

**Appleton City R-II  
Elementary School**

**Student/Parent/Legal Guardian Handbook  
2019 - 2020**

We, as parents/legal guardians of \_\_\_\_\_, have read this handbook and understand the information provided.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Difficulties in the classroom may be the result of poor vision, hearing, speech or other factors. A simple screening may provide the school district with enough information to improve your child's educational success. If your child should fail a screening, you will be notified by the appropriate school personnel.

I give permission for \_\_\_\_\_ to participate in various screenings as deemed necessary by the Appleton City R-II School District.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Appleton City R-II School District  
Student Access Release and Authorization Form**

As a user of the Appleton City R-II Schools computer network, I hereby agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken up to, and including, suspension/expulsion.

**Student Signature:** \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as school assigned electronic mail (e-mail) accounts and the Internet. I understand that he/she is expected to use good judgment and follow rules and guidelines in making contact on the telecommunication networks (e.g. the Internet). Appleton City R-II Schools cannot be responsible for ideas and concepts that he/she may gain by his/her use of the Internet.

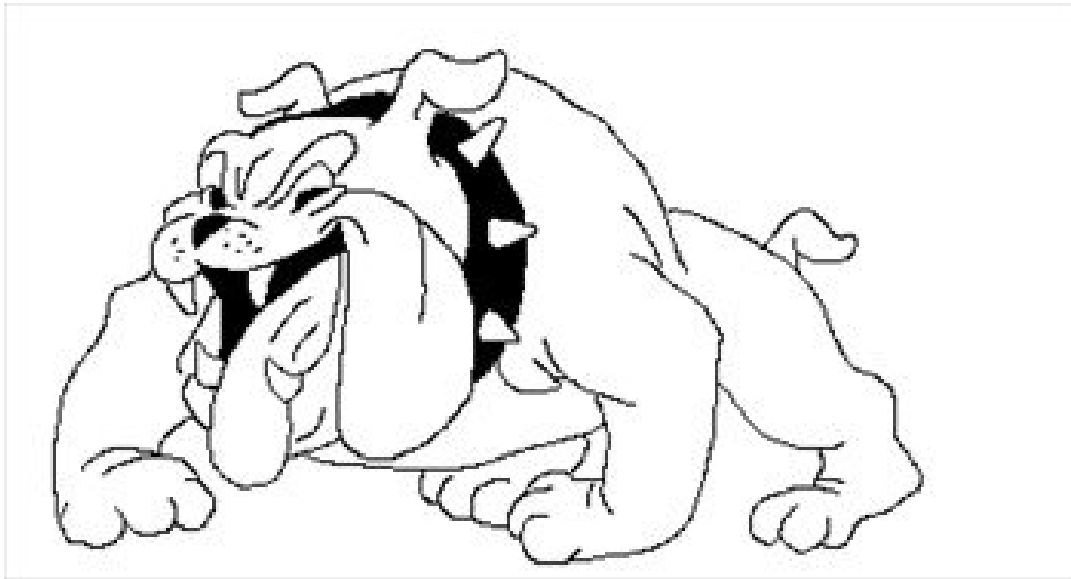
I understand and accept the conditions stated on pages 23 and 24 of this handbook and agree to hold harmless, and release from liability, the school and school district.

**Parent/Legal Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_



# **Appleton City Elementary**



## **Student/Parent/Legal Guardian Handbook**

**2019 - 2020**

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## **APPLETON CITY R-II SCHOOL DISTRICT**

### **MISSION STATEMENT**

**Building Unique Lifelong Learners Developing Ongoing Growth and Success.**

### **VISION**

The Appleton City Schools, working with the community, will strive to provide a quality, relevant, and purposeful education that will prepare all students for the next phase of their lives in a complex, interconnected, changing world.

### **PUBLIC LAW 101-116 DRUG-FREE SCHOOL AND WORKPLACE**

Under provisions of P.L. 101-226, it is the policy of the Appleton City R-II School District that the unlawful possession, use or distribution of illicit drugs or alcohol is prohibited on school property or during the participation in a school sponsored event. An illicit drug is defined as any substance represented as a narcotic, hallucinogen, etc. that is unlawful, prohibited, or unauthorized. This policy shall apply to all students and employees of the district or non-school persons who are attending school activities or using school facilities. The provisions of this policy as it applies to each of the above named groups are as follows:

#### **1. STUDENTS**

- A. The use of illicit drugs and/or alcohol is wrong and is harmful to the student's physical and mental health.
- B. The possession, use or distribution of illicit drugs or alcohol is illegal.
- C. Standards of conduct for the possession, use or distribution of illicit drugs or alcohol will be governed by the latest revision of the Appleton City R-II School District Disciplinary Code. Compliance with these standards of conduct is mandatory.
- D. Information on drug and alcohol counseling and rehabilitation programs that are available for students may be obtained through the applicable school counselor's office.

### **STATEMENT OF NONDISCRIMINATION**

Students, their parents/legal guardians, and employees of Appleton City R-II are hereby notified that this school district does not discriminate on the basis of sex, handicap, race, color, or national origin and is required by Title IV, Title IX, and Section 504 not to discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment, or employment in its programs or activities. Any person having injuries concerning Appleton City R-II compliance with Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools of Appleton City, R-II, Box 126, 408 West 4<sup>th</sup>, Appleton City, MO 64724; Telephone (660) 476-2108. The Superintendent of Schools has been designated by the Board of Education of Appleton City R-II to coordinate the school district's efforts to comply with Title VI, Title IX, and Section 504. Bob Elder, Superintendent of Schools, Appleton City R-II School, Title IX, Title VI, Section 504 Coordinator.

**2019-2020**

# **Appleton City R-II School District**

## ***Board of Education***

Janet Payton, *Board President*

Katie Brownsberger  
Craig Siegismund  
Jessica McClure

Laura Smith  
Nick Oehring  
Sandra Long

## ***Administration***

Mr. Dunlap, Superintendent  
Mrs. Reid, Elementary Principal/Director of Special Education  
Mr. Lewellen, Director of Maintenance  
Mr. Gurney, High School Principal  
Mr. Basore, Athletic Director

## ***Elementary Staff***

Ms. Raybourn - Kindergarten  
Mrs. Scotten - Kindergarten  
Mrs. A. Parsons - 1<sup>st</sup> Grade  
Mrs. Vogel - 1<sup>st</sup> Grade  
Mrs. Thomas - 2<sup>nd</sup> Grade  
Mrs. Nold - 2<sup>nd</sup> Grade  
Mrs. Cole - 3<sup>rd</sup> Grade  
Mr. Hunt - 4<sup>th</sup> Grade  
Mrs. T. Parsons - 5<sup>th</sup> Grade

Ms. David - Special Education  
Mrs. Bock - Title I  
Mrs. Matthes - Title I  
Mrs. Jina Hill - P.A.F.T.  
Mrs. Piepmeier - Nurse  
Mrs. Mount - Secretary

Mrs. Moore - P.E.  
Mrs. Bales - Art  
Mrs. Bollig - Librarian  
Mr. Payton - Counselor/Music  
Mrs. Jeannette Hill - Band  
Mrs. Gretzinger - Computers  
Occupational Therapy - Contracted Service  
Physical Therapy - Contracted Service  
Mrs. Martin - Speech-Language Pathologist

## ***Daily Schedule***

Doors open at 7:30 AM

***\*Please do not arrive before 7:30***

Breakfast is **7:30 AM - 7:55 AM**

School begins at **8:00 AM**

School ends at **3:13 PM**

**\*Early out Wednesdays dismissal at 1:55 PM**

## **-POLICIES-**

### ***ATTENDANCE***

It is very important for children to be in regular school attendance. It is impossible for a child to make up everything missed because of absence. Make-up work creates a hardship on students and teachers. The best schoolwork cannot be done unless attendance is regular and punctual.

\*Please notify the Elementary Office if there are planned or expected absences.

The procedure for receiving daily assignments for students who are ill at home and unable to come to school is as follows:

- 1 Request, by phone, or by note, should be made in the principal's office.**
- 2 If the homework assignments are requested by noon the assignments should be ready to be picked up by the time school is out that day. Homework requests made after 12:00 may not be available until the next day.**

"Perfect Attendance" awards are given out at the conclusion of the school year. A student must attend school every day for this award, cannot leave before 2:00 p.m. or be tardy more than two times. "Excellent Attendance" awards, also given out at the conclusion of the school year, permit a student to be absent up to two full days and have two tardies and still receive the award. Perfect/Excellent attendance awards will be determined at the end of the year.

#### ***Tardiness***

Any student arriving late, other than for reasons related to operational bus problems, must report to the **elementary office with a parent/legal guardian** to check in and for a tardy slip to take to the classroom teacher.

#### ***Truancy***

Missouri State law requires a student to attend school until his/her seventeenth birthday and to attend school 1044 contact hours each year while in elementary school. Compulsory education is mandatory in the United States; therefore, it is the parent(s) or legal guardian(s) responsibility to ensure that the child attends school. Students are expected to be punctual (**8:00 AM starting time**) and in attendance for the full day.

**Therefore, students who accumulate ten or more absences (excused or unexcused) during the semester will receive an absenteeism referral to be filed in the appropriate county juvenile court.** At that juncture the situation becomes a legal matter. **Any attendance pattern the principal deems excessive or unusual may also be reported to the juvenile officer.**

On occasions when, due to illness, injury or emergencies, student(s) need to be absent from school, parents or legal guardians must telephone the **elementary office at 660-476-2108** to explain the absence **before 11:00 AM on the day of the absence.** Failure to contact the **elementary office** will cause the absence to be unexcused if no further verification is submitted. The office will transmit messages to the classroom teacher. Verification includes a note from the doctor, dentist, or school nurse, or documentation showing just cause for not attending school. **Principal's discretion will apply.**

Once children are in attendance for the day, they are excused to leave only upon request of the parent or legal guardian. ***Students leaving school before the regular dismissal time must be signed out in the elementary office or the nurse's office.***

### ***BREAKFAST/LUNCH***

All students are required to eat in the lunchroom. This includes children who bring lunches from home. Please do not send soda with lunches unless it is for a field trip. All students are expected to observe good manners and obey lunchroom regulations.

Students must pay for meals in advance, by the day, week or month. All elementary students, especially K-2, should pay for meals by check whenever possible so that money is not misplaced. If parents/legal guardians have children in the elementary school, middle school and the high school (or other combination) and wish to send one check for all the meals, please specify what amount is for the elementary students and what amount is for the middle and secondary students. **Full price breakfast is \$1.40. Full price lunch for Elementary is \$2.20.** Reduced price is determined by USDA.

**Students may not charge meals if they have forgotten to bring money.**

Students will give their food money to the classroom teacher who will give it to the central office.

## ***TRANSFERRING OUT OF DISTRICT PROCEDURES***

1. Parents/legal guardians notify child's teacher in writing at least three days before leaving. Teacher must notify the office, also.
2. Return all schoolbooks and supplies to the teacher.
3. The teacher, librarian, and cafeteria secretary must complete a Transfer Sheet indicating all schoolbooks and supplies have been returned and all debts paid. This Transfer Sheet will be sent with the student on the day of sign out and should be given to the next school.
4. The student is responsible for cleaning out the desk and picking up equipment. Parents/legal guardians and/or students will not be permitted to interrupt class to collect items that have been left in the classroom. The school will not mail school supplies to a new school.
5. Report cards will be issued to a student when the student has been in attendance a minimum of one week. The report card should include attendance and a statement of performance. However, grades will not be issued unless the student has been in attendance long enough to justify proper and fair evaluation as indicated by recorded grades.

## ***CHILD CUSTODY CONCERNS***

Both natural parents of a student shall have access to the student's records if the student is under 18 years old regardless of the parents' marital status unless a court order or divorce decree specifically removes one parent's right to have knowledge of and/or to participate in the child's education.

In cases where a student is not living with both natural parents, the school will recognize the **custodial parent** as the person with whom official school contact is made. If there are parental controversies or disputes, the school office must have legal documentation to enforce the wishes of the legal guardian.

The school will try, upon request, to provide the non-custodial parent with the educational information they need in order to stay informed and involved with their child's progress. However, it is not always possible to keep the non-custodial parent informed of **all** school activities and programs. Therefore, the non-custodial parent has the responsibility to communicate with the school to obtain the information needed.

Occasionally, the school has been asked by a custodial parent not to allow their child to leave the school premises with the non-custodial parent. **WITHOUT LEGAL DOCUMENTATION ON FILE, EITHER NATURAL PARENT WILL BE ABLE TO TAKE THE CHILD FROM SCHOOL.**

**School is not to be used as a location for visitation for non-custodial parents. Any custody disputes between parents and/or other parties should take place away from school grounds.**

### ***Student Name***

As a record keeper of important legal documents, the school district must be a continuing link in the chain of authenticating our students' identities. To this end, it is the school's responsibility to show each student's complete **legal name** on all school documents. These documents would include, but not be limited to; report cards, teacher's grade books, test results, attendance records, etc.

Should a student be adopted or have a legal name change, the school will be happy to alter the student's records legally upon receiving appropriate documents.

## ***CRISIS PLANS AND EMERGENCY DRILLS***

Evacuation drills are practiced in our building. In the unlikely event of an emergency, parents/legal guardians should not come to pick up their children, as it would be dangerous for children and parents/legal guardians.

Periodic Fire and Tornado drills will be conducted. Instructions will be posted in every room and should be followed in the event of an emergency.

## ***DRESS CODE***

All students are expected to come to school clean, neat and appropriately dressed. The building principal will make the final decision if questions arise. Students are to dress according to current weather conditions. Students should look their best each day. Due to safety concerns **no flip-flops are allowed.**

### **Inappropriate Apparel Can Be Defined As:**

Definition: Extremes in apparel or personal appearance, which disrupts the learning process. Clothing that advertises alcohol, drugs, tobacco and inappropriate language or slogans. The administration retains the right to make decisions on student dress, which is not considered conducive to a positive educational atmosphere.

## ***EMERGENCY CONTACT NUMBERS***

Emergencies can and do arise. During the first weeks of school, the elementary office sends home an Emergency Information Form. Parents/legal guardians are asked to complete this form listing at least two **local** emergency contact names and telephone numbers on each student's Emergency Information Form and return this form to elementary school. These contacts should be people that can act in your place in the event a parent/legal guardian cannot be reached. If parents/legal guardians fail or refuse to list contact names and numbers, the school reserves the right to act at its discretion in the best interest of the child.

## ***ENROLLMENT OF NEW STUDENTS***

### ***Kindergarten***

A child must be 5 years of age before August 1 to be eligible for kindergarten. The following are required for students enrolling in kindergarten and grade 1:

1. State issued birth certificate
2. Updated immunization records
3. Social Security card
4. Proof of residence

### ***Out of District***

If under suspension or expulsion from other school districts, a determination will be made by school officials as to whether the student(s) will be allowed to enroll in Appleton City R-II Elementary.

## ***FIELD TRIPS***

Field trips are valuable educational experiences that take place outside the regular academic classroom. Staff members are encouraged to plan trips that are educationally beneficial to the students. Parent/Legal guardians will be notified in advance of all field trips. Classroom teachers will determine if parent/legal guardian chaperones are needed for the trip. The need for parent/legal guardian chaperones will be based on the type of field trip, number of students, and the availability of seating on the school bus. Some facilities also limit the number of people we can bring. By attending the field trip, the parent/legal guardian assumes responsibility for his/her child. Please do not bring other children/siblings on the field trip. We believe this takes away from the educational experience for your student(s). Students **must** be at school the day before a field trip. School rules/policies are in effect during field trips. Participation in a field trip is a privilege. Administration may deny any student's field trip opportunities based on prior discipline issues and/or safety concerns.

## ***GRADING SYSTEM***

The grading system is as follows:

100-90...A	69-60...D
89-80...B	59-50...F
79-70...C	

**A Honor Roll** is awarded to students in grades 3 through 5 who receive all A's with only one B allowed.

**B Honor Roll** is awarded to students in grades 3 through 5 who receive A's and B's with no subject grades lower than a B.



## ***GRIEVANCE PROCEDURE***

A student with a grievance shall follow the chain-of-command. If a problem occurs, initial discussions should be between the individuals involved. If the problem cannot be resolved, the immediate supervisor is to be notified. The chain-of-command is teacher, principal, superintendent, and finally, Board of Education.

### ***INTERVIEW WITH DIVISION OF FAMILY SERVICES PERSONNEL***

The Division of Family Services (DFS) may find it necessary to interview students during the school day or during periods of extracurricular activities when an emergency situation exists or when interviewing in the home setting would be inappropriate. The DFS worker will contact the school principal or designee prior to coming to the school to arrange the interview when possible. A law enforcement officer may accompany the worker when the report alleges sexual abuse or serious physical abuse. The principal or designee will verify and record the identity of the DFS staff person who will explain the need to question or interview the student at school.

### ***INTERVIEW WITH POLICE, JUVENILE AND LAW ENFORCEMENT OFFICIALS***

The school district has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making effort to protect each student's rights with respect to interrogations by law enforcement officials. When officials find it necessary to question students during the school day or periods of extracurricular activities, the principal or designee will be present for the interview.

The principal or designee will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the students at school. The principal ordinarily will make reasonable effort to notify the student's parents/legal guardians. If the interviewer raises a valid objection to the notification, parents/legal guardians will not be notified.

Students will be afforded the same right in dealing with law enforcement officials that exists outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement.

### ***LOCKERS***

Lockers are the property of the Appleton City R-II School District and as such may be inspected at any time. In some instances, two students might have to share a locker. Lockers are assigned and should not be changed without permission from the office.

### ***PARENT/LEGAL GUARDIAN/TEACHER CONFERENCES***

Scheduled Parent/Legal Guardian/Teacher Conferences are planned at the end of the first quarter. Prior to the conference date, a form will be sent home with each student asking parents/legal guardians to indicate the best time to meet with the teacher. Some requested appointment times will overlap; therefore, the school secretary will try to arrange a time that is as close to the original request as possible. A note will be sent home confirming the time(s) parents/legal guardians are to meet with each student's teacher.

The parent/legal guardian or teacher can arrange additional conferences any time during the school year. Parents/legal guardians may call the school secretary and the secretary will help arrange a time that is convenient for both the parent/legal guardians and the teacher. In the event a parent/legal guardian cannot keep their appointment, it is the parent's/legal guardian's responsibility to reschedule the conference.

### ***PARTIES***

**NO invitations will be passed out at school by a student or an adult.** Birthday parties will not be held in the classroom; however, the teacher may hand out ***pre-packaged treats*** to students at the end of the day. Parents/Legal guardians who wish to send a treat for their child's birthday might wish to consider healthy snacks or other items such as pencils, erasers, etc.

Balloons, gifts or other items for the birthday child will not be delivered until the end of the school day.

Halloween, Christmas and Valentine's Day parties will be organized by the school and PTO.

### ***RECESS***

Students are not permitted to stay in their classroom during recess unless they have their teacher's permission.

If you or your doctor wish your child to remain in the building because of health problems, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents/legal guardians will be honored up to three days. Parents/legal guardians should secure a note from the child's doctor when they request additional time.

During the winter months frequent checks are made concerning temperature and wind velocity to determine the length of the outside recess periods. Please do not send notes requesting children to remain inside during recess because it's "too cold," etc. Hats, gloves, warm shoes or boots and a warm coat are considered appropriate cold weather attire.

### ***RETENTION POLICY***

Students will be retained only after lengthy evaluation and ongoing consultation with parents/legal guardians, teachers, counselors and administrators. All retentions require the approval of the building principal and the superintendent. Grade level performance, age, and student absences, along with the child's social and emotional maturity are key factors in determining retention. In regards to retention for reading level purposes, Senate Bill 319 and Appleton City R-II Board of Education policy is applicable.

### ***SCHOOL BUS RULES AND REGULATIONS***

1. Driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully.
2. Students **must** be on time. The bus cannot wait beyond its regular schedule for those who are tardy. **Missing the bus is not considered an excused absence from school.**
3. Students should never stand in the roadway while waiting for the bus.
4. No smoking or eating on the bus at any time.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by students while riding in the bus, except for ordinary conversation. No "horseplay" permitted.
7. Students must not at any time extend arms or head out of bus windows.
8. Students must not try to get off the bus, or move about within the bus while it is in motion.
9. Students must observe instructions from driver when leaving the bus.
10. Any damage to a bus by a student must be paid for by the student responsible for the damage.
11. The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent/legal guardian, the principal, or the superintendent of the school.
12. Transportation disciplinary referrals may result in suspension.

**Note:** Failure to follow these regulations may result in suspension from the school bus and additional school discipline as determined by the principal. Continued misconduct may result in permanent loss of transportation privileges.

#### ***Bus Notes***

Bus students may ride only the bus to which they are assigned. If a bus student must ride a different bus (established route) or get off at a different location along the route, **a note from the parent or legal guardian must be sent to the teacher, and shown to the bus driver.** This note must include the address for the different location.

**A STUDENT WITHOUT WRITTEN OR VERBAL PERMISSION FOR CHANGES TO HIS/HER NORMAL SCHEDULE WILL BE SENT HOME AS USUAL.**

### ***SCHOOL CLOSING INFORMATION***

Do not call the school about school closings because of inclement weather. Listen to the your local radio stations (Butler, Clinton, El Dorado Springs) for these announcements or tune in to Kansas City television channels 4 and 9 and/or Springfield 3, 10 and 33. If the Appleton City School District is not mentioned, then there will be school.

## ***SCHOOL REACH/SCHOOL MESSENGER***

School Reach/School Messenger will be utilized as our district-wide mass-communication system. Vital information such as school closings and special announcements will be sent via voice message and/or text message to the primary phone number in our SISK12 Student Information System. When you fill out the yearly Student Information Form, please indicate the primary number where these messages should be sent. It is vital that our phone records be kept current. If your number changes, please notify the office as soon as possible.

***\*Please be sure to keep all contact information current as school might dismiss early due to inclement weather.***

## ***SCHOOL PROPERTY***

Students at Appleton City R-II Elementary are responsible for the textbooks issued to them and for that matter **all** books, materials and equipment that is owned by the school. Should a student destroy or damage any school property, they will be responsible for paying for repairs or cost of replacement as determined by the school.

### ***Book Replacement***

One set of textbooks and workbooks is furnished free to all elementary students grades K-6. If the original books are lost, damaged, soiled, or for some other reason, cannot be used appropriately, the student shall pay for the cost of replacing the damaged or lost book as determined by the school. Books lost in a fire destroying a student's home are replaced free. Since lost books vary widely in value and condition, a price is charged in proportion to what was lost, replacement cost and age of the book.

## ***SEARCHES OF PERSONAL BELONGINGS***

Searches of personal belongings, such as backpacks, book bags, coats, jackets, etc. of students may be performed by school personnel with reasonable cause. No firearm, knife, explosive or firework of any kind or anything that is categorized as a "weapon" is to be brought onto school property at any time or in any vehicle. School buses are considered school property.

## ***SECONDARY ACTIVITIES***

School rules are applicable at all secondary activities.

## ***TELEPHONE USAGE BY STUDENTS***

Students will be allowed to use the telephone in the **elementary office** only for emergencies. Please help by making sure that your child comes to school with all needed supplies, materials and information.

Necessary telephone messages for students will be delivered to their classroom in a timely manner. Students (and teachers) will not be summoned to the phone during class time unless it is an emergency. The **nurse** will place calls for medications. If a message needs to be left for a child, please call the **elementary office** before 3:00 PM.

## ***TREATS AND SNACKS***

For safety and health reasons, edible treats and snacks that are brought to school to distribute to other students for birthdays and other parties **must be factory sealed, pre-packaged and purchased from a store/bakery.** No homemade edible treats and/or snacks will be distributed to other students. If homemade edible treats and snacks come to school, they will not be distributed and will be returned home with the student.

## ***UNAUTHORIZED ITEMS BROUGHT TO SCHOOL***

Students are not to bring any items to school that could cause a disturbance or other problems. Items such as radios, recording devices of any kind, cell phones, pagers, trading cards, toys, skateboards, etc. are not to be brought to school (or on a school bus) and are not to be used in halls or in classes unless prior arrangements have been made with the applicable teacher and permission has been given to the student for educational purposes to do so. The item will be taken from the student and held until a parent/legal guardian comes to pick it up.

Students are responsible for the items they bring to school. It is very difficult to hold other students financially responsible for damaged or destroyed items. All items that are brought to school are done so at the owner's liability.

Students are not to bring items to school for the purpose of selling, trading, or giving them away (example: toys, trading cards, candy, gum, etc.). Students are not to purchase, trade, or take home items from other students even "on loan." These types of transactions usually result in one party or the other becoming unhappy with the trade or sale and therefore it turns into a dispute. In the event an item goes home, it must be returned to its original owner. Birthday treats (**food items MUST be pre-packaged**) are the exception with teacher permission – they may be brought to school.

### ***VISITORS***

**All elementary school visitors** are to report to the **elementary building** office to sign in and get a visitor's pass. A visitor is considered any person who is not employed by the Appleton City R-II School District. The office must approve all visitors. Students **are not** to bring relatives or friends with them into school.

***\*For safety reasons, all elementary students are to be dropped off at the school doors. Any visitor entering the school must report to the office. Visitors are not allowed to attend breakfast or lunch unless there is a specific event that visitors are formally invited by the school.***

Should a parent/legal guardian wish to visit with a teacher, a parent/legal guardian/teacher conference must be arranged in advance.

### ***YEARBOOK***

Appleton City R-II Elementary School offers our students a very nice yearbook. This book includes pictures of each class, faculty, staff, extra-curricular activities, and candid pictures. Payment for the yearbook is made at the time it is ordered. Cost varies from year to year due to printing fees and size of publication.

### ***YEAR END CHECK OUT***

All debts to the school must be paid before report cards and paperwork are sent home at the end of the school year. These bills could include: cafeteria charges, book fees, lost or damaged library books, fundraiser items, etc.

## **-SUPPORT SERVICES-**

### ***LIBRARY***

The library program is an extension of the classroom. There is a wide range of resources, technologies, and services to meet the needs of the students. The librarian will be glad to assist students who need help locating resources or using computers.

Information and research skills are taught and books are checked out during regularly scheduled library classes with the aid of the librarian. Students are also encouraged to visit the library during open library hours to use technology resources, read for pleasure, and to meet and work with other students or visit the MakerSpace area. Classroom behavior is expected and library rules must be observed.

Students are allowed to check out two (2) books at a time for a period of ten (10) days. The books may be renewed for ten (10) more days at the student's request. Overdue fines are \$0.05 per day and will need to be paid quarterly. In the event that a book is lost or damaged, the library is to be reimbursed the cost of the book in order for the student to continue to check out books.

The Appleton City R-II School Library is open Monday through Friday from 7:30 AM - 8:00 AM and then from 12:00 - 4:00 PM daily. Because of new technology added to our MakerSpace, the library will be closed during the morning hours unless a teacher brings his/her classroom to the library together. This time can be scheduled with the librarian on a first come, first serve basis.

## ***PARENTS AS FIRST TEACHERS (P.A.F.T.)***

This volunteer program is available free of charge to all families in the district. A parent educator is on staff to share information. Two programs are offered: **Birth to 3 years** - early childhood development information and developmental screening and **3 years to 5 years** - school readiness.

### ***PHYSICAL EDUCATION***

The general objective of the elementary school physical education (PE) program is to provide a comprehensive program of physical activities that will consist of a series of physical fitness tests supported by vigorous activities, such as calisthenics, relays, sports skills, and games.

Each child is required to participate in this program unless excused for health reasons by the child's physician. Exception to this rule would be temporary illness of short duration. Under these circumstances, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents/legal guardians will be honored **up to three days**. Parents/Legal guardians should secure a note from the child's doctor when they request additional time, or on the fourth day the student will resume unrestricted PE. If the parent/legal guardian provides the school with a physician's note restricting PE activity, it must include an ending date, or a new note releasing the student from medical care must be provided to the school.

All children should wear **tennis shoes** and dress accordingly on their day for physical education. Activities that require students to be in the gym will require tennis shoes.

### ***SCHOOL COUNSELING PROGRAM***

Professional school counseling services are available to **ALL** students.

The Appleton City R-II School Board of Education has approved the use of the Missouri Comprehensive School Counseling Program for our district. This program has four areas of focus:

1. Instruction of a School Counseling Curriculum, where students are taught lessons in the areas of knowledge of self and others, career planning and exploration, and educational and vocational development.
2. Individual Planning, where students are assisted in planning and monitoring their personal and career development.
3. Responsive Services, where students' immediate concerns are addressed with appropriate interventions and preventions.
4. System Support, where activities are done to implement the school counseling program; help staff, and administration by doing support activities and services.

Some of the counselor's specific responsibilities are:

1. Counseling students individually, in small groups, or in large groups (classrooms)
2. Consulting with parents/legal guardians, teachers and administrators.
3. Coordinating school-wide testing and special programs.

### ***SPECIAL EDUCATION – INDIVIDUALS WITH DISABILITIES EDUCATION NOTICE***

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Appleton City R-II 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, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Appleton City R-II 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 Appleton City R-II 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/legal guardians. Parents/legal guardians may request amendment to the educational record if the parent/legal guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/Legal guardians 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 Appleton City R-II School District 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 at Appleton City R-II Districts.

This notice will be provided in native languages as appropriate.

### ***Parent/Legal Guardian Notification to Access Public Insurance***

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/legal 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/legal 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.

***TITLE I READING/MATH***

Remedial math and reading teachers are provided through federal school-wide Title I monies at Appleton City R-II Elementary School. These teachers help support the regular classroom teacher's program by helping children who are having difficulty in reading and math. Emphasis of programs and funds are placed on educational needs of the students as identified by parents/legal guardians and teachers. Appleton City R-II Elementary School is following a tiered model of instruction for grades K-5 in both reading and math in order to offer core instruction time with skill specific remediation as needed. All students in these grades will be eligible for supplemental services as needed.

Appleton City R-II Elementary School uses the Pathways to Reading K-2 program along with a Basal Reading Series, leveled books and supplemental reading books to teach reading. Students are taught phonics, vocabulary, and comprehension skills while developing fluency. Phonics teaches children letters and their sounds, and how to put the sounds together to make words of increasing difficulty. During vocabulary instruction children learn new words, what those words mean, and know to use those new words correctly. Comprehension skills include identifying the main idea and details in stories, predicting what will happen next, classifying and grouping things, putting events in sequence from beginning to end, drawing conclusions, identifying facts, opinions, causes, and effects, comparing and contrasting how things are alike and different, and summarizing in a few sentences what has been read. Students learn to read with fluency and expression when they read words smoothly and use their voice to show emotions. Title I support is made available for students who have been identified by the school district as a student who is in need of extra help with reading and/or math. This school is in full compliance with the Reading Law (Senate Bill 319) to insure that all students learn to read.

The elementary school has also chosen other means to stress the importance of reading. Some of these include Sustained Silent Reading, a well-organized library to use, participating in the Children's Book Week and Dr. Seuss activities.

Appleton City Elementary uses Scott Foresman - Envision Math series to teach Mathematics.

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

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

1. 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.
2. Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
4. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

***EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES***

<https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf>

## ***TESTS***

Appleton City R-II Elementary School gives a variety of tests to students at different grades for various reasons. The MAP achievement test will be given in grades 3-5. Parent/Legal guardian reports are sent home when the achievement test results are received.

All students in grades K-3 will be screened in accordance with the DESE Dyslexia mandate, while students in grades 4-5 will be screened as identified.

The Gates-MacGinitie Reading Test is administered to all third graders and to fourth and fifth graders that scored in the basic or below basic level in reading or communication arts on the previous year's achievement test. The Gates will be administered again in January and May if the student continues to score below grade level.

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) and Pathways to Reading Assessments will be administered to students as is grade appropriate throughout the year in order to monitor progress in specific reading skills.

The Dial 4 is given to three and four year old students in the district in the spring as part of the Parents as First Teachers (P.A.F.T.) preschool program. It is also administered to all of the incoming kindergarten students who are tested in the spring.

## **-DISCIPLINE POLICY-**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of 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, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. 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.

### ***ARSON***

Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

### ***ASSAULT***

a. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

First Offense: 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

b. Attempting to kill or cause serious physical injury to another.

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.



## ***BUS MISCONDUCT***

Any offense committed by a student on a district-owned vehicle or contracted bus shall be disciplined in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

### ***CELL PHONES & ELECTRONIC DEVICES***

Cell phones, handheld game systems, and any other electronic devices are not allowed during the school day.

First offense: Principal/Student conference and possible documentation in student's discipline record. The device will be returned at the end of the day.

Subsequent Offense: 1-10 days out-of-school suspension and possible documentation in student's discipline record. The device must be picked up by a parent/legal guardian.

### ***DISPARAGING OR DEMEANING LANGUAGE***

Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

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

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

### ***DISRESPECTFUL CONDUCT OR SPEECH***

Disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings directed at a staff member.

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

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

### ***DISRUPTIVE SPEECH OR CONDUCT***

Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

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

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record

### ***DRUGS/ALCOHOL (REFER TO BOARD POLICIES JFCH AND JHCD)***

a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs 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 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/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 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

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

### ***EXTORTION***

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

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

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

### ***FALSE ALARMS***

Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: Principal/Student conference, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

### ***FIGHTING***

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

### ***PUBLIC DISPLAY OF AFFECTION***

Physical contact that is inappropriate for the school setting.

First Offense: Principal/Student conference, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

### ***SEXUAL HARASSMENT (REFER TO BOARD POLICIES AC AND AC-R)***

a. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/Student conference, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

b. Physical contact that is sexually harassing.

First Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

### ***THEFT***

Theft, attempted theft or willful possession of stolen property.

First Offense: Return of or restitution for property, principal/student conference, 1-180 day's out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: Return of or restitution for property, 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

### ***THREATS OF TERRORISM***

Recklessly engaging in conduct that creates a grave risk of death or serious physical injury to another person. This conduct includes, but is not limited to, bomb threats and threats of widespread violence.

### ***TOBACCO***

a. Possession of any tobacco products on school grounds, bus or at any school activity.

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

b. Use of any tobacco products on school grounds, bus or at any school activity.

First Offense: Confiscation of tobacco product. 1-3 days out-of-school suspension.  
Subsequent Offense: Confiscation of tobacco product. 1-10 days out-of-school suspension.

### ***TRUANCY***

Absence from school without the knowledge and consent of parents/legal guardian and/or the school administration.

First Offense: Principal/Student conference and possible documentation in student's discipline record.  
Subsequent Offense: Possible juvenile referral.

### ***VANDALISM (REFER TO BOARD POLICY ECAB)***

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: Restitution. 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

## ***WEAPONS***

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

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

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

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

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE of the school board policy.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

## ***DISCIPLINE - SPECIAL EDUCATION***

In the case of children identified as handicapped under Public Law 94-142, the child's Individual Education Program will take precedence over the district's discipline policy and all state and federal laws will be followed.

## ***LOITERING AND GENERAL MISBEHAVIOR***

Students may not be in the buildings before or after school unless they are under the direct supervision of a faculty member. Violations of general misbehavior rules which have been set for safety or health reasons, or for disturbing the educational process of students, may result in the following consequences: Principal/student conference, detention, in-school suspension, out-of-school suspension.

## **-HEALTH POLICIES-**

### ***Communicable Diseases***

The Appleton City R-II School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Students or employees with infectious diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza, head lice and conjunctivitis) will be managed as specified in the most current edition of the Missouri Department of Health document. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

For information regarding policies of specific communicable diseases, please reference *Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, Day Care Providers, and Parents or Legal Guardians* ([www.health.mo.gov/living](http://www.health.mo.gov/living)).

### ***Immunization requirements for school children***

**Purpose:** This rule establishes minimum immunization requirements for all school children according to current recommendations and helps assure that appropriate actions are taken by schools to enforce section 167.181, RSMo.

1. Students are not permitted to attend school without proper immunization or exemption. Transfer students cannot attend without proper immunization records.
2. The school administration should exercise its power of pupil suspension or expulsion under section 167.161, RSMo and possible summary suspension under section 167.171, RSMo until the violation is removed.
3. **Medical exemptions:** Upon certification by a licensed doctor of medicine, a child shall be exempted from the immunization requirements of this rule.
4. **Religious exemption:** A child shall be exempted from the immunization requirements of this rule as provided in section 167.181 RSMo if one parent or legal guardian objects, in writing, to the school administrator that immunization of that child violates the tenets of commonly-held beliefs of an organized religion of which the parent or legal guardian is a member.

### ***Illness/Injury***

If a student becomes ill at school and has diarrhea, vomiting or a fever of 100 degrees F, school policy requires that they must go home. The student must be free of symptoms for 24 hours before returning to school.

If a child requires immediate medical attention, the parent/legal guardian will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health and welfare and/or if a parent or legal guardian cannot be reached, emergency services will be called to render treatment. The school does not honor "Do not resuscitate" (DNR) orders.

If, in the judgment of the nurse and/or administration, an injury or illness is serious enough to require hospitalization, the child will be transported by ambulance.

Parents/legal guardians are notified when their child has been injured and, in the judgment of school personnel, may require further medical attention. It is essential for parents/legal guardians to have at least **TWO CURRENT** phone numbers for contacts in the event an emergency arises. If the parent/legal guardian takes the child from school for an injury, they must provide the school with documentation of treatment upon returning to school.

Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or legal guardian. No ill or injured child will be sent home alone or with another student. If parents/legal guardians are available, they must secure transportation and supervision by a responsible adult. The principal, school nurse, or other school employee, may not provide this service.

### ***Medication Policy***

**All medications must be delivered to the school nurse or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.** All medications must be accompanied by a written administration request from the parent/guardian.

All medication for students must be brought to school in the **original container**. The district requests that only sufficient medication for administration during school hours be brought to school. Medication should be scheduled so as many doses as possible are given at home (i.e. 3 x daily = before school, after school, and at bedtime).

All prescription and over-the-counter medications that are approved for administration are to be kept in the nurse's office or in the building office. Medication will be administered with adult supervision only.

**Students' medication should be given during home hours if at all possible.** During the year it may be necessary for some students to take prescribed medication during school hours. While such a practice is not encouraged, under certain circumstances taking medication at school is necessary. **WHENEVER POSSIBLE, HAVE YOUR PHYSICIAN ADJUST THE PRESCRIPTION SO THAT IT DOES NOT HAVE TO BE ADMINISTERED DURING SCHOOL HOURS.** A parent/legal guardian must notify the school nurse of any prescription changes in dosages, administration times, or discontinuation of any medications.

Physician/Nurse Practitioner orders are required for all prescription drugs. These orders may be documented, by fax from the physician/nurse practitioner's office to the school nurse, or by note from the physician/nurse practitioner.

With parent/legal guardian permission, over-the-counter medication may only be administered by the school nurse or designated school personnel. A complete Student Health Inventory **MUST** be on file before any over-the-counter medications may be administered. Consecutive daily use of over-the-counter medications (i.e. Tylenol, nasal decongestants,

etc.) will be monitored by the school nurse and referred as needed, unless the child's physician/nurse practitioner otherwise orders medication.

### ***DISTRICT DIRECTORY INFORMATION***

"Directory Information" is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Appleton City R-II School District designates the following items as Directory Information: student's name, parent's/legal guardian's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents/Legal guardians or eligible students will have ten (10) school days after this public notice to view the student's directory information and to provide in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school days period, the school district may disclose any of these items designated as directory information without prior consent.

### ***STUDENT'S RIGHTS AND RESPONSIBILITIES***

Each student has the right to:

- have the opportunity for a free education in the most appropriate learning environment.
- have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive).
- be secure in his/her persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
- expect that the school will be a safe place with no fear of bodily harm.
- expect an appropriate environment conducive to learning.
- not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- expect to be fully informed of school rules and regulations.

Each student has the responsibility to:

- know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- study diligently and maintain the best possible level of academic achievement.
- be punctual and present in the regular school program.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, safety and appropriateness.
- help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- refrain from gross disobedience, misconduct, or other behavior that would lead to any physical harm or to the disruption of the educational process.
- respect the reasonable exercise of authority by school administrators, teachers and staff in maintaining discipline in the school-sponsored activities.
- obey the law and rules so as not to be subject to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.

### ***TO THE STUDENTS***

Your safety at school is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff or your parent/legal guardian. If you are uncomfortable bringing this situation to the attention of an adult you know, call the Missouri School Violence Hotline at (866) 748-7047. Your call may be anonymous.

## ***APPLETON CITY R-II SCHOOL DISTRICT ACCEPTABLE USE POLICY (AUP)***

The Appleton City R-II School District is offering access to the district networked computers and the Internet. To gain access to the Internet, all students must obtain parental/legal guardian permission, and must sign and return the attached student authorization form to the school office. While our Internet is used to further educational goals and objectives, students and employees may find ways to access other materials as well. We believe that the benefits from accessing the Internet, in the form of information resources and opportunities for collaboration, exceed any possible disadvantages.

Ultimately, parents and legal guardians are responsible for setting and conveying the standards that their children should follow while on the Internet just as they do with all other media information sources such as television, telephones, movies, and radio.

This educational opportunity also entails a certain amount of responsibility. It is important that employees, students, and parents/legal guardians read and understand the following guidelines from the Appleton City 8.2 Schools.

When access to the Internet is granted, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet. Violations may result in disciplinary action up to and including suspension/expulsion for students and termination of employment for employees. When applicable, law enforcement agencies may be involved.

### ***STUDENT RESPONSIBILITIES***

Students are responsible for good behavior on school-networked computers just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. Student signature and parent/legal guardian permission are required.

**Access is a privilege, not a right, and entails responsibility.**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will **honor** the agreement they and their parents/legal guardians have signed.

Network storage areas will be treated like school lockers. Appleton City R-II reserves the right to review, monitor, and restrict information stored on or transmitted via Appleton City R-II owned or leased equipment, and to investigate suspected inappropriate use of resources.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for guidance on the Internet just as they do with information sources such as television, telephones, movies, radio, and other potentially offensive media.

### **INTERNET TERMS & CONDITIONS**

- Private, commercial, or illegal use is prohibited.
- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients must not be transmitted.
- Programs that infiltrate computing systems and/or damage software components are prohibited.

- Transfer files or any software to or from a school computer without prior approval from an authorized staff member is prohibited.
- Files, data, or information of others must not be improperly accessed or misused.
- User accounts must not be shared or left open and unattended.
- User passwords must be changed regularly using combinations of letters and numbers, avoiding Standard English words and names.
- Backup copies of documents are the responsibility of the user
- Anonymous communications are not allowed.
- Security violations must be reported to the principal/appropriate executive staff member immediately.
- Personal information must be given out only in an instructional context or in the performance of Appleton City R-II Schools business.
- The illegal installation or transmission of copyrighted materials is prohibited.
- All ties and messages are subject to Appleton City R-II district review.
- Messages must be deleted regularly to conserve space.
- Use of Internet games, MUDS (Multi User Domains), IRCs (Internet Relay Chats) and Commercial email (e.g. hotmail, yahoo, etc.) is prohibited.
- Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.
- Changing the computer configurations on any school computer (this includes desktop appearance, screensavers, printer setup, hiding the task bar, etc. is prohibited.
- Taking or consuming food in any Computer Lab is prohibited.
- I will inform a teacher immediately if I:
  1. Accidentally enter an Internet site that is inappropriate, as defined by this Policy
  2. Accidentally change the configurations on any computer
  3. Receive message, which make me uncomfortable or are offensive (I will not delete the message until a teacher has seen it so it can be used to trace the sender).
- Any action, which violates existing Board policy or public law, is prohibited.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.