

***ELEMENTARY STUDENT HANDBOOK
FOR PARENTS***

2017-2018

Gideon Elementary School
School District of Gideon #37
P.O. Box 227
Gideon, MO 63848

**Accredited By the
Missouri Department
of
Elementary and Secondary Education**

Web Page: <http://gideon.k12.mo.us>

LETTER FROM THE PRINCIPAL

Welcome to another school year at Gideon Elementary School. I am looking forward to another great year and hope you are also. We have worked on the handbook this summer and have made some changes to some of the guidelines that you must follow. This handbook was developed in cooperation with students, parents, and teachers. It serves as your school constitution and must be referred to many times throughout the year. Please read it carefully, for you will be expected to follow these rules and regulations.

Attendance is a must for student success! Please read our attendance policy carefully. We encourage you to please visit our elementary school calendar of events at www.gideon.k12.mo.us for up-coming events and announcements. Great communication is key to understanding and support of our school and community. I look forward to a wonderful year with you.

Have a great school year!!

Monica Ward, Principal

DISTRICT PERSONNEL AND CONTACT INFORMATION

Mr. James Breece, Superintendent of Schools, 573-448-3911
Mrs. Monica Ward, Elementary Principal, 573-448-3447
Mr. Craig Earnheart, High School Principal, 573-448-3471

Gideon School District Automated Voice System, 573-448-3594
Gideon High School Fax, 573-448-3868
Gideon School District Web Site, <http://gideon.k12.mo.us>

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PART I: GENERAL INFORMATION

INTRODUCTION

This Handbook provides a summary of some of the most important rules and regulations we live by at Gideon Elementary School. It also provides information that is important to you as we work to provide the best education possible for your child.

BUILDING SAFETY

FOR THE SAFETY OF OUR STUDENTS, WE ASK THAT ALL VISITORS CHECK IN AT THE OFFICE BEFORE GOING TO ANY CLASSROOM.

TEACHERS WILL NOT ALLOW ACCESS TO CLASSROOMS WITHOUT OFFICE VERIFICATION.

DISTRICT PERSONNEL AND CONTACT INFORMATION

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Mrs. Monica Ward, Elementary Principal, 573-448-3447
Mr. Craig Earnheart, High School Principal, 573-448-3471
Gideon School District Information Line and Automated Voice System, 573-448-3594
Gideon Elementary School Fax, 573-448-5153
Gideon School District Web Site, <http://gideon.k12.mo.us>

CLINIC:

Cristie Adams..... School Nurse

ELEMENTARY OFFICE:

Sharon Holiman Secretary

PRE -SCHOOL

Kim Sams..... Room 14

KINDERGARTEN:

Crystal Presson..... Teacher, Room 11&13

FIRST GRADE:

Erin Smith..... Teacher, Room 19

SECOND GRADE:

Sharri Shock..... Teacher, Room 20 & 21

THIRD GRADE:

Melissa Foster..... Teacher, Room 16

FOURTH GRADE:

Amber Martin..... Teacher, Room 24

Jodi Smith Teacher, Room 28

FIFTH GRADE:

Michele Knight Teacher, Room 26

SIXTH GRADE

Tiffany Lentz Teacher, Room 32

SPECIAL SERVICES

ART:

Karen Bizzell Teacher, Room 23

MUSIC:

Julie Cloud Teacher, Room 25

SCIENCE LAB: Room 27

LITERACY COACH:

Denise Yount Room 12

SPEECH:

Micah Breece (Special Education Coordinator and Speech) Teacher, Room 30

LEARNING DISABILITIES/EMH:

Shae Bost Teacher, Room 33, 35

LIBRARY:

Valerie Wiggs Media Center

PHYSICAL EDUCATION:

Jordan McGowan Teacher, Old Gymnasium

Anthony Radford

Cassie St. Cin

AIDES:

Carol Murphy Elementary

Tena Stanfield Elementary

CUSTODIANS:

Devon Buchanan Elementary

Steve Chappell Director of Maintenance

Gideon School District 37
APPROVED SCHOOL CALENDAR
2017-2018

August		
17	M, TU, WED TH	Teacher Workshop Days Students First Day/School Opens
September		
4	M	No School/Labor Day
October		
9	M	No School/Columbus Day Holiday
13	F	End of 1st Quarter (40 days)
19	TH	Early Release 12:20 p.m.
19	TH	Parent/Teacher Conference 12:30 - 7 pm
20	F	No School
November		
10	F	No School - Teacher Workday
20-24	M-F	No School/Thanksgiving Holiday
December		
15	F	Last day before Christmas
15	F	End of 2 nd Quarter(38 days) End of Semester (78 Days)
18-29	M-F, M-F	No School/Christmas Holiday
January		
2	TU	Students Return/Classes Resume
15	M	No School/Martin Luther King Jr. Day
February		
10	F	Teacher Workday – No School
20	M	No School/President’s Day
March		
2	F	End of 3 rd Quarter (41 days)
26-30	M-F	No School – Spring Break
April		
20	F	No School
May		
6	SU	Graduation (tentative)
17	W	Last Day of Class - Awards Assembly/Report Cards (Dismiss 12:20)
18	TH	End of Quarter (49 Days), End of Semester (90 Days) No School/Teacher Workshop Day

TEACHER WORKDAYS

Professional development for teachers is an important part of maintaining an effective instructional environment. Therefore, students will be dismissed at 12:20 PM on the following dates so teachers may enhance their teaching skills by participating in two hours of professional development. The early release dates for the current school year are as follows:

October 19, 2017 – EARLY RELEASE
February 16, 2018 – EARLY RELEASE

KNOW YOUR SCHOOL

School Mascot.....Bulldog
School Colors.....Black and Gold
School Song.....Gideon High School Alma Mater
Classification.....Accredited

PHILOSOPHY OF THE GIDEON PUBLIC SCHOOLS

An educational philosophy is a definitely thought out, consistent attitude toward education. The philosophy of a school is the foundation upon which educational objectives are established and it is the basis upon which to structure a school program designed to meet the educational objectives. The philosophy is the guideline for doing all that the school does.

For Americans, democracy is the way of life, which provides for a high degree of individual freedom and development. Under democracy, the worth and happiness of the individual is of the utmost importance. Democracy recognizes that the very best way to build a better life for all is through a healthy balance of individual and group effort. It must be remembered, however, that democracy is not guaranteed to people by any higher power without regard to their own efforts. Unless they constantly work to improve their way of life, they will eventually discover that they have lost even that heritage of democracy, which has been left to them by their forefathers. The public school system must play a vital role in teaching students the value of democracy and the work that is necessary to maintain democracy.

Democracy recognizes that society is in a constant state of change. All individuals are constantly in a process of physical, mental, social, and emotional change, which is commonly referred to as growth. This growth occurs whether it is directed or not, but when it is directed it is called "education." Many agencies contribute to the education of the individual, but the school is the only agency, which has as its specific purpose the direction of such growth. Our goal is to produce graduates that will become productive members of society. Thus, we believe that it is our responsibility to provide an educational program that will help produce well-rounded citizens. Our foremost focus must be in the area of academics. We have a responsibility to teach students to

learn to use their minds well. In addition, we recognize the need to provide education that will lead to healthful living and adequate social and emotional development.

We believe full access to the provisions offered by the public schools of the United States of America to be the birthright of every boy and girl in the nation. Public schools, therefore, should accept all students as they are and provide them with a stimulating environment and opportunities for learning that will result in continuing life benefits for themselves and the society in which they live.

We believe the school's goals should be simple. Each student should master a limited number of essential skills and areas of knowledge. With the rate at which knowledge is multiplying in today's world, it is impossible to teach all knowledge. Thus, we recognize the need to focus on vital knowledge and to provide students with the skills that will allow them to find and construct knowledge on their own. Within this context the school's goals should apply to all students. The school's atmosphere should be marked by an attitude of un-anxious expectation, trust, and of decency between faculty and students.

We believe teaching and learning should be personalized to the maximum extent feasible. We realize that we must study each pupil under our direction as an individual; and learn all we can about his background, interests, aptitudes, abilities, and desires; and attempt to direct his growth toward success as an individual and as part of the group. We must teach the basic fundamentals in a better way than we have done before, but we must teach individuals in order that they may develop into well-balanced, well-rounded citizens physically, mentally, morally, and emotionally.

We believe the governing practical metaphor of the school should be the student-as-worker and that the student should demonstrate competence in mathematics, science, language, history, and social studies before being awarded a diploma.

We believe public education must be designed to prepare students for the future. Thus, we must be visionary in our application of knowledge, technology, and educational methods. We must provide educational programs that will meet the needs of college bound students as well as those with more vocational needs. We must offer a breadth in the school program at all levels, which will provide for the individual needs, interests, desires, and abilities of all students. We must offer a program of guidance and direction, which will enable each student to take the greatest advantage of the part of the school program most suited for him. And we must always work to offer a quality of instruction, which will insure speedy and efficient learning on the part of all students. We must accept the obligation to provide an educational program, which will help each individual develop his/her social, physical, emotional, and spiritual potentialities to the greatest extent possible.

Approved 3/10/94

MISSION STATEMENT

The mission of the Gideon School District is to help all students realize their worth and potential by providing a safe, caring, rigorous and engaging learning environment that prepares them to be career and college ready.

VISION STATEMENT

Our vision is a community committed to educational excellence by continuously improving every aspect of our performance and empowering our students to command their future.

BELIEF STATEMENTS

- We exist to foster the development and well-being of the whole child.
- Success requires shared responsibility, collaboration and communication among all staff, families, students, and the community.
- Learning environments must be safe and supportive, with equity of opportunities for personal growth.
- All students can and will learn when instruction is engaging, rigorous and individualized.
- Data-driven, continuous improvement requires accountability, commitment and responsible leadership.
- We believe all adults in our school system should be appropriate models for our students.

NON DISCRIMINATION

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the Gideon School District. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

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, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, the Gideon School District strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials.

The superintendent shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices or activities of the Gideon School District.

DISTRICT CURRICULUM/GRADUATION STANDARDS

The State Board of Education approved the updated Missouri Learning Standards on April 19, 2016, based on the standards created by work groups of Missouri parents and educators. The revised standards were developed by Missourians for Missouri students. These expectations are challenging, yet attainable, for students in our state. The standards further define our high expectations for what children should know and be able to do in each course and grade level, helping ensure they graduate prepared for college, career and life. The [Missouri Learning Standards](#) define the knowledge and skills students need in each grade level and course for success in college, other post-secondary training and careers. The Missouri Learning Standards give school administrators, teachers, parents and students a roadmap for learning expectations in each grade and course.

PARENT RESPONSIBILITIES

Education is a joint project of the home, school, and community. Parents must remember that they have an ultimate and legal responsibility for their children's behavior. That responsibility can be summarized in the following "Ten Commandments of Parental Responsibility":

1. Insist on your child's prompt and regular attendance in school.
2. Encourage and help your child give proper attention to health, personal cleanliness and neatness of dress.
3. Provide a place for study and homework. Discourage interruptions and distractions from friends, phone, and TV. Be available for help.
4. Encourage your children to take part in student government and extra-class activities.
5. Insist that your children bring home any communications from school promptly. Read them and, if necessary, discuss them with your children.
6. Speak well of teachers, principal, school, and the education they are trying to provide. Refrain from criticizing school rules when your children are listening. If necessary, discuss them with your children.
7. Attend the informal and voluntary conferences set up by teachers or the principal dealing with your children's progress and with activities which will affect them.
8. Take part in parent-teacher organizations, respond to calls for volunteers, visit the school, attend an occasional meeting of the Board of Education, make your presence and your influence felt in school affairs.
9. Should your children become involved in an infraction of the rules, help them face the problem and resolve it in an orderly manner.
10. When inclined to criticize the school for "a breakdown in discipline," first check the nine points above. How many of them have you observed?

SCHOOL INVOLVEMENT

Children will learn more when parents are actively involved in the educational process. Our observation is that, invariably, the children who are more successful in their schoolwork are the children who receive extra help at home.

How do you get more involved?

1. Visit the school. Visit the classroom. Plan to have lunch in the school cafeteria with your child.
2. Become acquainted with the teacher, the principal, the secretary -- other people at school.
3. If possible, volunteer some time to help in the classroom.

Children are very sensitive about how their parents feel about school, teachers and education. Parents should be careful to act positively towards school and education, and to make favorable comments in the presence of children.

If situations do arise where you have a concern about something that has happened at school, or where you disagree with a teacher or principal, it is best to discuss these matters directly with the people involved. Negative comments and discussions about school should not be made in front of your child.

PARENTS MAKE THE DIFFERENCE

A PARENT'S PLEDGE:

- I know that children learn best when families and schools work together. As a parent I pledge to:
- Spend some time talking and listening to my child every day.
- Praise my child for good work in school and good behavior at home and at school.
- Help my child develop self-confidence and self-discipline.
- Talk with my child's teacher about how my child is doing in school.
- Set a regular time and place for schoolwork. During this time, there will be NO television, NO radio, and NO phone calls.
- Encourage reading. I will read to my child, and I will listen as my child reads to me.
- Make sure my child gets healthy meals, enough sleep and good exercise every day.
- Love my child enough to say NO when necessary.
- Help my child discover the joy that learning and thinking can bring at any age.

A TEACHER'S PLEDGE:

As teachers, we pledge to

- Provide a safe and positive classroom environment.
- Provide motivating learning experiences for the students.
- Do the best possible to meet the individual needs of students.
- Work with parents to ensure each child's success at school.
- Love each child unconditionally with pride in the child's potential as a future citizen of this country.

GIDEON ELEMENTARY SCHOOL PARENT COMPACT

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

School Responsibilities

The Gideon Elementary School and its staff will:

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

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

Hold annual parent-teacher conferences to:

1. Discuss the child's progress/grades during the first quarter and third quarter,
2. Discuss this compact as it relates to the child's achievement, and
3. Examine the child's achievement and any pending options for lower achieving students at the end of the third quarter.

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

1. Keep current and up-to-date information available on the district Parent Link site,
2. Weekly information from the classroom teacher,
3. Monthly suggestions from the classroom teacher,
4. Mid-quarter report mailed from the school, and
5. Quarterly grade cards/reports sent home by the school

Be accessible to parents through:

1. Phone calls, email, or person-to-person meetings,
2. Scheduled consultation before, during, or after school, and
3. Schedule school or home visits

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

1. Listen to children read,
2. Help with classroom decorations, art projects, etc.,
3. Present a program on your culture, a different country, etc., and
4. Assist with holiday programs or parties, educational trips, etc.

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

Make sure they are in school every day possible and on time.

1. Check that homework is completed.
2. Monitor the amount of television watched, telephone/cell phone usage, electronic game playing, and Internet usage.
3. Listen to my child read on a daily basis.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards and will:

1. Attend and be on time for school every day possible.
2. Be respectful toward others.
3. Pay attention in class.
4. Complete classroom assignments to the best of my ability and ask for help when I need it.
5. Do my homework every day and ask for help when I need it.
6. Read at least 30 minutes every day outside of school time (grade 2 and above).
7. Give all notes and information from my school/teacher to my parent/guardian daily.

PART II: PROCEDURES AND SERVICES

NONDISCRIMINATION POLICY

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the Gideon No. 37 School District. The Board of Education also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

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In keeping with the requirements of federal and state law, the Gideon No. 37 School District strives to remove and vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials.

The superintendent shall continue all necessary actions to ensure that discrimination does no occur in the educational program, employment practices or activities of the Gideon No. 37 School District.

DAILY SCHEDULE GRADES K-6

7:50-8:10	Breakfast – Elementary and High School Teachers on duty.
8:10	Daily instruction begins.
10:45-11:05	Lunch – Pre/Kindergarten
11:05-11:25	Recess – Pre/Kindergarten
11:10-11:30	Lunch - Grades 1-3
11:35-11:55	Recess – Grades 1-3
11:35-11:55	Lunch – Grades 4-6
12:00-12:20	Recess - Grades 4-6
3:08	Dismissal Bell
3:20	Teachers may leave

TRANSPORTATION

Student transportation is provided by the school district. Riding the bus is not to be considered a "Right" but should be considered a "Privilege." Bus drivers will report to the principal any child not following the rules on the bus. The first report will usually (depending on the seriousness of the violation) result in a conference with the child. Future violations will result in the child being paddled or taken off the bus for a period of time. If behavior is such that it endangers the child or other children on the bus, the child will be suspended from riding. In case of suspension, it will become the parent's responsibility to provide transportation for the child. Bus violation reports will be mailed to the parents.

Children are expected to ride the bus home each day unless the school has been notified that the parent(s) have given permission for the child to walk or ride to a different location. *A child MUST have permission from his/her parent when changes occur in the regular bus delivery. Parents may send a note or call the office to notify us of permission to go to a different address. Children without permission will be taken to the normal delivery address. Children who fail to get off the bus for some reason will be returned to school. Parents, please come to the office to pick them up.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY

It is the policy of the School District of Gideon No. 37 to identify and serve students regardless of their ability to speak the English language as interpreted through the December 1985, Office for Civil Rights' Title VI Language Minority Compliance Procedures.

MIGRANT STUDENTS

Supportive health and social services are available to each identified migrant student to the extent necessary to enable the student to participate effectively in an educational program.

PARENTS AS TEACHERS

PARENTS AS TEACHERS is a FREE Parent Education program offered in every school district in the state of Missouri. P.A.T. offers services for all parents with children ages birth-five years and prenatal families. P.A.T.'s primary focus is families with children ages 3 and under. Invaluable, research-based brain development information is provided to parents to become their child's first and best teacher to help ensure later success in school. During the first three years, a child's brain reaches 80% of its adult size. Lots of learning happens those first three years!!

P.A.T. offers the following FREE services for all parents with preschool children:

- Home visits with activities and information to promote optimal brain development.
- “Parent Get-Togethers” to learn about specific topics relevant to child rearing and parent-hood-PLUS door prizes!!
- Developmental Screening-Yearly, in the spring or in the home if requested; these screenings are crucial in detecting any developmental/vision/hearing/health delay that can be detrimental to school success. Upon detection of a delay or potential delay, the family will receive information for follow-up.
- Resource Networking-P.A.T. links families to available resources in the area. For example: DFS, DAEOC, Caring Communities, Project Spirals, Creative Communities, etc.
- Lending Library-children’s books, parenting books and videos: FREE for checkout to any parent in the district!
- Preschool interactions with the school that bridge the family and child for Kindergarten later on.
- Special programs/activities such as READ FROM THE START (parents receive 7 FREE children’s books!) and STEP Parenting Workshop and others.

Why should you enroll in PARENTS AS TEACHERS? The most important reason to become a P.A.T. parent is to learn to provide the best opportunities for your child beginning at birth that result in success upon school entrance in Kindergarten a few years later.

Two part-time certified Parent Educators implement the local PARENTS AS TEACHERS program. Call 448-3447 to enroll in P.A.T. You are your child’s first and MOST important teacher!!

HOMELESS POLICY

It is the policy of the School District of Gideon No. 37 to follow all provisions of the Stewart B. McKinney Homeless Assistance Act should the need arise at Gideon to educate the homeless children.

The provisions are as follows:

- lack a fixed, regular, and adequate nighttime residence.
- has a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodation (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

ASBESTOS AWARENESS NOTIFICATION

August 14, 2017

To: Students and Parents

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials (ACM) in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Gideon No. 37 School District has conducted a complete inspection of its facilities on July 5, 1988, utilizing the services of MEAD Environmental Services. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the Gideon No. 37 School District and in the office of the Gideon Elementary School and the Gideon High School during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The Gideon No. 37 School District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and was last conducted on June 5, 2017. A re-inspection of our facilities is required every three (3) years and was last conducted on August 3, 2015. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the Gideon No. 37 School District for any reason. The Gideon No. 37 School District takes very seriously the recommendations made in the management plan.

The person in the Gideon No. 37 School District trained to oversee asbestos activities and ensure compliance is James Breece. As required in the Rule, James Breece is the single contact for the public to obtain information about asbestos-related activities in the Gideon No. 37 School District. You may reach James Breece in the Superintendent's Office of the Gideon No. 37 School District at 400 Main Street in Gideon, Missouri.

Thank you for your cooperation and understanding.
Mr. James Breece, Superintendent of Schools

EVERY STUDENT SUCCEEDS ACT (ESSA) PARENT NOTIFICATION

Dear Parent or Guardian:

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

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

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

In addition to the information that parents may request, the Gideon School District provide to each parent/guardian the following:

- Information on the achievement level of your child in each of the state academic assessments will be distributed annually during the parent/teacher conferences.
- Timely notice if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

TITLE IX

The Gideon School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities. The high school principal serves as the district Title IX coordinator. Inquiries related to district programs may be directed to: Title IX coordinator, Gideon School District, PO Box 227, Gideon, MO 63848; telephone 573-448-3471.

Furthermore, the Missouri Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to: Title IX Coordinator, Jefferson State Office Building, 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966.

SEXUAL HARASSMENT POLICY

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Gideon School District to maintain learning and working environment that is free from sexual harassment.

It shall be a violation for any member of the Gideon School District staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of the policy for students to harass other students through conduct or comments of a sexual nature.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating a pervasively intimidating, hostile, or offensive environment.

Any person who alleges sexual harassment by any staff member or student may use the district's complaint procedure or may complain directly to the building principal or other individual designated to receive such complaints.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

These rights are outlined below:

- a. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- b. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate

educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility. Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the Gideon School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR EVERY STUDENT SUCCEEDS ACT (ESSA)

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act (ESSA).

A complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

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. Local policy and procedure calls for such complaints to be filed with the building level administrator for building level issues or to the superintendent of schools if it is a district level issue or if the situation cannot be resolved at the building level. If a complaint has been made and appealed in accordance with administrative 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 no 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, misapplied, 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.

PUBLIC NOTICE HANDICAPPED PROGRAMS

The Gideon School District along with the Department of Elementary and Secondary Education, recognize the need for providing free and appropriate educational programs for various handicapping conditions through special education programs. All public schools are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of that public school.

All public schools are required to provide a free and appropriate public education to all students with disabilities, regardless of the severity, including those attending private/parochial schools, who are highly mobile, or who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. All public schools are responsible to serve all disability categories beginning on the child's third birthday through age twenty (21), regardless of the child's disability. Disabilities include: autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. Public schools are responsible to refer infants and toddlers suspected of having a disability to Part C early intervention system (First Steps).

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

The Gideon School District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. Information regarding the district's policies and procedures regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The district provides assurance to provide a free appropriate public education (FAPE) to all children with disabilities who reside in the district. Children with disabilities are students, between the ages of 3 and 21 and who have been evaluated and identified in accordance with 162.675(2)(3) RSMo and the individuals with

Disabilities Education Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (21) who reside in the district or whose parent/legal guardian resides in the District. This Census is compiled as of December 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability and services provided to the child with a disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability within the Gideon School District, please notify Mr. James Breece, Superintendent, Gideon School District, (573)-448-3911.

This Notice will be provided in Native languages as appropriate.

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 programs 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 the 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.

The Gideon School District 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. The Gideon School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Gideon School District will also directly notify, such as through mail, email, or notices sent home with students, 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. The Gideon School District 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 schedules after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided with the 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 to 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

STUDENT/PARENT WEB PORTAL

Our student records system has an enhanced parent and student portal. Information available to parents and students may include things such as attendance history, grade history, grade book information, discipline incidents, lunch bills, course requests, and transcripts. Additional information may be made available through the portal at a later date. Course requests will only be active during pre-enrollment times.

You can access the portal from the link on the school district home page or by entering the following in your web browser: <https://websis.gideon.k12.mo.us/uplinkos/login.php>

If you need assistance in using the portal, you can contact the building office.

FOREIGN LANGUAGE WITH ROSETTA STONE

Students in the Gideon School District have the opportunity to select from one of several different foreign languages through Rosetta Stone Online Classroom. Rosetta Stone is a well known company that provides, self-paced foreign language instruction in an online environment. Rosetta Stone can be accessed on campus or from any Internet Connected computer. A USB Headset is required to adequately use the speech recognition component of Rosetta Stone.

Rosetta Stone utilizes the language immersion technique to teach a new language. Foreign Language instruction is available to all students in grades 4-12. Languages should be selected carefully as our license agreement limits changes between languages in any year. In general, each foreign language has 4 to 5 levels.

ARRIVAL AT SCHOOL

Children should NOT arrive at school before 7:50 a.m. Students arriving before 7:50 a.m. will be unsupervised. Teachers are not on duty till 7:50 a.m. They may not go to their classrooms without permission from the principal or a teacher. All children will go directly to the cafeteria until 8:10a.m. Students arriving after 8:10 will go directly to their classrooms. We will make announcements, birthday recognition, or other important information students will need to be aware of at 8:15a.m. each morning.

PLEASE DROP ALL CHILDREN OFF ON WEST PARKING LOT FOR THEIR SAFETY.

When children are tardy, their late arrival disrupts the classroom and the teacher has to stop the lesson to change the morning report. Parents are urged to get children to school on time. Classes begin at 8:10 a.m.

Children arriving after 8:15 a.m. are considered tardy, and have to go by the office to be admitted. Breakfast may not be available after 8:05 a.m. Continued tardiness may result in disciplinary action.

DISMISSAL OF SCHOOL

If it becomes necessary to dismiss school due to inclement weather or other perils the district will utilize the School Messenger system to initiate a telephone call to the parent telephone number on record. If the dismissal notice occurs outside of the regular school day or on weekends, only the home phone number will be called. If the dismissal occurs during a regularly scheduled school day, both home phone numbers and cell phone numbers will be called. It is important for us to have accurate telephone contact information in order for you to receive timely notifications of dismissal announcements.

Attempts will also be made to post such announcements on the following radio and television stations:

<i>KBOA/KTMO (98.9 FM)</i>	<i>Kennett</i>	<i>KFVS-TV</i>	<i>Cape-TV 12</i>
<i>KJEZ/KKLR/KWOC</i>	<i>Poplar Bluff</i>	<i>KAIT-TV</i>	<i>Jonesboro-TV 8</i>
<i>KDEX (102 FM)</i>	<i>Dexter</i>		

When possible, dismissal announcements will also be posted on the school district Internet site.

DELAYED STARTS

When weather conditions such as fog or winter weather create temporary hazardous conditions as determined by the Superintendent of Schools, the start of school may be delayed for up to two hours. Parents will be responsible for their children's care. Because teachers will not be here for proper supervision, school buildings will remain closed during this delay period, and will not re-open until the appointed time. If conditions do not improve during this delay, school may be closed for the entire day.

Delayed starts will be announced through the School Messenger telephone system and through the same media outlets utilized for school dismissal announcements.

SNOW ROUTES ONLY

There may be times when the district will announce that buses will run on snow routes only. Snow routes will consist of the cleared blacktop portion of district routes. If buses run on snow routes, parents will be responsible for getting their children to the nearest cleared blacktop route location if they desire to use district provided bus transportation.

SCHOOL MESSENGER TELEPHONE NOTIFICATION SYSTEM

Note: It is essential that you keep us informed of telephone number changes if you are to be properly informed of important notifications. If you do not have your voicemail set up on your cell phone service or if you do not check your voice mail, you will likely miss numerous important announcements from the district.

The Gideon School District is using a telephone broadcast system known as School Messenger to make reminder phone calls, announcements, or emergency notifications to parents and staff. The system can also generate text messages and reminder email notifications which may also be used. Hence it is important that we have updated telephone and email contact information at all times. Messages can be sent to home phones as well as cell phones. Messages can be targeted to a specific group of individuals for reminder notifications or to all parents and staff for important announcements or emergencies. Generally announcements will be sent only to your main recorded telephone number. Emergency and critical announcement calls will be sent to all listed phone numbers. The Gideon School District will continue to report school closings due to snow or weather through our normal media notification process and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call the phone numbers that you have provided to the district and will deliver a recorded message from the building principal or another school administrator. It is vital that we have both your home and cell contact numbers in order for these announcements to reach you. In some cases, this will be the only avenue we will utilize to try to communicate information to you on short notice. The service will deliver the message to both live answer and answering machines. If no one answers or if a busy signal is received, the number will be automatically retried twice in 15 minute intervals after the initial call.

IMPORTANT: If you simply hang up and don't listen to the message, the system will assume that the message was not delivered and will retry. If you don't want to listen to the message, simply press the number 1 and then hang up. The system will record that the call was received on that number.

Things you should be aware of concerning our use of the School Messenger system:

1. Live Answers -- There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would "Hello" and hold for the message to begin. Multiple "Hello's" will delay message. Inform all family members of this process who may answer your phone.
2. Answering Machines -- The system will detect that your machine has answered and will play the recording to your machine. The maximum numbers of rings before hang up is 5. Make sure your machine answers after 4 rings or you may miss the message.
3. Message Start -- Messages will begin with a brief introduction.
4. Calls -- In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will normally be sent to your main as provided to us on the information sheet at the beginning of school. Emergency calls, as currently configured, will be sent to all phone numbers provided.
5. Message Repeat --At the end of the message you will be prompted to press a specific key to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then 'Repeat' the message in its entirety.

Some reasons for false detection:

1. Loud background noise; television, radio, general noisy environment.
2. Cordless phone that has static or other foreign noise.
3. Not saying hello or delaying saying hello
4. Some cell phone greeting messages can "trick" the system into beginning the message early. If this happens, try recording your cell phone message again. This sometimes corrects the problem. Make sure there are no long pauses in any cell phone greeting message.

What can be done to remedy false detections?

1. Do not say hello more than once, if the system detected your answer incorrectly all noise will reset the three-second counter.
2. If, after you answer, the message does not immediately play- you can cover the mouthpiece of the phone to cutout all background noise the message should then play after three seconds.

CAFETERIA

The Gideon School has a breakfast and lunch program that complies with state and federal guidelines under the National School Lunch Program. Many of our students participate in this program. If special diets are necessary for certain students, contact the principal for arrangements to be made.

A few children prefer to bring a lunch from home. Milk may be purchased from the cafeteria. Parents are encouraged to send a balanced meal. If eating a regular meal, please do not send extra snacks. Our meals are balanced and have enough calories for all students.

It is expected that students/parents will pay in advance for lunch and/or breakfast in advance. Advance payments may be made daily, week, monthly, etc. Payments are collected and recorded by the classroom teacher. When money is sent to school with your child, please put it in an envelope with your child's name on it. Checks may be made payable to Gideon Schools. PLEASE do not get behind on meals. TIP: fix lunch money for Monday on Sunday night.

SCHOOL MEAL REQUIREMENTS

Nutrition Standards in the National School Lunch and School Breakfast Programs

	Breakfast Meal Pattern			Lunch Meal Pattern		
	<i>Grades K-5</i>	<i>Grades 6-8</i>	<i>Grades 9-12</i>	<i>Grades K-5</i>	<i>Grades 6-8</i>	<i>Grades 9-12</i>
Meal Pattern	Amount of Food Per Week (Minimum Per Day)					
Fruits (cups)	5 (1)	5 (1)	5 (1)	2 ½ (½)	2 ½ (½)	5 (1)
Vegetable (cups)	0	0	0	3 ¾ (¾)	3 ¾ (¾)	5 (1)
Dark Green	0	0	0	½	½	½
Red/Orange	0	0	0	¾	¾	1 ¼
Beans/Peas (Legumes)	0	0	0	½	½	½
Starchy	0	0	0	½	½	½
Other	0	0	0	½	½	¾
Additional Veg to Reach Total	0	0	0	1	1	1 ½
Grains (oz eq)	7 (1)	8 (1)	9 (1)	8 (1)	8 (1)	10 (2)
Meat/Meat Alternates (oz eq)	0	0	0	8 (1)	9 (1)	10 (2)
Fluid Milk (cups)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Dietary Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (Kcal)	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories)	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) SY14-15	≤540	≤600	≤640	≤1,230	≤1,360	≤1,420
Sodium (mg) SY 17-18	≤485	≤535	≤570	≤935	≤1,035	≤1,080
Sodium (mg) SY 22-23)	≤430	≤470	≤500	≤640	≤710	≤740
Trans Fat	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat					

- The minimum creditable serving is 1/8 cup for fruits and vegetables.
- One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables.
- No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full strength.
- For Breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “other vegetables” subgroups. If the school meets the fruit requirement, as well as, all other component requirements, a starchy vegetable may be served on any day as an extra, if it fits within the weekly dietary specifications.
- There is no separate meat/meat alternate component for breakfast. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz.eq. of grains after minimum daily grains requirement is met. Schools may offer a meat/meat alternate as an extra (not counting toward the weekly grain requirement) if it fits within the weekly dietary specifications.
- Fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

BREAKFAST AND LUNCH

SLPS Food and Nutrition Services Information

Starting with the 2015-2016 school year, the Gideon 37 School District operates under a revised meal service policy that allows all SLPS school children to eat a free breakfast and lunch without having to fill out a Family Application for Meal Benefits.

The Healthy Hunger Free Kids Act (HHFKA), implemented by President Obama in 2010, was created in response to two major problems affecting millions of children in the United States—childhood obesity and child hunger. HHFKA provides new guidelines for the National School Lunch and School Breakfast programs with the goal of improving child nutrition.

Section 104(a) of the HHFKA amended the Richard B. Russell National School Lunch Act (NSLA) to provide an alternative to family meal applications for free and reduced price meals in local educational agencies (LEAs) and schools in high poverty areas. This alternative is referred to as the Community Eligibility Provision (CEP). The intent of the Community Eligibility Provision (CEP) is to **improve access** to free school meals in eligible high poverty LEAs and schools and to **eliminate the administrative burden** of collecting family applications.

Benefits:

- Lunches and breakfasts are served free to all students.
- No household applications for free and reduced price meals are collected or certified.
- No certification means no verification is required.

HHFKA required the CEP be phased in over a period of three years, beginning July 1, 2011. In the 2013-14 school year, the CEP was available in eligible LEAs and schools in Illinois, Kentucky, Michigan, New York, Ohio, the District of Columbia, West Virginia, Florida, Georgia, Maryland and Massachusetts. Beginning July 1, 2014, the CEP will be available nationwide, including at SLPS.

To be eligible, LEAs and/or schools must: meet a minimum level (40%) of identified students for free meals in the year prior to implementing the CEP; agree to serve free lunches and breakfasts to all students; not collect

free and reduced price applications from households in participating schools; and agree to cover with non-federal funds any costs of providing free meals to all students above amounts provided in federal assistance. Because SLPS qualifies as a district (more than 40% of students met the criteria to receive free meals during the 2013-14 school year), all students in all SLPS schools will receive free lunch and breakfast, regardless of family income.

For additional information about the Community Eligibility Provision and the SLPS Department of Food and Nutrition Services, please contact **Althea Albert-Santiago, Director of Food and Nutrition Services at 314-345-4519 or Tenecia Williams, Accountability Specialist at (314)345-2308**. You can also visit www.slps.org
>> Parents & Students >> Food and Nutrition Services for more information.

EXTRA MILK

Extra Milk	\$.35
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HEALTH SERVICES

IMMUNIZATIONS

According to Missouri State Law, it is unlawful for any child to attend school unless he/she has been immunized, as required under the rules and regulations of the Division of Health, and can provide satisfactory evidence of such immunizations. The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

It is the parent's responsibility to provide the school with evidence their child has been adequately immunized in order to be in compliance with the law. This includes the dates of the initial series of shots, as well as the dates when boosters were administered. As shots are given, parents must bring or send the records to school to be recorded on their child's health file in order for the records to be kept up-to-date and accurate with the law. There is a shot clinic in order to maintain compliance in our district. This will be done biannually in June and September.

SICK CHILDREN

Children who become ill at school are sent to the nurse. If they are too sick to remain at school, parents are called to take care of them. If the parent cannot be reached, we call the emergency number(s) listed on the pupil's enrollment information. Please be sure that this information is kept current, and that it is always possible for us to reach someone who can act in your place. Please make sure the person you give as an emergency number knows and is willing to get a message to you if you are needed at school. If contact cannot be made with a family member, a physician will be called for temporary treatment until family arrives.

Your child will be sent home automatically, if he/she is vomiting or running a temperature of 100 degrees or more. If a child has had fever, diarrhea, or vomiting within 24 hours, they should stay at home. Your child must be fever free for 24 hours before returning to school. If they come to school sick, they must be taken home.

The school must have emergency phone numbers to use to contact parents. If we are unable to contact anyone we may use the police/law enforcement to get a message to the parents.

MEDICATION

In compliance with State and Federal Law, Gideon School will follow the policy statements as listed below:

1. Over-the-Counter 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 in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.
2. Prescription Medications-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.
3. Storage of medication at school must be under lock and key and dispensed only by the school nurse or her designee.

NO CHILD IS ALLOWED TO HAVE MEDICATION IN HIS/HER POSSESSION FOR SELF-ADMINISTERING -- this includes aspirin. The only exception to this rule is asthma inhalers. Other exceptions will be reviewed on a case by case basis by the school nurse and building principal. The danger of reaction and/or children accidentally taking medication by error necessitates the strict enforcement of this policy. Parents may come to school to administer medication to your child during school hours. Please check in at the office when you come to school. Send a note if your child is taking cough drops. Check with your physician concerning cold medicines. Most medicines may be given before and after school.

Violation of this rule may invoke disciplinary action as described in Board Policy JG-R. This action may be suspensions from 1-180 days, expulsion, notification of law enforcement officials or documentation in the students disciplinary record.

COMMUNICABLE DISEASE POLICY

A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that:

1. The student is no longer infected or liable to transmit the disease; or
2. The student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment.

Any staff member who knows a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease shall inform the nurse or building administrator who will review the case or request other professional (school nurse, physician, county nurse) to review the case. If the designated health professional determines that the student is infected with an acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest revision of the Missouri Department of Health publication, "Prevention and Control of Communicable Diseases A Guide for School Administrators," FHC 16, or until a physician certifies the student no longer is liable to transmit the disease.

For more detail, refer to the Rules and Regulations of the Board of Education.

MARKETING OF PERSONAL INFORMATION

The beginning of each school year, basic enrollment information is collected on each student. This information is not used for marketing purposes with the possible exception of the selling of yearbooks.

DIRECTORY INFORMATION

"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: "student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

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

"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.

Marketing of Personal Information – The district's policy is to not disclose or collect any personal information about students which would be used for marketing or selling.

Release of Student Records to Armed Forces Recruiters and Education Institutions – Names, addresses, and telephone numbers of students will be released to all military recruiters or institutions of higher education that request them unless parents specifically request that this information not be released.

GRADE REPORTS

Grade cards will be issued in homeroom. Quarter grades are combined to give semester grades. Semester grades are recorded on the students' permanent record and will be used to calculate grade point averages for high school students.

STUDENT DISMISSAL

Children **MUST** be signed out in the office by a parent or guardian before they will be released early from school. Teachers will not allow any child to leave with a parent unless they are notified that the parent has been to the office. The parent should wait at the front of the building until the child arrives from the classroom.

To visit with a teacher a parent/guardian must check in with the office. The office will contact the classroom teacher to set up a conference. The classroom teacher is not permitted to meet with you without verification from the office.

It is the policy of the elementary office **NOT** to allow persons other than parent/guardian to sign a child out unless the parent has given permission for this. This policy is necessary for the protection of the child. If it is necessary for someone other than the custodial parent/guardian to pick up a child, a phone call from the custodial parent is necessary before this will be allowed. *(Due to liability and safety reasons we cannot accept unverifiable phone checkout requests. We must be able to verify such requests by a return call to a registered number.)*

Parents requesting their child NOT to be permitted to leave with specific persons should contact the principal and put this request in writing each year. A copy of a court order or custody agreement may be requested to be placed in the child's record.

If a child returns to school on the same day, the child should report to the office so that the time of arrival can be noted.

VISITOR CHECK-IN

FOR THE SAFETY OF OUR STUDENTS, WE REQUIRE ALL VISITORS TO CHECK IN AT THE OFFICE BEFORE GOING TO ANY CLASSROOM.

AFTER SCHOOL ADDRESSES

If a child does not have permission from his/her parent to go to a different address, he/she will be sent to his/her regular after-school address. This permission is to be done by calling the school (refer to student dismissal pg. 48) or sending a note with the child.

It is not enough just to tell the child to go to a different address. Communication with the school is necessary for the child's safety. In this way the school knows the parent is aware of the change. We will not just take the child's word.

Students are not allowed to use the phone to seek permission to go to a friend's home. Please arrange these trips before school. Students may use the telephone when items of importance are needed.

MESSAGES

We will deliver all EMERGENCY telephone calls and messages to children and teachers. We request that teachers and students not be asked to come to the telephone during class time. Information about transportation or after school arrangements should be given to the child *before* school, if possible. When this is not possible, please call as early as possible in the day and we will get the message to your child.

Regular messages will be given to the child at the end of the day to avoid interruption of the learning process. However, any message needs to arrive at school before 3:00 p.m. It is almost impossible to deliver a message around bell time.

GRADES

Grades are important, but student learning is the most vital aspect of this school. The following grading scale is used:

		96 – 100	A	90 - 95	A-
87 - 89	B+	83 - 86	B	80 – 82	B-
77 – 79	C+	73 – 76	C	70 – 72	C-
67 – 69	D+	63 – 66	D	60 – 62	D-
59 – Below	F				

ASSESSMENT

All students will be required to participate in the prescribed state wide assessments for their grade level as well as classroom diagnostic and predictive assessments.

PROMOTION, RETENTION, MAP ACHIEVEMENT LEVEL & ASSIGNMENT

Students will normally progress annually from grade to grade when, in the judgment of the district’s professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration.

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children. Students who do not make adequate progress in MAP tested areas may be required to attend summer school.

Students who fail a core subject area will be required to participate in after school tutoring. If a student fails a core subject area for a semester or more, they will be required to attend summer school as a condition of promotion. If a student fails three or more core subjects for the entire year they will be retained in the current grade level unless specific corrective, remedial instruction is completed and the student can demonstrate mastery of the required grade level objectives. A waiver may be granted by the superintendent upon recommendation of the building principal for good cause.

State law requires that all fourth grade students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school.

If a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

STUDENT PROGRESS

Parents' interest is reflected in the children's attitude and performance in school. Midway through each quarter progress reports will be mailed to the parents concerning work in his/her classroom. Mid-quarter grades will be indicated on the form, as well as reasons for the low grades. Kindergarten teachers may send a letter explaining the problem areas rather than using the form. Parents are requested to contact the school for a conference to work out a plan for improving the areas needing work.

Report cards will be sent home with the children at the end of each quarter except the first quarter. All parents are asked to be present at the parent-teacher conference after the first quarter to receive the report card and visit with the teacher. It is very important for teachers and parents to be able to sit down together and help a child. Parents are asked to sign the report cards each of the first three quarters and send them back to school. Children are expected to take proper care of the report cards and return them in good condition each quarter.

PERSONAL PROPERTY

All personal property such as radios, games, toys (dolls, trucks, etc.), electronical devices, etc. WILL NOT BE ALLOWED at school unless requested by the teacher.

School is a place to learn and these items at school may take away from that goal. The school cannot be responsible for the safe return to home of personal property. Should children bring the above items to school and they are taken from the child (because the items are causing a problem), they will be returned to the child on that day never to be brought again. If they do return to school, parents may pick up these items in the office.

School is not the place to trade, sell or swap items from home. This kind of transaction needs to be taken care of away from school. Should children bring items to sell, trade or swap, the items will be taken and sent to the office. The parent may pick these up in the office. They will not be returned to the child.

LOST AND FOUND

Many items are lost and turned in to the office during the school year. Coats, hats, gloves, and other items are placed in a box in the office if they do not have a name on them. they can be claimed by a child or parent by coming to the office and describing the lost item and/or checking the lost and found box. These will be kept only until the end of the school year. Many valuable coats appear in this box. Please check for your child's lost items. PLEASE WRITE YOUR CHILD'S NAME INSIDE ALL PROPERTY. Such markings will increase the chances of children finding lost items.

TEXTBOOKS

All textbooks are provided for the children. Each child is responsible for the care and return of each book. If a book is lost or torn up, the value will be determined by considering the original cost, present condition and age of the book. Parents will be notified of the cost. Report cards will not be issued to any child with a lost book or owing money to the school. Library books must also be paid for when lost. Please search for lost books. We would much rather have books back than money.

PROGRESS REPORTS

Progress reports will be mailed to parents at the approximate midpoint of each quarter. These reports are to inform the student and parent of deficiencies or lack of progress in a class. Reports are sent at the discretion of the teachers.

HONOR STUDENTS

Students are recognized for academic achievement by placement on the honor roll. Students are recognized on a quarterly basis by being listed on the Honor and Merit Rolls. These lists are released to the media. Students are recognized for superior scholastic achievement on an annual basis through the Superintendent's Honor roll and the Principal's Honor and Merit Rolls. The requirements for each of these academic honors are as follows:

HONOR AND MERIT ROLL

Honor Roll - Quarterly - Students must maintain a B+ to A (9.00 to 11.00) average, with no more than 5 absences during the quarter.

Merit Roll - Quarterly - Students must maintain a B- to B (7.00 to 8.99) average, with no more than 5 absences during the quarter.

Superintendent's Honor Roll - Annually - Students must maintain a 95% average attendance with an A- to A(10.00 to 11.00) grade point average for the first three quarters of the school year. A trophy will be awarded at the end of the year.

Principal's Honor Roll - Annually - Students must maintain a 95% average attendance with a B+ (9.00 to 9.99) grade point average over the first three quarters of the school year. A certificate will be awarded at the end of the year.

Principal's Merit Roll - Annually - Students must maintain a 95% average attendance with a B- to B (7.00 to 8.99) grade point average over the first three quarters of the school year. A certificate will be awarded at the end of the year.

AFTER SCHOOL ACTIVITIES

The cafeteria building is OFF LIMITS to any elementary students after school with the exception of supervised activities.

Students should not return to the building after hours without permission from the office, except in the above case.

Enrichment classes and tutoring are offered after school hours.

PLAYGROUND USE

Children may use playground equipment after school hours. However, the school rules will apply to avoid injury. Vandalism will not be tolerated. Anyone willfully destroying school property will be turned in to the proper authorities. The playground closes at dusk.

BICYCLES AT SCHOOL

Bicycles may be brought to school and parked in the designated rack. No scooters are allowed at school. Walkers and bicycle riders should not leave through the parking lot with cars. Bicycling around school property is permitted only when cars and/or activities are not present. Bicycles may be ridden on school sidewalks after school working hours. Students riding bicycles are not to leave campus until after buses have left. Please make sure your child understands this policy. It is for their safety.

CROSS WALK

Mrs. Lewis has crosswalk duty for the safety of our students. Students should use these correctly and bicycles should not cross the road except at intersections.

SPECIAL SERVICES

Our school offers a variety of special services for children.

Pre-school Screening - This developmental screening is held each year in late March to determine needs of the children of this community. Yearly checks are recommended for all children birth to 4 years to assess growth and consistent development. Any problems noted will be referred to appropriate agencies for assistance.

PAT - Parents As Teachers is an organization which promotes early learning in children in order to prepare them for schooling. Group parent meetings are offered to assist in the developmental teaching and problems encountered when rearing children.

Early Childhood Special Education - Services are provided through the Malden Special Education Cooperative. When children are found who need additional help at an early age, this agency will test and assess the child's needs. Services for teaching may be provided through Malden or the Gideon staff by special arrangement.

Tutoring-This service is offered to students grade 1-12 who show a need for instruction on a personal basis.

Title I services vary depending upon the needs of the students involved each year. Our school is known as a School wide Title I school where funding can be used to serve all students. We currently have a Literacy Coach who will be working with students to improve communication arts skills.

Summer School - is normally offered each June (dependent upon state funding) to enhance learning for students who need additional attention to skills in order to be more successful in the next school year. Grade level offerings will be determined annually.

Special Pre-K sessions are offered to acquaint children to the kindergarten environment and school environment. *All students who are 5 by July 31 are eligible for registration to kindergarten and the summer school program. Kindergarten enrollment is held every spring to get an estimate of the children who will be coming to school.*

SPECIAL EDUCATION SERVICES

Special Education once meant education of students who had great difficulty learning. Today, the term "special" education refers to all services which require parent permission and specialized teaching before a child may receive the "special" service.

Speech and Language Therapy - Speech Therapy deals with four major areas. Language therapy is needed when a child lacks age appropriate skills in understanding and/or using language structures. Articulation therapy serves children who have difficulty producing speech sounds. However, speech sounds are developmental. For example, a kindergarten child who cannot say the "r" sound correctly would not require therapy but a second grade student would need therapy. Thirdly, Speech Therapy also deals with dysfluency, which is commonly called stuttering. Lastly, some children have abused their voices which results in a hoarse quality. Voice therapy helps children learn healthy voice habits.

Learning Disabilities - There are numerous ways in which anyone may be learning disabled, and most people have some area which gives them trouble. However, learning disabilities class is needed when a certain area in a child's education is keeping the child from performing at the level of other children when there is no reason to suspect a more severe problem.

EMH - This class is for students who require more intense, individualized instruction throughout the school day.

These special services are assigned to students only after a team of teachers has tested, studied results, and discussed these results with parents. Parents have all legal access to records and the recourse to refuse services or request an independent evaluation. More information may be received by contacting Micah Breece, testing coordinator, or Monica Ward, elementary principal.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, 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 Gideon #37 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include: autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability/mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech and language impairments, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Gideon #37 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

The Gideon #37 School District assures that personally identifiable information collected, used or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Gideon #37 School District has adopted 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 during regular school hours on the days that school is in session in the office of the Special Services Director's office. This notice will be made available in native languages as appropriate.

Contacts: Mr. James L. Breece – Superintendent – 573-448-3911

August 2, 2017

504 PUBLIC NOTICE

The Gideon #37 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Gideon #37 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special services and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Gideon #37 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be viewed during regular school hours on the days that school is in session in the office of the Special Services Director. This notice will be provided as appropriate in native languages.

Contacts: Mr. James L. Breece – Superintendent - 573-448-3911

PARENT /GUARDIAN NOTIFICATION TO ACCESS PUBLIC INSURANCE

Dear Parents/Guardians:

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

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

What will you be asked to do?

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

What type of information will be in the consent form?

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

What does it mean if you give your consent?

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

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

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

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

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

What if you change your mind?

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

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

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

What if you have a question?

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

ART, MUSIC, PE, and LIBRARY

These supplemental activities are a part of the child's education to incorporate the beauty of culture to the basic education. These areas offer children a means of self-expression and relaxation.

EXTRACURRICULAR ACTIVITIES

Gideon Elementary School strives to provide several extracurricular activities in which students can be involved. These include a variety of clubs, enrichment, academic competition, tutoring, and athletics. Different activities are available at different times of the year.

Parents are expected to provide transportation to and from the school grounds for extracurricular activities in which their child participates; such as ballgames, performances, club meetings, enrichment, tutoring, etc. This requirement also applies to practice or work sessions.

If an activity is scheduled at a location other than the Gideon School District Campus, all students who participate in the activity must take transportation provided by the school, both to and from the activity. Participating students are not allowed to ride in other vehicles. The consequence for not following these regulations shall include sitting out half of the normal game or 1 set (or equivalent, depending on the extracurricular activity) the first time the regulation is violated and sitting out the entire time for subsequent violations in a particular extracurricular season.

Students are allowed to ride from an activity with their parents. Parents must first sign a check-out list provided by the coach or sponsors of the activity.

TITLE IX

Title IX is a federal law that specifies that no student shall, on the basis of gender, be excluded from participation in any curricular or extracurricular activity. If a student feels he/she is being denied these privileges because of gender, a report should be made to the principal or superintendent.

ENROLLMENT OF STUDENTS

New students may be enrolled when they arrive in the district. This will be done in the school office. Be sure to bring the following information with you when you enroll your child:

- A state birth certificate number and social security number
- Your child's immunization record must be complete before entering school
- An emergency telephone number
- Parental email address
- Documentation showing your child's legal name
- An exact address with proof of residency in our school district (rent receipt or utility bill)
- New students in grades 1-5 should bring their most recent report cards

RECORDS AND TRANSCRIPTS

Your child's records are available for review at any time. When transferring to another school, be sure to let the school know as soon as possible. Records will be sent to the receiving school as soon as we receive a request for records. All records are confidential to the student, parent, and teachers involved and are treated with utmost care for security.

Each year children attending the elementary school must have an enrollment form completed by his/her parent(s). The information on this form is vital to the school and should be completed with care. These forms will be sent home with each child on the first day of attendance and should be returned to the school as soon as possible after their completion.

The information on the enrollment form must be kept current. Changes in address or other information should be reported to the school. It is important to your child that the school has the names and phone numbers of two persons, OTHER THAN THE PARENT, to contact in case of an emergency and the parent cannot be contacted.

Application for Free or reduced lunch and breakfast forms, are available when a student enrolls for school. Students returning to school will receive these forms automatically on the first day of school, along with forms for student health insurance. Parents are requested to complete Application for Free or Reduced price lunches each year if they desire to be in the program, and return them to the office immediately. These will be processed as soon as possible and each family will receive a written status of application from the principal, showing approval or denial of request.

PART III: STUDENT CONDUCT

DAILY PROCEDURES AND POLICIES

1. School is the first concern of the student, and the student should make every effort to be in each class every day. This means **not** to schedule doctor appointments, dental appointments, vacations, work, etc., during school hours.
2. Students who arrive at school after 8:15 a.m. must report to the principal's office.
3. The Gideon No. 37 School District employs a closed campus. During the regular school day, no student may leave the school premises without permission of the principal. Students **MUST** be signed out in the office by a parent or guardian before they will be released early from school. Teachers will not allow any child to leave with a parent unless they are notified that the parent has been to the office. The parent should wait at the front of the building until the child arrives from the classroom.
4. To visit with a teacher a parent/guardian must check in with the office. The office will contact the classroom teacher to set up a conference. The classroom teacher is not permitted to meet with you without verification from the office
5. It is the policy of the elementary school office **NOT** to allow persons other than parent/guardian to sign a child out unless the parent has given permission for this. This policy is necessary for the protection of the child. If it is necessary for someone other than the custodial parent/guardian to pick up a child, a phone call from the custodial parent is necessary before this will be allowed. *(Due to liability and safety reasons we cannot accept unverifiable phone checkout requests. We must be able to verify such requests by a return call to a registered number.)*
6. Parents requesting their child **NOT** to be permitted to leave with specific persons should contact the principal and **put this request in writing each year**. A copy of a court order or custody agreement may be requested to be placed in the child's record.
7. If a child returns to school on the same day, the child should report to the office so that the time of arrival can be noted
8. Students are not to have visitors on campus at any time during the day. Anyone wishing to visit the school must obtain permission from the principal's office.
9. Gideon Elementary School telephones are business telephones. Students are to use them only in emergencies to call home or for school business.
10. Students are not allowed to smoke or use other tobacco products on campus. This also applies to extracurricular activities after school hours, such as at ball games.
11. Always be where you are supposed to be, when you are supposed to be there, and be doing what you are supposed to be doing.
12. Students are not to take food out of the Cafeteria.

PLEDGE OF ALLEGIANCE

Students will be given the opportunity to recite the Pledge of Allegiance each morning in the classroom. Student participation is voluntary.

ATTENDANCE REGULATIONS AND PROCEDURES

Research shows that poor attendance in grades K-3 has a direct correlation to dropping out of school. Students with good attendance in grades K-3 are significantly less likely to drop out of school during their high school years. Therefore, it is very important to make sure your child attends school every day.

The following procedures will be used to implement the district's attendance policy.

Definitions

Attendance -- A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy or administrative procedure; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent -- A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy -- A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy-- A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

ATTENDANCE STANDARDS

Grades K-3

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the building principal or designee will notify the teacher. A school official will contact the parent by phone or in person.
2. When a student has accumulated **five** absences any semester, the building principal or designee will set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. One (1) or more of the student's teachers will be in attendance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student-s attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated **eight** absences in a semester, the building principal will schedule a conference with the parents at a time convenient with the parents. All of the student's teachers will be present, and the parents will be encouraged to bring other family members. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated **ten**, a staff member from the district will arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.
5. When a student has accumulated **twelve** absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Missouri Division of Family Services or the local prosecutor.
6. **More than twelve** excused absences will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Grades 4-6

Anytime a student is absent he/she will be expected to make up all assignments from missed classes. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Attendance and participation are part of a successful learning experience, so students with more than 5 absences in a semester or in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Semester Absences	Grade Reduction
6	2%
7	4%
8	8%
9	16%
10	32%
11+	50%

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. All absences are counted when calculating accrued absences for a semester.

Any student may reduce accrued absences by attending a 7 hour Saturday School scheduled by the building principal during non-instructional times. Parents are responsible for providing transportation to and from the sessions as well as lunch. Other make up sessions may be offered at the discretion of the principal. The student may sign up to attend sessions. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) absences per semester by attending make-up sessions.

In cases of chronic illness or extreme cases, procedures may be modified at the discretion of the building principal. Any appeals should be directed to the appropriate building principal.

The district will contact the Missouri Division of Family Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

CELL PHONE/ELECTRONIC DEVICE PROCEDURES

School safety and learning are concerns of everyone. The Gideon School district recognizes the need for parents to be able to communicate with their children in a timely manner, and developments in personal electronics and cell phone technology in recent years have resulted in enhanced learning and communication opportunities. However, the use of cell phones, pagers, digital cameras, MP3 players, iPods, personal laptops, tablet computers, and similar devices pose increasing risks of school disruptions, bullying, criminal activity and academic dishonesty. While we recognize the potential educational value of these devices, there is also concern over managing such devices and preventing inappropriate use of such devices. As a result, use of cell phones, pagers, digital cameras, MP3 players, iPods, personal laptops, tablet computers, and similar personal electronic devices will be restricted during the instructional day for all students in grades pre-K – 12, and the use of devices with photographic capability will be banned at all times in all restrooms, dressing rooms and locker rooms including extracurricular activities at home and away.

While the district does not recommend that such devices be brought to school or extracurricular activities, we realize these devices are a part of our culture and do have potential personal and instructional benefit. Therefore we have established a procedure of tolerance and trust that allows the possession and use of such devices within narrowly established guidelines. The district reserves the right to modify these guidelines at any time, should possession of such devices cause a disruption or result in discipline issues.

Board Policy JFG, **Interrogations, Interviews and Searches**, states that student property (i.e., cell phones, pagers, digital camera, MP3 players, iPods, personal laptops, tablet computers, and similar personal electronic devices) may be searched based on reasonable suspicion of a violation of district rules, policy or law.

Students who bring cell phones, pagers, digital cameras, MP3 players, iPods, personal laptops, tablet computers, or similar personal electronic devices on campus do so with the understanding that should they violate any school rule, policy, procedure, or regulation that involves such device or the use of such device:

- will be required to be immediately turned over to any instructional staff member or administrator upon request.
- will turn the device over in complete working order, with all storage media intact and accessible
- will disable any locks or password protection
- the device will be searched for contraband or illegal content and if such is found additional disciplinary action may be taken beyond the action related to the original infraction, including turning the device over to law enforcement authorities

Failure to immediately comply with the above requirements will be considered insubordination and may result in immediate suspension and possible involvement of law enforcement officials.

Abuse of any of the following outlined privileges may result in the implementation of more strict procedures including a total ban on the use of such devices.

Security of Electronic Devices

Security of all cell phones, pagers, digital cameras, MP3 players, iPods, personal laptops, tablet computers, or similar personal electronic devices is the sole responsibility of the student. Students who bring such devices on campus assume full risk for the device. Due to the school's recommendation that these items not be brought to

school or extra-curricular activities, administrative or instructional staff time will not be used to retrieve, repair, or replace a lost, damaged, or stolen item. Gideon Public Schools shall not assume responsibility or liability for the theft, loss, or damage to a cellular phone or other personal electronic device, nor does it assume responsibility for the unauthorized use of any device.

Elementary School (Pre-K – 6)

For purposes of these regulations, the instructional day for students in grades Pre-K – 6 begins at 8:00 a.m. and ends with the end-of-day dismissal bell. While not recommended by the school, students in grades Pre-K – 6 may have these electronic devices in their possession (i.e., pocket, purse, coat, back-pack, etc.) but the school assumes no liability for the security of such devices. Students are not allowed to display these devices on their belt, hanging on their pocket, or visible on any part of the student’s body or clothing. During the instructional day, these items must be turned off and may not be used unless permission by school administration or instructional staff members is granted and the call/activity is made and completed in the presence of a school administrator or instructional staff member.

EXCEPTION: When personal electronic devices support the educational goals of the class, teachers and authorized personnel have the right to allow specified electronic devices within the instructional setting. Such use must always be under the direction of AND with the specific permission of the teacher or other authorized school personnel. This exception applies only to the personal electronic device types necessary for the particular instructional activity and use is limited to activities directly related to the specific instructional setting. The personal electronic devices must be powered off immediately when instructed to do so by school personnel. Any “school day use” outside of this exception shall be considered a violation of the rule.

Use of Electronic Devices on Extracurricular Trips

Students in grades Pre-K – 12 on extracurricular trips during the instructional day, outside the instructional day, or overnight trips may have cell phones, pagers, digital cameras, MP3 players, iPods, personal laptops, tablet computers, or similar personal electronic devices in their possession. These devices may be used during travel time, free time, or with the permission of the sponsor in charge. If at any time the use of such devices creates a disruption, teachers or other school personnel may require that they be turned off. Failure to comply with such directives will be considered a violation of this regulation.

Discipline for Unauthorized Use

First Offense:	Principal/Student conference, notification of parent, one (1) day of after school detention. Item may be searched for inappropriate or illegal content. Parent must pick up the item after the close of the school day.
Second Offense:	Principal/Parent/Student conference, three (3) days of after-school detention <u>or</u> one (1) day of Saturday school. Item may be searched for inappropriate or illegal content. Parent must pick up the item after the close of the school day.
Third Offense:	Three (3) day out-of-school suspension or 15 to 30 day alternative school. Item may be searched for inappropriate or illegal content. Item will be held for one (1) week and parent may pick the item up after the retention period.
Subsequent Offense:	3-10 days out-of-school suspension, 10-180 days placement at Alternative School, notification of juvenile officers or law enforcement officials, or expulsion. Item may be searched for inappropriate or illegal content. Item will be held for 9 weeks and parent may pick the item up after the retention period. Student is no longer allowed to possess personal electronic devices on any school property at any time or at any extracurricular activity that Gideon is involved in during the current or following semester.

No Use Areas

In order to help insure that inappropriate pictures are not taken by students, the use of any device with photographic capability is **banned at all times** from all restrooms, dressing rooms and locker rooms. Violation of this regulation may result in the following:

1. Immediate confiscation of the device (cell phone, digital camera, or other photographic device).
2. 1-10 days out-of-school suspension or Alternative School placement.
3. Possible notification of juvenile officers or other law enforcement officials

Parents- please do not call or text message your student during the school day. Please call the elementary office at (573) 448-3447 or high school office at (573) 448-3471 with all messages or emergencies.

DRESS CODE POLICY

1. Students shall wear adequate modest clothing of such style and design as shall be consistent with community standards as determined by district administration.
2. All skirts and shorts must **extend at least 1 inch past the student's extended fingertips**. Any type of attire which attracts undue attention to the wearer and /or is cult or gang related is not acceptable
3. Any pants with holes above the knee will not be allowed. No skirts or shorts are allowed that have holes in them.
4. Bare midriff costumes, shirts, blouses, or tops with narrow straps, and see-through clothing are not appropriate wearing apparel for either boys or girls. **All tops must be 3 fingers wide on the shoulder.**
5. Students shall maintain clothing and person in a hygienic condition. (Hair and skin must be kept clean. Hair must be combed and well groomed.) **No unnatural hair colors** will be allowed (purple, orange, blue, green, etc.) Due to hygienic and safety concerns, students may not wear rings or studs in any body piercing other than the ears.
6. Students shall wear shoes for foot protection and hygienic reasons while on school grounds or aboard school transportation. Sandals are acceptable, house shoes are not.
7. Decoration, symbols, mottoes, or designs imprinted or attached to the body or clothing which are offensive to good taste or the maintenance of good decorum, shall not be worn to school or to school functions. (examples- drug or alcohol symbols, ethnic slurs, off color slogans or statements. **NO BIG JOHNSON, CO-ED NAKED, ETC. T-SHIRTS.**)
8. No spandex biking shorts or see-through mesh shorts will be allowed.
9. Due to safety concerns, baggy clothing will not be allowed. **ABSOLUTELY NO SAGGING!**
10. Tank tops may only be worn over or under t-shirts.
11. Caps/hats/hoods worn in the building will be confiscated. Repeat offenders may have caps permanently confiscated. Caps will always be worn with the bill facing forward.
12. Any other attire or grooming that is perceived by the administration as being detrimental to the education process will not be allowed.
13. No street shoes allowed on the gym floor. All P.E. students must have an extra pair of clean Tennis shoes when participating in physical education class or sporting events.

The Gideon School District dress code applies to all school sponsored activities and events.

GIDEON NO. 37 SCHOOL DISTRICT NETWORK/INTERNET USAGE AGREEMENT

Access to network resources and the Internet is an unparalleled opportunity to interact with the world at large. This opportunity brings with it a number of responsibilities. In order to use the network and Internet services available through the Gideon School District network individuals must agree to abide by the following regulations.

The goal of the Gideon School District in providing Internet service to students and teachers is to promote educational excellence by facilitating resource sharing, research, innovation, communication, and collaboration while also expanding educational opportunities outside of the standard school day.

Student, employee, and guest use of district network resources, including use of the Internet, is considered to indicate acknowledgement of this district Network User Agreement.

Information Content & Uses of the System:

Along with national and international access to computers, people, and information valuable to the education process comes the availability of material that may not be considered of educational value in a school setting. The Gideon School District takes precautions to restrict access to controversial materials by teaching students responsible computer and Internet use, and through the utilization of content filtering software to generate a “best effort” to block student access to inappropriate materials. The Internet is a mostly unregulated space. Therefore, inappropriate material will exist. The Gideon School District does not condone the use of such inappropriate materials and does not permit usage of such materials in the school environment. Users knowingly bringing or allowing such materials into the school environment may be subject to disciplinary action. The use of any Gideon School District network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Commercial uses of the system, advertising for profit, and/or promoting a political campaign are strictly prohibited. Inappropriate use of computers, software, or the Internet will result in cancellation of these privileges.

Copyrighted Material:

Students, staff, and faculty are expected to be familiar with copyright law and ethical use of copyrighted material. Copyrighted material must not be placed on any system connected to the Gideon School District without the author’s permission. Users may download copyrighted material for their own use only if permitted under the specific circumstances. Reproduction of copyrighted material is strictly forbidden without authorization of the author. Illegal (pirated) software will not be allowed on the system under any circumstances.

Unacceptable uses of the network and Internet include, but are not limited to:

- Violating the privacy of others by intentionally viewing, copying, modifying, or deleting files, passwords, data, emails, or electronic communications that belong to someone else.
- Bypassing measures designed to restrict minors' access to harmful materials.
- Accessing, acquiring, storing, or displaying inappropriate or offensive materials.
- Tampering with or vandalizing computer/network hardware or software.
- Using district resources to harass, bully, or demean another individual through written, visual, or auditory means or by sending persistent unwanted email or using foul or offensive language.
- Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- Accessing information without authorization, giving out passwords, causing a system to malfunction, mass consumption of system resources, or violating copyright protection.
- Failure to abide by existing Federal and State Laws in force regarding electronic communication and electronic networks.
- Attempting to infiltrate another computer or computing system or otherwise performing any unlawful activity utilizing the network. This includes any form of hacking or the introduction of viruses into any computer system.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
- Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- Violating the online safety issues listed below.

Online Safety Issues:

- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district. Never give out personal information (address, phone or social security number) about yourself or anyone else.
- Never send pictures that are personally identifiable over the Internet.
- Never agree to a personal encounter or meeting with someone you met online without parental approval
- If you accidentally access a web page that makes you feel uncomfortable or if you receive a message or email that you feel is inappropriate or makes you feel uncomfortable, report it immediately to your instructor or other school official.

Electronic Communications:

- A user is responsible for all electronic communications (including email, texts, and other electronic/digital communications) originating from the user's ID or password or user owned device.
- Email and accounts providing any form of electronic communication are to be used only by the registered user.
- Users are not to interfere with the network traffic by sending broadcast or chain letters to lists or individuals. Users are not to send or forward any form of spam e-mail.
- Forgery or attempted forgery of electronic communications is illegal and is prohibited.
- Users are prohibited from sending unsolicited electronic communications to more than ten addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.
- All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.
- Electronic communications, including email, are not guaranteed to be private. The district reserves the right to inspect any and all electronic communications composed, received, or passing through our network. Messages dealing with inappropriate or illegal activities will be reported to appropriate authorities.
- Electronic communications must be used responsibly. Generally, access to these services will be limited or restricted during regular school hours. Used of student electronic communications services is not allowed during the regular school day unless utilized as part of a class project under the direction of a teacher or as allowed by other rules and procedures. Employee or guest use of electronic communication services may not interfere with network operation or the employees' job performance.

General Issues:

- Student or employee owned devices are not allowed on the district network without prior permission. Any attempt to bypass system security to install such a devices is a violation of acceptable use.
- Student or employee owned devices may not interfere with network operations in any manner.
- Data use by student or employee owned device must conform to all acceptable use provisions.
- The District will not tolerate any form of cyber bullying through the use of electronic communications. Anyone who engages in this will be in violation of this agreement and subject to disciplinary action.
- The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. .
- The use of streaming audio or video shall be limited to appropriate educational use.
- The use of any "high bandwidth" application or function shall be limited to appropriate educational use during regular school hours and may be restricted at other hours if it interferes with the necessary business functioning of the network.
- All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.

- Unauthorized disclosure, use, and dissemination of personal information regarding minors are prohibited.

By using the Gideon School District network system you are agreeing to abide by the "Gideon School District Network User Agreement". The district reserves the right to add to or modify this agreement at any time. Should you violate any portion of this agreement, all network and Internet privileges may be revoked. In addition inappropriate or illegal use of network facilities may result in civil or criminal lawsuits. Parents and/or guardians may be held accountable for inappropriate use by their child.

Parents who do not wish their child to have non-curricular related access to the Internet must provide signed and dated written notification of their desire to the appropriate building level principal. Once received, the district will provide a "best effort" to prevent non-curricular related access for the named child.

Publication of this notice in student and employee handbooks and on the district web site shall constitute notification of these regulations. This usage agreement shall be bound by board policy EHB-R-L which shall take precedence over any rules and regulations stated in this agreement in event of a conflict between the two. (Revised 11/10/2011)

ALTERNATE EDUCATION CLASSROOM (AEC)

1. The building principal will assign AEC.
2. Class or make-up assignments completed in AEC must be acceptable to the classroom teacher for that student. If not acceptable, they will be sent back to the AEC teacher for additional time.

Rules and Regulations

1. Report to AEC room before 8:10.
2. All assignments must be done neatly, correctly, and completely. If requirements are not met, the student will stay an additional day or days until work is completed.
3. A student loses ALL privileges while in AEC. This includes all extra-curricular activities of the school such as athletic events, dances, band activities, clubs, etc. (a student may practice but not compete in competition.)
4. Students will not leave their seats unless given permission by the teacher. No talking allowed at any time unless directed by the supervising teacher.
5. Student will go to restroom and get a drink at the time designated by the teacher. (Before school, 10:30, lunch, 2:30 and after school.)
6. Students will eat lunch with the teacher at a time when no other students are eating. Absolutely no talking during lunch.
7. Students will work diligently and conscientiously during the entire day.
8. There will be NO sleeping.
9. Students absent from school will make up time upon return.
10. There is NO tolerance for misconduct in ACE. (Misbehavior, refusal to work, sleeping, etc.) Students who fail to follow the rules of ISS will be assessed additional days or out – of – school suspension. If behavior results in out of school suspension, the student must complete the ISS assignment upon return to school.
11. Too many AEC assignments may lead to out of school suspension.
12. The AEC supervisor may recommend to the principal an extension of time for misbehavior.
13. Students receiving AEC more than twice may have additional disciplinary actions taken. Such actions may include, but are not limited to:
 - A. 3rd 4th and 5th AEC Additional AEC, After School Detention, Saturday School
 - B. 5th and subsequent AEC Additional AEC, After School Detention, Saturday School

The following are areas that might result in a student being assigned to AEC.

1. truancy
2. disrespect or insubordination
3. failure to do work in class
4. Failure to comply with reasonable request from staff member.
5. Disturbing or disrupting classroom
6. Inappropriate language
7. Excessive tardiness
8. Missed detentions
9. Failure to complete discipline assignments.
10. Failure to follow school rules

SCHOOL BUS RULES AND REGULATIONS

1. *The school bus driver is in full charge of the bus and students. The driver is responsible for the safety and conduct of the children while on the bus and shall report to the principal any act that would endanger the safety and welfare of students.*
2. The principal is responsible for student conduct, supervision of loading and unloading, and maintaining communication with the Director of Transportation concerning these activities.
3. Students shall not stand in the road while waiting for the bus.
4. Students shall be at the bus stop on time; the bus cannot wait.
5. Students must ride the bus to which they are assigned. Students must get approval from the principal to change buses.
6. Student misconduct in the following areas is expressly prohibited and shall be subject to disciplinary action.
 - a) Fighting or scuffling
 - b) Loud talking or profanity
 - c) Throwing objects, rubbish, or trash on the floor
 - d) Marking on or defacing the bus
 - e) Remarking to people on the road or street
 - f) Failing to follow the bus driver's instructions
 - g) Trying to engage the bus driver in conversation
 - h) Being out of seat while bus is in motion
 - i) Smoking or tobacco use
 - j) *Sticking head or arms outside of windows*
 - k) Refusing to share seat with other students
 - l) Bringing animals
 - m) Bringing firearms, explosives, or other dangerous objects
 - n) Any other dangerous or distracting action which would endanger the safety and welfare or infringe upon the rights of others.
7. Damage to the bus must be reported and guilty students will pay for the damage.
8. The driver on the route may remove students if conduct is extreme enough to endanger others on the bus.
9. A student who must get off or on at a place other than the regular stop, must bring a note from his/her parent to the principal's office, and receive a bus pass.
10. Drivers, students, or parents should report any complaints involving transportation to the principal.
11. **YOUNGER PASSENGERS (GRADES K-3) SHOULD SIT NEAR THE FRONT OF THE BUS.**
12. Bus drivers will complete bus discipline forms on students who do not comply with the rules. Penalties will be assessed as follows:
 - 1st offense: Letter sent home and a meeting with the principal. Disciplinary action may be taken. (Refer to Disciplinary Action Guide)
 - 2nd offense: Letter sent home and a three-day suspension from the bus.
 - 3rd offense: Letter sent home, meeting between parents and principal. Permanent removal from the bus may also occur.

IN THE HALL

Children should not be in the hall without permission from their teacher. Children are expected to walk to their destination and are to be quiet so that other classes are not disturbed.

- * Follow the directions given by the teacher.
- * Always walk, don't run.
- * Keep to the right side of the hallway.

STUDENT ASSIGNMENT TO CLASSROOMS

The assignment of children into classes is the responsibility of the principal. It is a responsibility taken seriously and much information is used in order to make that decision. It is not the policy of the principal to take parent requests for a specific teacher. Parents may, however, have information about the child that could help make the decision about placement. This information will be taken into consideration in placing your child in a particular classroom. Any question or comment about assignment should be made through the principal before the next school year starts. Requests are not honored after the new term begins each fall except in unusual situations.

CONDUCT AT EXTRACURRICULAR ACTIVITIES

Gideon High School will, at times, engage in activities outside the normal school day, such as ball games, parades, etc.

During these activities, it is important to remember that students are representing their community, school, family, and self. Anything a student does reflects upon many, thus, proper conduct is important.

Suspension from extracurricular activities may result if students persistently misbehave.

STUDENT BEHAVIOR/DISCIPLINE

Cooperation between the school and home is the key to a child's success in academic growth and positive self-image. The school needs your influence and support in creating an appropriate atmosphere for learning. Children who come to school to learn seldom have problems with school rules. They have a good attitude toward school. Unfortunately, some children do not have good attitudes. The behavior of these children creates problems for everyone.

DISCIPLINARY ACTION GUIDE

The School District has a prescribed Disciplinary Policy. In addition, other disciplinary measures that may be substituted at the elementary levels include but not limited to:

1. Verbal Reprimands and Warnings
2. Detention at Recess
3. Parent-Teacher Conference
4. Corporal Punishment
5. Alternative School
6. Suspension from School or from Bus
7. These measures are not necessarily in the order in which they will be taken.

The elementary school is charged with the responsibility of forming appropriate attendance and behavior patterns so that a student understands behavior expectations as he/she progresses upward through various grades.

RULES OF BEHAVIOR

General Rules in all areas of the elementary school:

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Use appropriate language at all times.
4. Do not fight (play-fighting is viewed as fighting).
5. Weapons of any kind are not allowed at school.
6. Do not bring toys and other personal items to school without permission from teacher.
7. Do not litter anywhere on school grounds.

STUDENT DISCIPLINE POLICY

(Revised 3/14/2013)

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 Gideon 37 School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. 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 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.

Impact on Grades

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

Prohibited Conduct

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

Corporal punishment, eighth hours, Saturday School, Alternative Education Classroom Placement, Alternative School Placement, or other forms of detention may also be substituted for in-school -suspension or out-of-school suspension at the discretion of the principal and/or superintendent and as allowed by statute.

Lunch detention may be substituted for loss of privilege, after-school detention, principal/student conference, or other detention as deemed appropriate by building or district administrators.

Students who are assigned discipline in AEC (Alternative Education Classroom) multiple times during the school year will be assigned an additional form of discipline as detailed in the appropriate student handbook.

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

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

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

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

Assault

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

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

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

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

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

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

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

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

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

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

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

Disobey Rules Governing Night Activities, Field Trips, After School Activities, ETC.

First Offense:	Detention, in-school suspension, 1-10 days out-of-school suspension. Suspension from all activities.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension. Suspension from all activities.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

Dress Code Violations – Any violation to the dress code.

First Offense:	In-school detention, after-school detention, 1-10 days out-of-school detention.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

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

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

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

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

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

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

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

Failure to do assigned class work or bring books and/or supplies to class (on a per semester basis).

First Offense:	Principal/Student conference, after-school detention, in-school suspension. (Loss of privilege may be substituted for students in grades K-6 where appropriate.)
Subsequent Offense:	Principal/Student conference, after-school detention, in-school suspension, or 1-180 days out-of-school suspension. (Loss of privilege may be substituted for students in grades K-6 where appropriate.)

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

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

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

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

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

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

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

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

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

Harassment, including Sexual Harassment (see Board policy AC)

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

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

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

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

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

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

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

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

Insubordination – Failure to comply with any reasonable request/directive from and administrator, teacher, or any other school employee.

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

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

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

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

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

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

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

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

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

Tardiness to Class – Arriving after the expected time class or school begins, as determined by the district. Tardy count is applied on a per semester basis. Students who are excessively tardy will be considered truant and appropriate discipline will be applied. Grades K-6 discipline for tardiness will be grade appropriate as determined by building or district administrator.

First and Second Offense:	Grades K-6: Conference with principal, loss of privileges, recess detention. Grades 7-12: Lunch detention.
Third Offense:	Grades K-6: Loss of privileges, recess detention, lunch detention. Grades 7-12: Lunch detention and after school detention.
Fourth and Subsequent Offense:	Grades K-6: Loss of privileges, recess detention, lunch detention, Alternative Education Classroom. Grades 7-12: Lunch detention, after school detention, Saturday School, Alternative Education Classroom, or combination thereof.

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

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

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

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

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

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

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

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

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

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

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

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

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

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

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

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

Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

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

Unauthorized Electronic Device Use – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Principal/Student conference, notification of parent, 1 day after-school detention. Item may be searched for inappropriate or illegal content. Parent must pick up the item after the close of the school day on which the offense occurred but only during regular office hours. Optionally, students may pick up the item after they have served their after-school detention.
Second Offense:	Principal/Parent/Student conference, 3 days after-school detention, <u>or</u> 1 day Saturday school. Item may be searched for inappropriate or illegal content. Parent must pick up the item after the close of the school day on which the offense occurred but only during regular office hours. Optionally, students may pick up the item after they have served their after-school detention.
Third Offense:	3 day out-of-school suspension or 15-30 days at Alternative School. Item may be searched for inappropriate or illegal content. Item will be held for 1 week and parent may pick item up after the retention period or the item will be returned to the student after the retention period.
Subsequent Offense:	3-10 days out-of-school suspension, 10-180 days at Alternative School, notification of juvenile officers or law enforcement officials, or expulsion. Item may be searched for inappropriate or illegal content. Item will be held for 9 weeks and parent may pick item up after the retention period. Student is no longer allowed to possess personal electronic devices on any school property at any time or at any extracurricular activity that Gideon is involved in during the current or following semester.

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

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

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

Violation of Electronic Device No Use Areas – In order to help insure that inappropriate pictures are not taken by students, the use of any device (i.e., cell phone, digital camera, or other photographic device) with photographic capability is **banned at all times** from all restrooms, dressing rooms and locker rooms. Violation of this regulation may result in the following:

Offense:	Immediate confiscation of device. 1-10 days out-of-school suspension or Alternative School placement. Possible notification of juvenile officers or other law enforcement officials.
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Weapons (see Board policy JFCJ)

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

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

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

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

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

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

STUDENT HAZING

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school related activity or athletic team. Conduct prohibited by this policy includes but is not limited to exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments, threats of physical harm, infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of student hazing but fail to take corrective action will be subject to discipline up to and including termination.

CORPORAL PUNISHMENT

Corporal punishment, as measure of correction or of maintaining discipline and order in schools, is permitted under the Board Policy JGA. 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 necessary, it should be administered, preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, or without a witness. Corporal punishment guidelines are detailed in the above mentioned Board Policy. Corporal punishment is a district policy and is allowed by the laws of the state of Missouri. Parents do not have a right to refuse the use of corporal punishment when necessary as a means of disciplining a student.

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 teacher or principal 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 other persons or the property of the school district.

SEXUAL HARASSMENT POLICY

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Gideon School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any member of the Gideon School District staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of the policy for students to harass other students through conduct or comments of a sexual nature.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating a pervasively intimidating, hostile, or offensive environment.

Any person who alleges sexual harassment by any staff member or student may use the district's complaint procedure or may complain directly to the building principal or other individual designated to receive such complaints.

IN THE CAFETERIA

Cafeteria supervisors will enforce the following rules in the cafeteria: (Classroom teachers will discuss these with their children and make sure they are understood.)

1. Wait quietly in line in the order assigned by the teacher.
2. Keep your hands to yourself (in line and at the table).
3. Walk to your assigned table.
4. Speak in soft voices. Do not yell.
5. Beverages brought from home should be in a closed container.
6. Children are expected to eat more than one kind of food on their tray. Children who put extras on their trays will be expected to eat them.
7. Food and drink may not be taken out of the cafeteria.
8. Follow the directions of the teacher on duty.

9. Clean up your space after eating.
10. Children should report any problem to the duty teacher. Act appropriately and use good manners. Food throwing and destroying property are not good manners.
11. Children will not be dismissed to go to the restroom unless it is an emergency. A restroom break is given after lunch.
12. Please do not send extra snacks with regular lunches.

The following consequences for violation of rules will be enforced in the cafeteria:

- * Warning, Verbal Reprimand, remind the child of rules.
- * Move away from the group or to the end of the line.
- * Loss of noon recess.
- * Removal from the cafeteria; sent to the Principal. Parent conference requested.

Children who are a daily problem in the cafeteria may not need to be warned. Duty teacher may use his/her own discretion in dealing with these children. This information will be given to the next duty teacher the next day.

Children who make and leave a mess in the cafeteria will remain afterwards to clean it up.

LUNCHROOM RULES

Students are allowed to visit while eating until the noise level becomes too disruptive. We have a great school, and we have great students. A few simple rules can keep it that way.

SMOKING AND TOBACCO USE

In compliance with Missouri State Statutes, no person shall smoke or otherwise use tobacco or tobacco products in any indoor area of a student occupant facility of the Gideon No. 37 School District. Smoking or tobacco use in school buildings under the jurisdiction of the Board of Education of the School District of Gideon shall be prohibited. No smoking or tobacco use shall be allowed in offices, classrooms, auditoriums, student cafeterias, corridors, gymnasiums, teacher's lounges, lavatories, libraries, or any other building or room where students assemble. Furthermore, no smoking or tobacco use shall be allowed on busses used to transport students to or from school or to transport students to or from any school activity.

Students are not permitted to smoke or otherwise use tobacco on school property, on school buses, or at any school sponsored event.

Furthermore, school employees are not permitted to smoke or otherwise use tobacco when in the presence of students at any school sponsored activity or event.

The Board of Education of the School District of Gideon believes that it is the right of the nonsmoker to breathe clean air. The Board of Education also believes that tobacco smoke in a school building denies students access to clean air, introduces a substantial health hazard to those students, and interferes with learning.

DRUG AND ALCOHOL POLICY

In accordance with the philosophy of education of the Gideon Public Schools, the curriculum rationale governing the teachings of the district, and the Drug-Free Public Law #101-226, the Gideon Schools will make every attempt to maintain a drug-free environment for its students and staff.

As stated in the district's philosophy, the goal of this district is to produce graduates who will become productive members of society. It is the school's responsibility to provide an environment whereby students will be aware that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Students will be informed of the legal, social and health consequences of alcohol and other drug use. In order to accomplish this drug messages are incorporated throughout the curricular areas to ensure that students receive factual, scientific information regarding drugs and alcohol. In addition, many other materials are incorporated into the curriculum as well as resistance techniques in order to teach students methods to handle peer pressure to use any kind of drug. Each employee of this district is responsible for giving a no-use message through word and deed. Reminders are posted in all classrooms regarding the districts "No Use Message".

In accordance with the Policies of the Board of Education of the Gideon School District #37, the following actions will be taken for the use, possession of, or distribution of illegal drugs or alcohol during school, on school premises, or at any school activity.

1. **Students** will be suspended from school for a period of ten school days and will be reported to the proper legal authorities for the first offense. (More than ten days may be imposed by the Superintendent when necessary as allowed by board policy JG-R).
2. **Parents** of a student who has been suspended will be required to visit the principal's office prior to the student's reentry to school.
3. A student who is guilty of a second offense of possession of illegal drugs or alcohol will be expelled for one semester and reported to the proper legal authorities. During the expulsion period, the student must complete an appropriate rehabilitation program recommended by the law enforcement agency. (More days suspension/expulsion may be imposed as noted in policy JG-R)
4. **The standards of conduct and consequential disciplinary sanctions are mandatory with no exceptions.**

In accordance with Public Law 101-226, students will be notified each year regarding the standards and sanctions which will be uphold through the Drug-Free Public Law .

All students will be aware that all standards are mandatory without exception. A biennial review by the district each year will ensure that the disciplinary sanctions are consistently enforced. Possession of drug paraphernalia is strictly forbidden during school or at any school function. Drug paraphernalia will be confiscated and turned over to the proper law enforcement officials.

GUN-FREE POLICY

In accordance with the philosophy of education of the Gideon Public School, and the Gun-Free Schools Act (GFSA) section of Public Law 103-382, the Gideon No. 37 School District will make every attempt to maintain a gun-free environment for its students and staff.

It is the school's responsibility to provide an environment whereby students will be aware that the illegal possession of guns on the school premises or within 1000 feet of school premises is illegal and will not be tolerated.

In accordance with the Policies of the Board of Education of the of Gideon No. 37 School District, the following action will be taken for the illegal possession of guns on school premises or within 1000 feet of school premises:

1. Students will be automatically expelled from school for a period of not less than one calendar year and will be referred to the proper criminal justice authorities.
2. Students have a right to appeal this decision to the Board of Education.
2. Parents of a student who has been expelled will be required to visit the principal's office before the student's reentry to school.
4. The Superintendent of Schools has the authority to modify this expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
5. Employees who have illegal possession of guns on the school premises or within 1000 feet of school premises will be suspended from work and will be reported to proper criminal justice authorities.

Students and employees will be notified each year regarding the standards and sanctions that will be upheld through the Gun-Free Policy.

All students and employees will be aware that all standards are mandatory without exception.

An annual review by the district will ensure that the disciplinary sanctions are consistently enforced.

SUSPENSION AND EXPULSION

1. The principal of the school may use summary suspension as a disciplinary procedure whenever it is felt that the conduct of the student is a clear violation of conduct standards or the student's continued attendance in regular classes presents a present danger either of physical harm to the student or others, or of substantial and material disruption of the educational process.

Suspension can only occur after:

- A. The student has been given oral or written notice of the charges against him or her.
- B. The student has been given an opportunity to present his or her version of the incident.
- C. The student who has denied the charges has been given an oral or written explanation of the facts forming the basis of the charges.

Any suspension by the principal shall be reported immediately to the superintendent, who may revoke the suspension at any time.

2. A reasonable effort shall be made to immediately advise the student's parents of the suspension by telephone or in person, and the specific actions for which summary suspension was ordered. The parents shall also be informed by hand-delivered letter or certified mail that, if possible, will be posted within twenty-four hours of the day of suspension, containing the same information.
3. The student shall be removed from class and a reasonable effort will be made to keep the student under supervision until the student can be released to a parent or guardian or accompanied home.
4. The principal shall make every reasonable effort to hold a conference with parents before the student returns to school.

During suspension or expulsion, a student will not be allowed to visit the school or participate in any school or extracurricular activities. Students will be expected to make up work during the suspension but no credit will be given. Upon re-entering, the student must be accompanied by at least one parent or guardian.

Long-Term Suspension

If the principal recommends a long-term suspension, he or she shall refer the problem to the superintendent who shall follow the same procedures set forth for summary suspension. If a long-term suspension is made, the superintendent shall also provide the student and his/her parents with a hand-delivered notice or notice by certified mail, which if possible, will be posted within twenty-four hours of the day of the long-term suspension.

Such notice shall contain the following:

1. A statement informing the parties concerned they have the right to appeal the long-term suspension to the Board of Education and that if any appeal is made, the suspension will be stayed until the Board of Education meets and reviews the suspension, unless, in the judgment of the Superintendent of Schools, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
2. A statement that they have the right to have a lawyer present for the appeal.
3. A statement that if an appeal is made, they will be given further information immediately concerning the time and place and procedure to be followed (the letter and the procedures will be the same as followed in expulsion hearings).
4. A statement that the student or his or her parent has the right, if they so request, to obtain a full educational evaluation before the hearings.

Expulsion

Only the Board of Education may expel a student from school, and it may do so only after a hearing on charges against the student. The superintendent shall notify the parents or legal guardians in writing of the day, time, and place of the hearing and of the charges against the student. The parents or legal guardians and the student will be given their full due process rights. The Board of Education shall carefully consider the evidence and statements presented by all parties and shall take whatever action it believes to be in the best interests of the school and the student.

General Procedures to be followed in relation to Long-Term Suspension or Expulsion:

1. The student's right to a hearing in the event of an appeal or a long-term suspension or hearing on an expulsion may not be waived.
2. The hearing shall be at the office of the Board of Education at a time set by the Board of Education.
3. No hearing on either a long-term suspension or expulsion will be held less than eight calendar days of the date of mailing or hand-delivered notification.
4. A hearing may be rescheduled at the request of the student or parent when either is unable to attend at the time stated in the original notice. However, the student would remain on suspension unless the suspension has been stayed.
5. The scope of the hearing shall be confined to the charges contained in the notice required by due process.
6. The Board of Education shall decide on all matters of fact, on the ultimate question of whether or not the student has engaged in prohibited activity, and on the sanction to be imposed by majority vote. Only members of the Board of Education shall be present during deliberations.
7. Results shall be hand-delivered or mailed by certified mail that, if possible, will be posted within twenty-four hours of the hearing, to the student, student's parents or representative.
8. The student and parent have the right to appeal the Board of Education decision to the Circuit Court.

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.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

The School District of Gideon #37 has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or 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. If the interviewer raises a valid objection to the notification, parents will not be notified. Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law-enforcement 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 parent/guardian that the student is being removed from school.

Interview with Division of Family Services Personnel

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. The following points should be worked out prior to the interview:

- Who will conduct the interview? This will generally be the DFS worker or law enforcement officer, although the child's relationship with school personnel may be taken into consideration.
- Who will participate in the interview? This may include the school principal or designee or a teacher, counselor or nurse who has a relationship with the child. This number should be kept to the absolute minimum.
- Where and when the interview will be conducted. It must be in a private setting and with the least disruption to the child's schedule as possible.
- Confidentiality mandates should be discussed.
- Whether parents will initially be notified by school personnel or DFS that an interview occurred at the school and the timing of that contact. If the DFS worker has not talked with the parents, he or she should assume the responsibility for notifying the parents that the child has been interviewed. If DFS makes the first contact with the parents regarding the school interview, DFS will contact the school to inform them of the outcome and the parents' response.

PART IV: EMERGENCY AND EVACUATION PROCEDURES

FIRE

Fire alarm will sound (10 short bells) to signal the evacuation of the building.

General Rules

Teachers will assume responsibility for students' conduct during the evacuation. Children are expected to be quiet and remain in an orderly group. They will walk in single file in the halls.

All school personnel will exit the building immediately by way of designated exits.

The first child in each class to reach the door is responsible for holding the door open to permit the easy exit of his/her group. Where double doors exist, both should be kept open.

In case of blocked exits, use the nearest available exit. (Doors and windows are to be closed. Lights are to be turned off.)

After leaving the building, classes will move away and check the class roll. Don't forget your grade book.

Teachers are to instruct their children on these procedures. These should be practiced at the beginning of the school year. Special area teachers should instruct their classes of the designated route from their classes.

Maps with designated routes are posted. Mark with red the route to use. This (or a description of this) is to be posted at the door of the classroom.) Mark the alternate route to exit with black ink/marker and label it as an alternate route. Instruct children on this route.

TORNADO

Tornado alarm will sound (one extremely long blast of the school bell) to signal the evacuation of the building.

Children should be moved to the NORTH hallway and sit facing NORTH. Movement to this location will be precautionary in nature. The children assume the protective posture by crouching on elbows and knees with hands over the back of the head. Children will put their heads down until the command is given for them to look up.

All Clear signal will be a verbal command of "All clear, return to your rooms," or other needed announcement.

Grades 4-6 will be located in the North hallway also. In the event of an actual tornado, parents must receive students at the North door only after checking them out with the office list. This is to ensure the safety and security of all students.

EARTHQUAKE INFORMATION

Procedure:

STUDENTS MUST KNOW THAT IN AN ACTUAL EARTHQUAKE, EVERYONE MUST TAKE COVER. THE TEACHER WILL SAY, "**DROP AND COVER.**"

Students will do the following:

- Get under a table or desk.
- Turn away from windows.
- Put both hands on the back of the neck.
- Tuck the head down.
- If the desk or table moves, hold on and move with it.

Although doorways have traditionally been regarded as safe locations during an earthquake, it is important to anticipate some problems. Doors may slam shut. Doorjambes may be bent. Teachers will need to use their best judgment in choosing where they will position themselves for the quake.

After the initial quake it will be necessary to leave the building. The same procedure as a fire drill will be used to evacuate the building after an earthquake. Go to an open space when you get outside. It may be necessary to "**DROP AND COVER**" on the way outside if there are aftershocks. More details are available in the school disaster plan.

There are designated spots on the South playground by the bus garage for classes to meet after an earthquake. **NO ONE MAY LEAVE THE LOCATION WITHOUT CHECKING OUT WITH COMMAND POST.**

There are designated teams to go into the building to rescue any class which may have been unable to leave the classroom.

EARTHQUAKE SAFETY REMINDERS:

If you're outside:

- * Stay outside.
- * Go to an open area away from hazards.
- * Keep quiet and listen for instructions.

If you're inside:

- * Stay inside.
- * Take cover immediately under a table, desk, or counter.
- * Keep quiet and listen to instructions.
- * Remain in safe position for at least 60 seconds, or until the shaking has stopped and your teacher tells you to leave your shelter.

If you're in a school bus or car:

* The driver should stop as soon as possible away from buildings, power lines, bridges, and highway overpasses and underpasses.

* Passengers should stay in the vehicle and hold on (cars and buses have shock absorbers).

EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS

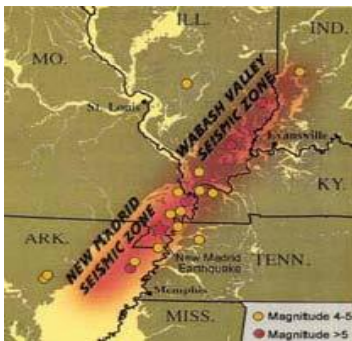
The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried 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 un-reinforced 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.

SUMMARY OF THE SAFE SCHOOLS ACT (HB 1301 & 1298)

School Discipline Policies

This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the districts' policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parents or legal guardians must be provided a copy of the disciplinary policy.

Reporting Requirements

District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or interact with the student on professional basis. The section defines "acts of school violence" and "violent behavior" including a list of felonies that are required to be reported. Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee who is directly responsible for the child's education or who interacts with the student within the scope of their duties.

Student Suspension

Current law requires a minimum of a one-year suspension for a student bringing a weapon to school. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon. Civil war era weapons, when used for a civil war reenactment on school property, are exempted.

Discipline Records

Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

Abuse Investigations

This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment authorizes the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel.

Children with Disabilities

Section 162.680, RSMo, contains the state prohibition on denial of educational services based upon the child's disability. This section is amended to provide that if violent behavior of a child with a disability causes a substantial likelihood of injury, the school shall initiate procedures to change the student's education placement.

Residency Issues

Prior to registration a pupil, parent or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. A process is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local board of education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of educational costs based upon submitting false information relating to a student's residency.

Transfer of Documents

School officials enrolling the pupil must request within forty-eight (48) hours a transfer of documents from all school districts the pupil attended within the previous twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district, juvenile, or family courts, unless written permission is granted by the parent, guardian or student, if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based upon a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

Removal of Students

Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such

Readmission Conference

Section 167.171, RSMo, outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to re-admission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat of harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits re-admission of a student convicted or indicted of specified criminal acts. An exception is provided for children with disabilities as identified under state eligibility criteria. A conference is also required if a student attempts to enroll in one district during a suspension or expulsion from a second district. The second school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

Communication with Juvenile Officers

Juvenile officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the courts when the suspension is in excess of ten (10) days.

Notice of Violent Acts

Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must also report possession of a weapon or controlled substance. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by school officials relating to their reporting requirements under this section and Section 160.261, RSMo, is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one (1) year.

Violence Prevention Programs

The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered to the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for participation in these programs. Beginning no later than the 1998-99 school year and thereafter, districts are authorized to administer violence prevention programs for kindergarten through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention.

Statement of Disciplinary History

School districts may require a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.

Alternative Education

Suspension or expulsion is stated not to relieve the State or the suspended student's parent or guardian for responsibility to educate the student. Districts are encouraged to provide in-school suspensions or other alternatives to suspensions or expulsions. Districts constituting the domicile for a child for whom alternative education programs are provided shall pay the per pupil cost of that education. School districts may contract with other political subdivisions, public agencies, not-for-profit organizations or private agencies to provide alternative education.

State School Grants

The State Board of Education is authorized to establish grant awards for assistance in providing alternative education. Certain specified programs are to be given preference in evaluating grant applications. Districts are authorized to submit joint applications.

State Board Waivers

This section authorizes the State Board of Education to modify or waive any board rule or policy upon receipt and approval of a proposal from a school district. A proposal for a waiver shall demonstrate that the intent of the particular rule can be locally addressed in a more effective, efficient, and economical manner or that the waiver is needed to implement a plan for improved student performance or school improvement. Prior to submitting a waiver application, a school district shall hold a public hearing on the

matter. Waivers are limited to a maximum of five school years but may be renewed upon application by the school district. The State Board of Education may not waive any statutory requirement concerning teacher certification or tenure.

Bus Driver Certificates

Section 302.272, RSMo, is amended to eliminate the prohibition on licensing school bus drivers in excess of seventy (70) years of age. Applicants at least 70 years of age must pass an annual medical examination and annual renewal of bus driver permits. Drivers who have pled guilty or have been found guilty of specified crimes are subject to certificate revocation. Current law would require a conviction prior to revocation. The list of crimes upon which revocation can be based is expanded to include violation of drug regulations, endangerment of a child and felony or misdemeanor weapon offenses. The Missouri Highway Patrol is authorized to obtain a Federal Bureau of Investigation criminal record for the purpose of checking and clearing applicants.

Other Provisions

The State Board of Education is authorized to adopt a policy relating to the expungement of disciplinary records.

The St. Louis City Public Schools are authorized to adopt a dress-code policy relating to the wearing of school uniforms.

The crime of assault while on school property is defined and classified as a Class D felony.

Authorizes school districts to offer training to students in the administration of cardiopulmonary resuscitation and other life saving methods.

Authorizes a local board of education of permit self-administration of medication by use of a metered dose inhaler.

Authorizes a court to order children adjudicated for nonviolent crimes to participate in a jobs program and to order restitution of damage or loss caused by the offense.

Districts are authorized to offer a “motivated” section in class where multiple sections are offered.

Drug-free schools zones are expanded from 1,000 to 2,000 feet of public school property and include school buses within that zone.

Possession of substances used to manufacture Methamphetamine or related substances is made a Class D felony. Restrictions are placed on the marketing, selling, distribution, advertising, or labeling of drug products containing ephedrine or related drugs, and violation is a Class D felony.

School buses used to transport children participating in a federal Head Start Program are authorized to bear the designation Head Start School Bus.

Damage to any motor vehicle owned, operated or leased under contract by a school district or private school for the transportation of school children is added to the crime of institutional vandalism.

The crime of making a false bomb report is changed from a Class A misdemeanor to a Class D felony.

Signed by Governor on June 14, 1996. Emergency Clause on provision pertaining to Bus Driver Certificates is effective June 14, 1996 while remaining provisions are effective August 28, 1996.

Summary prepared by the School Laws and Legislation Section of the Missouri Department of Elementary and Secondary Education. (August 1996)