

Cole County R-1 ELEMENTARY



Parent / Student Handbook 2022-2023

**Elementary Office 782-4814
13111 Park Street
Russellville, MO 65074
<https://coler1indians.socs.net/>**

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August 2022

Dear Families,

On behalf of the staff, I am happy to welcome you to the 2022-2023 school year at Cole Co. R-1 Elementary School. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order for this to be successful, our children need support from both home and school. A strong partnership will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we are committed to fulfilling our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

1. Attends school daily and arrives on time, ready for the day's learning activities
2. Completes all homework assignments given by teachers
3. Reads daily to develop a love for reading and to improve literacy skills
4. Shares school experiences with you so that you are aware of his/her school life
5. Knows that you value their education

In the handbook you will find a copy of the school rules so that you and your child can review them together. If at any point throughout the school year, you have any questions or concerns, please feel welcome to contact us via email, phone call or visit. Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school's program and its operations.

The wonderful school staff here feels privileged to be a part of your school family. Thank you for your support and we look forward to seeing you soon!

Tina Kauffman, Principal
573.782.4814
tkauffman@coler1indians.org

Cole Co. R-1 Schools Yearly Calendar 2022– 2023

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						6

- 16-17 New Teacher Work Days
- 18-22 Teacher Work Days
- 22 Open House
- 24 First Day of School
- 2 Christmas Break
- 3 Teacher Work Day-No School
- 16 MLK Day-No School

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						19

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21

- 5 Labor Day-NO SCHOOL
- 16 Mid Quarter
- 30 Homecoming-Release at 12:20
- 3 Mid Quarter Ends
- 9 P/T Conference—1/2 Day
- 10 NO SCHOOL
- 20 NO SCHOOL

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
						18

October 2022						
Su	M	Tu	W	Th	F	Sa
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						19

- 10 Teacher Work Day-NO SCHOOL
- 20 End of 1st Quarter
- 27 Early out @ 12:20-P/T Conf
- 28 NO SCHOOL
- 3 End of 3rd Quarter
- 3 Carnival—Early Release 12:20
- 6 Teacher Work Day-No School
- 16-20 Spring Break

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						19

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						18

- 18 Mid Quarter
- 23 Thanksgiving Break
- 24 Thanksgiving Break
- 25 Thanksgiving Break
- 28 Teacher Work Day-No School
- 7-10 Easter Break
- 11 PD Work Day-NO SCHOOL
- 14 Mid Quarter

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						17

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						14

- 20 Early Dismissal—12:20
- 21-30 Christmas Vacation-
No School
- 12 Tentative Graduation
- 17 Last day of School
- 18 Teacher Work Day

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						13

Mission Statement

Our mission is to educate all students and develop the foundation of tomorrow's community by expecting excellence today.

Vision Statement

Cole R-I is a partnership of administrators, staff, students, parents, and community with a vision of a student-centered educational community where...

- All students are encouraged, supported, and challenged to achieve at high level.
- Students are encouraged to build healthy, empathetic relationships with others in order to become successful members of society.
- Growth, problem-solving, and collaboration extends to the community and its vision for the future.
- All stakeholders have high expectations and held accountable.
- All stakeholders communicate effectively.
- A community exists among staff members based on respect, trust, and mutual support.
- Everyone is safe, welcomed, and cared for every day.

Motto

"Expecting Excellence"

Professional Learning Communities (PLC) Commitment

Cole R-I is continuing our commitment to the state PLC school-improvement model. This model focuses on increasing student achievement by building the capacity of school personnel to create and sustain the conditions that promote high levels of student and adult learning. Commitment to and participation in training by school leaders is a vital component of becoming an effective professional learning community.

Professional learning communities see student learning, not teaching, as their mission. The policies, instruction, curriculum, programs, professional development, and other functions of the school all support student learning. In maintaining this constant focus on learning, four questions become paramount:

1. What should students know and be able to do?
2. How will the school determine that students have learned the essential knowledge and skills?
3. How will the school respond when students do not learn?
4. How will the school respond when they already know it?

School Hours

The school building will open at 7:30 a.m. Students may not arrive prior to 7:30 a.m. The school day begins in the elementary school building at 8:00 a.m. and ends at 3:20 p.m. After school care is available at a cost.

After-School Hours and/or Off School Premises Activities

Students attending Cole R-I Elementary School activities either after school hours or off school premises, are subject to the same rules and regulations of proper conduct that govern their behavior during the regularly scheduled school day. The following procedures will be enforced concerning after-school rules and regulations:

1. Ten minutes after dismissal each day, students must:
 - Be on the regular school bus returning home;
 - Be in after-school detention or tutoring; or
 - Be in extracurricular or athletic meetings/practices.
2. Students who are not involved in supervised after-school activities must leave the school premises. Students, of course, will be permitted and are urged to attend athletic contests, etc., which occur after school but will not be allowed to remain in the building unsupervised.
3. Students will not be permitted to go to their lockers or be in the school building after the departure of the regular buses with the exception of the students who are participating in after-school activities.
4. Student spectators are expected to sit during activities. Attendance privileges will be suspended if this rule is not followed.
5. Students will be admitted only once per activity. The school's policy is once you leave and re-enter you will be charged again.

Dropping Off and Picking Up Students

Park Street in front of the Elementary School is a one way street 7:30 a.m. through 8:30 a.m. and 2:40 p.m. through 3:40 p.m.

Pull your car as far forward as possible in the pickup lane, and have your child quickly exit from the right side of the vehicle. Please do not park your car in the drop-off lane. Someone will be available to assist your child from the car. You may park in the designated spaces if you need to enter the building.

Please notify the office as soon as possible if there are any changes in your child's pickup routine.

Students picked up after school may be picked up at the flag pole after the buses have been released.

Bike Riding

Bicycles should be parked in the bicycle rack located east of the school, and locked, if possible. Please do not ride bicycles on the track, baseball field, or on sidewalks. Students who ride bikes will not be dismissed until all buses have left.

Attendance Policy

The Cole R-I School recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. It is expected that students will attend school regularly and to be on time for classes. This is important in order for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Please notify the office of any absence.

Students are allowed twelve (12) days of unverified absences per school year. Examples of unverified absences that will count against the twelve (12) days include illness not confirmed by a physician, family business, family vacation, etc. Examples of verified absences that will not count against the twelve (12) days include school days excused by a physician, being involved in authorized school business, or attending a funeral of a family member.

Any student with more than twelve (12) days of unverified absences in one year will be encouraged to attend summer school. A referral may be made at any time after five (5) or more unverified absences. If a student has twenty-four (24) days or more of unverified absences in one school year that student will be retained in their current grade level for the next school year.

Attendance Policy Appeal Procedures

If credit is denied due to excessive absences, the student may appeal to the superintendent. If this appeal is unsuccessful, the student may make a final appeal to the Board of Education. The decision of the Board of Education is final.

Make-up Work

Upon a student's return to school, all work is to be made-up. Students will have one (1) day to make-up missed assignments for each day absent plus one additional day. Assignment designated as "long-range" prior to the student's absence will be due on the assigned due date or the first day the student returns to school. Tests announced before the student's absence should be taken the day the student returns to school. Extenuating circumstances may allow the teacher to change the requirements. Waivers of this policy should be prearranged with the teacher.

Elementary Outstanding Attendance

Outstanding attendance is when a child misses no more than two days per school year.

Elementary Perfect Attendance

Perfect Attendance is when a child attends every day of school, never being late or never leaving early.

Extra-Curricular Activities

Extra-curricular activities are offered throughout the year for elementary students. Practices, rehearsals, meetings, and tutoring sessions are held after the instructional day has ended.

Keeping Children in from Recess or Special Classes

Parents' requests to keep students indoors and/or excused from physical education classes due to a recent illness or injury will be accepted up to a two-day period. Beyond that period of time a physician's excuse is necessary.

Library

The purpose of the library is to serve the students and faculty by providing selected materials of educational and recreational value. Students and faculty members have the privilege to check-out books during the school year and are responsible for the care of books checked-out to them. At the end of the school year, all books not returned to the library must be paid for by the student. Grade cards may be held if the student fails to pay the fine.

Lost and Found

The lost and found is located in the cafeteria. Unclaimed items will be given to a charitable organization at the end of each semester.

Lockers – 5/6 Students

Locks are not required but encouraged. The school is not responsible for any missing items. Students in grades 5 & 6 will have locks available to rent for \$2.00 per school year. The student will pay for lost or damaged locks (\$5.00 fee). Only school locks may be used on lockers. Students are strongly advised not to share their combinations with others. All school lockers can be searched at the discretion of the administration. There should be no assumption of privacy concerning school lockers. The administration must have the ability to search lockers to ensure tidiness, to look for inappropriate items being stored in lockers, and to help fight theft at the school. All belongings should be stored in locker.

Care of School Property

We encourage all students to be proud of our school and feel it is the duty of each student to respect the school's property. Students who deface or lose school property shall be required to pay for the damage or loss.

Change of Address/Telephone Number/E-mail Address

Notify the offices promptly of any address, phone or email changes.

School Closings-Early Dismissal

There are times when school must be dismissed on very short notice due to emergencies such as ice or snow, etc. In case of a school closing, we will send a text-alert on the Indian alert message system and make an announcement on the following radio and T.V. stations:

KLIK - Radio	KCLR – Radio	KREL – Radio
KWOS – Radio	KBMX – Radio	KTXY – Radio
KRCG – 13 T.V.	KJMO – Radio	KATI – Radio
KOMU – 8 T.V.		

Instruct your child to know what to do if school is closed early – such as staying with a neighbor, going to a relative's home, etc.

School Closings- Late Starts

Late starts will only be called the night before and before 9:00 p.m. Buses will run exactly two hours later than their normal times. Buildings will open and classes will begin exactly two hours later than their normal times. Breakfast will not be served.

School Closings-No School Days

When it is necessary to cancel school due to inclement weather, etc., a text alert will be sent on the Indian alert message system and the T.V. stations listed above will be notified by 6:30 a.m.

Fire, Tornado and Earthquake Drill

Each teacher is trained in the proper procedure for emergencies. Each classroom has a posted emergency plan. We have regularly scheduled drills throughout the year to familiarize students and staff with these procedures.

1. The **fire alarm** is a continuous siren.
2. The **tornado alarm** is an intermittent ringing of the bell
3. The **earthquake alarm** is a verbal command DROP AND HOLD.

Telephone Usage

All emergency telephone calls can be made from the office telephones. Students must have a teacher's permission to come to the office to make a call. Students will not be dismissed from class to receive a telephone call unless it is determined to be an emergency. Students are not to use personal cell phones during the day to make phone calls, texts, etc. without permission from or teacher or school administrator.

Visitors & Volunteers

We strive to create a safe and orderly atmosphere in which our students may best learn. Parents or visitors are required to enter the building through the front doors by the office, sign in, and wear a visitor badge so that they can be readily identifiable by teachers and staff. When leaving, sign out and leave the badge.

Volunteers are an important part of the education team. Your involvement is encouraged and valued. Volunteers in Cole R-I Elementary School contribute to the education of our students every day, helping school staff enrich children's learning experiences. By sharing their time, volunteers allow our schools to offer more services to children and families, better meeting the individual needs of each child. Because the safety of our students is a priority, volunteers are required to complete a pre-screening process each year prior to working in our schools. If you are interested in volunteering in the school, the necessary forms will be sent home the first week of school to be completed and returned to the counselor as soon as possible.

Health Services

Communicable Diseases

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 the student is no longer infected or liable to transmit the disease, or the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions. Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative educational setting in accordance with district policy. Students with a contagious infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action. For more information concerning the district's policy on communicable diseases contact the school nurse at 782-4814.

Elementary School Health Award

At the end of each school year, each elementary student who has met the following requirements will be given a Health Award.

- A new student health history form must be completed and signed by the parent. This is sent home at the beginning of the school year.
- Second, evidence of a physical exam containing the signature of the physician must be on file at the school. This exam must have been done immediately prior to entering kindergarten or at some time after entering school. Only one physical exam is required during elementary school to qualify for this award.
- Third, evidence of an annual dental check-up must be on file in the nurse's office by May 1, of each school year. Summer appointments are very acceptable and future ones can be verified by an appointment card. These appointments may count for the previous school year or the following year, however, it cannot count for both.

Please note: There are funds available for families who cannot afford needed dental care. Contact the school nurse for additional information and forms at 782-4814.

Immunization Requirements

For children beginning kindergarten during or after the 2022-2023 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>). All immunization requirements must have been accomplished and records of verification must be in the school files or the student will not be allowed to attend class on the first day of school or until these requirements are met.

Upon the registration and entrance of your child into our school, our school nurse will initiate his/her health record, which includes a record of the child's immunizations. Immunizations are governed by Missouri State Law under section 167.181 which states, "It is unlawful for any student to attend school unless the student has been immunized according to this rule or unless a signed statement of medical or religious exemption is on file with the school administrator."

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

We have a full-time school nurse whose duties include daily routine of administering first aid, and counseling with parents regarding health records, etc. We ask your fullest cooperation in providing us with your child's health and immunization record.

School Nurse

Nursing services will be available during the school year during regular school hours by a trained full –time nurse. The nurse is responsible for routine first aid and medications administration. Before administering any medication, please be familiar with the following Medication Policy:

Policy for Administering Non-Injectable Medication at School

The following policy has been established regarding the administration of medication during school hours:

1. School personnel will **accept and give medication prescribed by a physician or other health professional licensed to prescribe by a state regulatory body ONLY if it has a pharmaceutical label.** Your pharmacist can give you an extra-labeled bottle to use for medicine at school. The bottle should include the following information:
 - a) Student’s name
 - b) Current date
 - c) Name of medication
 - d) The dosage and frequency of administration
 - e) Name of prescribing physician or other licensed health professional.
2. Medication **MUST be delivered to school by a parent/guardian or designated adult.** A one-month supply of a student’s medication may be stored at school.
3. Over –the –counter medications (Tylenol, Ibuprofen, and cough drops) will only be given if a signed permission form is on file in the Nurse’s office.
4. In most cases, it should not be necessary to administer more than one dose of medication during a seven-hour school day. Your physician may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with the school nurse.
5. A parent/guardian should pick up medication. **It will not be sent home with the child.** Discontinued medications will be disposed of if left at school for more than one week.
6. If a student has a health concern that requires medication on an as needed basis for emergency situations, then specific written instructions must be provided as to when and under what circumstances the medication is to be administered. This information should be provided and signed annually by the student’s physician.

Additionally, for low-grade fevers (100 or less) students will be offered a non-aspirin pain reliever.

The student will be examined again in one hour. If the fever persists, then the parents will be called. Non aspirin pain reliever will be available for headaches and minor pains as well. With no other visible signs of injury or illness, your child will be sent back to class. If you have any questions concerning the district’s policy on medications, please feel free to call the school nurse or your child’s principal.

A log will be kept of any medical treatments and trips to the nurse’s office. Medical information provided to the teacher by the parents will be reported to the office and other teachers who work with the child during the day. Likewise, the office and nurse will forward medical information to the appropriate staff.

Regarding meal substitutions at school for food allergies: A written statement signed by a licensed physician is required before allowing food or drink substitutions at school.

Food Services

School Lunch and Breakfast Program

A lunch number will be issued to each student at the beginning of the school year. The maximum of three days of charges will be allowed per student. The students should bring checks or cash to the classroom teacher/secretary. This money will then be logged to the student’s account to be debited as the student takes a breakfast or lunch. A low balance warning will be sent out every Wednesday and Friday during the school year.

Breakfast prices for the elementary are \$1.35 for regular, \$0.30 for reduced and \$0.00 for free. Lunch prices for elementary are \$2.25 for regular, \$0.40 for reduced and \$0.00 for free. Extra milk is \$0.40.

2022-2023 Lunch Schedule

Regular Day Schedule

HUG	10:50-11:15
Kindergarten	10:55-11:20
1 st Grade	11:00-11:25
2 nd Grade	11:05-11:30
3 rd Grade	11:10-11:35
4 th Grade	11:20-11:45
5 th Grade	11:55 – 12:20
6 th Grade	12:00 – 12:25

Thursday (Early Dismissal) Schedule

Hug	10:47-11:07
Kindergarten	10:52-11:12
1 st Grade	10:57-11:17
2 nd Grade	11:02-11:22
3 rd Grade	11:07-11:27
4 th Grade	11:12-11:32
5 th Grade	11:52-12:18
6 th Grade	11:55-12:23

Parental Concerns Procedure

Step #1

Take your concern to the person closest to the problem.

No matter what the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

It's best if you take time to talk with the school personnel regularly, before problems are encountered. Know who your children's teachers are and how they can be contacted. Tell them when things are going well and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teachers, let them know in advance the general nature of your concern. This gives them the opportunity to ask other staff members for information that might relate to your problem or concern. If a personal visit isn't possible, call to state the problem, and during the conversation, offer to call back at a time you both can discuss the situation more in detail.

The concern you or your child faces may be the result of an oversight or misunderstanding that can easily be corrected once brought to the attention of the staff member most directly involved.

Give them a chance to tackle the problem first.

Step #2

Present your concern to the next level.

The principal at each building is responsible for supervision of staff within that particular building. The director of transportation supervises all school bus drivers and the athletic director supervises all coaches. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.

Their ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem. Take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.

Supervisory personnel will rarely have access to the information they need to be of immediate assistance and working through them will often require additional time.

Step #3

Talk with the Superintendent of Schools.

Sometimes all the best intentions can't solve a problem. When you believe you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go.

Part of the Superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the Superintendent will probably require some advance planning.

Step #4

Contact your school board members after other means have been tried.

School board members are elected to represent the interest of all parents and district residents; therefore, you should always feel free to tell them your point of view.

School board members do not, however, have direct authority in day-to-day operations.

All authority is the result of official actions by a majority of the board at meetings open to the public.

The board's primary responsibility is to make policies that guide the school district. Any change in policy requires two readings at two separate meetings; a procedure that often takes two or more months.

Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the board to make a response. So, when should a board member be contacted and what can they do?

When to contact a board member:

- After other means to solve a problem have been tried.
- When a policy is being enforced but you believe it results in bad consequences.
- When you believe a policy isn't being enforced.
- When policies or procedures are not enforced fairly for all.

A board member may take one or all of the following actions:

- Informally discuss the issue with the superintendent or other administrators to consider whether policies or rules should be changed.
- Request that the board review the specific policies that relate to the situation.
- Propose new policies for the board's consideration.

All contact information can be found on the district website.

Computer Acceptable Use Policy

Acceptable Use and Internet Safety Policy for Students and Staff

The Cole R-I School District has invested significantly in technology that offers vast, diverse, and unique resources to students and staff. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. The District supports access by students and staff to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to and manipulation of information is a critical skill. Students and staff will have available to them appropriate technological tools necessary to explore the world both from inside and outside the classroom walls. Our belief is that information technology is provided to support our school district mission and purpose. All other uses are secondary.

I. Technology Defined

A. School District Technology Devices

The use of technology that is owned by the Cole R-I School District is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to the use of audio, video and computer software, computers, peripherals, network and communications equipment and related hardware and video and audio equipment. District technology is to be used to enhance instruction and support learning.

B. Personal Technology Devices

The conditions set by this policy shall also apply to the use of laptop computers, netbook computers, and other portable computing devices or accessories such as handheld computers, cell phones, smartphones, tablets, PDAs, digital cameras, digital readers, music players, flash drives or other storage devices NOT owned by the Cole R-I School District and brought on the premises by students, parents, visitors, or staff members. See section VII for conditions.

II. Purpose

Despite its significant value, it is possible to encounter materials and interactions on the network that are not consistent with the educational goals of the District. It is the purpose of this policy to serve as a warning, provide guidelines for Internet safety and to identify examples of acceptable and unacceptable use of district technology and the Internet. Before the District provides network or

Internet access, adult users and the parents/guardians of minor users must acknowledge their agreement to abide by this policy by submitting the accompanying signed agreement to the District.

III. Privacy

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

All such information files shall be and remain the property of the Cole R-I School District and no user shall have any expectation of privacy regarding such materials. Use of technology, including the Internet, is a privilege, not a right, which may be revoked at any time for inappropriate conduct. The Cole R-I School District reserves the right to inspect, at any time, any personally owned device while connected to the School District's network whether by hardwire or wireless connection.

IV. Internet Safety

All users are advised that access to the Internet includes the potential for access to materials that are inappropriate or harmful to minors. Every user (pupil and adult) must take responsibility for his or her use of the Internet and avoid sites and activities that are inappropriate or harmful to minors.

Users who find sites that are inappropriate or harmful to minors shall report such sites to a designated school official. Also, users who find other users visiting sites that are inappropriate or harmful to minors shall report such misuse to a designated school official.

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment or cyberbullying. Students' home and personal Internet use can have an impact on the school district and on other students.

If students' personal Internet expression, such as a threatening message to a staff member or another student, or a website advocating violence or defamation of another's character, creates a substantial disruption, offenders will be subject to disciplinary and legal actions.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Any adult staff member is considered a designated school official for student reporting. Any administrator or supervisor is considered a designated school official for adult reporting. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation, or expulsion from school.

The following Internet Safety guidelines along with the Acceptable and Unacceptable Use examples in sections V and VI serve as policy to be enforced by the District.

A. Avoid material that is inappropriate or harmful to minors. By definition this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated or perverted sexual acts;
- And taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

B. Guard your personal safety. Users should not reveal personal information such as home address, telephone number, credit card numbers or Social Security numbers. Minors should not arrange face-to-face meetings with someone they have "met" on the Internet without permission of their parent or guardian.

C. "Hacking" and other illegal activities are prohibited. Using the District's computer network and Internet access to gain or to attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use that violates a municipal ordinance, state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.

D. Maintain the confidentiality of students. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student's parent or guardian.

E. Filtering Restrictions. The District, either by itself, or in combination with the Internet Provider, will utilize filtering software or other technologies to protect users from accessing visual depictions that are 1) obscene, 2) child pornography, or 3) harmful to minors. The district will also filter and/or monitor the network activities of users, through direct observation and/or technological means, to ensure that users are accessing information or material that is appropriate and conducive to the learning environment.

V. Acceptable Use

Examples of acceptable network use include but are not limited to:

- Use consistent with the mission of the Cole R-I School District.
- Use of technology, including the Internet for curriculum activities.
- Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
- Use in support of education, research and professional development.
- Use that provides unique resources and collaborative projects with appropriate educational partners.
- Use for general communication

VI. Unacceptable Use

Examples of unacceptable use include but are not limited to:

- Use for a commercial enterprise or political lobbying unless specifically authorized by the District.
- Accessing or sending inappropriate material, images, and messages such as obscene or abusive language, harassing or threatening messages, visual depictions that are obscene, child pornography or harmful to minors.
- Breaching security by sharing and/or using unauthorized passwords, or working from network accounts that are not assigned to the user.
- Use that causes congestion and disruption of networks and systems such as spreading viruses and attaching excessively large files.
- Deliberate damage to any District technology.
- Unauthorized use of District technology for the production of non-school-related materials.
- Student questions about what constitutes appropriate or inappropriate use of the network should be directed to the teacher, librarian, or principal.
- Staff questions about what constitutes appropriate or inappropriate use of the network should be directed to the building principal or the District Technology Coordinator.

VII. Personal Technology Devices

Each time a student, staff member, visitor or guest accesses the district wireless network with a personal technology device or uses/brings their personal technology device on the Cole R-I School District premises, they agree to the terms listed below. See section I subcategory B for associated device types.

- The district will not be held liable for any damage that may occur as a result of connecting to the wireless network or any electrical power source.
- The district will not be held responsible for any physical damage, loss or theft of the device.
- The district is not obligated to supply electrical power access.
- The district is not obligated to provide technical support for personal technology devices, accessories, or equipment.
- Student use of devices will be at the discretion of the teacher.
- Persons connecting personal technology devices to the wireless network agree to maintain current anti-virus software.
- Persons agree not to create their own personal hotspots (Wi-Fi access) or use cellular connections in an effort to circumvent network filtering as stated in section IV subcategory E.
- Persons agree not to connect their personal technology device to the wired network unless authorized by technology staff.
- Illegal, destructive, harmful or any other inappropriate activities as listed under section VI herein is strictly prohibited.

VIII. Consequences

Student Violations: Any student user who violates this policy will lose independent user privileges as stated below: Student violations and the disciplinary penalty will be recorded in the student's discipline record. Students violating this policy will be subject to disciplinary action that may include the loss of user privileges.

All penalties will be administered by building principals and are subject to review by the administrative team. In all cases restitution for damages will be assessed.

Employee Violations: Any staff user who violates this policy will be subject to disciplinary actions that include one or more of the following: directive guidance, written reprimand, loss of user privileges, suspension without pay, or discharge from employment. All penalties will be administered by the district administrator and are subject to review by the School Board. In all cases restitution for damages will be assessed. .

IX. Warranties and Indemnification

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District and the Internet Provider that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's Network.

Professional Learning Communities (PLC)

Cole R-I schools have committed to continue the implementation of the PLC model. This means teachers, staff, and administrators are committed to successful learning for every student. Teachers focus on improving student achievement using regularly-scheduled collaboration time. This will result in an **early-dismissal time at 2:20 p.m. on every Thursday throughout the school year**. Teachers clarify exactly what must be learned by each student and frequently evaluate their progress through the use of formative and summative assessments. They also ensure interventions are in place for those who need extra time and provide enrichment activities for students who have already reached the goals. Through best teaching practices and active learning, students are engaged in the learning process and are provided feedback about their performance.

Promotion and Retention Policy

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 for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or principal shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate. 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 the regular school day. Failure to meet the yearly attendance requirements will require mandatory summer school attendance.

Retention may be considered, when in the judgment of the professional staff, it is in the best educational interest of the student involved. Retention will be recommended if a student has unverified absences for 24 or more days in a school year. Federal/State Law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment to be retained in the fourth-grade. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

Conferences

The members of the elementary school staff always welcome parents to maintain strong lines of communication. Parents are urged to visit with teachers. Cooperation between parents and teachers is a must for student success. There will be two scheduled parent/teacher conference days per year. One in the fall and one in the spring. You are highly encouraged to attend. If you have questions or concerns about your child's educational progress, please schedule a conference at any time with your child's teacher.

Educational Field Trips

The purpose of educational field trips is to enhance the students' learning and Cole R-I schools authorize the occasional use of field trips to enhance the curriculum. Students are required to have a current student profile sheet on file at the school granting parental permission. This form is sent home the first day of school and needs to be completed and returned as soon as possible to the office.

Parents are occasionally asked to assist the teacher as a chaperone. For liability reasons, parent chaperones are not allowed to ride the school bus or bring other siblings to the activity.

Elementary School Guidance Program

The elementary counselor is here to help you if you need someone to talk with about your concerns. These may include problems in school or worries involving your family and friends. The counselor is a trained listener and puts the welfare of the student as a priority. Parents are encouraged to call with their concerns. The counselor also administers the guidance curriculum. Description of this curriculum is as follows:

Counseling is a deliberate effort to assist all students in their personal, social, career and educational development so they may be of benefit to society and to achieve their fullest potential. The counseling curriculum includes the following four areas:

- I. Guidance Curriculum – the purpose of a guidance curriculum is to provide students at all levels with knowledge of normal growth and development, to promote their positive mental health, and to assist them in acquiring and using life skills. The curriculum is divided into three major areas a.) Career planning and exploration, b.) Knowledge of self and others, and c.) Growing up drug free.
- II. Responsive Services – these services consist of activities which are designed to meet the immediate needs and concerns of students in areas of counseling, consultation, referral, or information.
- III. System Support – this area includes professional development, staff and community relations, and availability for consultation with parents, teachers, and other staff members upon request.
- IV. Individual Planning – this area consists of activities that help all students plan, monitor, and manage their own learning as well as their personal and career development.

Teachers may refer students to the counselor by personal contact with the counselor or by using a referral form. Remember the counselor is here to assist the students, parents, and staff. You are encouraged to utilize the counseling services.

Grading System for Grades 3-6

Report cards are issued four (4) times each year to all students. For elementary students, a mid-term progress report will be sent midway through each quarter to the parent/guardian of all students. The report card shall record student progress using letter grades:

A	4.00	95-100	C	2.00	74-76
A-	3.67	90-94	C-	1.67	70-73
B+	3.33	87-89	D+	1.33	67-69
B	3.00	84-86	D	1.00	64-66
B-	2.67	80-83	D-	0.67	60-63
C+	2.33	77-79	F	0.00	59 and below

Report Cards

Report cards will be issued at the end of each quarter. Report cards may be held at the end of the quarter if overdue books and other items are not returned and/or paid for. Parents, who have enrolled with the office, will have daily access to their child's grades on the SISK12 system. Elementary students will have one midterm grading period per quarter in addition to the quarter report card.

PE Grading Policy

- All students taking Physical Education are required to dress out and participate.
- Gym clothes should be kept clean and stored properly.
- Students who are not dressing out for P.E. must have excuses from home and are subject to approval by the teachers. If unable to participate for two or more consecutive days, the student must have a doctor's note.

Title I Reading and Math

The Cole R-I School will have Title I reading and math classes under Title I Elementary and Secondary Federal Education Act. The Title I Reading program is designed to assist and reinforce the classroom reading skills of students in grades one through five. The students are given thirty minutes of instruction each day in addition to their regular reading classes using a variety of educational programs and learning strategies. The students are selected through a multi-criteria screening in the spring of each school year. These criteria include the following:

- MAP Scores
- RI Lexile Scores

- DRA
- I-Ready Math Scores
- Teacher referral from current and previous year
- Classroom reading grades
- Parent request
- Recommendation through the Title I Teachers

The program is coordinated by the Principal. If you have any questions, please call the Principal at 782-4814.

Indian Club/After School Tutoring

The Indian club program is designed to provide students a time for individual academic assistance, small study groups, or individual study sessions. Indian club will provide a time for completing homework or to receive specific help from a teacher. These tutoring sessions are available to students on a referral basis from their teachers. When a student is referred for tutoring, they are required to attend on the day it is assigned. Rescheduling tutoring will be up to the discretion of the teacher or administration. Indian club is held Monday through Wednesday from 3:30 to 4:30 p.m. Transportation home after Indian club is not provided and is the sole responsibility of the parent. Prompt pickup of your child is expected. Failure of the parent to provide prompt pick-up for your child, may forfeit your child's opportunity to attend.

Cole R-I Personal Appearance/Dress Code

Personal appearance should not disrupt the educational process, violate federal, state or local health or obscenity laws, or affect the welfare and safety of the student or his/her classmates. **SPECIFIC DRESS RULES INCLUDE:**

- Clothing that might be perceived as sexually suggestive will not be permitted.
- Clothing advertising drugs, alcohol, tobacco, or with profanity will not be permitted.
- Abbreviated tops, muscle shirts or spaghetti straps dresses/shirts will not be permitted. Tank tops must have two inch or wider seams on the shoulders. Sleeveless shirts must have finished hem (no ripped or torn edges are allowed). **NO BARE MIDRIFTS, NO BARE SHOULDERS.**
- Hats, caps, bandanas or headgear are not to be worn in school except when arriving or departing school. Sunglasses or chains are not permitted.
- Skirts/shorts should be long enough to cover appropriate body parts. When arms are extended down to student's side, shorts and skirts must extend to the fingertips. Holes in pants, skirts, etc., must meet this requirement as well. Shorts are permissible. Shorts (all types), athletic pants, or any other type of pants with lettering or any type of graffiti on the posterior area will not be permitted.
- "Sagging" shorts or pants which ride low and show undergarments will not be permitted. No pajama bottoms are allowed.
- Student attire with holes exposing undergarments will not be allowed.
- Good personal hygiene is mandatory.
- Low-cut shirts with exposed cleavage will not be allowed.
- Flip-flops are not appropriate for recess or PE.

Recess Rules

In addition to student conduct expectations, the following rules apply for recess times. The playground area is assigned by grade level teams. If a problem arises and students are unable to resolve it, the students should report to a supervisor with details immediately. Use good judgement and wear appropriate clothing outside.

Any equipment carried from the classroom to the playground is the responsibility of that individual. Fair distribution of school provided equipment is established by recess supervisors.

- Be respectful to your classmates. Show good sportsmanship.
- For student safety, students should not hang upside down from the doom.
- Students are expected to sit properly in a swing. **NEVER** jump out of a moving swing.

Students are expected to sit properly on the slide. Upper elementary students should not play tag or chase on the equipment. Soft soul shoes are to be worn the gym floor during inclement weather. Students should not leave the playground without permission. Spitting is not permitted in the play area. Rocks, sticks, walnuts, snow, etc., are not play objects and should not be used in that manner. When the whistle blows, students must line up quickly and quietly to reduce disturbing classes before entering the building.

Electronic Devices Policy

Possession of electronic equipment including but not limited to: cellular phones, MP3 players, tablet, laser pointer, I-Pods, etc. is not authorized in school due to academic disruptions. The school is not responsible for stolen, lost, or damaged electronic items. If a student elects to bring these items to school, **the electronic device cannot be in use in the school building from 7:30-3:20** unless approved by the supervising teacher. If the item causes a disruption in any way, the student will be subject to a discipline referral for having an unauthorized item at school.

K-6 Student Transportation/School Bus Regulations

General guidelines/regulations for all students who ride a bus:

- Students who ride the bus to school must return home on the bus unless picked up by parents or have written permission by a parent in the Principal’s office.
- Students are not to get off the bus in town before coming to school or leave campus after exiting the bus.
- When you are not riding the bus, please telephone ahead when possible, to notify the bus driver.
- Bus drivers are in complete charge and are expected to maintain order. They are to report to the Principal any discipline issues and are authorized to write discipline referrals for misconduct on their bus.
- Bus drivers are prohibited by state law from picking children up unless the bus is visible three hundred feet or more in both directions.
- Students will ride their assigned bus, getting on and getting off at their regularly assigned stops unless a note from their parent or guardian authorizes students to depart at other than their regular stop or to ride a bus other than their assigned bus. Notes will be subject to approval of the office.

K-6 Discipline Code

Any situation not covered by this handbook will be handled at the discretion of the administration. A yearly review of these policies will be conducted. **Parent notification will be made via phone call, email, or letter sent home.**

K-6 Bus Discipline Plan

School Bus	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Any Misconduct/ Or Disruptive Behavior*	Warning. Parent notified.	One day of bus suspension. Parent notified.	Two days of bus suspensions. Parent notified	Five days of bus suspensions. Parent notified.	Permanent bus suspension. Parent notified.

*Misconduct/Disruptive behavior may include but is not limited to the following: disruptive behavior, disruptive devices/ items, willful disobedience, profanity, degrading language and gestures, and boisterous misconduct (wrestling, scuffling, tripping, harassment, threatening bodily harm, etc.)

K-6 School Discipline Plan

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level I: Obscene literature--in any form Disruptive behavior Defiance of Authority Acts of disrespect-- and/or defiant attitude Inappropriate touching-- (minor) Pushing / shoving-- physical aggression Cheating / lying Disruptive devices -- (radios, recorders water guns, video games, cell phones, IPODS)	Possible loss of recess, restitution, Parent notified.	1 day After School detention (ASD) Parent notified.	1-3 days of ASD Parent notified.	1-10 days In School Suspension (ISS) or possible Out of School Suspension (OSS) Parent notified.

Profanity (degrading or offensive Lang/gestures Harassment (including sexual) Minor vandalism/theft –restitution required Bullying (words/actions meant to harass)				
Level II: Extortion Fighting (physical injury, acts of violence, SRO referral Theft/Attempt to take property of another Threats – possible referral to SRO Possession or use of harmful devices (fireworks, knives, etc.) – referral to SRO Possession of alcohol, tobacco, or drugs on school property, school functions or on bus -- referral to SRO Major vandalism – referral to SRO and restitution Bullying (words/actions meant to harm)	1-3 days ASD Parent notified.	1 – 3 days of ISS Parent notified.	3 – 5 days of OSS Parent notified.	Referral to Superintendent, possible referral to Board. Parent notified.

Additional Information:

- After school detention will be served from 3:30 p.m. to 4.30 p.m. It is the responsibility of the parents to provide transportation. Your child will not receive a warning after being referred to the Principal’s office. Warnings were given by the teacher.
- Possession of Firearms – one year expulsion from school, referral to sheriff’s department.

After-School Detention (ASD)

After-School Detention is designated for minor acts of misconduct and allows student to continue in their regular school day with no loss of credit or class time. ASD may be assigned by the teacher or the principal.

- ASD will meet from 3:30 p.m. to 4:30 p.m. on assigned days.
- Students are responsible for transportation home after detention.
- Students are to be on time and required to stay the duration or face the likelihood of more ASD.
- Skipping ASD will result in an additional discipline referral.

In-School Suspension (ISS)

In-School Suspension is a program designed to discipline students that choose not to follow the Cole R-I discipline code. ISS is an alternative to Out-of-School suspension. Students that are assigned to ISS should be aware that this isolation punishment is a step

before actual suspension from school. This program was established in an effort to keep students in school as much as possible. During ISS students will do the following:

- Complete all assignments from their classes.
- Work done during ISS will receive full credit.
- Work on any assigned task administered by the ISS teacher.
- Be isolated from the student body entirely.
- Students assigned to ISS will not be allowed to participate in extracurricular or co-curricular activities on the assigned day.
- Days of ISS will not count against the student in regards to the attendance policy.
- Behavior issues in ISS will result in OSS.

Reporting Requirements

Administrators are required by law to report certain felony offenses to law enforcement officials. Administrators are also required to report, on a need to know basis, acts of violence. Those reportable offenses include murder, kidnapping, assault, rape sodomy, burglary, robbery, distribution of drugs, possession of drugs, arson, manslaughter, felonious restraint, property damage, weapons, possession, (including weapons carried in a weapons rack inside a vehicle).

The Safe Schools Act of 1996 requires teachers, administrators, and law enforcement officials to respond to acts of violence in school. This act spells out certain procedures and consequences of actions by students in violation of this law.

Reward

There is a \$50.00 reward for information leading to the apprehension and conviction of anyone committing vandalism on school grounds or property.

Transportation To and From School Activities

Students being transported to a supervised activity must ride on the designated transportation both going and returning. Exceptions:

1. A student may get on and off the transportation at a point designated by a parent if the sponsor is notified in writing at least 24 hours before and the designated point is in route. No student shall be let off the transportation at this point unless the home they are going to is on or near the road or a designated person is waiting to meet the student.
2. Students may return from an activity with parent(s) or designated adult with written permission from the parent or guardian for each occasion. The adult who is assuming responsibility for the student must sign him/her out.

Notice of Non-discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Cole R-I School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Cole R-I School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to the Superintendent of Cole R-I School District, 13600 Rt. C, Russellville, MO 65074, (573) 782-3534 who has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, Section 504 and the Boy Scouts Equal Access Act.

Public Notice – Special Education

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 Cole R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 Cole R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Cole R-I School District assures that personally identifiable information collected, used, or maintained by the

agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Cole R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Cole R-I Special Services office during regular school hours.

Public Notice – 504

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

The Cole R-I School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Cole R-I Special Services office during regular school hours.

Universal Screening and Early Dyslexia Identification

In the 2018-19 school year and subsequent years, each public school, including each charter school, shall conduct dyslexia screenings for students in the appropriate year (K-3rd) consistent with the findings and recommendations of the task force created under section 633.420. "Dyslexia screening" is a short test conducted by a teacher or school counselor to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support. The Cole R-I School District's Dyslexia Plan is posted on the school's website or may be reviewed upon request at the Special Services office during regular school hours.

Family Educational Rights and Privacy Act (FERPA)

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

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

Parents or eligible students should submit a written request to the superintendent, identifying the record(s) they wish to inspect. The superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. ***The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.***

Parents or eligible students may ask Cole R-I to amend a record that they believe is inaccurate. They should write the superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Cole R-I decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. ***The right to 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 school as an administrator, supervisor, instructor, or support staff member (including health, or medical staff and law enforcement unit personnel); a person serving on the school; a person or company with whom the school 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 an education record in order to fulfill his or her professional responsibility. Upon request, Cole R-I discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cole R-I to comply with the requirements of FERPA.***

The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-4605

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
Political affiliations; Mental and psychological problems potentially embarrassing to the student and his/her family; Sex behavior and attitudes; Illegal, anti-social, self-incriminating and demeaning behavior; Critical appraisals of other individuals with whom respondents have close family relationships; Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

Dear Parent or Guardian:

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

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

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

In addition to the information that parents may request, a building receiving Title 1A 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 until Title 1A.
- 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.

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

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

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

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department.
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. With five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are the complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the U.S. Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint.)

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA.

Recommendations and details of the decision are to be implemented with fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**Cole R-1 Reading Improvement Timeline
Missouri Senate Bill 319**

First and Second Grade Year

April:

1. The Reading Inventory (formerly SRI) will be given to all students grades 1-5.
2. Students whose scores are more than one year below grade level will be placed on a list for monitoring. A letter will be sent to parents notifying them of the student's score and the resulting recommendations.
 - Parent letters for students in grade 1 and 2 who are reading one year below grade level will *recommend* summer school attendance.

Third Grade Year

August/September:

1. The Reading Inventory will be given to assess reading levels of students in grades 2-5.
2. Third grade students still scoring below a second-grade level will be placed on a list for monitoring.

October:

1. The Reading Inventory will be given to assess the reading levels of students in grades 2-5.
2. Third grade students scoring below a second-grade level will be placed on a "Reading Improvement Plan." The Reading Improvement Plan team will meet on or before Parent-Teacher conferences to develop strategies and address the student's deficiencies. Parents are required to attend and assist in the development of the Reading Improvement Plan. The plan will be reevaluated quarterly, and grades and strategies will also be reviewed.

March-April:

1. The MAP (Communication Arts) will be given to third, fourth and fifth graders.

April-May:

1. The Reading Inventory (formerly SRI) will be given to all students grades 1-5.
2. A letter will be sent to parents notifying them of the student's score and the resulting requirements.
 - Parent letters for students in grade 3 who are reading below the second grade level will *require* summer school attendance as a condition for promotion to fourth grade. (Senate Bill 319)

May-June:

1. Summer school instruction given for reading.

Fourth Grade Year

August-September:

1. The Reading Inventory (formerly SRI) will be given to assess reading levels of students in grades 2-5.
2. Fourth grade students still scoring below a third-grade level will be placed on the "At-Risk of Retention" list.

October:

1. The Reading Inventory will be given to assess reading levels of students in grades 2-5.
2. Fourth grade students still scoring below third-grade level on the Reading Inventory will be given the Gates-MacGinitie Reading Comprehension test.
3. Fourth grade students still scoring below a third-grade level will be placed on a "Reading Improvement Plan." The Reading Improvement Plan team will meet on or before Parent-Teacher conferences to develop strategies and address the student's deficiencies. Parents are required to attend and assist in the development of the Reading Improvement Plan. The plan will be reevaluated quarterly, and grades and strategies will also be reviewed.
3. By the end of October, the possibility of retention for "At-Risk" 4th grade students will be discussed with parents at the first parent/teacher conference.

December:

1. The Reading Inventory will be given to assess reading levels of students in grades 2-5.
2. Reevaluate Reading Improvement Plan, grades, and strategies at end of 2nd quarter.

February/March:

1. The Reading Inventory will be given to students in grades 2-5.
2. The Gates-MacGinitie Reading Comprehension Test will be given to students in 4th grade with Reading Inventory scores more than one year below grade level.
2. The Notice of At-Risk of Retention will go out to parents by end of 3rd Quarter, if student's scores are still more than one year below grade level.

3. Reevaluate Reading Improvement Plan, grades, and strategies at end of 3rd Quarter.

April:

1. The Reading Inventory will be given to assess reading levels of all students in grades 1-5.

- Parent letters for students in grade 4 who are reading below the third grade level will **require** summer reading instruction. They must be assessed at the end of summer school. (Senate Bill 319)

May-June:

Summer school instruction given for reading. At the end of summer school, students will be assessed again to determine their reading level. Notice of Retention will be sent to parents of students who failed to meet the criteria for promotion. (Senate Bill 319)

Students who:

1. Fail to attend summer school will be retained.
2. Attend summer school and fail to meet criteria will be retained.
3. Attend summer school and meet criteria will receive notice of promotion.

Students in grade 4 who are still reading below third-grade level at the end of summer school will be retained, in compliance with state law (SB 319).

Fifth Grade Year

August/September:

1. The Reading Inventory will be given to assess reading levels of students in grades 2-5.

2. Fifth grade students still scoring below a fourth-grade level will be placed on a list for monitoring.

October:

1. The Reading Inventory will be given to assess reading levels of students in grades 2-5.

2. Fifth grade students still scoring below fourth-grade level on Reading Inventory will be given the Gates-MacGinitie Reading Comprehension test.

2. Students still scoring below a fourth-grade level will be placed on a "Reading Improvement Plan." The Reading Improvement Plan team will meet on or before Parent-Teacher conferences to develop strategies and address the student's deficiencies. Parents are required to attend and assist in the development of the Reading Improvement Plan. The plan will be reevaluated quarterly, and grades and strategies will also be reviewed.

March-April:

1. The MAP (Communication Arts) will be given to third, fourth and fifth graders.

April:

1. The Reading Inventory will be given to all students grades 1-5.

2. Fifth grade students still scoring below fourth-grade level on Reading Inventory will be given the Gates-MacGinitie Reading Comprehension test.

2. Students whose scores are more than one year below grade level will be placed on a list for monitoring. A letter will be sent to parents notifying them of the student's score and the resulting recommendations.

- Parent letters for students in grade 5 who are reading below the fourth grade level will **recommend** summer school attendance prior to sixth grade. These students will be assessed again at the end of summer school. (Senate Bill 319)

May-June:

1. Summer school instruction given for reading.

Bullying

BULLYING General In order to promote a safe learning environment for all students, the Cole County R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. **Definitions** **Bullying** -In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. **Bullying** includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. **Cyberbullying** -A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber-bullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior. **School Day** -A day on the school calendar when students are required to attend school. **Designated Officials**-The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. The district compliance officer appointed in policy 2655 will serve as the district wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from Missouri Consultant for Education Policy 2655 from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law. **Reporting Bullying** School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee. If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident. **Investigation** Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy 2655 conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy 2655, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director. The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the 2018, Missouri Consultant for Education Policy 2655 files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy 2655. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident. **Consequences** Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, and removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims.

Bullying (continued)

Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity. District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, and prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.



Cole R-I School District

Developing Tomorrow's Community by Expecting Excellence Today

Cole R-I School District Acceptable Use and Internet Safety Policy (AUP)

Student and Staff Agreement

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student or Staff (print clearly) _____

Student or Staff (signature) _____

Date _____

User circle one: I am 18 or older I am under 18

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in effect and I agree to abide by this Policy.

Parent or Guardian Agreement

To be read and signed by parents or guardians of students or guests who are under 18 years of age. As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the Cole R-I School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Internet Provider that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use an account authorized by the School District to access the School District's network and the Internet.

Parent or Guardian (print clearly) _____

Parent or Guardian (signature) _____

Date _____

Handbook Review Verification Form

Please sign, tear out and return this form by September 3, 2022.

As the concerned parent of a student at Cole R-I Elementary School, I have read and reviewed all of the information found in the Parent Handbook that will provide the foundation for a successful year for my child. I have also shared this important information regarding school rules and conduct with my child.

Student Name _____

Comments:

Signature of Parent _____

Date _____

Thank you!

The Cole R-I Elementary School Team appreciates the time you have taken to review this important information and look forward to our journey with your child this year.