

Meadow Heights R-II School Elementary 2022-2023 School Handbook



Mission Statement: Our mission is to provide a nurturing environment where we can empower children to become confident, knowledgeable, responsible and productive citizens.

At the Meadow Heights Elementary School, our vision is a community of learners focused on success. In order to achieve this our staff will create a safe, supportive environment, where students are known and valued. Where faculty promotes collaboration, reflection, and ongoing professional growth. Our instruction will be engaging and challenging while supporting different learning styles and using developmentally appropriate practices to increase student achievement while continuously monitoring for success. Finally, our school and the community will work together to share the responsibility of educating students through effective means of communication and involvement.



August 2022

Dear Parents,

It is my pleasure to welcome you to the 2022-2023 school year! If you are new to the district, WELCOME to our Meadow Heights Family. This handbook has been put together to make you aware of the rules, policies, and regulations we live by here at Meadow Heights R-II School District. If you find that you still have questions about policies or protocols, please do not hesitate to discuss these questions or concerns with myself or another staff member.

We take pride in providing a quality educational program for our students. Our experienced and dedicated staff will motivate and give each student the support they need to reach their fullest potential. While we are very proud of our past achievements with students, we are anticipating another successful year in a growing tradition of excellence.

Here at Meadow Heights we recognize that our school is strengthened by active participation from our patrons. If you have not, but would like to become an active part of your child's school community, I promise we have a place for you. Whether you join us at ballgames, special events, or become a member of the PTO or Booster Club, I encourage you to do so.

Please take the time and read through this handbook with your child. Being on the same page and understanding the expectations we have, will allow us to work more effectively together. "Together We Can!"

Thank you and I hope everyone has a Fabulous year!

Sincerely,

Jessica Conrad
Elementary Principal
jconrad@meadowheights.k12.mo.us
573-866-2611 ext. 108

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MEADOW HEIGHTS ELEMENTARY STAFF ROSTER**2022-2023**

Kindergarten: Kristy Smith
Laura Yamnitz

Grade One: Cheyenne Penford
Julia Mollette

Grade Two: Karen Davis
Sandy Myers

Grade Three: Valerie Carlson
Amy Cook

Grade Four: Barbra Elfrink
Kristi Hays

Grade Five: Marla Kennedy
Sarah Hale

Librarian: Christy Myers

Counselor: Lexi Cornelius

Parents as Teachers: Julie Johnson

PE/Coach: Kami Green

K-5 Art: Bailey Bullock

1-5 Music: Chris Crawford

Speech Pathologist:

Learning Resource K-6:
Special Education Director: Mary Freeman
Special Education Teacher: Julie Johnson

Technology Coordinator: Dan Bollinger

Title I Communication Arts: Elaine Akins
Title I Reading Coach/
Title I Mathematics: Wendi Williams

Prekindergarten Teacher:	Mindy Stanfill	
Cafeteria:	Tammy Hanners	
Custodian:	Rick Mayberry/Becky Garland	
Maintenance:	Dave Cook	
Teacher Assistants:	Classroom Aides	Bev Smith Ruth Hays Sherry Long
	Library Preschool	Anna Brown Pam Shrum
Elementary Secretary:	Julie Jones	
Principal:	Jessica Conrad	

BUS DRIVERS

Mike Welker	Bus 1
Mary Davis	Bus 2
Cody Kennedy/Mike Scott	Bus 3
Mitch Nanney/Danielle Beaty	Bus 4
Kami Green	Bus 5
Connie Baremore	Bus 6
Wendell Johnson	Bus 7
Jessica Conrad	Bus 8
Mike Scott/Kenny Welker	Bus 9

GENERAL INFORMATION

SCHOOL HOURS

The school day begins at 7:50 a.m. and ends at 3:11 p.m. Children should not arrive at school before **7:35 a.m. unless they are enrolled in before school care. The doors will be locked until then.**

Students are considered at school once they board the school bus. Should a bus arrive late to school the student is not considered absent or tardy. If a bus arrives early to school all students should report to the multi-purpose room to await the 7:50 a.m. bell which allows them to enter their classroom.

STUDENT DROP OFF AND PICK UP POINTS

The Meadow Heights Elementary drop off point will be in the front of the building and the pick up point will be on the east side of the high school next to the multi-purpose room.

To drop off: Cars will enter by the front door, stop, and drop off students at the front door. The door will be unlocked **@ 7:35 a.m.**

To pick up: Cars will enter the area next to the bus garage fence and make a U-turn and drive up next to the sidewalk and someone will send your student out to the car. When exiting, please do not drive where buses are parked waiting to be loaded. Use the exit by student parking.

ENTRANCE TO THE ELEMENTARY BUILDING

All students and visitors to the elementary school building must enter by way of the main entrance in the front of the high school building. **All visitors must report and sign in upon arrival in the high school first before making your way to the elementary office.**

FOOD SERVICE

Students will be served breakfast immediately after departing from the buses.

Lunch costs	Breakfast: \$ 1.10	Lunch: \$2.40
	Reduced \$.30	Reduced: \$.40
	Adult \$1.65	Adult \$3.20

Milk/Juice may be purchased separately for 30 cents for students bringing their lunch.

A computerized system will be used in the food service department. The system will operate much like a bank account. With this computerized system, students will be given an envelope to put their lunch money in. The information on the

outside of the envelope should be completed in full. Elementary students will turn their envelopes in to their classroom teachers. A clerical aide will collect the envelopes each morning, take them to the cafeteria and credit the students' account in the computer for that amount.

The following are important points of information:

- Each student will receive a pin number for identification. We ask that you please help your student memorize their personal pin number.
- Students must enter a pin number to go through the lunch line.
- A reminder will be sent to the parents when their child's account drops to only three lunches remaining. When an account is depleted, all free, reduced and full pay personal accounts will only be allowed to charge up to, but not to exceed \$4.50 on their meal card for first meals only. This applies to students and adults. After allowable charges are used, students will be served a peanut butter sandwich with jelly and milk until the account is replenished.
- Parents can now purchase their child's lunch/breakfast on a yearly or monthly basis (or any dollar amount they wish to deposit, i.e. \$25, \$50, \$100, etc.).
- Extra milk can be purchased with this card.
- All funds left in the account at the end of the year will be carried over to the next school year. Refunds will be made in the case of a student leaving the school district if the student or parent requests a refund. Refunds must be made within 60 days from leaving the district or money will not be refunded.
- Parents can receive a printed copy of all expenditures for their child at any time.

Elementary students are not allowed to purchase sodas or snacks in the cafeteria. Students are not allowed to bring sodas to school unless they are a part of their lunch brought from home. Sodas may not be taken out of the cafeteria.

The Free and Reduced Breakfast/Lunch Program is available to all children whose families qualify. Information on this program is sent home with each child enrolled at the beginning of the school year.

It is then the parents'/guardians responsibility to complete the form and return it as quickly as possible for processing.

DRESS CODE

All students should wear appropriate school attire. Grooming and dress contribute to good attitudes and conditions that enable the students to do their best work. Students are encouraged to take pride in their appearance and to avoid wearing items which distract from the normal school routine or which might be hazardous and/or interfere with a child's safety. Clothing not suitable for school wear includes:

- Short shorts (shorter than 3 inch seam) or biker shorts (spandex—the tight kind—unless worn under other appropriate shorts),
- Clothing which illustrates words, symbols or statements condoning alcohol, tobacco, or drug use, or having obscene gestures/pictures,
- Clothing with holes cut or torn which exposes the body inappropriately
- Hats or headgear indoor (First time—confiscated for the remainder of the day, second time—for the remainder of the school year).
- Bare midriiffs and string top blouses are not allowed. The material crossing the shoulders must be at least 2 inches wide to be considered not a string top. Sheer/see through type material is not allowed. Low cut blouses showing cleavage are not allowed.
- Chains, other than small decorative jewelry chains worn around the neck, may not be worn to school, to include all wallet and pants attached chains.

The teacher and/or principal will determine what not appropriate school clothing is. Should problems arise in this area, cooperation of the parent/guardian will be sought to resolve the situation.

SCHOOL PICTURE

Colored photographs of students will be taken during the school year. While parents are not required to purchase these pictures, each child's picture must be taken for records and the yearbook. Spring pictures are also available for those parents/guardians interested.

PERSONAL ITEMS

THE SCHOOL CANNOT BE RESPONSIBLE FOR THE REPLACEMENT OF LOST OR STOLEN ARTICLES.

Mark items—coats, hats, school supplies—clearly with the student's name. If an item is missing, the student or parent should inquire at the elementary office lost and found box.

Students should check the lost and found box at the office or they may inquire at the office regarding any lost item(s).

In most cases personal items can be extremely distracting, may be lost and stolen, or could cause injury. If an item is taken away from a student for any of those reasons it is the student's responsibility to ask for the item back at the end of the day. In cases where it is chronic or serious, a parent may be asked to come to school to retrieve the item.

Some items not allowed at school include the following:

- Knives, tools, fingernail trimmers, or other sharp or pointed instruments;
- Cigarette lighters, matches, or other fire/spark producing agents;
- Portable radios, record players, compact disc players, CD's, tape players, music tapes, lasers, and handheld computerized games;

- Cell phones
- No personal athletic equipment will be allowed, such as basketballs, hockey sticks, bats, racquets, etc.
- Various toys such as dice, cars, trucks, dolls, etc.
- Any cards.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

If your address or telephone number changes, please call the elementary principal's office and report this change to the school secretary. Please keep your child's emergency information records updated!

PARTIES

Three scheduled parties will be held during the school year: Halloween, Christmas, and Valentine's Day. Parties will begin at 2:00 p.m. and last until 2:55 p.m., unless otherwise notified by the school.

VOLUNTEERS

There are a variety of opportunities for parents and community members to assist in the Meadow Heights R-II educational program. Volunteers enable the school to provide greater services to students. Under the supervision of staff, volunteers may help with tutoring, assisting the teacher with clerical work, or other activities as needed. Contact the office if you would like information on how to become a volunteer.

SCHOOL STORE

To ensure that children are prepared for each day's activities, school supplies are available for purchase in the elementary gym each morning before the start of classes.

STUDENT ATTENDANCE

Regular and punctual school attendance is expected of each student enrolled at Meadow Heights Elementary School because of the proven relationship between a child's good attendance in school and good grades/learning. Likewise, it is an established fact that children with poor attendance normally **do not achieve up to their potential** and more often than not take home poor or failing grades in school.

It is understood that occasional absences from school may be necessary for elementary aged children under certain circumstances, i.e., illness, hospitalization, a death in the family and/or other family emergencies that might

arise. **Parents and/or guardians are encouraged to make every effort to see that their child/children are in school and stay in school throughout the course of the school year because we simply cannot teach children who are not here!**

Elementary students will be allowed 10 verified/unverified absent (V) days per school year. Verified absences include the following reasons:

Illness or injury of the student, illness or injury of a member of the student's family when the student's presence is necessary or expected, visits with a 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 or the superintendent or designee, or absence that has an education or family value when approved in advance by the building principal.

In order to verify a child's absence when it occurs, parents/guardians should do the following:

- call the elementary office (866-2611) by the morning after the absence by 9:00 a.m. to provide a reason for the absence; **please do not call your child's teacher but call the office instead;** or we will call you and verify the student is absent and why; **notification from an older brother or sister will be accepted only if they are serving in a guardian role to that younger brother or sister. Students who impersonate parents or who request another student to do so will be subject to suspension from school and they and their parents must meet with the building principal before they are allowed to return to school.**

REPORTING EXCESSIVE SCHOOL ABSENCES

Parents will be notified in the following manner when their child has missed 3, 5, 7, 10, and 11 verified/unverified days of absences in a school year.

- A letter will be mailed home after 3 verified/unverified absences.
- A letter will be delivered by the SRO and principal on day 5 verified/unverified absence.
- A letter will be mailed and a referral to the Deputy Juvenile Officer will be made after day 7.
- On the 10th verified/unverified day of absences the parents will be asked to meet with the principal and/or the juvenile officer. This meeting will take place to review student's absences and attempt to develop a plan to improve the student's attendance. The state of Missouri requires that the school report students with excessive school absences, 10 or more, to the Division of Family Services as well.
- On the 11th verified day of absence the case will be referred to the Bollinger County Prosecuting Attorney.

Any day over the 10th verified/unverified day in a school year the student must have a valid written excuse by someone other than the parent/guardian (i.e. doctor or dentist, etc.) **PARENT'S CALLING IN WILL NOT SERVE AS A VALID EXCUSE. AFTER THE 10th VERIFIED DAY/UNVERIFIED, FOR ALL DAYS AFTER THAT, THE STUDENT MUST HAVE A VALID WRITTEN EXCUSE.**

An excused absence (E) is a student absence that has been approved by the district and is supported with appropriate written documentation, including but not limited to, medical appointments, dental appointments, a funeral of a relative, or a verified religious observance.

For unexcused or unverified absences (A), the student will be treated as being truant; therefore, students will receive discipline in accordance with Board regulation JC-R1. Students will only be allowed to make up work for unexcused or unverified absences by attending an after school detention as outlined in JG-R1. 6.

RECOVERING EXCESSIVE SCHOOL ABSENCES

- **Any student missing more than 3 unexcused/verified absences will be assigned a day of RTR per day missed at the end of that quarter.**
- **When a student reaches 10 days of unexcused/verified absences and have not made up any of those days throughout the first 3 RTR sessions they will be assigned Extended RTR at the end of 4th quarter. The Extended RTR will be between 9 and 12 days depending on weather.**
- **Failure to attend Extended RTR when assigned will likely result in retention.**

SCHOOL SUSPENSIONS

Any absence from school due to a suspension will be considered an excused absence.

MAKE UP WORK

It is the responsibility of the student to see that all missed assignments are made up. On assignments normally due the next day or within the next few days, a student shall have additional time; equal to the amount of time he/she was absent to turn in these assignments. The building principal may, if conditions warrant, make an exception to this after conferring with his/her parents.

If your child is absent from school and you wish to pick up homework, please follow these procedures:

- If a brother or sister is to take the work home, he/she should go directly to the elementary office before school and request the work. If a parent/guardian wants to pick up the assignments, please **CALL THE ELEMENTARY OFFICE BEFORE 9:00 A.M.** to allow the teacher sufficient time to prepare the materials. Assignments will be available for pick up in the elementary office after 2:00 p.m. Tests shall be made-up on the day that the student returns to school if the student chooses or the student may have additional time equal to the time he/she was absent from school to make up the test.

- Teachers of students enrolled in **grades 4 and 5** ask that parents wait until the student has missed **2 or more days** before requesting that homework be sent home.

Students will only be allowed to make up work for unexcused or unverified absences by attending a lunch detention as outlined in JG-R1.

ABSENCE AS IT PERTAINS TO ACTIVITIES

Students who are absent on the day of an activity shall not be considered eligible to participate on that date without having cleared their absence in advance by an administrator. This applies to all activities including athletics, music, drama, art, speech, class field trips, etc.

TARDIES

Any student who arrives at school after 7:51 a.m. is considered tardy to school **unless they are riding a school bus that arrives at school late in which case they are admitted to class without penalty.**

When your child must be late for school, **the parent/guardian must bring them into the office to sign them in for the day** unless prior arrangements were made through the office.

Elementary school students will be allowed 3 tardies per quarter. Tardies are defined as coming in late in the morning as well as leaving early in the afternoon. The first three tardies will be considered **excused** and each tardy after that will result in noon detention or after-school detention of 1 to 3 days. Also, after the third tardy in a quarter, the parent/guardian will have to confer with the principal. Parents/guardians will receive, from the school office, notification that their son/daughter has reached their third tardy in a semester.

Students who are tardy due to a doctor's or dentist's appointment, hospital visits, court appearances, or other professional appointments WILL NOT be counted tardy if the parent/guardian brings a note from the doctor's office (for example) to the office when they return.

CLASSROOM INTERRUPTIONS

In order to cut down on the number of classroom interruptions during the school day, parents are asked to please come to the Principal's office when picking up their children and not to go directly to the child's classroom. Too many interruptions of class distract from the overall learning process causing our children then, in turn, to suffer.

If parents can notify the office (866-2611) in advance of this arrival, this will allow us to have the children ready and save you time.

EARLY DEPARTURE FROM SCHOOL

No student may leave school during the day except by permission of the principal or his/her representative. If your child must leave school early, send a written note to that effect, and then pick your child up at the office at the designated time. Parents must also sign students in at the office when they return to school.

TO MAKE CHANGES IN AFTER SCHOOL PICK UPS OR BUS CHANGE

It is important to make sure that every child gets to the correct location after school is dismissed. **In order to assure that the office has time to hand deliver the note, please make sure to call the elementary office BEFORE 1:30 p.m.**

SCHOOL CLOSINGS/EARLY DISMISSALS/INCLEMENT WEATHER

Occasionally school will be dismissed early. When these early dismissals are planned in advance, notes will be sent home informing you of the time for the dismissal.

In some cases, usually the result of inclement weather, school may be dismissed early without it being possible to inform you in advance. Please discuss this with your child and have a plan worked out with your child as to where he/she should go in these instances.

Whenever there appears to be doubt as to whether school will be in session because of inclement weather conditions, (e.g. Snowy or icy roads, bitter cold temperatures, high water, etc.); the following radio/television stations will announce our school closings:

KFVS-TV – CAPE GIRARDEAU

K103FM – CAPE GIRARDEAU

KREI 800 AM/KTJJ 98.5FM – FARMINGTON

104.1 FM – MARBLE HILL

Please tune into these area media sources to find out whether or not school will be in session for the day. The announcement will be made in the evening and/or early morning.

The Meadow Heights School District will also activate a computerized call system to notify parents of closings or dismissals.

Please do not call the school or school personnel as this ties up our telephone system at a time when it is needed.

CHECK OUT PROCEDURES WHEN MOVING AWAY

When a student leaves the school district the following procedures should be followed:

- Parents should notify school personnel at least three days before leaving.
- Return all school books and supplies.
- Make sure all lunch money (turn in lunch card) and other fines (e.g. Library) are paid.
- All personal items should be taken with the student.
- Report cards will be issued if the student has been in attendance long enough to warrant proper and fair evaluation.

ENROLLMENT PROCEDURES

NEW STUDENT ENROLLMENT

New students may enroll in school prior to the opening of school in August. Enrollment dates will be advertised in the Banner Press Newspaper. Enrollment information may be obtained at the elementary school office during the regular school hours of 9:00 a.m. until 2:00 p.m., Monday through Friday. Birth certificate, up-to-date immunization records, proof of residency, and health data are required at the time of registration.

KINDERGARTEN ENROLLMENT

A child must be five (5) years of age before August 1 to enter kindergarten. Pre-enrollment will be held each year during April.

Birth certificate, up-to-date immunization records, proof of residency, and health data are required at the time of registration. Students must have the above before starting school in August.

FIRST GRADE ENROLLMENT

A child must be six (6) years of age before August 1 to enter first grade. Students may be enrolled in the two weeks prior to the start of school in the fall by their parents/guardians.

Birth certificate, social security card, up-to-date immunization records, proof of residency, as well as other health, emergency records, etc. must be presented at the time of registration.

Students not meeting the state immunization requirements will not be allowed to attend school until these deficiencies are taken care of. Students must have an official state Birth Certificate on file in order to attend school.

STUDENT HONORS AND AWARDS

Elementary students are eligible to earn various honors and awards. These are presented either quarterly or annually depending upon the criteria. Listed below are the criteria for each award.

Quarterly:

- The Principal's Honor Roll GPA of 10.0 or higher
- Honor Roll GPA of 7.0 or higher

Students in grades 1-6 will be eligible to be on the Meadow Heights Elementary Honor Roll for academic achievement.

Guidelines:

Grades A through D- will be given a numerical value of 11-1. These numbers will be tallied based upon the student's grades each quarter.

A	=	11	C	=	5
A-	=	10	C-	=	4
B+	=	9	D+	=	3
B	=	8	D	=	2
B-	=	7	D-	=	1
C+	=	6			

Only those grades in the core subject areas of Reading, Mathematics, Language, Spelling, Social Studies, and Science will be figured into the student's average grade.

Annually:

- Most Improved Student Award:

The classroom teacher will designate students who have shown significant improvement in class work and/or behavior throughout the year.

- Honor Roll All Four Quarters:

This award is presented to all students who have maintained at least a **B-average** in core subjects for the year all 4 quarters.

- Outstanding Academic Achievement:

This award is presented to all students who have maintained an A- average, 10.0, in all core subjects for the year based upon semester grades.

- Six Flags Read to Succeed Club:

This is a program that encourages young people to read for recreation. Students have the opportunity to gain membership in the 360-Minute Reading Club by successfully completing 360 minutes-worth of reading.

In addition to receiving a certificate of recognition, each child will receive an admission ticket to the Six Flags Theme Park in St. Louis. Information will be sent home in January concerning specific requirements.

SPECIAL CLASSES OFFERED AT MEADOW HEIGHTS **TITLE I READING/COMMUNICATION ARTS RESOURCE ROOMS**

Children who have difficulty mastering reading skills may receive assistance in the Reading Resource Room. The program consists of small classes that provide individualized instruction. Attractive and interesting materials encourage children to become better readers.

Meadow Heights has a Schoolwide Title I Program. A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school; its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards. This schoolwide reform strategy requires that a school:

- conduct a comprehensive needs assessment;
- identify and commit to specific goals and strategies that address those needs;
- create a comprehensive plan; and
- conduct an annual review of the effectiveness of the schoolwide program and revise the plan as necessary.

ELEMENTARY COUNSELING

A full-time elementary counselor is available for students at Meadow Heights Elementary School. Assistance is provided individually, in small groups, and in classroom settings. Activities emphasize the development of positive self-concepts by strengthening study and test-taking skills as well as skills needed in making responsible decisions.

PHYSICAL EDUCATION

Physical Education is provided for kindergarten through fifth grade students. No special uniform or extra equipment is needed for this class except tennis shoes. Tennis shoes should not have dark soles that would mark the gym floor. All

students are required to participate in Physical Education unless they have a doctor's excuse.

ART EDUCATION

The basic skills in art are taught within the regular elementary curriculum as well as in the art education classroom. Children are encouraged to develop an appreciation for art in everyday living with emphasis placed on two-dimensional drawing techniques, painting fundamentals, the elements of design (line, color, value, shape and texture), and three-dimensional crafts.

MUSIC EDUCATION/BAND

Children are encouraged to develop an enjoyment and appreciation of all forms of music. They are taught basic music skills such as note reading, rhythm, and vocal music.

LIBRARY MEDIA CENTER

The library media center is provided as a central resource center for pupils and teachers. All students have the opportunity to visit the library weekly.

SCHOOL HEALTH

Basic medical services are available to students as appropriate for need. A school nurse provides both medical assistance and health care instructions focusing on wellness and prevention activities.

COMMUNICATION BETWEEN PARENTS AND SCHOOL

Good educational results depend upon the combined efforts of teachers and parents working together in the interests and needs of the child. Communication between school and home is vital in achieving maximum performance from each student.

PARENT PORTAL

Children will learn more when parents are actively involved in the educational process. Our observation is that, almost always, the children who are more successful in their schoolwork are the children who receive extra help at home. How do you get more involved?

- Visit the school. Visit the classroom.
- Become acquainted with the teacher, the principal, the secretary – other people at school.
- Go to Parent-Teacher Organization (PTO) and Booster Club Meetings. Become involved with activities to benefit the school.

- Sign up for our Parent Portal. Call the elementary office. You will be emailed a password within 48 hours. Don't forget to check your spam folder.
- Log into our Parent Portal and review grades, lunch balances, and discipline.

PARENT-TEACHER CONFERENCES

Parent/Teacher conferences will be held during the school year. The elementary office will send information home to parents with each child prior to the conference dates. Our school staff is always ready and available to meet with parents/guardians to discuss their child's progress.

PARENT-PRINCIPAL CONFERENCES

If at any time you feel a conference with the principal is necessary, do not hesitate to call. Communication between the school and the home is vital to the success of the child, not only in school but also in life.

COMMUNICATION WITH YOUR CHILD'S TEACHER

If it is necessary to communicate with your child's teacher, send a short note to the teacher and she/he will return the message by your child.

If you must confer in person with your child's teacher, please call the elementary principal's office (866-2611) to arrange a time convenient for both you and the teacher.

GRADING SYSTEM REPORT

Progress report cards will be sent home with the students at the end of each nine weeks.

Sign and return the report card to the teacher within (5) days. Special reports will be sent to parents if a student is not making satisfactory progress and may be sent at the school's discretion.

Parents/guardians are encouraged to contact teachers for consultations, if needed.

Meadow Heights Elementary School uses the following grading system:

A	-	95-100	C	-	73-76
A-	-	90-94	C-	-	70-72
B+	-	87-89	D+	-	67-69
B	-	83-86	D	-	63-66
B-	-	80-82	D-	-	60-62
C+	-	77-79	F	-	0-59

CHEATING

Cheating is detrimental to the learning of students. Cheating applies to those persons individually as well as people helping others to cheat. Persons cheating, as well as people helping others to cheat, will receive a zero on the specific assignment and other consequences will be assigned in accordance with the MHES disciplinary policy.

TEXTBOOKS

Textbooks are checked out to the students without textbook fees. The student is responsible for taking the proper book to class each day. The student is also held responsible for taking care of all materials furnished to him/her by the school district. Charges will be levied when materials or equipment are abused or lost. Fines will be assessed for damages, defacement, or loss of textbooks. Reasonable wear is expected.

Promotion, Acceleration and Retention of Students

The Meadow Heights R II School District is committed to the continuous development of students enrolled in the district's schools, and for a student's achievement of the skills for the current grade assignment, to pass to the higher grade.

Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. State law requires that no student shall be promoted to a higher-grade level unless that student has a reading ability level at or above one grade level below the student's grade level, except that the law does not apply to students receiving special education services under state law.

The Board strongly urges the staff to see that students are assisted in moving ahead as rapidly as they wish in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration ahead in a grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor, and with the joint approval of the parents/guardians, the principal and the superintendent of schools.

The district may require remediation as a condition of promotion to the next grade level for any student identified as failing to master skills and competencies established by the classroom teacher. Such remediation may include but not be

limited to, a mandatory summer school program focused on areas of deficiency or other such alternatives conducted by the district outside the school day.

Decisions concerning the remedial reading instruction of a student who receives special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's IEP.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The principal will direct and aid teachers in evaluations, and will review grade assignments in order to ensure uniformity of evaluation standards.

- *As per Senate Bill 319, students are expected to be reading near or on grade level before advancement to the next grade. The requirements of this Bill as it applies to the elementary student are defined in the following pages and include exemptions for those students who qualify.*

Meadow Heights Elementary School Reading Promotion/Retention Policy

Some students may be exempted from the assessment, remediation and retention requirements of SB 319. Specifically, these provisions do not apply to : "[1] students receiving special education services under an individualized education plan pursuant to section 162.670 to 162.999, RSMo, [2] to students receiving services pursuant to Section 504 of the Rehabilitation Act of 1973 whose services plan includes an element addressing reading, [3] or to students determined to have limited English proficiency [4] or to students who have been determined, prior to the beginning of any school year, to have a cognitive ability insufficient to meet the reading requirement set out in this section, [Section 167.645, RSMo], provided that districts shall provide reading improvement plans for students determined to have such insufficient cognitive ability."

Tutoring: Reading instruction provided after the regular school day. Students through fourth grade will receive Title I services during the regular school day. The tutoring is above and beyond the regular school day instruction.

Summer School: One session of summer school will be held.

STAR: (Standardized Test for Assessment of Reading) is a computerized, standardized test that gives reading levels based on students' responsibilities to multiple choice questions.

Transfer Students: Any student that transfers into the district will be assessed based upon the criteria for his or her grade level.

First Grade

- Students in Grade 1 will be given the DIBELS Test during the first month of school.
- Those who score below the Level 3 will be provided remediation in reading.
- On or about May 1st of the next year, they will be administered the STAR and/or the DIBELS and/or the Gates MacGinitie Reading Test. Students scoring below **1.7** and/or **At-Risk** will be recommended for the summer school reading program, which will be a minimum of 40 hours of reading instruction. All students scoring below this level will be grouped 3 hours a day in a separate classroom (from other 1st grade summer school students) for intensive reading instruction. The rest of the day students will be integrated back into the regular summer school classroom. Students must attend at least 90% of the days summer school is in session.
- Two weeks before school starts, these students will attend a post-summer school session. Students will attend school from 8:15-12:00 for review reading instruction. During the last week of this session, the students will again be administered the reading tests and any student that continues to fall in the **At-Risk** on the Dibels and/or **1.7 grade level** on the Gates MacGinitie Reading Test will be retained in first grade for the upcoming school year. Those who were recommended, but chose not to go to summer school may be retained.

Second Grade:

- Students in Grade 2 will be given the STAR or Dibels or Gates MacGinitie Reading Test during the first month of school.
- Those scoring below 1.7 will be provided remediation in reading.
- During the first week of May, students will be given the STAR or Dibels to assess reading skills.
- Students scoring below 2.3 will be recommended for the summer school reading program, which will be a minimum of 40 hours of reading instruction.
- Those who were recommended, but chose not to go to summer school may be retained or conditionally placed instead of promoted.

Upon completion of all remediation, if the student is still reading 1 or more grade levels below expected performance, the student may be retained at the principal's discretion with input from appropriate teachers.

Third Grade

- Students in Grade 3 will be given the STAR and/or Dibels and/or Gates MacGinitie Reading Test during the first month of school.
- Those scoring below 2.6 will be provided remediation in reading.
- During the first week of May, students will be again given the STAR or Dibels to assess reading skills. Students scoring below 3.2 will be required to attend summer school. Summer school will include a minimum of 40 hours of reading instruction.
- Those who are required but do not go to summer school, may be retained at the principal's discretion with input from appropriate teachers.

Upon completion of all remediation, if the student is still reading 1 or more grade levels below expected performance, the student may be retained at the principal's discretion with input from appropriate teachers.

Fourth Grade

- Students in Grade 4 will be given the STAR and/or Dibels and/or Gates MacGinitie Reading Test during the first month of school.
- Those scoring below a 3.5 will be provided remediation in reading.
- During the first week of May, students will again be given the STAR or Dibels to assess reading skills.
- Students scoring below 4.1 will be required to attend summer school. Summer school will include a minimum of 40 hours of reading instruction.
- Those who are required but do not go to summer school, may be retained at the principal's discretion with input from appropriate teachers.

Upon completion of all remediation, if the student is still reading 1 or more grade levels below expected performance, the student will be retained at the principal's discretion with input from appropriate teachers.

Fifth Grade

- Students in Grade 5 will be given the STAR and/or Dibels and/or Gates MacGinitie Reading Test during the first month of school.
- Those scoring below 4.5 will be provided remediation in reading. During the first week of May, students will be again given the STAR or Dibels to assess reading skills. Students scoring below 5.1 will be required to attend summer school. Summer school will include a minimum of 40 hours of reading instruction.
- Those who are required but do not go to summer school, may be retained at the principal's discretion with input from appropriate teachers.

Upon completion of all remediation, if the student is still reading 1 or more grade levels below expected performance, the student may be retained at the principal's discretion with input from appropriate teachers.

EXTRACURRICULAR ELIGIBILITY

In order to be eligible to participate in extracurricular activities, excluding clubs and co-curricular organizations, students must meet the following criteria.

- A. The student must meet all MSHSAA requirements to include the passing of 5 or more courses in the previous semester. MSHSAA requirements run on a semester basis.
- B. Students must also have a minimum of a C minus grade point average for the previous quarter and may have failed no more than one class during that quarter. This will be judged on a quarter-by-quarter basis using only quarter grades, not semester grades. the 4th quarter will be used for the next fall's 1st quarter.

HEALTH AND SAFETY

EMERGENCY PROCEDURES

Emergency training drills are conducted periodically to train students so they will know what action to take in protecting themselves and their fellow students in the case of fire, tornado, earthquake, or other emergency situations. Students should follow specific instructions given by their teachers.

When bad weather threatens, the office will monitor all media announcements regarding approaching weather situations.

IMMUNIZATIONS

1. Immunization records are maintained for all students. Missouri Law requires the following immunizations.
2. Mumps - One dose of mumps vaccine received by the injection on or after the first birthday shall be required for school attendance for all children.
3. DTP/DT/Td – 4 doses are required for kindergarten students; the last dose must be on or after the fourth (4th) birthday. Grades 1-6 must have at least 3 doses, but the last dose must be on or after the fourth (4th) birthday. Pertussis is required for all students six (6) years of age and younger. A Td booster required ten (10) years after the last dose.
4. Polio (oral trivalent/E-IPV) - at least 3 doses, but the last dose must have been at age 4 or older.
5. Measles—All students in grades kindergarten through six will be required to have documentation of having received two doses of measles vaccine on or after the first birthday.
6. Rubella—All students in grades kindergarten through six will be required to have documentation of having received one dose of rubella vaccine on or after the first birthday.
7. Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions will be allowed.
8. Hepatitis B (HB) – as of August 11, 1995 all children born since January 1, 1990, must be appropriately immunized for HB. This includes all students in kindergarten through fifth grade who must have three doses of HB.

ILLNESS DURING SCHOOL

A student whose temperature is at 100.0 degrees Fahrenheit or above and/or demonstrates other serious symptoms should not remain at school. Parents will also be contacted in the case of illness or serious injury. If the parent/guardian cannot be reached, the emergency number listed on the pupil's information card will be called. Please be sure the information card is up-to-date.

Parents/guardians picking up children at school will be required to sign them out through the elementary school office.

A student is required to stay out of school the number of days recommended by the Missouri Division of Health for the prevention and control of communicable diseases unless their return is accompanied by a doctor's written permission. The guidelines are as follows:

- Chicken pox – 7 days after the appearance of the rash
- Rubella (German Measles)—5 days after the appearance of the rash.
- Measles—During “cold” symptoms and until 7 days after the appearance of the rash.
- Mumps—9 days following onset of swelling.
- Impetigo—Until sores are healed or the student is under adequate treatment.
- Pink Eye (Conjunctivitis)—should not attend school during the acute stage.
- Head Lice—Immediate removal from school. **The student may return the next day after treatment, with proof of treatment (the entire box) and removal of ALL nits. Parent or Guardian must bring the child in to let the nurse check his/her head.**
- Scabies—Immediate removal from school. The student may return the next day after treatment, with proof of treatment (end flap of container).
- Strep Throat—Until released by a physician.
- Fever free for at least 24 hours before returning to school.

MEDICATIONS

The school nurse or someone appointed by the nurse will administer all medications. Medication will not be given to students without written consent from the parent and an order from a physician. If the medication is a prescription, the label off of the prescription bottle can serve as the doctor's order. If the medication is something that you buy over the counter, it requires a written prescription from the doctor. This written prescription would be good for the rest of the current school year. At the beginning of each school year, a new prescription is required.

All medication will be kept in the nurse's office in a locked cabinet. Students are not to self-administer any medication. The only exception to this is children who have asthma and a doctor's order to self-medicate that states they must carry their inhalers with them at all times. These children must have a copy of the inhaler prescription and doctor's order to self-medicate on file with the nurse.

Diagnosis or treatment beyond first-aid procedures is not the responsibility of the school. The school district retains the right to reject requests of administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

DRUGS, ALCOHOL AND TOBACCO

Meadow Heights R-II School System does not permit the use, sale, transfer, or possession of physical or mind-altering chemicals (drugs), alcohol, or tobacco products on school property or during school-sponsored activities. Disciplinary measures will be taken should the need arise as per Board policy.

Meadow Heights Elementary School addresses the needs of students by implementing a drug education/prevention program, which emphasizes the development of positive self-concepts and responsible decision-making skills.

CAFETERIA RULES

1. Students should visit in a quiet voice during the meal.
2. Trading of food in the cafeteria is not permitted.
3. Good manners and consideration of others must be displayed at all times.
4. If the cafeteria becomes too noisy, the whistle will blow. This is a warning for students to quiet down.
5. When the signal is given to leave the cafeteria, all students will go to the assigned area without excessive and loud talking, running or scuffling. Students should walk away from the walls without handling the lockers.
6. Teachers assigned to cafeteria/recess duty should be highly visible and move freely around the areas to be supervised.
7. These general rules apply when students are lining up to receive their trays as well as when their classroom teachers are escorting them to the cafeteria. **CLASSROOM TEACHERS should appoint a line leader and then FOLLOW THE LINE SO THEY CAN NOTE ANY RULE VIOLATIONS. THESE STUDENTS WILL LOSE NOON RECESS/PLAYTIME.**
8. Teachers should routinely go over our expectations and explain thoroughly the consequences. A good time to review your class would be on the day when a new student enrolls in your class.
9. Students may not purchase sodas to drink with their school lunch.

PLAYGROUND RULES AND GUIDELINES

The purpose of the playground is to provide children a safe area in which they can engage in free play as well as in organized games and activities. An essential element to aid in these activities is the overall level of safety inherent with any playground. The word safety, as it is used in this context, refers both to physical movement and the use or condition of the equipment. It is the intent of the Meadow Heights Elementary School to provide the students of this district a properly equipped, maintained, and supervised playground and recreation area.

GENERAL PLAYGROUND RULES

1. Duty teachers will supervise the various areas where students are playing, i.e. blacktop, field, and gravel area. Duty teachers will make these choices.
2. When the bell rings, students should line up in an orderly manner at the areas designated by the duty teachers.
3. Frisbees will be played only in the grassy areas of the field.
4. No student owned sports equipment will be allowed without permission from the principal. No toys allowed.
5. On a yield (muddy/wet days) no field activities will be allowed unless conditions are such that limited access is possible. Duty teachers will make that call on the basis of the condition of the field at that time.
6. Those found fighting, kicking, hitting, throwing, etc. will be referred to the office for disciplinary measures.
7. Use jump ropes and hula-hoops only in grassy areas of the field.
8. NO Tug-of-War with jump ropes or hula-hoops will be permitted.
9. When the whistles blow signaling an end to recess the student holding the balls, hula-hoops, jump ropes, etc. should lay them down and leave them. All play ends with the bell and/or blown whistles.
10. One person at a time on the slide—climb up only by the metal steps or rope steps.
11. No sitting or climbing on top of the bars of the parallel ladder.
12. No sitting on top of the chinning bars.
13. Swings:
 - a. Share!
 - b. No jumping out!
 - c. No twisting chains to “spin swings”
 - d. Always stay a safe distance away from swings
 - e. No pushing excessively hard
 - f. No swinging on stomach
 - g. No climbing
14. No kindergartners allowed on Moon Climber.
15. If the ball lands in mud or water puddles, leave alone, do not go after.
16. Violations of playground rules and/or school rules will result in students being disciplined by the duty teachers and/or the principal.
17. SAFETY FIRST
18. No kicking balls towards: Building, Student, or Group of students.
19. At no time are students allowed to be up by the gravel road on the west side of the building.
20. No jumping off of the top of the Moon Climber, slide platform, swings, etc.

SCHOOL BUS SAFETY

Children using public school transportation have responsibilities. The safety of students depends upon everyone observing proper discipline and safety guidelines. Students not following appropriate guidelines may lose bus-riding privileges. The following regulations serve as a guide:

WAITING FOR THE BUS:

- Please designate a place, several feet away from the street or road, for your child to wait for the bus.
- Insist that there be no play at the bus stop. This always presents the possibility of a child running in the path of a car or being injured at the bus stop.
- An adult should wait for the bus with younger students.
- Do not allow preschool children near the bus stop. This is a safety hazard and a distraction to the bus driver.
- For the first full week of school, kindergarten students should wear their name and address tag to school.

BOARDING THE BUS

- Pupils who must cross the street to board the bus should wait for the bus to come to a complete stop and watch for the stop arm to come out on the bus. Upon signal from the driver, cross approximately ten feet in front of the bus.
- Pupils who do not cross the street to board the bus should wait at least five feet away from the street. Wait for the bus to come to a complete stop, and then upon a signal from the driver, board the bus.
- Go directly to your seat and remain seated until the bus reaches school or home.
- Do not change seats unless directed to do so by the driver. Always face forward.
- Talk quietly.
- Do not bother the driver with needless conversation. Cursing, swearing, or the use of foul or abusive language is strictly prohibited.
- Keep your hands and feet to yourself. No fighting or scuffling will be permitted. Do not extend any part of your body out of the window.
- Eating or drinking is not allowed on the bus. No paper or refuse is to be left on the bus or thrown in any manner.
- No student may leave the school bus at a different location than usual without written parental permission.
- Students must be on time at all bus stops. The bus cannot wait beyond its regular schedule.
- No animals, dead or alive, will be allowed on the bus.
- No glass containers will be allowed on the bus.

DEPARTING THE BUS:

- Students who must cross the street after departing from the bus should always cross approximately ten feet in FRONT of the bus.
- Students that do not cross the street should depart and move quickly away from the bus. UNDER NO CONDITION SHOULD A STUDENT EVER LEAVE THE BUS AND GO BEHIND IT OR CUT BETWEEN THE STOPPED BUS AND ANOTHER MOTOR VEHICLE.
- Under no condition should a student ever attempt to return to the bus after departing from the bus. Please instruct your child that if something

has been forgotten on the bus, it should be reported to you upon arrival at home. Call the office (866-2611); we will try to locate the item and keep it in the office for your child.

- Students should have book satchels or folders to bring books and papers home from school. Again, please instruct your child that they are never to return to the bus for dropped books or papers.

SUSPENSIONS FROM RIDING THE BUS:

If a pupil cannot comply with the regulations, he/she may be denied the privilege of riding the school bus. Violations for which a pupil is subject to immediate suspension from the bus are:

- Smoking, lighting matches, or throwing fireworks in or at the bus.
- Having a water gun, knives or sharp blades on the bus.
- Using foul or abusive language.
- Damaging the bus, such as cutting seats, etc. Students will be responsible for reimbursing the school for the costs of repairing this type of damage.
- Fighting on the bus or at the bus stop.

The driver is in charge of the bus and the pupils. Students must obey the driver.

MEADOW HEIGHTS ELEMENTARY SCHOOL DISCIPLINE POLICY

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to (10) school days for violation of these policies, rules, and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both

subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

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

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and the discipline code set forth on the following pages. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Positive Behavioral Interventions and Supports (PBIS)

Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. This type of classroom management strategies will help us understand why challenging behavior occurs, address the motivation behind the behavior, and alter the learning environment to provide **positive support** and encouragement for the desired behavior.

DISCIPLINE CODE

All students are subject to the Disciplinary Board Policies of the Meadow Heights R-II School District. Modifications may be made based upon stipulations contained in an Individual Educational Plan of a student as appropriate.

To maintain an orderly and safe environment, which allows for the best educational opportunities for our children, appropriate student discipline is important. There are rules related to the unique role that the school plays within our society, but may be modified to meet age and maturity levels of the

students. We will not permit any child to disrupt school in any manner to the degree that the educational opportunity of other children is hindered.

Name-calling, teasing, and personal humiliation are not permitted. These actions can and do prevent children from developing appropriately.

Consequences of inappropriate behavior may include:

- Conference with teacher, parent, administrators
- Loss of free time or privileges
- Detention...before school...lunch...recess...other
- In-school suspension
- Counseling with counselor
- Loss of bus riding privileges if incident was bus related
- Financial reimbursement for damages
- Corporal Punishment (will only be used in agreement with/or at the request of the parent/guardian) * See below
- Suspension from school/notification of juvenile authorities
- Exclusion from class(es)
- Exclusion from school activities
- Expulsion from school/notification of juvenile authorities

* **Corporal Punishment**

Corporal punishment, as a measure of correction and of maintaining discipline and order in schools, is allowed by the laws of the State of Missouri. It shall be administered only by the principal in agreement with or at the request of the parent/guardian. The principal may, for any reason, refuse to administer corporal punishment and instead assign other disciplinary measures. In accordance with state guidelines, there will be a certified teacher as a witness anytime corporal punishment is administered. Corporal punishment will be administered only by swatting the buttocks with a paddle for a maximum of three times. Students and parents should be aware that though every precaution will be taken so no serious injury occurs, certainly you can expect pain to be inflicted. The possibility of swelling, redness and bruising are always there anytime corporal punishment is administered. Corporal punishment can be an option for most offenses but will not take the place of suspension if warranted.

No code can be expected to list each and every offense, which may result in the use of disciplinary action. It is the purpose of this code to list certain offenses which, if committed by the student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education.

DEFINITIONS, EXPLANATIONS, AND COMMENTS ON DISCIPLINE SUMMARY:

1. **Assault:** Involves a physically unprovoked attack upon another. This is differentiated from a fight in that one of the parties is strictly acting defensively and is taking no aggression.
2. **Arson:** Starting or attempting to start a fire, or causing or attempting to cause an explosion.
3. **Banned/Nuisance Item Possession:** Bringing an item to school which is banned.
4. **Bullying/Hazing/Cyberbullying:** Repeated intimidation or harassment of a student or multiple students perpetuated by individuals or groups
5. **Bus Misconduct:** Not following rules on the bus.
6. **Cheating:** Copying homework, or using test answers gained illicitly, or providing said answers or homework to be used.
7. **Classroom Disruption/Disrespectful Conduct or Speech:** Any actions taken which, in the opinion of the classroom teacher, are contrary to good order and inhibit teaching. These disruptions may occur anywhere on the school campus, or at any school activity and be called "classroom disruption". Any action, including words, expressed attitude, or gestures which lack an appropriate respect for faculty/staff.
8. **Dishonesty:** Any act of lying, whether verbal or written, including forgery.
9. **Extortion:** Threatening or intimidating any person for the purpose of obtaining money or anything of value.
10. **Fighting:** Getting into a physical altercation, to include but not limited to swinging fists, slapping, pushing, kicking, heat butting, elbowing, kneeling, or biting. Note that if a clear aggressor can be established, then the aggressor shall be disciplined more harshly, and the non-aggressor less harshly. In some circumstances the principal may choose to give no disciplinary consequences to the non-aggressor.
11. **Inappropriate Attire:** Wearing clothing not school appropriate and within dress code regulations.
12. **Insubordination:** Not following the reasonable instructions of a teacher or other staff member.
13. **Other:** Any action not listed in this summary that, in the opinion of the principal, warrants any disciplinary action.
14. **Public Display of Affection:** No hand holding or any other physical affection between students is allowed.
15. **Possession of Illegal Drugs/Alcohol:** Possession, use, or being under the influence of alcohol or any illegal, mood altering substance.
16. **Skipping Class:** More than 10 minutes late to a class, or not showing up at all, without a reasonable excuse.
17. **Stealing/Theft:** Taking something which is not yours.
18. **Sexual Harassment:** Unwanted advances, inappropriate words, inappropriate actions, or touching of a sexual nature.
19. **Technology Misconduct:** Any misconduct associated with technology.
20. **Truancy/Tardy (Excessive):** Excessive non-justifiable absences. More than 3 tardies per quarter.
21. **Threat or Verbal Assault:** A threat against another student which, in the opinion of the principal or faculty member present, is a serious threat to do injury to the other student.

22. **Threat against Staff:** Any threat against the faculty or staff to do bodily harm or damage their property. No threat against faculty or staff will be taken as a joke.
23. **Tobacco Possession:** Any possession of any tobacco product.
24. **Unprepared for Class:** Chronically coming to class without the required materials or without completing the class assignment.
25. **Vandalism/Failure to Care for or Return District Property:** The destruction or damaging or loss of or failure to return of school property (or the property of others at school).
26. **Vulgarity:** Any word, symbol, or gesture used by a student which, by the norms of society, carries an implicit or explicit vulgar meaning.
27. **Vulgarity toward Staff:** Any word, symbol, or gesture used by a student-directed toward a faculty or staff member which, by the norms of society, carries an implicit or explicit vulgar meaning.
28. **Weapon:** Bringing any weapon onto school grounds. To include but not limited to knives 3 inches in length or more. Note that some items which are ordinarily not considered weapons can and will be considered as weapons if wielded as such.

DISCIPLINE CHART

Infraction	1st Penalty	2nd Penalty	3rd + Penalty
Assault	Principal/Student Conference, Det., In-School Suspension, or 1-180 OSS/LE/EX	In-School Suspension, or 1-180 OSS/LE/EX	In-School Suspension, or 1-180 OSS/LE/EX
Arson	Detention, In-School Suspension, 1-180 Day OSS, or EX. Restitution if Appropriate. LE	1-180 Day OSS, or EX. Restitution if Appropriate. LE	1-180 Day OSS, or EX. Restitution if Appropriate. LE
Banned/Nuisance Item Possession	Confiscation and Warning, Principal/Student Conference, Detention, Corporal Punishment, or ISS	Confiscation and Warning, Principal/Student Conference, Detention, Corporal Punishment, ISS, or 1-10 Days OSS.	Confiscation and Warning, Principal/Student Conference, Detention, Corporal Punishment, ISS, or 1-10 Days OSS.
Bullying/Hazing/Cyberbullying	1-3 Lunch Det./Corporal Punishment, In-School Suspension, or 1-180 OSS/LE	1-5 Lunch Det./Corporal Punishment, In-School Suspension, or 1-180 OSS/LE /EX	1-180 OSS/LE/EX
Bus Misconduct	Warning/1-3 Lunch Det./ Loss of Bus Privileges	1-5 Lunch Det./ Loss of Bus Privileges/ 1-5 OSS	Loss of Bus Privileges / 1-5 OSS
Cheating	No Credit for Work, Detention, Grade Reduction, or Replacement Assignment	No Credit for Work, Detention, Grade Reduction, Corporal Punishment, Course Failure, or Removal from Extracurricular Activities	No Credit for Work, Detention, Grade Reduction, Corporal Punishment, Course Failure, or Removal from Extracurricular Activities
Classroom Disruption/ Disrespect Conduct or Speech	1 Lunch Det./ 1-5 OSS	3 Lunch Det/ 1-180 OSS,	5 Lunch Det./ 1-180 OSS/EX
Dishonesty	1-5 Lunch Det., Nullification of Forged Document, Principal/Student Conference,	5-10 Lunch Det., Nullification of Forged Document, Principal/Student Conference,	Nullification of Forged Document, Principal/Student Conference, Corporal

	Corporal Punishment, or In-School Suspension.	Corporal Punishment, In-School Suspension, or 1-180 days OSS.	Punishment, In-School Suspension, or 1-180 days OSS.
Extortion	Principal/Student Conference, Detention, or In-School Suspension.	Principal/Student Conference, In-School Suspension, or 1-180 days OSS/EX/LE	1-180 days OSS/EX/LE
Fighting	Principal/Student Conference, Detention, In-School Suspension, or 1-180 OSS/LE	Detention, In-School Suspension, or 1-180 OSS/LE/EX	Detention, In-School Suspension, or 1-180 OSS/LE/EX
Inappropriate Attire	Change and Warning	Change and 1 Lunch Det.	Change and 3 Lunch Det.
Insubordination	1-3 Lunch Det.	3-5 Lunch Det.	1-3 OSS
Other offenses not listed	Warning-5 Lunch Det./ 1-10 OSS/LE/EX	Warning-5 Lunch Det./ 1-10 OSS/LE/EX	Warning-5 Lunch Det./ 1-10 OSS/LE/EX
Public Display of Affection	Notify Parents and Warning, Principal/Student Conference, Detention, or ISS	Notify Parents, Detention, Corporal Punishment, ISS, or 1-10 OSS.	Notify Parents, Detention, Corporal Punishment, ISS, or 1-10 OSS.
Possession of Illegal Drug/Alcohol or under the Influence or Sale, Purchase, or Distribution of.	In-School Suspension, 5-10 OSS/ LE/EX	11-180 OSS/LE/EX	LE/EX
Skipping Class	1-3 Lunch Det.	3-5 Lunch Det.	5 Lunch Det.
Stealing/Theft	1-3 Lunch Det., Principal/Student Conference, Corporal Punishment, ISS, 1-180 OSS/LE+Rest.	3-10 Lunch Det., Corporal Punishment, ISS, 1-180 OSS/LE+Rest./EX	Corporal Punishment, ISS, 1-180 OSS/LE+Rest./EX
Sexual Harassment/ Harassment	Principal/Student Conference, Detention, Corporal Punishment, In-School	Detention, Corporal Punishment, In-School Suspension, or 1-180 OSS/EX/LE	Corporal Punishment, or 1-180 OSS/EX/LE

	Suspension, or 1-180 OSS/EX/LE		
Technology Misconduct	Loss of user privileges, det., Principal/Student Conference, ISS, or 1-10 OSS	Loss of user privileges, det., ISS, or 1-180 OSS/EX	Loss of user privileges, OSS/EX
Truancy/Tardy (excessive)	Det. Referral to Juvenile	Det. Referral to Juvenile	Det. Referral to Juvenile
Threat or Verbal Assault	Warning-3 Lunch Det., ISS, Corporal Punishment, or 1-180 OSS/LE/EX	Det., ISS, Corporal Punishment, or 1-180 OSS/LE/EX	Corporal Punishment, or 1-180 OSS/LE/EX
Threat Against Staff	5-10 OSS/LE/EX	LE/EX	LE/EX
Tobacco Possession	3 Lunch Det., ISS, or 1-10 OSS/LE	Lunch Det., ISS, or 1-10 OSS/LE	ISS, or 1-180 OSS/LE
Unprepared for Class	1 Lunch Det.	1-3 Lunch Det.	3 Lunch Det.
Vandalism	1-3 Lunch Det., Principal/Student Conference, In-School Suspension, or LE/Rest.	Detention, In-School Suspension or 1-5 OSS/LE+Rest.	1-10 OSS/LE+ Rest./ EX
Vulgarity	1 Lunch Det.	3 Lunch Det.	5 Lunch Det.
Vulgarity toward Staff	3 OSS	10 OSS	10-174 OSS
Weapon	1-180 OSS/LE/EX	LE/EX	LE/EX

Lunch Det. = Lunch Detention
 OSS = Out of School Suspension
 PN = Parental Notification

LE = Law Enforcement Notification
 EX = Expulsion Recommendation
 Rest. = Restitution

FOR YOUR INFORMATION

Non-Discrimination

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the superintendent.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and excluding suspension or expulsion from school. The Meadow Heights R-II District does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, ADA or section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the Superintendent, 866-0060.

Sexual Harassment

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature

when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and person with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district superintendent. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for students or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

Special Services

To meet the needs of students requiring services other than that of the regular classroom, the district provides special classes and/or services. These services include Early Childhood Handicapped (ECH), Mentally Handicapped (MH), Learning Disabled (LD), Speech/Language Therapy, Gifted, Emotional Disturbed (ED), Orthopedically Handicapped (OT), Hearing Impaired, Visually Impaired, and Severely Multiple Disabled. Recommendations are made by staff members and/or parents for possible placement. Parental involvement is part of the evaluation process.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate education to all students with disabilities including those attending private/parochial school, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disorders, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file

complaints with the U.S. Department of Education or the 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). You may contact your local district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirements of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who resides in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. The information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian(s) name/address, birth date of each child, and each child's disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

504 PUBLIC NOTICE

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

The Meadow Heights School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Meadow Heights School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at Meadow Heights School, Monday-Friday 8:30 a.m.-2:30 p.m.

This notice will be provided in native languages as appropriate.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

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 complaint not resolved at the local level may be appealed to the Department.

2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. 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?

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.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. 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.
- 5. 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).
- 6. 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?

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?

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)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Dear Parent or Guardian:

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

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

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

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

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

815 Olive Street, Suite 22
St. Louis, MO 63101

Web site: <http://www.missouri-pirc.org>

Hours: 8:30 am - 5:00 pm CST
Monday - Friday

Director:

Ms. Phyllis Harris
pharris@webster.edu

Phone: 816-926-4278

Fax: 816-444-1740

Evaluator: Jeri Levesque, Lloyd Richardson



Purposes and Goals

1. Improve parents’ ability to support their children’s academic achievement.
2. Expand and strengthen partnerships among parents, schools, and community organizations.
3. Implement a statewide comprehensive approach to improve student learning through parental involvement.

Parental engagement model

The Missouri PIRC will:

1. Formalize a statewide infrastructure.
2. Provide training utilizing educational technology.
3. Provide a training network connecting parent educators, parents, and schools with key agencies recognized statewide (and nationally) for high quality professional development and training, with demonstrated results.
4. Provide technical assistance from leaders at Parents as Teachers National Center, Inc. (PATNC) to strengthen PAT programs.
5. Help school administrators and teachers understand and take ownership of new Title I and state parental involvement policies.
6. Establish a national model to strengthen Parents as Teachers (PAT) programs in high-poverty urban and rural areas.

Early Childhood Model

Parents as Teachers

Major Activities

In addition to PAT, the Missouri PIRC will provide training for Head Start, Even Start, and other early childhood programs in the state. The purpose of the PAT portion of the Missouri PIRC is to increase program reach and strengthen the quality of PAT services throughout Missouri. The Missouri PIRC will provide technical assistance, resources, and professional development offerings annually to 75 urban and rural PAT programs from across the state that serve high percentages of low-income and underserved families.

How the Work Plan Meets the Needs of Parents

During each year of this five-year PIRC project, more parents will receive information and training to help them better understand Missouri's accountability system, their options and choices, and ways to improve their ability to help their children succeed in school. The range of services will be delivered by experienced professionals with strong track records of working directly with parents and their children in all parts of Missouri.

Alignment of Work to Statewide PIRC Efforts

The Missouri PIRC project partners designed this project to leverage existing high-quality services in effective ways at both the statewide level and within local communities. The Missouri PIRC will reach parents in every county and school district in the state. This collaborative approach has resulted in a multi-tiered integrated network of training and technical assistance for professionals working with parents and high quality services directly to parents provided by viable organizations with proven track records.

Unique Characteristics

The Missouri PIRC will:

- Provide a train-the-trainers model on parent involvement for 16 Missouri Reading First Reading Specialists through the state's nine Regional Professional Development Centers.
- Strengthen PAT programs in high-poverty urban and rural school districts with high percentages of underserved families and expand the programs' reach in terms of the number of families served.

The quasi-experimental evaluation component will explore and document the relationship between enhanced parental involvement training, resources, and support, and the academic achievement of children participating in the largest reading initiative in the history of the nation.

Meadow Heights R-II
Notification of Rights under FERPA

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-8520

Meadow Heights R-II School District
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

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

Inspect, upon request and before administration or use –

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

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

Meadow Heights R-II has policies and procedures regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes and will notify parents of these policies at least annually at the start of each school year and after any substantive changes. Meadow Heights R-II will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Meadow Heights R-II will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

SCHOOL RECORDS

It is the policy of the school district to keep the necessary class records and individual students' records as accurately as possible and in accordance with the Family Education Rights and Privacy Act. Copies of the Board of Education policies pursuant to this act may be obtained from the Office of the Superintendent. Each student's cumulative educational record is maintained in the office and each student's cumulative health record is located in the nurse's office. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized by the school officials with legitimate educational interest in areas directly related to the instruction of the student. Information in these personal records of students shall be disclosed only by a written consent of the parent, eligible student (eighteen or older), by order, or as otherwise allowed by law and only through the school office. No parent/guardian of a child, or an eligible student, shall be denied access to these records. Such individuals rightfully having access to these records shall present a request of access and review to the school's principal's office which shall be honored within 45 days of the request and shall be properly entered into a record of disclosure. In addition, such individuals shall be accorded the opportunity for a request to amend the records or a hearing to challenge the procedures, accuracy, or content of the records and to place explanatory statements in such records.

Public notice is hereby presented to parents of students in the district that "Directory Information" will be released to the various communication media of the district as deemed necessary by school officials.

"Directory Information" includes the following information relating to students: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

If a parent/guardian of eligible student does not want information of this type of information released, notify, in writing, the principal of the school within two weeks of the first day of attendance.

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

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

Comments regarding possible violation of rights accorded to parents/guardians and eligible students by the Family Education Rights and Privacy Act should be submitted in writing to Family Education Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Ave., SW, Washington, D. C. 20202.

Meadow Heights R-II Acceptable Use Policy

Introduction

Meadow Heights R-II recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Meadow Heights R-II network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Meadow Heights R-II makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Meadow Heights R-II may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Meadow Heights R-II will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

Web Access

Meadow Heights R-II provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert an IT staff member or submit a site for review.

Email

Meadow Heights R-II may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Meadow Heights R-II may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Meadow Heights R-II may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.
- ✓ Bring food or beverages around any computer/media equipment.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Meadow Heights R-II will not be responsible for damage or harm to persons, files, data, or hardware. While Meadow Heights R-II employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Meadow Heights R-II will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

First Offense (per school year):

1. Written report sent to the Technology Director from the teacher or lab supervisor.

2. Loss of computer/media equipment privileges for 5 class days.
3. Written report of violation submitted to the building administrator explaining violation.
4. Conference with building administrator.
5. Letter sent to parents with copies of infraction reports.

Second Offense (per school year):

1. Written report sent to the Technology Director from the teacher or lab supervisor.
2. Conference with building administrator.
3. Loss of computer/media equipment privileges for 10 class days.
4. Letter sent to parents with copies of infraction reports for the first and second offenses.
5. Disciplinary consequence in accordance with the student handbook.

Third Offense (per school year):

1. Written report sent to the Technology Director from the teacher or lab supervisor.
2. Dropped from computer and loss of all district computer access.
3. Letter sent to parents with copies of infraction reports for first, second and third offenses.
4. Disciplinary consequence in accordance with the student handbook.

Parent/Guardian Notification to Access Public Insurance

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

What will you be asked to do?

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

What type of information will be in the consent form?

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

What does it mean if you give your consent?

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

Will your consent affect your family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

What if you change your mind?

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

Will your consent or refusal to give consent affect your child's IEP services?

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

What if you have a question?

Please call your school district's Special Education Department with questions or concerns.