p>Under the influence, possession, distribution, and/or paraphernalia of drugs/ alcohol/ tobacco, Possession of an actual or look-alike gun, knife or other weapon</p>	<p>Make smart choices</p> <p>Report inappropriate behavior</p>
Technology Violation	Using technology without permission or stray from teacher directions	<p><i>Student engages in non-serious but inappropriate (as defined by school) use of cell phone and/or computer</i></p> <p>Including but not limited to: Playing games during class without permission, repeatedly using technology without permission, straying from teacher direction</p>	<p><i>Student engages in inappropriate (as defined by school) use of cell phone and/or computer</i></p> <p>Violating District AUP, Including but not limited to: Accessing inappropriate (obscene, indecent, profane, vulgar, lude) sites</p>	<p>Make smart choices</p> <p>Follow AUP rules</p>

Defining Unacceptable Behaviors

Teachers handle minor behavioral issues (classroom, art, music, computers, guidance or physical education teacher). They will use their discretion when they believe the classroom behavior requires a referral. It is understood that misconduct cannot be categorized in so few categories, thereby if a situation occurs concerning student conduct that has not been listed in this policy, it is the responsibility of the principal to determine the appropriate punishment.

The following is a sampling of the consequences teachers may use:

- Redirection
- Removal to a “time out” area within the classroom/ Think it over sheet
- Written referral
- Conference with student
- Note to parent
- Phone call to parent
- Teacher detention (morning, afternoon, lunch or specials time)
- Removal to another setting (no longer than 10 minutes)

- Alternate Recess

- The administrator handles major offenses. Consideration of each individual child assists when determining the consequence. The following is a sampling of those consequences administrators may use:
 - Natural consequence (clean desk that student wrote on, letter of apology etc.)
 - Parent phone call or conference
 - Alternative recess location
 - Before or After school detention
 - Focus Room placement
 - In School Suspension
 - Out of School Suspension
 - Referral to Juvenile Court

The following are guidelines and may be deviated depending on the type and level of misbehavior.

Alternative or Loss of Recess – All students are required to have 20 minutes of recess a day. However, alternatives to the routine recess are possible. For example, the student may not participate in regular recess activities. The alternative may be a variety of exercise disciplines to meet state standards such as walking the line or walking the track or walking laps in the gym (all under adult supervision). If the student is in a lower grade, where more than 100 minutes of recess per week, the principal may take recess away depending on the discipline issue or frequency of discipline issues.

Loss of Special Privileges – there are special, planned events for students throughout the year. For example, students may go to extended Homecoming Parade activities if there are no discipline concerns. Another example is teachers may reward the students with a special extended recess or outside activity; however, students who have discipline concerns may miss an activity. A special field trip is a possibility; however, a student may lose his/her chance to attend if discipline is a problem.

In-School Suspension/Alternate Educational Setting (ISS/AES) – assignment to ISS/AES is by the Principal. Students have an alternative education setting to complete classroom assignments. Student will not attend regular classes (limited interaction with other students), must stay on task, and should

complete work assigned. Students do not participate in extra-curricular activities on the days assigned ISS.

Out of School Suspension (OSS) and Expulsion – When the conduct of the student has arrived at a point which warrants severe disciplinary action the parents will be notified. If it is determined that a suspension (OSS)(maximum of 10 days by the principal and 180 days by the superintendent) is warranted the student will be sent home. A written record of the OSS will be immediately sent to the parents, and under normal circumstances a copy would be placed in the student's permanent record. Students in OSS are not allowed to attend or participate in extra-curricular or school sponsored activities for the duration of the OSS. If a student's OSS extends from one week to the next, the student will not be allowed to attend or participate in the weekend school activities. It is the responsibility of the parent of the student to arrange for and pick up any work missed during the OSS. It is the student's responsibility to get the work done and be ready to turn it in upon return to school. A parent or guardian must accompany a student upon their return to school to conference with the principal or superintendent if the principal is not available. The power of permanent expulsion is reserved to the Tarkio R-I Board of Education. Permanent expulsion will result in the student being permanently dropped from enrollment in TARKIO R-I School.

Legal Referral – Legal authorities may be involved in offenses including vandalism, threats (written and verbal) to others or self, theft, or illegal behavior.

State of Missouri Laws or Federal Mandate prevail and cover all infractions not in this handbook or the Board of Education policies.

Student searches:

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

AMI DAYS- Alternate Method of Instruction

It is possible that Tarkio R-1 Elementary school may utilize an alternate method of instruction day due to inclement weather. AMI days are meant to be used to provide instruction during a day in which the school cannot be in session due to unforeseen circumstances such as weather. AMI Days count as a school day and instruction and attendance are counted for these days. We have listed information below regarding the AMI day procedures at Tarkio Elementary School.

Notification: All school closures will be sent to parents utilizing the school's textcaster/notification system. The school will also identify if it will be using an AMI day or not.

AMI DAILY PROCEDURES:

1. Teachers will be using class Remind/Notification Text to communicate with parents regarding expectations for the day.
2. Elementary AMI Packets will be sent home and labeled as AMI Day 1, AMI Day 2, AMI Day 3. These packets will have a math and reading assignment as well as potentially other enrichment or special classes activities. In the event that we have an unplanned AMI day, teachers will identify which packet is to be used.
3. Class Meet Time- At 9:00 daily grades 3,4,5 may have a virtual meeting through google classroom. While the Google Meet Session will start at the same time each day, the duration of the meeting will be different each day. Teachers will provide their direct instruction and lessons for the day during that session. Once the direct instruction is done, students will be able to sign off and work on their homework for the day. IF students have questions they may message, email or google meet individually with the teacher for the duration of the morning in order to get questions answered.
4. Parents are encouraged to help reach out to teachers with any questions or concerns they may have and to engage as much as they can with their student's learning!
5. It is the expectation that all 3rd, 4th and 5th grade students who are able to log into Google Meet meetings with teachers each day at the appropriate time. IF you do not have the ability for your child to log into a google meet with their teacher, please be sure to remind text the teacher and indicate that they cannot sign in. Be sure to assign your child the appropriate AMI Packet.
6. It is the expectation that all K,1,2 teachers communicate with their parents via remind to set the expectations for the day. Teachers of these grades will be available via remind text and email to answer any questions parents may have.
7. The AMI work will NOT take the place of the in person educational experience and will consist of review work. New concepts will not be taught during an AMI Day.
8. Specific information from your student's teacher will be sent home in a letter to better give you an idea of what to expect for each specific grade level.
9. Assigned work will be expected to be turned in the following day. The work will be graded. In addition, this is how we take attendance for the AMI Day. Student's whose work is not completed will receive 0's and students will be counted as an unexcused absence for that AMI Day.

IF we are anticipating a closure the next day due to a weather forecast, a different AMI Packet may be sent home with your child the day before. Devices may be sent home depending on the situation.

MULTI TIERED SYSTEM OF SUPPORTS

MTSS- The Tarkio R-1 school district will be utilizing a Multi-Tiered system of supports to help students in need of additional academic, social, emotional and behavioral supports. Details are outlined in the school's MTSS Handbook.

TES Behavior Management Plan - Regulation 2610

LEVEL 1: Conference, Detention, Lunch Detention, Alternate Recess

- General misconduct
- Inappropriate horseplay
- Items of distraction during instructional time
- Bus misconduct
- Cell phone violation

LEVEL 2: Conference, Alt.Ed Setting (ISS), Support Team Referral, Behavior Plan.

- Repeat offenders of level 1
- Use of inappropriate, offensive, or threatening language or gestures
- Disrespectful action or speech towards students, staff, or school property
- Bullying and/or cyberbullying
- Inappropriate physical contact with another student
- Cheating
- Defiance

LEVEL 3: 1-5 Days of Out-of-School Suspension (OSS), Support Team Referral, Behavior Plan

- Repeat offenders of level 2
- Physical attack of another student, fighting
- Use or possession of tobacco product, alcohol, drugs, vaporizers, e-cigarettes
- Theft
- Inappropriate sexual contact, gestures or language of any kind (Regulation 2610)
- Vandalism
- Verbal abuse/intimidation of a staff member
- Harassment of staff or student
- Sexual harassment (1st offense Regulation 2610)

LEVEL 4: 1-10 Days of OSS, Referral to Superintendent for Further Action

- Possession of weapons at school or school sponsored activities (knives, guns, etc)
- Physical abuse/attack of staff member
- Arson
- Tampering with a fire extinguisher
- Possession of illegal drugs or alcohol at school or school event
- Pulling the fire alarm
- Sexual harassment (2nd+ offense Regulation 2610)

- Due to the severity of the offense students may be placed at a higher level.
- A student may also be disciplined on a step for misbehavior while participating in or attending a school event
- Each of these aforementioned infractions may vary in degree. It is the responsibility of the principal by virtue of their training to ascertain the situation and act accordingly within the framework of the disciplinary code. The above lists are not all inclusive and just examples of the degree of infractions within each step, other situations not listed will be dealt with by the administration.

Any time a referral warrants formal disciplinary action more serious than detention, a reasonable effort will be made by the principal to contact the parent or guardian by written notice delivered by the student, through the mail, or by direct e-mail or telephone contact.

Consequences for Bus Incidents-Policy 2652

Tarkio R-1 contracts bus service through Apple Bus. Pink slips may be given by the bus driver if a student displays difficulty following bus expectations. Students are expected to: follow the driver's directions at all times, sit in assigned seat, sit in seat properly and stay seated while bus is in motion, keep all objects (including hands, arms, head and legs) inside the bus and out of the aisle, never throw anything out the windows, help keep the bus safe, clean and in good repair, and treat others with respect.

Consequences for breaking bus rules include the following: loss of privilege, confiscation of items, pink slip, parent conferences, suspension of bus riding privileges, cleaning the bus, restitution of property damage, in/out of school suspension.

1st pink slip = signature from parent and school

2nd pink slip = phone conference with parent and school &/or transportation manager

3rd pink slip = principal and parent conference & 3 day bus suspension

4th pink slip = principal and parent conference & 5 day bus suspension

Additional pink slips = principal and parent conference & 10 day bus suspension

*For serious offenses, the usual progression of consequences may be set aside and more serious consequences apply.

Tobacco, Drugs and Alcohol Policy 2641

Smoking – The use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. The use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products is prohibited. This includes electronic delivery systems (e-cigarettes).

Alcohol/Drugs – Any student under the influence of alcohol/drugs, found to be in possession of alcohol/drugs, or admitting to the use of alcohol/drugs at school or a school sponsored activity and any student convicted in a court of law of possessing or using alcohol/drugs will result in suspension from school and a possible referral to the superintendent for further action.

Mandated substance abuse counseling may occur because of the infraction of the substance abuse rule for all drugs including alcohol/drugs when deemed necessary by the principal, school counselor, and school nurse. The extent of counseling will be determined on an independent basis, based on the individual's needs.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons after school hours on school property, or at any school events, whether at school or some other alternative location.

All medications prescribed by a physician, as well as all non-prescription medications, receive clearance from the school nurse, principal or superintendent before taken. In the absence of a physician's instructions, parental permission in writing is required for any student having possession of a medication or taken by the student while under the jurisdiction of the district.

Weapons Rule-Policy 2620

This Rule is written in compliance with the Gun Free School Act, which was enacted on October 20, 1994. Any student found to be in possession of a weapon on the school premises or at a school activity may be suspended from school for one year or more. For the purposes of this rule, a weapon will be defined as an instrument possessed for the purpose of inflicting harm on another. In most cases, a look-alike weapon will be treated the same as an actual weapon.

Bullying-Policy 2655

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the 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 may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

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 designates 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 are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to: cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

What qualifies as bullying behavior?			
CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Frequent; <u>repeated</u>
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Planned; <u>intentional</u>
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to <u>gain control</u> over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior is often regretted	The bully blames the target
An effort is made by all parties to resolve the problem	--	--	The target wants to stop the bully's behavior, but the bully does not
Can be resolved through mediation	Building social skills could be of benefit	Needs to be addressed; should NOT be ignored	CANNOT be resolved through mediation

Due Process

Each student is expected to be thoroughly acquainted with regulations explained in this handbook. In addition, he/she is expected to abide by them. If at any time a student or parent/guardian has a question about any policy included in this handbook or its interpretation, they should contact the principal or superintendent by calling (660) 736-4118 or (660) 736-4177.

In a disciplinary matter that includes the consequence of ISS or OSS a student has the right of due process. A student may be suspended from classes and/or school as well as recommended for expulsion by the Board of Education. The basis of evidence for this action is violation of the discipline code outlined in this handbook, approved by the Board. Due process includes: 1) Oral and/or written notice

of charges of violation. Meeting with administrator. 2) The opportunity to admit or deny such charges, and to provide an explanation of the situation, and to provide evidence contrary to the charges. 3) If suspended, the parent will be notified of the findings by the principal. A copy of the policy on student expulsion procedures will be provided to the parent when that action is recommended. That policy can be viewed by parents or students at the principal's or superintendent's office.

Technology Policy

APPROPRIATE USE OF DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS

The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, technology (including, but not limited to, computers, laptop computers, tablets, and/or hand-held devices), equipment, software, network systems, and internet access. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The district's technology, network, and/or internet access is not a public access service or a public forum. The district has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network, and/or internet access.

Opportunity for limited access to the district's technology, network systems, and the internet shall be available to all students and staff within the district. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the district's technology, network systems, and the internet. The amount of time and type of access available for each student and staff member may be limited by the district's technology and the demands for the use of the district's technology. Even if students have no access to and/or use of the district's technology, network systems, and the internet, they may still be exposed to information from the district's technology, network systems, and/or the internet in guided educational activities at the discretion of district employees.

Every item of technology in the district having internet access shall not be operated unless internet access from the technology is subject to the district's technology protection measure (i.e. filtering software). The technology protection measure employed by the district shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use, if such use is for bona fide research or other lawful purposes.

The technology director/coordinator may close a user account at any time as required. In addition, administrators, faculty, and staff may request that the technology director/coordinator deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with appropriate use may be denied access to the district's technology, the district's network systems, and the district's internet access. Students and staff members will be instructed, at a minimum, on an annual basis by the district's technology director/coordinator or other appropriate personnel on the appropriate use of the district's technology, network systems, and internet access.

Students and staff members shall protect district technology and technology-related equipment from damage and theft. Each student and staff member shall be responsible for any damage to district technology and technology-related equipment they have been issued.

Student and staff member use of the district's technology, network systems, and internet access shall also comply with all district policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the district's technology, network systems, and internet access.

Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the district's technology, network systems, and internet access may result in discipline for students up to and including expulsion and/or other legal action. The district's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the district's technology, network systems, and internet access includes, but is not limited to a violation of the following rules:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.
- Do not use the district's technology, network systems, and/or internet access to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e. myspace, facebook, twitter) or other similar services without prior permission from the technology director/coordinator or other appropriate personnel.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.
- Do not alter, modify, corrupt or harm in any way the software stored on the district's technology or network systems, including installing any software on district technology or on the district's network systems or running any personal software from either floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any system data files stored on the district's technology or network systems without prior permission and/or supervision from the technology director/coordinator or other appropriate personnel.
- Do not download any programs or files from the internet without prior permission from the district's technology director/coordinator or administrator. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology director/coordinator or administrator to download.
- Do not use any encryption software from any access point within the district.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended. You will be responsible for any consequences, monetary or otherwise, resulting from the sharing of your password and/or accessibility to your accounts.

- Do not access the district's technology or network systems or use the district's internet connection from non-district owned technology without prior authorization from the technology director/coordinator or other appropriate personnel.
- Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the district's technology, network systems, and/or the district's internet connection during school hours unless prior authorization from the technology director/coordinator or other appropriate personnel.
- Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the district's technology director/coordinator or other appropriate personnel.
- Do not play any games or run any programs that are not related to the district's educational program during school hours without prior permission from the technology director/coordinator or other appropriate personnel.
- Do not vandalize the district's technology or its network systems. Vandalism is defined as including, but not limited to, any attempt to harm, modify, deface or destroy physical equipment or the network and any attempt to harm or destroy data stored on the district's technology or the network or the data of another user. All users are expected to immediately report any problems or vandalism of technology equipment to the administration, the technology director/coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the district's technology or network systems or any network connected to the internet, including, but not limited to, the use or attempted use or possession of viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology director/coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology director/coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).
- Do not use the district's technology, network systems, and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology director/coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the district's technology, network systems, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the district's technology, network systems, and/or the internet.

Cyber-bullying

The Tarkio R-1 School District expressly forbids cyber-bullying. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. For the purposes of this policy,

“cyber-bullying” shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by but not limited to:

Sending or posting cruel messages or images, threatening others, excluding or attempting to exclude others from activities or organizations, starting or passing of rumors about others or the school system, harassing or intimidating others, sending angry, rude or vulgar messages directed at a person or persons privately or to an online group, sending or posting harmful, untrue or cruel statements about a person to others, pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger, sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or, engaging in tricks to solicit embarrassing information that is then made public. Students found to be engaging in activities as describe above shall be subject to the terms of the Tarkio R-1 Anti-Bullying Harassment Policy.

The district will, within the curriculum currently being offered, include age-appropriate content related to children’s use of the internet. This may include anti-bullying and harassment considerations, social networking considerations, and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the district’s technology and network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the district’s technology, network systems, and the internet. Students and staff members will sign a form acknowledging they have read and understand the district’s policies and regulations regarding appropriate use of the district’s technology, network systems, and the internet; that they will comply with the policies and regulations; and they understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the district will obtain written permission from the student’s parents to do so.

The district has the right, but not the duty, to monitor any and all aspects of its technology, network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology director/coordinator shall have both the authority and right to examine all technology and internet activity including any logs, data, e-mail, storage and/or other technology related records of any user of the system. The use of e-mail should be limited to district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the district’s technology and network systems, including the internet.

No warranties, expressed or implied, are made by the district for the technology and internet access being provided. Although the district has taken measures to implement and maintain protection against

the presence of viruses, spyware, and malware on the district's technology, network systems, and internet access, the district cannot and does not warranty or represent that the district's technology, network systems or internet access will be secure and free of viruses, spyware or malware at all times. The district, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The district is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the district's technology, network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the district's technology, network systems, and/or internet access is assumed by and is the responsibility of the user. The District has the right to collect and examine any personal technology device that is suspected of causing problems or being the source of an attack or virus infection on the District's wireless network or equipment.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the district's technology, network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the superintendent, any building principal or the technology director/coordinator. The board will review and update this policy as necessary.

Nondiscrimination and Student Rights-Policy 1300

It is the policy of the District to maintain a learning environment that is safe and welcoming for all. It is violation of district policy for any student, teacher, administrator or other school personnel of the District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, and change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complainant will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the

superintendent is the subject of the complaint, an individual authorized by the board will conduct an investigation. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable case to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with Board policy. Students who believe that their complaint has not been satisfactorily resolved may fill out a Grievance Form at the appropriate level.

General Information

Recess

In order to protect the health of the students during cold and/or wet weather, please see to it that your child is dressed appropriately. Children should wear all-weather boots when it is cold and/or wet outside. Cowboy boots, hiking boots, and fashion boots are not all-weather.

There is an expectation that all students go outside unless they are recovering from a previous illness. A note from a parent is required if your child is not to be outside during recess. Please do not ask that your child remain inside just because he/she does not want to go outdoors. We will not go out when the temperature and/or wind chill is dangerously low. All students will have daily recess.

- Outside recess will be conducted if: The “feels like” temperature is between 30-90 degrees and there is no falling precipitation.
- Limited outside recess will be conducted if: The “feels like” temperature is between 15-29 or 90-99 degrees and there is no falling precipitation. (15 minutes maximum)
- No outside recess will be conducted if: The “feels like” temperature is 14 degrees or below or 100 degrees and above.

Personal Appearance Code

- Students must wear shoes at all times, unless given permission in the classroom for meeting an incentive. Physical education requires athletic shoes be worn.
- Halters, backless clothing, see through garments, or bare midriffs are not appropriate.
- Tank tops that have spaghetti straps or hang excessively below the neckline or arms are not appropriate.
- Clothing must cover undergarments.
- Any clothing worn shall not have writing, drawings, or emblems that are depicting or advocating violence, criminal activity, use of alcohol/drugs, pornography or hate speech.
- Students are not to wear caps, hats, or bandanas in the school building; unless for a dress up day.
- Roller skate shoes not permitted

Any deviations to the dress code need resolution for full participation in class or activities. Disciplinary action is at the discretion of the principal.

Class Parties

Three planned parties are: Halloween, Christmas and Valentine’s Day. For parties, please remember:

- No make-up on the students or parents attending any party.
- Costumes/outfits must meet the personal appearance code.
- Party details come from the office and/or the teacher.

- It is preferred that parents set a good example if they choose to dress up. Our school urges modesty and depth of “scariness”.
- Parents who volunteer in the classroom must dress and act professionally and take interest in the students.

The announcement of party times is given closer to the actual date of the party. Room parents/guardians organize the treats and help the teachers. Good communication and coordination between room parents/guardians and teachers make this an enjoyable experience for all the students. The consumption of party treats is in the classroom.

At Christmas: All grades may have a gift exchange with a price of \$3.00-5.00. The teacher has discretion to decide on an alternative with the students.

Birthdays: It is acceptable to send refreshments or treats to your child’s classroom for his/her birthday. We encourage treats to be of a healthy nature such as cheese and crackers, fresh fruit, peanut butter and celery, etc. Please check with the teacher prior to bringing treats to ensure student allergies are covered. Non-food items are always an alternative to food snacks. If flowers, balloons or gifts come from the flower shop, please arrange to pick up your child from school; it can be a distraction on the school bus.

School Trips

- Students must ride the bus to participate in any school activity unless there is prior approval by the principal.
- When returning from an activity, students must ride the bus or with their parents. Parents must sign the student out with the sponsor or coach if they are taking their child. Parents may only sign out their own child(ren).
- Once a student is at an activity, he/she may not leave without special permission from the supervising personnel.
- Written permission from the parent will be necessary before elementary students participate in educational trips outside the school. If there is a cost for admission, a child may be required to pay the fee.
- Students who do not attend field trips are absent from the school day.
- Short trips within Tarkio will not require permission by the parent.
- A child may not ride with another person unless the parent/guardian physically comes into the school and arranges with the principal in person. **A parent/guardian may not call in and give verbal permission; changes must be in person.**

Expectations for Extracurricular Activities

- Students should be in school to attend or participate in an activity that evening.
- In the event that an activity is on a Saturday, the student should attend the school day prior. Exceptions must have approval by the principal.
- Students not meeting behavioral expectations are subject to review by the principal.
- Any student causing a disturbance will be required to leave at the discretion of administration.

Library Procedures

- Checkout period for books is one week and may be renewed. Kindergarten students may check out one book. Students in grades 1-6 may check out 2 books.
- Checkout of books must be with the librarian or adult in charge of the library.

- If a child has two overdue books, he/she may read books in the library, but not be allowed checkout privileges until return of the overdue books. If only one book is overdue, he/she may check out one book until the overdue book.
- If a child loses a book, parents must pay for the lost book. Please contact the librarian for pricing information. Students must take care of responsibilities for non-returned materials; otherwise, parent letters come from the appropriate administration.
- If there is accidental damage to library materials, do not attempt to repair them at home. Please have the student bring the damaged item back to the library for repair. The parent must pay for materials intentionally destroyed or damaged.
- The Principal may address library privileges if a student is abusing privileges or materials.

Lost and Found

Each year students lose many things of value. We urge that student names be placed on all articles of clothing and equipment that could be lost by the students. Lost articles will be in a designated spot near the recess doors. Twice a year, the school donates articles not claimed to charity. Please help us by ensuring your child makes an effort to recover his/her belongings.

Weather or Other Emergency Closings

Announcements will be made on the following radio stations: KMA at 960 AM/99.3 FM; as well as our INDIAN ALERT system. Patrons may sign up for the Indian Alert text message system. Please visit the district website http://tarkio.k12.mo.us/pages/Tarkio_R1 and click the icon on the district webpage. If severe weather occurs after school is in session, and you are in question as to whether school will be dismissed, please listen to one of the above stations for information. Tarkio Schools will continue to report school closings due to snow or weather on the above stations and our Facebook page and will use this system as an overlay to the public announcements.

Health & Medical

Illness or Accident During School Hours-Policy 2860

In case of illness during school hours, the school will contact the parent/guardian. In the event of an accident while a child is at school, there is notification to the parent/guardian to determine the action taken. Emergencies are rare, but when sudden sickness or accidents involve your child, care of the child is a serious issue if the teacher or nurse is unable to reach the parents. For this reason, please make available accurate, updated information including the name and telephone number of the person to contact in case you are not available. Please make sure this emergency contact has a working local phone number and reliable transportation. It is important we have at least two current contact numbers for your child.

A child will not be allowed to return to school until they are fever free for 24 hours, and any other illness related symptoms are showing signs of improvement.

A student who has a communicable disease should NOT return to school without the permission of a physician or the approval of the school nurse.

Immunizations

Missouri State Law requires all students attending public schools be properly immunized or exempt. All transfer and kindergarten students must present proof of compliance with the immunization rule on or prior to their first day of school. All students must comply with the immunization rule to attend school. Immunizations must be up to date for compliance. Students may be exempt with the proper form signed from the parents or physician.

Missouri State Law also requires all public schools to keep an immunization record on each student. Parents/guardians must furnish satisfactory evidence of a child's immunizations or exemption before attending school. This means a statement, certificate or record from a physician or other recognized health facility or personnel stating administration of the required immunizations to the student and verifying the type of vaccine.

If you have any questions, please contact the school nurse at your convenience.

Medication Procedure-Policy/Regulation 2870

Prescription Medication -The student's authorized prescriber shall provide a written order that the student be given medication during school hours. The order should state the name of the student, the name of the drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions. The District requires that a prescription label be properly affixed to the medication in question. The prescription label must contain the name of the student, the name of the drug, dosage, frequency of administration, route of administration, diagnosis, and the prescriber's name. A parent/guardian must fill out and sign a medication administration form. The medication administration form and the doctor's order must be submitted to the school nurse before a medication will be given. The District will not administer the initial dose of any new prescription except in an emergency.

Over the Counter Medication – The district may administer over-the-counter medication to a student upon receipt of a written request or medication administration form from the parent/guardian. The request shall state the name of the student, the name of the drug, dosage, frequency of administration, and route of administration. If an over-the-counter medication is to be given to a student for more than 5 consecutive days, an order from the student's doctor will be required. All over-the-counter medications must be delivered to the nurse by a parent or guardian and must be in the original packaging that is labeled with the student's name. All over-the-counter medications will only be administered per the manufacturer's label.

Cough Drops – Parents may send cough drops to school with the student to be kept with the child.

Inhalers – Inhalers are a prescription medication and need to follow the above prescription medication and/or self administration rule. Inhalers should be in a box with a prescription label attached. The pharmacies are very good about printing extra labels or making an extra bottle for you to send to school.

Please consult the entire board policy regulation 2870 for more detailed information regarding administering medication to students.

Medical Marijuana-Policy 2871

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To that goal, the District maintains a strict prohibition against the possession, use, sale and presence under the influence of prohibited substances, having adopted a Drug Free School Policy (Policy 2641 – Drug Free Schools) as well as a prohibition against Student Use of Tobacco, Alcohol and Drugs (Policy 2640 - Student Use of Tobacco, Alcohol and Drugs). The purpose of these policies and others is not primarily punitive to catch offenders, rather it is designed to provide a safe learning environment and to serve as a deterrence to drug use.

The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter "medical marijuana" or "drug"). Qualified individual students and employees are permitted the use of medical marijuana. The law does not authorize the use of

medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.

In the limited circumstances that a qualified student must receive the drug at school, certain procedures as determined by the District must be followed. Among those procedures, the caregiver must provide the principal with the student's valid authorization to use medical marijuana and the parent must provide the principal with doctor's orders confirming that the drug must be administered during the school day. Where the principal is satisfied that all procedural requirements have been met, the principal will provide a private place where the caregiver may administer the drug to a qualified student. Medical marijuana will not be stored at school, but rather must be brought to school by the caregiver. Following administration of the drug, the caregiver must leave school taking with them any remaining drug.

Administering Opioid Antagonists P 2874

NARCAN, also known as naloxone is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonist at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

Head Lice-Policy 2865

The Centers for Disease Control (CDC) and the Missouri Department of Health and Senior Services removed head lice from the contagious disease advisory because head lice do not spread any type of disease causing bacteria or virus that directly results in an infection or illness.

The Tarkio R-I School District does not perform a routine, regularly scheduled school-wide screening for head lice with the exception of the Kindergarten through Second Grade population, which will be screened upon return to school from periods of closure greater than five (5) days. Additional screenings may occur when two or more cases of live lice are identified in the same classroom. The school nurse or designee may screen any student when deemed appropriate and necessary.

Emergency Procedures

There are emergency procedures established by the administration for fire, tornado, and disaster. The students should follow specific instructions given by the school or emergency personnel. We routinely practice emergency procedures with drills. The following are general rules:

1. Walk at a rapid pace, but do not run.
2. Do not talk and listen to the instructions.
3. Do not stop in front of the doors or steps.

CONSENT TO STUDENT USE OF THE DISTRICT'S TECHNOLOGY, NETWORK SYSTEMS AND INTERNET ACCESS

I, _____, am the parent or guardian of _____, who is in _____ grade. I hereby certify that I have received, read, understand and agree to Tarkio R-1 School District's Appropriate Use of Technology, Network Systems, and Internet Access Policy. I recognize that although the Tarkio R-1 School District has taken measures to restrict access to controversial materials, it cannot guarantee that students will be protected from accessing any controversial materials during the student's use of the district's technology, network systems, and internet access. I accept full responsibility for my student's use of the district's technology, network systems, and internet access through the district in accordance with the terms, conditions, and guidelines as stated by the district in its policies and regulations and as set out in federal and state law. I release the Tarkio R-1 School district and its officers and employees, from any and all legal liability and financial responsibility that may be incurred by my student's use of any district's technology, network systems, and internet access.

My child may have access to internet & closegap.org: _____ Yes _____ No

I hereby give the district permission to publish my child's work, picture, and/or first name on the internet through the district's web site & closed TES Facebook group. _____ Yes _____ No

Parent or Guardian Name: _____

PARENT/GUARDIAN SIGNATURE

DATE

If you have consented to your child's use of the district's technology, network systems, and internet access, please have your child review and sign the following:

I have read the Tarkio R-1 School District's Appropriate Use of Technology, Network Systems, and Internet Access policy and agree to abide by its provisions. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the district's technology, network systems, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved. I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communication I send, receive, and store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I understand that bringing my own personal technology devices to campus will diminish my expectation of privacy regarding my personal technology devices while at school, and that the District reserves the right to search my personal technology devices in accordance with applicable laws and policies if there is

reasonable suspicion that I have violated the District's policies, procedures or rules, or engaged in other misconduct while using my personal technology devices.

STUDENT SIGNATURE

DATE

Tarkio Elementary School Title I SCHOOL-PARENT-STUDENT COMPACT

This compact is an agreement to work in partnership to build a strong educational foundation for the children of our community.

As a student, I will:

- Attend school & be on time.
- Follow TES Behavior Expectations - Make Smart Choices & Make Our Dear Team Stronger
- Do my homework every day, turn it in when due, and ask for help when I need it.
- Read every day outside of school time.
- Give all notes and information from my school to my parent/guardian daily.

Student Signature

Date

As a parent, I will:

- Make sure my child is in school every day on time.
- Make sure my child gets adequate sleep and has a healthy diet.
- Provide a home environment that encourages my child to learn.
- Stay informed about my child's education by reading all communications from the school and responding appropriately.
- Develop a homework routine to study math facts and spelling words, study for tests, complete daily homework, and read for pleasure. Check that homework is completed.
- Attend parent teacher conferences and informative opportunities offered by the teachers and school.

Parent Signature

Date

As a teacher, I will:



Regularly communicate with the parents and students about learning progress.



Ensure that students and parents understand my expectations & rules.



Provide a safe, positive, healthy learning environment.



Respect cultural differences of students and their families.



Implement effective learning strategies and techniques that meet the needs of my students.

Teacher Signature

Date

As a school, we will:



Provide high-quality curriculum and instruction in a supportive and effective learning environment



Be relentless in meeting the emotional, social and academic needs of our students



Keep parents informed about upcoming school events and student progress



Work together to build a strong partnership with parents and our community for the betterment of our students

Principal's Signature

Date

HANDBOOK ACKNOWLEDGEMENT FORM

Please sign and return to the elementary school office by Friday of the first week of school. Thank You.

My child, _____ & I have received the 2023-2024 Tarkio Elementary School Handbook and have read through its entirety. I/We understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to disciplinary consequences outlined in the Student Code of Conduct.

Parent or Guardian Signature

Date

Student Signature

Date

You are confirming you have read:

- Bullying Policy
- Attendance Policy
- Behavior Management Plan
- Standard Complaint Resolution Procedure
- Statewide Assessment notification
- Dyslexia Mandate Satisfaction of Requirements
- Drop Off and Pick Up information
- Health & Medical policies