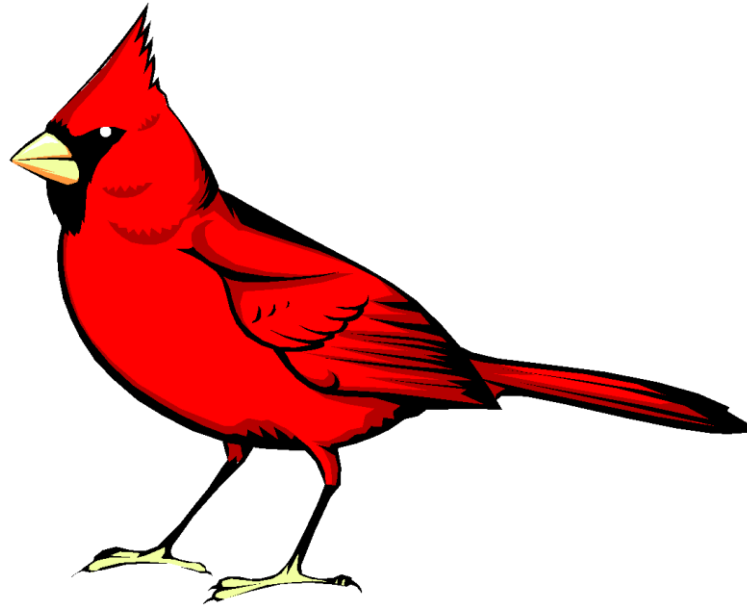


## **Halfway R-III Schools Mission Statement**

Halfway R-III Schools, in partnership with students, parents, and community, will provide opportunities for individuals to become productive, lifelong learners.



# **HALFWAY ELEMENTARY STUDENT HANDBOOK 2019-2020**

Board Approved May 2019

## **INTRODUCTION**

The Halfway R-III School District is determined to provide a safe and disciplined learning environment so that all students will learn successfully. This handbook provides policies and procedures that have been approved by the Board of Education. It is designed to furnish much of what you need to know, but it is not all-inclusive. If questions or concerns arise regarding a particular school-related issue, please follow the established chain of command: 1) consult with the involved teacher(s), 2) consult the principal, 3) meet with the superintendent, and 4) if a satisfactory resolution is not achieved with the previous options, you may request a meeting with the Board of Education. It is our expectation that all students and parents will review the policies contained herein.

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### **THE HALFWAY VISION**

The Halfway R-III Schools will graduate well-rounded students who have the skills and knowledge necessary to develop their own visions and goals for their futures while understanding the opportunities available for success in our global society. We will strive for excellence in this endeavor and encourage all students to do the same. We will continue supporting school and community interaction understanding that our interdependence benefits all.

### **THE HALFWAY PHILOSOPHY OF EDUCATION**

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

### **THE HALFWAY PHILOSOPHY OF STUDENT DISCIPLINE**

It is the objective and policy of Halfway R-III School to recognize, preserve, and protect the individual rights of all students while enforcing the protection of those rights within the necessary framework of a safe, orderly, efficient, and nurturing school program. The quality of discipline in the school is a blend of values and attitudes of everyone within the educational community. We believe that discipline and academic achievement are very closely related. We appreciate the fact that discipline, order, safety, and cooperation are essential for people to meet and work together in harmony. All individuals associated with the school must share the responsibility for creating and supporting a positive learning environment.

### **HALFWAY R-III GOALS FOR STUDENT SUCCESS**

The Halfway School District will provide students with basic skills that are necessary to be life-long learners and the knowledge necessary to utilize all opportunities that may be available to students upon graduation from Halfway R-III School.

1. The Halfway School District will provide current motivational instruction necessary for students to compete in the “real world” by hiring teachers who believe that every child can learn if given appropriate time in conjunction with instructional strategies that fit their mode of learning while maintaining high expectations.
2. The Halfway School District will provide a safe and orderly school climate that is conducive to effective instruction and successful learning.
3. The Halfway School District will ensure a high quality of education by providing and maintaining efficient management of programs, plant, and facilities.

### **HALFWAY SPIRIT**

The official mascot is a Cardinal. School colors are red and white. We encourage you to show school spirit throughout the school year and at all school-sponsored activities. Remember, you are a reflection of our school.

### **NOTICE OF NON-DISCRIMINATION**

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, education, age, disabling conditions, or organizational memberships.

#### **NOTICE OF NON-DISCRIMINATION ON THE BASIS OF SEX**

The Board declares that the school district does not and will not discriminate on the basis of sex in the educational programs, activities, and vocational opportunities offered by the district.

### **NOTICE OF EQUAL EDUCATIONAL OPPORTUNITIES**

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

### **NOTICE OF POLICY PROHIBITING SEXUAL HARASSMENT**

The school district is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors; and other verbal/non-verbal, physical conduct, or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person is strictly prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee. Please refer to the school's administration and Board Policy ACG Critical for Resolution of Discrimination Complaints.

### **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulations have been violated, misapplies, or misinterpreted by the school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy KL Critical:

## PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administration procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **STUDENT RECORDS/DIRECTORY INFORMATION**

#### **A. ANNUAL NOTIFICATION OF RIGHTS TO PARENTS AND STUDENTS**

1. The district shall annually notify parents of students currently in attendance, or eligible students in attendance of their rights under the Family Educational rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents or eligible students at the beginning of the school year.
2. Parents and/or students may request that the district not use a student's social security number at the time of enrollment.

#### **B. ANNUAL NOTIFICATION OF DIRECTORY INFORMATION**

1. "Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information" for students in preschool through 6<sup>th</sup> grade: student's name, parent's name, birthday, grade level, participation in officially recognized activities and sports; honors and awards received; artwork and coursework displayed by the district; and photographs, videotapes, digital images and

recorded sound unless such photographs, videotapes, digital images, and recorded sound would be considered harmful or an invasion of privacy.

2. The district shall annually notify parents of students currently in attendance

of the “Directory Information” the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s “Directory Information” and to provide notice in writing to the school district that they choose to not have this information or any portion of the “Directory Information” released. Unless notified to the contrary in writing within the ten (10) school day period, the school may disclose any of those items designated as “Directory Information” without the parent’s or eligible student’s prior written consent including in print and electronic publications of the school district.

3. “Directory Information” is considered a “public record” which must be released by the district to any person who requests it under the Missouri Sunshine Law 610.010-.030, RSMO.

### **RETENTION**

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parent/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. (Board Policy IKE Critical)

### **HALFWAY R-III SCHOOL DISTRICT PROMOTION/RETENTION PROCEDURES BASED ON READING LEVEL**

#### **(Meets requirements of Senate Bill 319)**

The Halfway R-III School Board, in accordance with SB 319, requires students in the 4th grade be retained if they are reading below more than 1 grade level. There are four exceptions to this law. 1) Students having IEPs. 2) Students receiving services pursuant to section 504 of the Rehabilitation Act of 1973 whose services includes an element addressing Reading. 3) Students determined to have limited English proficiency. 4) Students who have been determined, prior to the school year, to have a cognitive ability insufficient to meet the reading requirements.

Students in grade 3 who are reading more than 1 grade level below will attend summer school and receive 30 hours of reading instruction before going onto the 4th grade. Students in 4th grade who are reading more than 1 grade level below will be required to have 30 hours of reading instruction outside the normal classroom day during the school year. Students must be assessed within 45 days of the end of the school year. If they are still reading at more than a grade level below their grade, they will attend summer reading instruction for 40 hours. They must be assessed again at the end of Summer School to determine if they are to be promoted to 5th grade. 5th and 6th graders reading more than 1 grade level below will be subject to the same assessments and procedures as stated in SB 319. These guidelines apply to the law mentioned above and are not to imply that reading level will be the only factor when retention in grade is being considered. Board Policy IKE outlines procedures to follow in other decisions regarding

student promotion or retention.

### **ADMIT AND DISMISS POLICY**

Students arriving after 7:55 must check in at the Elementary Office. Students who are being checked out before school ends must do so at the office. **Parents should not go to the classroom and remove their student.** Parents wanting to see their student or leave something for their student should wait in the office.

### **ATTENDANCE**

Regular attendance is critical to your child's academic progress. If your child must be absent, please call the elementary office prior to 7:55 so the absence can be marked verified and the teacher can be notified. (445-2215)

### **BIRTHDAYS**

#### **TREATS**

We know that your child is excited when their birthday occurs during the school year. In order to continue with the learning process, we are requesting that all Birthday Treats be left at the office. The teachers would like at least two (2) days notice that you are planning to provide Birthday Treats for your child. We will have a time set aside during the day to enjoy the treats and sing Happy Birthday to your child. Birthday Treats *must* follow the "Healthy Snacks" guidelines.. Thank you for your cooperation concerning Birthday treats.

#### **INVITATIONS**

**Birthday party invitations WILL NOT be passed out at school unless each student in the class is receiving an invitation (or all girls in the class or all boys).**

#### **BALLOONS**

Balloons for birthdays (or other special events) will NOT be taken on the bus.

### **BUILDING HOURS**

Students are NOT to be dropped off before 7:38. At 7:38, supervision will be available in the new gym. Students eating breakfast may enter the cafeteria at 7:38. Students not eating breakfast will be supervised in the new gym until the bell rings at 7:55. At 7:45, the morning assembly will be held, and then students will be dismissed to their classrooms. School will end at 3:38 pm. Students are not permitted in the building after school without teacher permission.

## **BUS CONDUCT**

The bus ride to and from school, is an extension of the school day. All rules, regulations and policies that pertain to school also pertain to the bus. Only those students who meet eligibility requirements by permanent residence inside the district will use the school's transportation system.

1. No fighting or "horseplay" on the buses. When boarding the bus, students shall be seated and remain in the seat until arrival at their destination.
2. Instruments, books, etc. are to be taken to the seat with the student and placed under the seat or held by the student.
3. No pets or animals in boxes, jars, or containers will be allowed on the buses.
4. Unnecessary conversation with the driver is prohibited.
5. Students are not to put head, hands, or arms outside the window, nor are they to throw objects out of the window.
6. No eating or drinking on the bus without driver permission.
7. Except for normal conversation, classroom conduct shall be observed at all times.
8. No toys on the bus. No electronic devices allowed on the bus without permission of the driver. Students and parents assume the risk for any damage or loss of toys, electronic devices, etc. that are brought to school or on the bus.
9. Each student shall be held accountable for any type of destruction of property or damage to the school bus.
10. If a student is discharged from the bus at a place other than his/her own home, a note from the parent must be given to the office. This note will be forwarded to the classroom teacher and bus driver.
11. The driver is in charge at all times. When on field trips, the teacher and driver are in charge.
12. Drivers may not transport any persons not regularly assigned to the bus without permission. **PRIOR APPROVAL MUST BE GIVEN IF 5 OR MORE ADDITIONAL RIDERS ARE GOING HOME ON BUS FOR BIRTHDAY PARTY OR OTHER EVENT.**
13. Students may be assigned seats if it is necessary for the safety of others.
14. Balloons for birthdays or other special events will not be allowed on the bus.
15. Obscene or profane language, gestures, remarks, or signs will not be tolerated.
16. The possession or use of alcohol, tobacco, and/or drugs is not permitted on school property, which includes the bus.
17. In the event of misconduct on the bus, the driver will fill out a Bus Misconduct Report and turn it in for appropriate action:
  1. 1st Report to office – conference with student, warning given, parent notified.
  2. 2nd Report to office -1 day off bus.
  3. 3rd Report to office - 3 days off bus.
  4. 4th Report to office - 5 days off bus.
  5. 5th Report to office - 10 days off bus.
  6. 6th Report to office - remainder of semester, by Supt.

Building administrators may, depending on the severity of the offense, alter or skip discipline steps.



### **CAFETERIA COMPLIANCE**

Students are not allowed to have food delivered to the cafeteria/school or bring food to the cafeteria from places other than home. The Department of Elementary and Secondary Education (DESE) has pointed out to the district certain liability issues associated with this practice.

### **CANDY AT SCHOOL**

Students should not bring candy to school. It is unhealthy and disruptive in the classroom. Students who bring candy will have it taken away and returned at the end of the school day. The second incident will result in the candy being taken away and returned at the end of the year or returned to a parent who picks it up.

### **CARE OF SCHOOL PROPERTY**

Students are expected to take reasonable care of all school property, which includes books, lockers, equipment, furniture, and uniforms. Students shall pay for lost or damaged property. Any student who carelessly, intentionally, or maliciously defaces or damages school property shall be required to replace or repair the damaged property and may also be subject to disciplinary and legal action as deemed appropriate by the school's administration.

### **CLASS PARTIES**

Throughout the year, various class parties will be held (ex. seasonal, reward, etc.). Please note – parties are not required; therefore, students may lose the opportunity to participate in a party based on poor behavior and/or disciplinary referrals.

### **DETENTIONS**

Detentions will be served from 3:10 to 4:00pm. Parents will be given at least 24 hour notice before a detention is to be served. There shall be no talking, sleeping, drinking, or eating. Students should come prepared to work during the detention

### **DRESS AND GROOMING**

The environment in which learning takes place exerts a tremendous influence on the students. It is our belief that cleanliness and neatness in dress will contribute to a good learning environment. Every student through his/her own cleanliness and neatness in dress will contribute to the learning environment. T-shirts with graphics, messages, or words that may be misconstrued as inappropriate and interrupts the learning environment will not be worn at school. No clothing is to be worn that suggests and/or advertises alcohol, drugs, offensive acts, or displays negative concepts contrary to the best interests of the students and the mission of the school district. Except for the following guidelines, the responsibility for the appearance of our elementary students rests with the parents or guardians and the students themselves. Some general guidelines include:

1. Students are to dress conservatively.
2. Clothing which is disruptive to the educational process or which is lewd, obscene, or suggestive is prohibited.
3. Abbreviated clothing including halter tops and short shorts or any item baring the midriff are not to be worn. Spaghetti strap tops; shirts with large armholes which

expose the chest; muscle shirts; and/or low necklines are not acceptable attire for students in all grades.

4. Hats may not be worn in the building.
5. Clothing bearing symbols of tobacco and alcohol will not be allowed.
6. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class activity for the purpose of maintaining safety in the classroom.
7. Tattoos or body piercings that are educationally disruptive must be covered.

### **ELECTRONIC OR BATTERY OPERATED DEVICES**

Use of or visibility of cellular telephones, iPods, video games, laser pointers, or other audio-visual equipment is strictly prohibited during school hours. Use or visibility of these devices (and others not listed herein) will result in confiscation and will be returned at the end of the school day. If a second offense occurs, the device will only be returned to the parent. Further offenses may result in disciplinary action.

### **EMERGENCY EVACUATION DRILLS**

Emergency drills will be conducted routinely throughout the year. Students will be expected to remain orderly and extremely quiet during the drills. The fire alert will be a series of short rings, and evacuation procedures will be followed. A tornado alert will be a long ring on the bell system. The teacher will then direct the students to the designated shelter area where students are to crouch and cover their head against the interior wall. In the event of an earthquake drill, students should listen carefully to the teacher's instructions.

### **EMERGENCY SCHOOL CLOSINGS**

Should it become necessary to close school for weather or other situations, the Superintendent of Schools has the authority to do so in a timely and efficient manner. The superintendent will notify parents using the School Reach phone system. Therefore, it is important that the office has current phone numbers on record.

### **FIELD TRIPS**

Students who are eligible to attend school-related field trips must have a consent form completed and signed by a parent/guardian. In the event that a student misbehaves while attending a field trip, parents may be contacted and expected to pick-up their child from the field trip location. **Teachers and administrators may set additional eligibility requirements for field trips; students may become ineligible for a field trip due to consistently poor behavior and/or disciplinary office referrals.** Students misbehaving on field trips may be ineligible to attend future field trips and may face additional disciplinary action as determined by the teacher and/or principal.

Parents attending the field trip can sign their child out with the teacher. All other students will ride the bus back to school.

### **FRIDAY SCHOOL**

Students in grades 3-6 will be assigned Friday School if they are missing assignments which substantially lower their grade. On determined Fridays, it will be held from 3:38-5:30. Parents will be contacted by the classroom teacher by Wednesday to alert them of the missing work and

need for Friday School if the work is not completed and turned in on Thursday.

### **GENERAL RULES**

#### **CLASSROOM**

1. Be in your seat when the bell rings.
2. Have paper, pencil, and books ready for school.
3. Keep hands, feet, and objects to yourself.
4. Follow teacher's directions and classroom rules.

#### **HALLWAY/RESTROOM RULES**

1. Follow directions of staff.
2. Always walk, do not run.
3. Keep hands to yourself.

#### **CAFETERIA RULES**

1. Follow directions of cafeteria staff.
2. Speak in normal tones.
3. Keep arms, hands, and feet to yourself.
4. Leave your eating area as you found it, CLEAN.
5. Soda (pop) is not allowed in cafeteria during breakfast and lunch.
6. Throwing of food or other objects is not permitted.

#### **PLAYGROUND RULES**

- \* Students are to use the playground equipment in the way it is intended.
- \* Follow directions from ALL teachers.
- \* Do not go into the building without teacher's permission.
- \* No scuffling, roughhousing, or name calling.
- \* Do not throw rocks.
- \* Do not feed or pet any stray animals.

### **GRADE CARDS/GRADING SCALE**

A	95-100	D+	67-69
A-	90-94	D	64-66
B+	87-89	D-	60-63
B	84-86	F	59 AND BELOW
B-	80-83		
C+	77-79		
C	74-76		
C-	70-73		

If a non-custodial parent wishes to be mailed a copy of mid-quarter and quarter grade cards, he/she must contact the elementary secretary (each year) and provide postage.

### **LIBRARY BOOKS**

A student is responsible for the safe return of any book he/she checks out of the library (as well as classroom books). If a book is not returned or is returned damaged, the librarian will notify parents of the charges to repair or replace the book. If the charges are not paid by the end of the school year, final report cards will be held for parents to pick up when they bring the payment.

Charges not paid will remain on a student's record and must be paid before he/she will receive his/her high school diploma.

### **NOTES TO SCHOOL**

In our efforts to have better communications from home to school we are providing printed informational/excuse "**A NOTE TO HALFWAY SCHOOL**". These notes have a variety of options for communications from parents to the school. Please use these notes when you send communications to school, one for each of your children. The elementary office has a supply of notes.

### **NURSE'S OFFICE POLICY MANUAL**

Please read the following information carefully:

*To attend school, **all** students must have received the minimum number of immunizations required for **polio, measles mumps, rubella, diphtheria, tetanus, pertussis, Hepatitis B, and varicella.***

*Children will be required to be adequately immunized at the **time of entrance** to school.*

*Students may attend school if the immunization process has begun and is progress on a schedule recommended by the Department of Health.*

*It is unlawful for any child to attend public school while afflicted with any contagious or infectious disease or while liable to transmit such disease after having been exposed to it.*

*School and childcare personnel may require any child to be examined by a physician if they believe the child can infect others. The child may be excluded from school/child care until a physician determines the child cannot infect others or until a recommended exclusion period has passed.*

### **COMMUNICABLE DISEASES**

*Children or staff with communicable diseases should not be allowed to attend or work in a school or childcare setting until they are well. By enforcing the state communicable disease regulations, excluding children who are ill and promptly reporting all suspected cases of communicable disease, personnel working with children can help ensure the good health of the children in their care.*

*If your child has an elevated temperature of 100 degrees or more or is sent home from school with an elevated temperature, they should remain home until they are fever free for **24 hours** without the need for any fever-reducing medication since they remain contagious to others. If your child has diarrhea or is vomiting or is sent home for the same reason, they need to remain at home until they have not had diarrhea or vomiting for **24 hours.***

### **HEAD LICE CONTROL**

*The head louse is a parasitic insect that lays eggs in the human hair and scalp. Head lice infestations are endemic in the school population. While lice infestations are not life-threatening, the bites can cause severe itching and in extreme cases may cause secondary infections. When a number of head lice cases occur in a school, it takes a significant amount of time away from the educational program. If children are not properly treated, including complete removal of nits, re-infestation may occur. This results in repeated exposure to the pesticidal shampoo/cream rinse and a great deal of anger and frustration. In order to protect our classroom time, we are following a "no nit" policy. **If head lice are found at home, PLEASE contact the school nurse so the class can be checked – thereby helping lessen the chance of further infestations.***

*All students found to have evidence of a lead lice infestation (lice or nits) will be excluded from*

*school attendance until treated and all nits have been removed. Parents will be given written materials that explain the reasons for exclusion and methods to treat the infestation on the hair and in the home. There are several products on the market for treating head lice. As long as children are treated and return to school with parent/guardian without evidence of nits, they will not be required to see a physician. There are some head lice treatments that require a physician's prescription, but that will be the parent's choice. **The child will be checked/cleared by the nurse before riding the bus or returning to school; students are NOT to be sent back to school on the bus without being checked by the nurse.** Any evidence of nits will require exclusion. A log will be kept, and those children who have been excluded and returned to school will be re-examined in ten days to ensure that they remain free of infestation.*

*Refer to - 167.181-191, RSMO*

### **SOILED CLOTHES PROCEDURE**

*Students are to change out of soiled clothing as soon as possible. Students will not be permitted to sit in soiled clothing all day. This policy is intended to prevent spread of infectious organisms.*

### **STUDENT EMERGENCY MEDICAL INFORMATION FORMS**

*A current student emergency medical information form must be kept in the nurse's office to ensure adequate and prompt care.*

*All information included on the emergency medical information form is strictly confidential and must be kept secure.*

### **MEDICATION POLICY**

*With the exception of some students in Special Education programs or those with section 504 accommodation plans, the school district is not obligated to supply or administer medication to children.*

#### **I. Prescription Medication**

*A. The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.*

*B. A parent(s)/ guardian(s) will provide a written request that the school district comply with the authorized prescriber's request to give medication. The district will not administer the first dose of any medication. The school nurse will not, without clarification from the prescriber, administer any medication if the dosage exceeds the recommendations of the manufacturer. The parent(s)/guardian(s) will supply the medication in a properly labeled container from the pharmacy, with only those doses to be given at school, and with any instructions for any special need for storage, e.g., refrigeration. Medication supplies should not exceed a thirty-day supply.*

#### **II. Over the counter (OTC) Medications**

*The school will use reasonable and prudent judgment in determining whether or not to administer any medication, including OTC medications. The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee [School Nurse] in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.*

*Parent/Guardian must supply any over-the-counter medications (Tylenol, Advil, cough drops, antacids, Pepto Bismal, cough syrup). Any OTC medications must be in their*

*original containers. Medications must be age appropriate.*

### **III. Handling, Storage, and Disposal of Medications**

1. *A parent/guardian or other responsible adult shall deliver all medications to be administered at school to the school nurse or other responsible person designated by the nurse. The medication must be in a pharmacy or manufacturer's labeled container.*
2. *Expiration dates on medications must be checked on a routine basis.*
3. *Parent/guardian may retrieve the student's medication from the school at any time.*
4. *All medications shall be returned/destroyed at the end of the school year.*

*(Please see new policy regarding Diabetic treatment at the end of the handbook.)*

### **P.E. FOR ELEMENTARY CLASSES**

Due to safety reasons, students must have tennis shoes to participate in P.E. Students WILL NOT be allowed to participate in "Crocs," flip-flops, boots, dress shoes, etc. or barefoot. Excessively dirty tennis shoes will also not be allowed. It is best to send an extra pair of tennis shoes to school to leave in the gym for P.E. Participation grades will be affected when students are not able to participate due to inappropriate shoes.

### **PRE-PLANNED ACTIVITIES**

When you and your child are hosting an activity (birthday party, 4-H, Girl Scouts, etc.) and guests will be going home after school with you or your child, on the bus or private vehicle, please send the office a list of the guests. Each guest will also need a permission slip from his/her home. Hopefully, this will alleviate any anxiety at the end of the school day. This includes pre-planned overnights. **PRIOR APPROVAL MUST BE GIVEN IF 5 OR MORE GUESTS ARE PLANNING TO RIDE THE BUS HOME WITH ANOTHER STUDENT.**

### **SUPERVISION OF STUDENTS**

#### **P.M. SUPERVISION**

- A. Supervision is not provided for students after school unless there is a scheduled activity that the student is signed up for. Elementary students may be in the school building after school for Student Council, tutoring, math practice, etc. Parents please be on time when your student stays after school for an extra curricular activity. Students must be picked up promptly after activities.
- B. Elementary students are not to remain after school with older brothers or sisters while these students are attending high school events such as practices or meetings. If they are waiting for a Jr. High or Sr. High game, they are to go home and return at the appropriate time.

### **TOYS AT SCHOOL**

Toys are not to be brought to school without permission from the teacher. Students that do bring toys to school without permission will have them taken away the first time and returned at the end of the day. The second incident will result in the toy being kept until the parent picks it up or until the end of the school year. Toys are not allowed on the school bus as well. Students and parents assume the risk for any loss, theft, or damage that may occur if a toy or electronic device is brought to school.

### **VISITORS**

Any person not enrolled in this school as a student or employed as a staff member must report to the office upon entering the building. All classroom visitors must have prior administrative approval. No school age visitors will be allowed during school hours. Parents and patrons of the district are always welcome in our school. They should simply check in upon arriving at school. Under most circumstances it is always best to schedule an appointment with the teacher(s) or principal ahead of time.

When a parent or grandparent visits school to eat lunch with a child or grandchild, it is best to notify the office in advance. While a lunch may be brought from home for the child, food may not be brought for or given out to any other students.

### **VOLUNTEERING**

Anyone who has a student in a class may be a room parent for that class. Parents of students who move into the district during the school year have the opportunity to be a room parent by signing up with the classroom teacher and the Room Parent Director. They must follow guidelines established by the Elementary Principal and the Room Parent Director.

(Subject to change) The organizational meeting will be the night of Open House. Anyone interested in being a Room Parent will sign up that night and later be contacted by the Room Parent Director or Room Parent Chairperson for the class. Please always keep in mind that class parties are for the students, and we need to do what is in the best interest of all the students in the classroom. **Younger children are not to be brought to school on party days. Please make prior arrangements to ensure your full attention can be given to the students in the class.** Room Parents report to their Room Parent Chairperson who reports to the Room Parent Director, who in turn reports to the Elementary Principal.

Elementary Principal

- \* Direct and Establish Volunteering Procedures in the building.

Room Parent Director

- \* Appointed by the PTA
- \* Work with the Elementary Principal in establishing what parties Room Parents are responsible for
- \* Serve as a contact person for special needs from Room Parent Chairperson
- \* Distribute any and all information to Room Parent Chairpersons.

Room Parent Chairperson

- \* Work with the teacher at all times, keeping them informed of what the Room Parent group plans to do for the students during parties.
- \* Lead class Room Parents
- \* Organize and coordinate school parties for that specific room
- \* Keep other parents from that class informed
- \* Notify Director of schedules and other important information
- \* Establish contact information for class Room Parents

Room Parents

- \* Work in the room that they have a child in
- \* Work with the chairperson and the other parents on class parties.

Those who are interested in regular volunteering, beyond being a “room parent” at parties, must first complete and pass a background check.

## **DISCIPLINE**

*(Beginning Aug. 2013)* Students who have been assigned OSS (Out-of-School Suspension) will be allowed to make up work missed during OSS for 50% credit of grade earned.

## **STUDENT DISCIPLINE**

Board Policy JG-R

### **STUDENT DISCIPLINE**

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

#### **Reporting to Law Enforcement**

It is the policy of the Halfway R-III School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

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

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

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

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be



allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

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

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

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. The board authorizes building level administrators to use discretion concerning disciplinary actions based upon the severity and circumstances of the offense. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

(A comprehensive listing of specific discipline infractions and consequences can be found at [halfwayschools.org](http://halfwayschools.org) under Board Policy JG—Student Discipline. If you would like a hard copy of this policy, please contact the elementary office at 445-2215 ext. 1.)

Board Policy JGA

### **CORPORAL PUNISHMENT**

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered by a school administrator in the presence of a certified staff member. It should never be inflicted in the presence of other pupils, nor without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The administrator shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of the student or other persons or to protect property of the school district. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

## REQUIRED NOTIFICATIONS

### **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. Halfway R-III Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Halfway R-III Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Halfway R-III Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Halfway R-III Schools 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. 20202-5901

## **PUBLIC NOTICE**

### **CONCERNING SPECIAL EDUCATION AND RELATED SERVICES TO CHILDREN AGES THREE TO TWENTY-ONE**

**All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The <public agency> assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.**

Halfway R-III Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

Halfway R-III Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in Superintendent's Office during regular school days.

This notice will be provided in native languages as appropriate.

## **NO CHILD LEFT BEHIND ACT**

**Complaint Procedure:** This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB) and is being communicated to all families within the Halfway R-III District.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by School District personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, School Board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local District policy.

**No Child Left Behind Requirement** – Parents have the right to request information regarding the professional qualifications of their student’s classroom teachers. To request information on teacher certification, please contact Central Office.

Teacher Certification: 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.

## NONDISCRIMINATION AND ANTI-HARASSMENT

### A. Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

### B. Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- (2) Aiding, abetting, inciting, compelling or coercing discrimination; and
- (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

### C. Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy districtwide:

Superintendent  
2150 Highway 32  
Halfway, MO 65663  
Phone: 417-445-2351  
Fax: 417-445-2026

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### D. Reporting and Complaint

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would

otherwise be made to the compliance coordinator, reports should instead be directed to: (Name of Office, Address, Phone, Fax), who will assume the coordinator's duties for the purpose of that complaint.

**E. Grievance Procedure and Resolution of Complaints**

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

**F. Confidentiality and Records**

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

**G. Public Notice and Dissemination**

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure districtwide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

**H. Limitations**

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis estop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

\* \* \* \* \*

**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: September 15, 2003

Revised:

Cross Refs: EHB, Technology Usage  
GBCB, Staff Conduct  
GBEBB, Employee Alcohol and Drug Testing  
GBH, Staff/Student Relations  
GBM, Staff Complaints and Grievances

GCD, Professional Staff Recruiting and Hiring  
GDC, Support Staff Recruiting and Hiring  
IGBA, Programs for Students with Disabilities  
IGBCB, Programs for Migrant Students  
IGBH, Programs for Limited English Proficient/Language Minority Students  
IGD, District-Sponsored Extracurricular Activities and Organizations  
IGDJ, Interscholastic Athletics  
JFCF, Hazing and Bullying  
JFH, Student Complaints and Grievances  
KL, Public Complaints

Legal Refs: P.L. 92-318, Education Amendments of 1972, Title IX 45 CFR, Parts 81, 86 (*Federal Register*, June 4, 1975; August 11, 1975)  
"Notice of Nondiscrimination," Office of Civil Rights, U.S. Dept. of Ed., September 1996  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d *et seq.*  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.*  
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213  
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681  
Rehabilitation Act of 1973, 29 U.S.C. § 794  
Family and Medical Leave Act, Prohibited Acts, 29 U.S.C. § 2615  
Fair Labor Standards Act, Equal Pay Provisions, 29 U.S.C. § 206(d)  
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487  
Age Discrimination in Employment Act, 29 U.S.C. §§ 621 *et seq.*  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 *et seq.*  
Missouri Human Rights Act, §§ 213.010 *et seq.*, RSMo.  
Female Employees' Wages, §§ 290.400 *et seq.*, RSMo.  
*Gebser et al. v. Lago Vista Ind. School Dist.*, 118 S.Ct. 1989 (1998)  
*Faragher v. City of Boca Raton*, 118 S.Ct. 2275 (1998)  
*Burlington Industries v. Ellerth*, 118 S.Ct. 2257 (1998)  
*Oncale v. Sundowner Offshore*, 118 S.Ct. 998 (1998)

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*Harris v. Forklift Systems, Inc.*, 510 U.S. 17 (1993)  
*Davis v. Monroe County Bd. of Ed.*, 120 F.3d (11th Cir. 1997), *Cert. granted*, S.Ct. (1998)

Halfway R-III School District, Halfway, Missouri

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## **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

### **Definitions**

*Language Minority (LM)* -- Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's language background and not on proficiency.

*Limited English Proficiency (LEP)* -- Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

*English Language Learner* -- Refers to an LM student with limited English proficiency.

*English for Speakers of Other Languages (ESOL)* -- An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

*Bilingual Education* -- An instructional approach that explicitly includes the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

*Child* -- Any individual age 3-21.

*Parent* -- Parent, legal guardian or person otherwise responsible for the child.

*Language Instruction Education Program* -- An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation

of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is Kay DeMoss.

The Board directs the coordinator to develop and implement language instruction programs that:



1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: October 20, 2004

Revised: February 20, 2008

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment  
CGC, State and Federal Programs Administration

MSIP Refs: 8.3.1

Legal Refs: Equal Educational Opportunities Act, 20 U.S.C. § 1703(f)  
English Language Acquisition, Language Enhancement, and Academic Achievement Act, 20 U.S.C. §§ 6811 - 6871  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d  
34 C.F.R. Part 100  
*Plyler v. Doe*, 457 U.S. 202 (1982)  
*Lau v. Nichols*, 414 U.S. 563 (1974)  
*Castaneda v. Pickard*, 648 F.2d 989 (5th Cir.1981)

Halfway R-III School District, Halfway, Missouri

## **PROGRAMS FOR HOMELESS STUDENTS**

The Halfway R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

### **Enrollment/Placement**

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

### **Services**

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

### **Transportation**

If the homeless student's school of origin and temporary housing are located in the Halfway R-III School District, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two (2) different school districts, the districts will equally share the responsibility and costs for transporting the student.

### **Records**

Any records ordinarily kept by the school for each homeless student, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **Coordinator**

The Board designates the following individual to act as the district's homeless coordinator:

Elementary Principal  
2150 Highway 32, Half Way, MO  
Phone 417-445-2215

Board Policy IGBCA

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The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless students are identified by school personnel and by other entities and agencies with which the school coordinates activities.
2. Homeless students enroll and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students receive educational services for which they are eligible, including Head Start, Even Start and preschool programs administered by the district, as well as referrals to health care services, dental services, mental health services and other appropriate services based on their assessed needs.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.

6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied student is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

### **Resolving Grievances**

*Level I* -- A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) business days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

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*Level II* -- Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decision rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five (5) business days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

*Level III* -- If a resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

*Level IV* -- If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P. O. Box 480, Jefferson City, MO, 65102-0480. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education.

\* \* \* \* \*

**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: September 15, 2003

Revised:

Cross Refs: EEA, Student Transportation Services  
 JEC, School Admissions  
 JECA, Admission of Resident Students  
 JECB, Admission of Nonresident Students  
 JECC, Assignment of Students to Grade Levels/Classes

Legal Refs: §§ 167.020, .181, 210.003, RSMo.  
 19 CSR 20-28.010

Halfway R-III School District, Halfway, Missouri  
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### **PROGRAMS FOR MIGRANT STUDENTS**

The Board of Education of the Halfway R-III School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the superintendent or designee will notify the State Director and request assistance if needed.

\* \* \* \* \*

**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: July 17, 2003

Revised:

Cross Refs: AC, Nondiscrimination and Anti-Harassment  
CGC, State and Federal Programs Administration  
IGBC, Parent/Family Involvement in Instructional and Other Programs  
IGBCA, Programs for Homeless Students  
IGBH, Programs for Limited English Proficient/Language Minority Students  
JEC, School Admissions

Legal Refs: No Child Left Behind Act of 2001, P.L. 107-110  
34 C.F.R. §§ 200.40 - .45

Halfway R-III School District, Halfway, Missouri

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## ASSESSMENT PROGRAM

The district will use assessments as one (1) indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

### District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* - To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
  2. *Student Guidance* - To serve as a tool for implementing the district's student guidance program.
  3. *Instructional Change* - To provide data that will assist in the preparation of recommendations for instructional program changes to:
    - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
    - b. Help the professional staff formulate and recommend instructional policy.
    - c. Help the Board of Education adopt instructional policies.
  4. *School and District Evaluation* - To provide indicators of the progress of the district toward established goals.
- Board Policy IL  
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5. *Adequate Yearly Progress* - To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

### Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination.

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The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

\* \* \* \* \*

**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: September 15, 2004

Revised: May 18, 2005  
March 17, 2010

Cross Refs: JHD, Student Guidance and Counseling  
JO, Student Records  
KB, Public Information Program

MSIP Refs: 6.2



## STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- Students in kindergarten through sixth grade** – Student’s name; parent’s name; birthday; grade level; participation in school-based activities and sports; honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
  
- Seventh through Twelfth grade students** – Student’s name; parent’s name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

### Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a

natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

### **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 20 U.S.C. § 1232g (b)(1)(E).

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.

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 Children's Division (CD) of the Department of Social Services 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.

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\* \* \* \* \*

*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: February 21, 2001

Revised: October 12, 2005  
July 15, 2009

Cross Refs: EFB, Free and Reduced-Cost Food Services  
EHB, Technology Usage  
GBCB, Staff Conduct  
IGBA, Programs for Students with Disabilities  
IGDB, Student Publications  
IIAC, Instructional Media Centers/School Libraries  
IL, Assessment Program  
KB, Public Information Program  
KBA, Public's Right to Know  
KDA, Custodial and Noncustodial Parents

Legal Refs: §§ 167.020, .022, .115, .122, .123, 210.115, .865, 452.375, .376, 610.010 –  
.028, RSMo.  
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h  
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487  
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 – 7941  
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

## **Earthquake Safety for Missouri's Schools**

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### **Prepare a Home Earthquake Plan**

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

### **Eliminate Hazards**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

### **Prepare a Disaster Supplies Kit for Home and Car**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### **Know What to Do When the Shaking BEGINS**

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Know What to Do AFTER the Shaking Stops**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_241_,00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website

## **ASBESTOS PUBLIC NOTICE**

Halfway R-III Schools has asbestos in the following locations:

**Floor Tile:**

North wing of high school (1975 addition) Tested +  
West wing of elementary (1964 addition) Tested +

**Baseboard and Floor Tile Adhesives Assumed**

North wing of high school (1975 addition)  
West wing of elementary (1964 addition)

**Textured Paint (ceiling) Assumed**

Rm 1B above drop ceiling

**Fire Doors:**

North wing of high school (1975 addition) Assumed  
West wing of elementary (1964 addition)

**Thermal Insulation:**

Old high school above drop ceiling, on north end of the east hallway Tested +

All of the asbestos is all non-friable and does not pose a health threat as long as it is undisturbed. The district has an asbestos management plan located at 2150 Hwy 32, Halfway, MO 65663. If you have any questions, please contact Mike Watkins, maintenance supervisor for Halfway R-III Schools at 445-2211.

Last updated: May 27, 2009

## **INTERROGATIONS, INTERVIEWS AND SEARCHES**

### **Searches by School Personnel**

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

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

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

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

### **School Resource Officers**

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

**Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

**Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

**Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

**Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

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**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

- Adopted: August 20, 2003
- Revised: September 15, 2004
- Amended: April 20, 2005
- Cross Refs: ECD, Traffic and Parking Controls  
KNAJ, Relations with Law Enforcement Authorities
- Legal Refs: §§ 167.166, 210.145, 544.193, RSMo.  
*New Jersey vs. T.L.O.*, 469 U.S. 325 (1985)

## **AUDIO AND VISUAL RECORDING**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

### **Definitions**

*Visual Recording* - Registering visual images on film, tape, digitally or by other mechanical or electronic means.

*Audio Recording* - Registering sounds on tape, digitally or by other mechanical or electronic means.

*Outside Entity* - Any individual, group, organization or corporation other than the administration, officers, staff or students of the Halfway R-III School District or individuals authorized to act for the district.

### **Recording by Outside Entities**

The Halfway R-III School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Halfway R-III School District Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

### **Recording by District Personnel**

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.



### Recording by Students

The Halfway R-III School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

### Recording of Meetings

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: February 20, 2008

Revised:

Cross Refs: BDA, Board Meetings  
BDC, Closed Meetings, Records and Votes  
BDDL, Release of Information  
ECA, Buildings and Grounds Security  
IGDA, Student-Initiated Group Use of District Facilities  
JO, Student Records

Legal Refs: §§ 610.010 - .035, RSMo.  
The Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487  
34 C.F.R. Part 300  
The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g  
34 C.F.R. Part 99

**(This copy is for your records. Please sign and return the copy in your packet of forms.)**

STUDENT HANDBOOK SIGNATURE SHEET  
SCHOOL YEAR 2017-2018

The signature sheet is to verify the following.

- A. I know it is my responsibility to be familiar with the entire contents of the student handbook which is available on the school website at [www.halfwayschools.org](http://www.halfwayschools.org) or by contacting the elementary office.
- B. I understand that the student handbook contains policies that govern student behavior and will be enforced.
- D. I understand that assistance is available to help answer any questions that I might have concerning the handbook.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Date \_\_\_\_\_

Student  
Signature \_\_\_\_\_

Parent Name \_\_\_\_\_  
Date \_\_\_\_\_

Parent  
Signature \_\_\_\_\_

**CORPORAL PUNISHMENT**

The following section refers to the application of CORPORAL PUNISHMENT being applied to your son/daughter. Please mark one of the boxes beside the statements below. **Both parents should print, sign, and date their names below.**

*\* Note from Mrs. Spear – It is my hope that corporal punishment will never be needed for your son or daughter; however, there are times when it is very useful and appropriate as a consequence to disrespectful and inappropriate behavior. In addition to being phoned, you are also welcome to be present when it takes place.*

- Never apply CORPORAL PUNISHMENT to my son/daughter.
- I give the school permission to apply CORPORAL PUNISHMENT to my son/daughter after calling a parent.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent 1 \_\_\_\_\_ Parent 2 \_\_\_\_\_

Print \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

**HALFWAY R-III SCHOOL DISTRICT  
DIABETES MANAGEMENT AT SCHOOL POLICY**

**Purpose: To provide students with diabetes the same complete educational opportunities available to all students, by providing students assistance as needed with diabetes management to promote a safe learning environment. Effective diabetes management will also help to ensure that students are ready to learn and participate fully in school activities and to minimize the possibility that diabetes related emergencies will disrupt classroom activities.**

**This policy is based on State and Federal guidelines. In particular, "Helping the Student with Diabetes Succeed", a guide made available by a joint program of the U.S. Department of Health and Human Services, Nation Diabetes Education Program, and the National Institutes of Health and the Centers for Disease Control and Prevention.**

**When applying laws and policy, each student with diabetes will be considered on an individual basis, what is appropriate for one student may not be appropriate for another student.**

**Students with diabetes will be allowed to carry and use as needed diabetic management supplies, based on their age and level of ability.**

**The goal of effective diabetes management is to control blood glucose levels by keeping them within a target range determined by the student's personal diabetes health care team.**

The student's Diabetes Medical Management Plan (DMMP) will outline the "normal" or target range for blood glucose specific to the student, as well as interventions to be taken. Response to signs or symptoms of hypoglycemia (low blood glucose) usually 70-80 mg/dL or lower, or hyperglycemia (high blood glucose) usually 250 mg/dL or greater will be initiated by staff or by the student with guidance by trained staff as needed. Students with blood glucose levels outside the established target range are most often not able to participate in class.

- Low blood glucose levels that do not return to target range within 30 minutes of initial treatment will initiate a phone call or message to parents who will be expected to personally manage student blood glucose at home or with medical supervision until target range is achieved and maintained. Parent is expected to have student picked up within 30 minutes of the phone call.
- High blood glucose levels above 300 will initiate a phone call or message to parents who will be expected to personally manage student glucose at home or with medical supervision until target range is achieved. Parent is expected to have student picked up within 30 minutes of the phone call.

Symptomatic students unable to return to or participate in class after initial treatments may be sent to an emergency response center if parents/guardians or indicated emergency response persons are not available

### **Personnel Training:**

School personnel will receive training by the school nurse that provides a basic understanding of diabetes, and how to recognize and respond to signs and symptoms of high or low blood glucose. School personnel may volunteer for more in depth training in assisting students with diabetes management.

### **Diabetes Management Tools:**

Students with diabetes will need the following tools to helping implement effective diabetes management;

A Diabetes Medical Management Plan, which is completed by the student's personal diabetes health care team and contains the medical orders that are the basis for the student's school healthcare and educational plans. This plan will be reviewed and implemented based on the school's ability to meet the recommended actions.

An Individualized Health Care Plan which is developed by the school nurse in collaboration with the student's personal diabetes health care team and the family to implement the student's diabetes Medical Management Plan in the school setting.

An Emergency Care Plan for Hypoglycemia and Hyperglycemia, based on medical orders, to summarize how to recognize and respond to hyperglycemia and hypoglycemia, and who to contact.

### **Student Responsibilities:**

Students are expected to:

Take charge of their diabetes care at school as allowed in their healthcare and educational plans. Care tasks that may be a student responsibility include:

- Checking and recording blood glucose levels
- Calculating correct insulin doses
- Self-administering Insulin
- Proper disposal of syringes, lancets, and blood contaminated items
- Eating meals and snacks as planned
- Calculating carbohydrate content of foods
- Treating low glucose with quick acting products
- Carrying diabetes equipment and supplies at all times
- Report symptoms of high or low blood glucose, especially if help is needed
- Always carry a quick acting source of glucose
- Work with the school health team

### **Parent/Guardian Responsibilities:**

- Notify the school nurse or principal of any changes in the student's health or orders
- Work with the student's personal diabetes health care team to develop a Diabetes Medical Management Plan that contains the medical orders for the student's care at school.
- Provide the school with a physician signed Diabetes Medical Management Plan at the beginning of the year or when any change is made
- Permit sharing of medical information necessary between the school and the student's health care providers
- Provide accurate and current emergency contact information to the school and update any changes
- Attend and participate in meetings of the school health and education teams
- Provide all supplies and equipment necessary for student's health and diabetes care during school hours and for school based after hour activities. This includes but is not limited to:

- Blood glucose monitoring equipment,
- Insulin
- Supplies for insulin administration,
- Pump supplies
- Urine and blood ketone testing supplies,
- Appropriate snacks,
- Quick acting glucose products
- A glucagon emergency kit
- Sharps container
- Consult with the school nurse to monitor supplies and replenish them as needed; refill or replace expired supplies
- Provide and maintain all supplies and equipment necessary to accommodate student's long term needs (72hours) in case of disaster or emergency.
- Pick up student or arrange for student to be picked up within 30 minutes of being notified of hypo- or hyper- glucose condition. Ambulance services may be requested, at the parent's expense, if student is not picked up when notified.

### **School Responsibilities**

- Promote a supportive learning environment for students to manage their diabetes safely and effectively at school This includes enabling students to :
  - monitor blood glucose levels,
  - administer insulin and other medications,
  - eat snacks for routine diabetes management and for treating low blood glucose levels,
  - have bathroom privileges and access to drinking water,
  - participate in school sponsored activities
  - provide accommodations for health care appointment or prolonged illnesses
- Facilitate diabetes management training for school personnel
- Support and facilitate communication between parents/guardian, student, healthcare providers, and the school
- Treat student with diabetes the same as other students, except to respond to their medical needs
- Respect the student's confidentiality and right to privacy
- Request Ambulance Services if student has hypo- or hyper- glucose levels and is not picked up by parent in a timely manner.

## **School Nurse Responsibilities**

- **Leads and coordinates the provision of health care services for students with diabetes**
- **Leads in identifying, training and providing ongoing supervision of diabetes management personnel**
- **Is responsible to acquire and maintain current knowledge and competency related to diabetes management**
- **Understands and applies state and federal laws**
- **Obtain and review the student's current Diabetes Medical Management Plan and other pertinent information from the student's parents/guardians, and physician**
- **Develop an Individualized Health Care Plan**
- **Promote and encourage independence and self-care consistent with the student's ability, skill, maturity, and development**
- **Implement, review, and update the Individualized Health Plan with input from parents/guardian and student**
- **Prepare an Emergency Care Plan, distribute to appropriate personnel**
- **Arrange and facilitate obtaining materials and medical supplies necessary for performing diabetes care from the parents/guardian**
- **Perform routine and emergency diabetes care tasks as needed**
- **Maintain accurate documentation of care provided, communications with regarding student's care**
- **Act as an advocate for students**
- **Conduct ongoing, periodic assessments of the student with diabetes and update the IHP**
- **Provide ongoing education and act as a resource on managing diabetes at school to staff, student, and family**
- **Respect the student's confidentiality and right to privacy**

Written May 2015 by Aileen Kelley, RN

**Adopted by Board of Education: June 27, 2015**

