

Handbook Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practices, procedures, rules and regulations (code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right. As such, the Board of Education and the administration reserve the right to make modifications and/or policy changes when needed. Students and parents will receive the changes in a timely manner.

Bellevue R-3 School District
27431 Hwy. 32
Bellevue, MO 63623
(573) 697-5702
Fax: (573) 697-5701

Mr. Judd Marquis, Superintendent

Board of Education

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Board of Education

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**Revised July, 2016
Board Approved August, 2016**

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SCHOOL SONG

In the dear old Bellevue Valley

With a breathless sigh,

Stands the School we'll always cherish,

Bellevue School so nigh.

Bellevue, Bellevue, Bellevue, Bellevue, proudly let ring

And we're thankful for the blessings,

She to us will bring!

Mascot: Indian Brave



School Colors: Red and White

WELCOME!

It is our pleasure to welcome you to Bellevue R-3 School District. The teachers and staff join in saying we are happy to have you as part of our educational family. We are pleased that you are part of the school community.

We are using this Student Handbook as a means of communicating between school and home. Close cooperation between the home and school is essential to promote a solid foundation in which students can be successful in our ever-changing world. This is an important responsibility that teachers cannot meet by themselves. We encourage parents to be actively involved in their children's education by asking your children about school, reading to them, helping them with their homework, and attending school meetings.

It is our hope that this Student Handbook will be helpful. We are always available to clarify any school matter. If you have any questions, please feel free to call 573-697-5702 during school hours.

Sincerely,

Bellevue Faculty and Staff

BELLEVUE R-3 PHILOSOPHY

Bellevue R-3 will provide each student the opportunities to develop their intellect to the fullest potential.

Bellevue R-3 will provide a foundation of knowledge required for lifelong success.

Bellevue R-3 will provide students with the opportunity to develop socially, morally, culturally, physically, and ethically in order to reflect the positive aspects of the American Way of Life.

OBJECTIVES

To provide a comprehensive educational program, which serves the needs of each student, embraces current knowledge, and fosters innovations to accompany social change.

To help the student develop a realistic concept of his/her potential.

To maintain an instructional program which will provide each student with the basic skills essential to the maximum development of his/her potential.

To cultivate in each student an enthusiasm for study and achievement and an awareness of the enjoyment that results from learning.

To encourage intellectual curiosity and a desire for self-improvement.

To stimulate critical thinking and help develop the ability to make wise decisions.

To provide opportunities for the development of self-direction compatible with the student's interests, needs, aptitudes, and abilities.

To help the student develop a sense of purpose, a sense of personal responsibility and a desire to be of service to society.

To relate the learning processes to everyday living.

To improve the relationship of man to his fellow man by instilling a respect for the dignity and worth of each individual.

To promote the understanding of different ethnic and minority cultures in a social order which embraces the world.

NONDISCRIMINATION

The Belleview R-3 School Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, marital status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator and ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis.

If you feel you have been discriminated against in any way regarding the above policy, please contact:

Bellevue R-3 School
Mr. Judd Marquis, Supt.
27431 Hwy. 32
Bellevue, MO 63623
573-697-5702

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Belleview R-3 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, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Belleview R-3 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 Belleview R-3 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 Belleview R-3 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 in the office of the superintendent, Monday through Friday, from 8:00 a.m. to 3:00 p.m.

For No Child Left Behind Programs

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

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

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

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

Bellevue R-3 School District
Mr. Judd Marquis, Superintendent
27431 Hwy. 32
Bellevue, MO 63623

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

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

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

Surrogate Parent Program

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district’s surrogate parent contact person – the person responsible for the district’s special education program.

2016 – 2017 School Calendar
May 20, 2016

August 15	Teachers' Work Day
August 16	Staff Development 9:00 a.m./Open House – 3:00 to 6:30 p.m.
August 17	First Day of School
September 2 – 5	NO SCHOOL – Labor Day Weekend
October 14	NO SCHOOL – Fall Break – Staff Development
October 27	Early Dismissal (12:45) Parent Teacher Conferences (3:30 – 6:30)
October 28	NO SCHOOL
November 4	NO SCHOOL – Staff Development
November 23	Early Dismissal (12:45)
November 24-25	NO SCHOOL – Thanksgiving Break
December 21	Early Dismissal (12:45)
December 22 – January 2	NO SCHOOL – Christmas Break
January 3	School Resumes
January 16	NO SCHOOL - Martin Luther King, Jr. Day (1 st Make-Up)
February 10	NO SCHOOL – Staff Development
February 20	NO SCHOOL - President's Day (2 nd Make-Up)
March 10	NO SCHOOL – Staff Development
April 12	Early Dismissal (12:45) – Last Day of School
April 14 – 17	NO SCHOOL – Spring Break
April 13 - 20	3 rd , 4 th , 5 th , and 6 th Make-Up Days
April 18	Summer School Begins – 1 st Session
May 12	Early Dismissal (12:45) Last Day of Summer School – 1st Session
May 15	Teacher's Last Day
May 16	Summer School – 2 nd Session
May 26-29	NO SCHOOL – Memorial Day Weekend
June 12	Last Day of Summer School – (Early Dismissal – 12:45)

Quarters	Days in Quarter	Ending Dates
1 st Quarter	40	October 13, 2016
2 nd Quarter	44	December 21, 2016
3 rd Quarter	34	February 22, 2017
4 th Quarter	<u>34</u>	April 12, 2017
	152 Days	

2016 - 2017 STAFF ASSIGNMENTS

Superintendent/Principal	Mr. Judd Marquis
Kindergarten	Mary Albertson
1 st Grade	Julie Tripp
2 nd Grade	Trina Stricklin
3 rd Grade	Judy Taylor/Ward/Barton
4 th Grade	Lori Ward
5 th Grade	Jessica Skaggs
6 th Grade	Andrea Payne
7 th Grade	Brandon Dane/Womack/Barton
8 th Grade	Melinda Womack/Dane
Title I	Dana Barton Jennifer Lessley – Title I Aide
Art	Lisa Reichert
Classroom Aide	Judy Nickelson
Band/Music	Judy Talyor
Counselor	Gay Miller
Library/Computer	Gleora Manley
Physical Education	Brandon Dane
Special Education Teacher/Coordinator	Crystal Hagerty
Parent As Teachers Educator	Jennifer Lessley

SUPPORT STAFF

OFFICE	Nancy Harter and Margie Rueweler
CUSTODIAN	Matt Boushey and Sonya Thomas
COOKS	Cathy Pinson and Beth Havelka
BUS DRIVERS	Margie Rueweler-Transportation Coordinator, Bobby Nipper, and Matt Boushey

ADDITIONAL INFORMATION

From time to time we will be sending further bulletins to you about school matters, school functions, parent meetings, etc. Please urge your child/ren to bring this information home to you.

ACCIDENTS, ILLNESS, IMMUNIZATION, COMMUNICABLE DISEASES, AND MEDICATION

ACCIDENTS:

All accidents, which occur in the school building, or on the school grounds during the school day, are to be reported to the nurse and/or office. Several minor injuries are treated each day. In case of a serious injury, every effort will be made to contact the parent or guardian.

ILLNESS:

Students who become ill during the school day and exhibit symptoms such as nausea, diarrhea, or a temperature of 100 degrees F. or above will be sent home. Parents or their appointed proxy will be contacted to take the child home.

The following exclusion periods are in effect for school attendance.

CHICKEN POX: excluded seven (7) days after appearance of rash or until sores are scabbed over.

CONJUNCTIVITIS (pinkeye): excluded until under treatment and itching, pain, and drainage are not present.

HEAD LICE: excluded until all live lice and nits are removed. See NO NIT policy.

IMPETIGO: excluded until skin lesions are healed or until child is under adequate and continuous medical treatment.

MEASLES: excluded during cold symptoms and until five (5) days after the appearance of the rash.

MUMPS: excluded for nine (9) days after swelling begins.

RUBELLA: excluded for five (5) days after the appearance of the rash.

SCABIES: excluded until all are adequately treated.

STREPTOCOCCAL SORE THROAT AND SCARLET FEVER: excluded for seven (7) days or until clinical recovery. The student may return forty-eight (48) hours after antibiotic treatment has begun.

COMMUNICABLE DISEASES - STUDENTS

A student shall not attend school or school-sponsored activities while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions. This policy is covered in greater detail in the District Policy Book and is available on request **Policy 2860**.

IMMUNIZATION:

There is no grace period for immunizations. All students not in compliance will be prohibited from enrolling or attending school. This is a state law.

MEDICATION:

School personnel do not routinely give medication. However, if a student is required to take prescription medication during school hours, an Authorization for Medication Form, adopted by the Board October 1991, must be filled out and signed before the medicine can be given. **Medication MUST be brought to school by a parent or guardian.** Students must report any medication brought to school including such things as cough drops and throat lozenges.

Giving medicine to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When medicine is to be administered by school personnel, the medicine must be in the original bottle with a label affixed by the pharmacy or physician, containing the student's name, current date, medication name, specific dosage and time to be given. In addition, written instructions, signed by the parent/guardian and/or physician, will be required and will include the following:

1. Child's name
2. Date prescribed
3. Purpose of medication
4. Time to be administered
5. Dosage
6. Possible side effects
7. Termination date for administering the medication
8. Signature of the parent or guardian

The administration of the medicine to a student, when all the above conditions have been met, shall be limited to the school nurse or to the designated person(s). All medication shall be kept in the nurse's office or principal's office unless other arrangements have been made. The parents/guardians of the students must assume responsibility for informing school personnel of any change in the student's health or change in medication.

AFTER SCHOOL ACTIVITIES

Students must be in attendance the day before and that entire day of school to participate in after school activities unless excused by the superintendent and/or his designee. An absence on the day after requires a doctor's excuse or significant reason acceptable to the superintendent and/or his designee. Otherwise attendance will not be allowed at the next activity.

Students' participation in all after school activities on or off campus are banned if in In School Supervision the day of and/or the next day or O.S.S. (out-of-school suspension) until re-entered in school.

Students ineligible to participate in an after school activity may **NOT** attend as a spectator.

ASBESTOS WARNING/PUBLIC NOTIFICATION

The following public notification is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Superintendent's office during normal business hours.

This notification is to inform building occupants of the potential hazard and locations of materials containing asbestos. It has been determined by Missouri Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any materials containing asbestos.

ASSESSMENT PROGRAM

The Board supports the establishment of a district wide educational testing program as one indication of the success and quality of the total educational program in the district. Confidentiality will be maintained with regard to the test scores and other information derived from the district's testing program. Individual student scores will be discussed with parents/guardians upon request and when appropriate. Results of the standardized tests will be made available to authorized school personnel as interpreted by a trained professional staff. These results are to be handled in a professional manner, and are not to be released except to members of the Board and others as authorized by the Board.

The Belleview R-3 School District will give the kindergarten ERDA Math and Reading Assessment. The Star Reading and Math Assessment will be given to first through eighth grade. The MAP communication arts and math tests will be given to grades 3 through 8. Fifth and eighth grades will also be given the science portion the MAP.

Test results for children, who have been tested while a resident of another Missouri school district, and then become a resident of Belleview R-3 School District, will be accepted.

ATTENDANCE

ATTENDANCE

STUDENTS

Policy 2310

Attendance

Student Attendance

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

STUDENTS

Regulation 2310

Attendance

Student Attendance

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school by telephone the day of the student's absence.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's excuse and visit receipt turned in by student the day of return. **NO** excuses will be accepted).
2. Days of religious observance.
3. Death in the family, proper documentation provided. (parent(s), grandparent(s), sibling(s), and any other family member residing with student).
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define degree of emergency required to excuse absence).
5. Sent home by the school for illness the day of or the following day.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Unexcused Absences

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

(Disciplinary Option)

1. Students are allowed 6 days of unexcused attendance (attendance without proper documentation) and are allowed to make up missed work. Students will receive **Letter 1**.
2. On the 7th day of unexcused attendance (attendance without proper documentation) the juvenile officer will be called.
3. Students will receive Letter 2 on their ninth (9th) unexcused absence.
4. After 10 days and beyond of unexcused attendance (attendance without proper documentation), the Division of Family Services will be notified. The student will **not** be allowed to make up missed work.

Excessive Absences

Elementary Students and Middle School Students

A student shall be allowed ten (10) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

(Disciplinary Option)

Appeal

High school students who are denied credit under this Regulation are entitled to utilize the due process procedures available for student suspensions. These provisions are contained in Regulation 2662 - Suspension.

(Academic Option)

1. Students are allowed 6 days of unexcused attendance (attendance without proper documentation) and are allowed to make up missed work. Students will receive **Letter 1**.
2. On the 7th day of unexcused attendance (attendance without proper documentation) the juvenile officer will be called.
3. Students will receive Letter 2 on their ninth (9th) unexcused absence.
4. After 10 days and beyond of unexcused attendance (attendance without proper documentation), the Division of Family Services will be notified. The student will **not** be allowed to make up missed work.

Excessive Absences

Elementary Students and Middle School Students

A student shall be allowed ten (10) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

Perfect Attendance

Perfect attendance is defined in the following matter:

1. Students are to be in attendance every school day from **8:00** to **3:25**. Deliberate absence from school on the part of the student with or without the knowledge of the parent/guardian and for which no justifiable excuse is given will be considered truancy (Policy 2340)

TARDIES

1. Parents of students who have been tardy five (5) times a letter will be mailed encouraging the parents to help the child get to school on time. This letter will outline the remaining steps in the policy.
2. Parents of students who have been tardy seven (7) times will be contacted by mail to arrange a conference to discuss the problem. This conference will be scheduled within five (5) school days of the seventh tardy. If this appointment is not kept, a date will be established after which the child will not be allowed to attend school.
3. After a student has been tardy nine (9) times, the child's name will be turned in to the Office of the Superintendent. That office will then act on the information and, in all probability refer the child to the Division of Family Services. By law, the school must notify the proper authorities when educational neglect exist. Only in cases of emergency situations will assistance of the Division of Family Services not be sought.
4. If tardies are not considered the student's fault (as determined by the superintendent), the tardies are not counted against the student for disciplinary action.

ATTIRE/DRESS CODE

1. It is the student's responsibility to dress in a manner that reflects self-respect and safety.
2. Neatness and cleanliness are basic to personal hygiene and grooming.
3. Personal appearance and attire should not distract others from a productive learning environment that promotes an academic success.
4. No pajama pants or house shoes allowed except on appropriate days.
5. No hats, chains, spiked necklaces or spiked wristbands, clothing that advertises alcohol, drugs, or tobacco products or clothing that displays vulgar, suggestive, obscene, or offensive language.
6. No clothing that bares the midriff, bare shoulder or mid-section (undershirts, halter tops, tube tops, spaghetti straps, muscle shirts, shirts without sleeves that bare the side) see-through clothing or clothing that reveals underwear or undergarments (pants too low, holes in clothing, tie-up jeans) is allowed. Shorts/skirts must be fingertip length, at a minimum, when their arms are straight to their sides. (Grades 4-8 only)
7. Tights, leggings or jeggings may only be worn under skirts, dresses, shorts. Or jumpers that are fingertip length. (Grades 4-8 only)
8. The only allowed body piercing are earrings.

Students may appeal to the superintendent (and/or the Board of Education at their regular scheduled meetings).

BREAKFAST AND LUNCH CHARGES

Students are to pay in advance; **NO credit is allowed.**

Students without a credit in their accounts will be served an alternate meal of a cheese sandwich, fruit and milk at no cost.

Parents can check their child's account balance online through TeacherEase at www.teacherease.com. If you do not have a log in account please contact the main office at 573-697-5702 to get one set-up. For your convenience, payment reminders will be sent out electronically and a paper copy will be sent home when your child's balance is \$0.00 or below.

Also, if needed you can meet with the superintendent and food service director to set-up a payment plan for delinquent debts.

The Belleview R-III School District is aware of the trying times and hardships that some of our families are going through. Therefore, we are in hopes in setting up a “Random Act of Kindness Account” for donations to help fund unpaid meals. Once this happens guidelines will be set to help reach out to these families that may be face with unforeseen hardships.

BREAKFAST, LUNCH, MILK AND JUICE PRICES

1. Breakfast prices are set at 30 cents for reduced, and \$1.75for regular per day.
(weekly rate: reduced – \$1.50 and regular – \$8.75)
2. Lunch prices are set at 40 cents for reduced, and \$2.40 for regular per day.
(weekly rate: reduced – \$2.00 and regular – \$12.00)
3. Break milk prices are set at 30 cents (extra milk at lunch - 30 cents).
4. Juice prices are set at 30 cents.

BREAKFAST/LUNCH ROOM

Breakfast is served from 7:35 to 7:55 a.m. Students wanting to eat breakfast must be here before 7:55 a.m. **We will stop serving breakfast at 7:55 a.m.**

Misbehavior can lead to eating alone, from one day to one month, depending on the frequency and agreement of the reporting teacher and administration.

These things listed are considered misbehavior.

1. Unnecessary noise
2. Throwing food
3. Eating with a straw
4. Disturbing others while they try to eat
5. Leaving table or cafeteria without permission
6. Talking about unacceptable subjects at the table
7. Leaving the table messy (napkins, milk cartons, snacks, etc.)
8. Taking bread or crackers and putting them back if not wanted
9. Walking fast, or running while going to table or putting up their trays
10. After eating, will not wait quietly for dismissal

BREAKS

To help promote our new wellness plan we have scheduled a milk and juice break for grades kindergarten through 4th students. Students will be allowed to purchase milk and juice during their scheduled breaks at the prices listed on the previous page. **No Credit** will be allowed.

CARE OF SCHOOL PROPERTY

It is the responsibility of each student to see that school property is kept in good condition. Students must refrain from marking on the desks or walls. Students will be held responsible for the proper care of all books, supplies, and furniture furnished them by the Board of Education. Students who deface or destroy school property shall be required to pay all damages. Further, all property of the Belleview Board of Education/School District is subject to periodic inspections without notice, without student consent, and without a search warrant (Policy 2150).

As stated in the technology user agreement guidelines, food and beverages are not allowed around any computers/laptops/tablets/chromebooks /media equipment. However, students are allowed **water** bottles in the classrooms during the day and are asked not to have them on their desk during the time they have these electronic devices out. **Please do not fill the water bottles with anything but water for the classroom, other beverage are not allowed.**

CHANGE OF ADDRESS

If you change your address or phone number, please notify the school office. This is very important in case of an emergency.

CLASSROOM VISITATION

Classroom visitation by children other than Belleview R-3 students will not be permitted. All visitors must obtain permission to visit classrooms; this includes party days. Passes may be obtained in the main office.

Parents/guardians, by appointment only, are welcome to visit the classrooms of their children so they may become familiar with school routine and observe the progress of your children. For your child's safety – **All parents/visitors must check in at the office upon entering the building.** Passes will be issued to parents/visitors, as needed, at the discretion of the administration. Parents/visitors without passes will be asked to return to the office. When you do visit, we ask your cooperation in the following:

- A. Please be quiet as possible when visiting the classroom.
- B. Please make arrangements with the teacher and the office **in advance**, so they can have seating, extra books etc., ready for you.
- C. If you intend to eat lunch with your child during your visit, please notify the school secretary **in advance**.

COMPUTER USER AGREEMENT POLICY

The Belleview R-3 School District attempts to provide up to date computer and/or media equipment for use by its students and patrons. In order to maintain this equipment in good working order, it is necessary to require users to exercise good judgment and respect for the equipment. It should also be understood that the equipment is provided for the **purpose of education**. A User Agreement must be signed before having access to any district computer/media equipment.

1. Unauthorized use of any computer/media is prohibited.
2. Users are solely responsible for the use of their network and/or e-mail accounts and passwords. Only the registered user may access the assigned account and he/she may not allow others to use that account.
3. Users are to utilize the computer/media for its intended purpose. The purpose will be available from the equipment supervisor and/or will be posted at the site.
4. Intentional or repeated use, possession, or transmission of obscene, abusive, unlawful, or otherwise inappropriate language, text, sound, images, or video clips without educational purpose and computer lab administrator permission is prohibited.
5. Any intentional damage of computer/media equipment or accidental damage resulting from a violation of any part of the user agreement will be the financial responsibility of the user.
6. Computer/media equipment should not be marked on, colored on, handled roughly, hit, or in any way defaced, altered, or abused by a user.
7. Horseplay of any kind is not allowed around any computer/media equipment.
8. Food and beverages are not allowed around any computer/media equipment.
9. It is the user's responsibility to report immediately any problems with computer/media equipment to the equipment supervisor.
10. Unauthorized copying of files or media, including but not limited to any violations or copyright laws, rules or regulations, using district equipment is prohibited.
11. Software not licensed to the school district shall not be loaded onto any computer at any time.
12. Users are not to add, remove, or alter computer passwords, security measures, configuration settings, or monitoring devices without authorizations.
13. Users may not move or unplug computer/media equipment nor adjust computer

equipment controls without permission from the equipment supervisor.

14. Use of a district account or equipment for commercial or personal financial gain is prohibited.
15. Rules and regulations reflecting district guidelines for equipment usage may be added from time to time and will be posted. **All** users are subject to those rules and regulations.

Violation of any district rules, regulation, or guidelines will result in loss of the user's privilege to utilize the equipment.

A Computer User Agreement Form for Internet access will be sent home the first week of school. This form will be on file for each student, Kindergarten through the eighth grade. A new form is not necessary for each year.

CONFIDENTIALITY

The privacy of the students shall be respected. Communication regarding alcohol and other drug situations that call for referral or disciplinary action should be limited to those individuals who have a need to know.

1. Student expresses concern about possible use/abuse of alcohol or other drugs by another student and provides the student's name for the purpose of getting help for him/her.
 - a. Immediate Action
The staff person should encourage the person who contacted him/her to try and persuade the named student to contact the staff member directly, or to contact a staff member designated in alcohol and drug resources.
 - b. Notification of Parent
Notification of parent is not required. Parent involvement should be at the discretion of the student unless there appears any danger to the student or others.
 - c. Discipline
There is no need for disciplinary action in this situation.
 - d. Notification of Law Enforcement Officials
Involvement of law enforcement officials is not warranted in this situation.
 - e. Intervention
If the first student was unsuccessful at getting the named student to seek assistance directly, the staff member should initiate the contact to discuss the concern and/or refer the student to the staff member trained in alcohol and other

drug resources.

The student should be fully informed of services that are available, his/her right to receive the service, and of the confidentiality to which he/she is entitled. The student should be encouraged to seek such help. All staff members should maintain the confidentiality of the student.

2. Student demonstrates some of the signs of possible use/abuse of alcohol or other drugs. The above steps will be applied.

DAILY ARRIVAL AND DISMISSAL / EARLY DISMISSAL AND SCHOOL CLOSINGS

Please keep in mind that the school doors will not be open for students until **7:35 a.m.**

Bellevue buses will unload students at 7:35 a.m. We will dismiss school as follows: pick-ups will dismiss at 3:25 p.m. and buses will load around 3:30 p.m.

Students must walk to and from the buses and in the halls for the safety of everyone involved.

Students that do **NOT** ride the bus in the morning are to be let off at the stage door (same location for pick-ups in the afternoon) from 7:35 a.m. to 8:00 a.m. The stage door will **NOT** be open for students until 7:35 a.m. Parents are asked to enter and depart in the same way they do for pick-ups in the afternoon, the lower west parking lot.

Any students arriving **AFTER** 8:00 a.m. may be dropped off at the front doors.

ARRIVAL:

Students are NOT to arrive before 7:35 a.m.

1. All students are to sit on the bleachers in the proper place. No one is to be outside, except by permission of the Superintendent and/or his designee. Students should stay seated and not move about.
2. Students may be excused to go to the restroom (one at a time) by a teacher.

DISMISSAL

Any student who is to be excused from school during the school day must be picked up at the school by the parent or other authorized person. Persons taking the student must check in at the office before picking up the child. Parents or other authorized person will be asked to sign out the child/children. It is helpful if a note is sent in the morning

informing the teacher when to expect the student to be picked up, and who the person will be who is taking the student, if not the parent or guardian.

Notes will be sent home at least one day ahead of time whenever school is to be dismissed early (except during bad weather). Occasionally weather will create a situation in which school must be closed or dismissed early. When bad weather threatens, please stay tuned to Radio KTJJ 98.5, Froggy 96 FM, Fox 2, KSDK News Channel 5, or KMOV News Channel 4 for possible school dismissal.

Students picked up by parents or authorized person will dismiss at 3:25 p.m. Because of the Safe Schools Act requirement, parents and authorized persons wanting to pick-up their child/children after school are to enter the lower (west) gravel parking lot, and in a single file line proceed to front stage door by the designated route where students will be released accordingly. Please exit by way of the lower (west) gravel parking lot for your departure.

Students riding the bus will dismiss around 3:30 p.m.

DISCIPLINE POLICY

Policy 2600

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

Special Education students will also fall under enforcement of the discipline policy as set forth here, except when the policy is found to be in conflict with the student's I.E.P. or handicap.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

SAFE SCHOOL ACT

HB 1301 and 1298 have made changes regarding school safety and the reporting requirements of juvenile officers and school officials. The following information explains in more detail these changes.

BELLEVUE R-3 DISCIPLINARY MEASURES FOR MISBEHAVIOR

OSS refers to an exclusion from school for a specific period of time short of permanent exclusion. The Superintendent is authorized to suspend students for periods of time not to exceed ten (10) school days for violation of District regulations. The Superintendent may also suspend students for periods up to 180 school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 school days.

OSS (Out of School Suspension) will be applied to only severe infractions as designated in the Safe Schools Act.

Those include, but not limited to:

- Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.
- Intentionally causing or attempting to cause a fire or explosion.
- Assault with the use of physical force with the intent to do bodily harm.
- Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a activity whether on or off of school property.
- Possession of prescription medication without a valid prescription for such medication on school premises, school activity, or on a school bus.
- Extortion with verbal threats or physical conduct designed to obtain money or other valuables.
- Possession of firearms or weapons as defined in Board Policy and Regulation 2620.
- Vandalism with intentional damage or attempt to damage property belonging to the students, staff, or Board of Education/District.

A person commits the crime of assault while on school property if the person:

1. Knowingly causes physical injury to another person; or
2. With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
3. Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school district property,

or in a vehicle that was in the service of the school district, or arose as a result of a school district sponsored activity. Assault while on school property is a class D felony.

Students will be given an opportunity to make-up the work missed.

School administrators are required to report acts of school violence to the proper law enforcement agencies. Act of school violence will also be reported by school administrators to teachers and other employees with a need to know of such acts.

In School Supervision will be applied according to the severity of the infraction. It will not be a progressive system. Students may be given warnings and other appropriate discipline measures instead of In School Supervision as deemed by the Superintendent and/or his designee.

Bus write-ups will be included in the In School Supervision system, unless the infraction is severe. Students will be “Off the Bus” for severe infractions.

In School Supervision infractions include, but limited to:

- **Fighting** by physically striking another in a mutual contact as differentiated from an assault.
- **Disruptive Behavior** as conduct which has the intentional effect of disturbing education or the safe transportation of a student.
- **Harassment** by sexual harassment or harassment because of a student’s race, color, national origin, ethnically, disability, sexual orientation, or perceived sexual orientation.
- **Improper Display of Affection** by consensual kissing, fondling, or embracing.
- **Theft** by the nonconsensual taking or attempt to take property of another.
- **Tobacco** by the possession or use of tobacco or tobacco products.
- **Improper Language** by use of verbal, typed, physical, or written language that is considered to be a threat to do bodily harm to a person or persons property; picture or language which depicts sexual acts, human waste, blasphemous language; disruptive or demeaning language or conduct that uses hate language to demean other persons due to their race, gender, disability, natural origin, or religious beliefs.

This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

All In School Supervision infractions may become OSS infractions if it is determined to be “gross disobedience or misconduct” by the Superintendent and/or his designee.

STUDENTS

Policy 2655 **(Form 2655)**

Discipline

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the 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 may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

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Discipline

Bullying

BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: _____ Time: _____

Name*: _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

- You are a: _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

Person(s) alleged to have committed the bullying or harassment: _____

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

Names of Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No. If so, who? _____

*Signature of Complainant _____

***Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This Section is for use of District Administration

Date Received by Principal: _____

Investigative Action taken: _____

Result of Investigation/Action taken: _____

Signature of Principal: _____

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Sexual harassment of students by employees or other students in the Bellevue R-3 School District is strictly prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly, as a term or condition of a student's academic progress or status; or
- Submission to or rejection of such conduct by a student is used, as a basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator, who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation. The appropriate administrator shall provide for an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension or expulsion of the student and/or termination of the employee, in order to ensure further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students that believe their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

Student Discipline

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

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. In addition to the consequences specified here, school administration will notify law enforcement and document violation in the student's discipline file pursuant to law and Board policy.

Offense	1 st Offences	Subsequent Offenses
Arson	A. ISS, Restitution B. 11-180 days OSS or Expulsion C. Contact juvenile/civil authority	A. 11-180 days OSS, Restitution B. Expulsion C. Contact juvenile/civil authority
Assault: Attempting to cause injury	A. Conference, ISS B. 1-180 days OSS or expulsion C. Contact juvenile/civil authority	A. ISS, 1-180 OSS B. Expulsion C. Contact juvenile/civil authority
Attempting to kill/cause injury	A. Expulsion B. Contact juvenile/civil authority	
Attendance:	A. 6 th Unexcused Day – Letter 1 B. 7 th Unexcused contact juvenile officer C. 9 th Unexcused – Letter 2 D. 10 th Unexcused contact DFS and student ill not be allowed to make up missed work	
Bullying: Repeated/systematic intimidation, harassment and attacks including, but not limited to violence, verbal taunt, name-calling and put-downs, threats, extortion or threats, property damage and exclusion from a peer group.		
	A. Conference, ISS B. 10-30 days OSS	A. 180 days OSS B. Expulsion
Bus Referral: Any offense committed by a student on transportation provided by or through the district shall be punishable in the same manner as if the offense has been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.		
	A. Conference, seat assignment, ISS B. ISS	A. ISS B. 1-10 days suspension depending upon the nature of the incident
Offense	1 st Offences	Subsequent Offenses
Cell Phones: <i>(Phones, through the camera feature, or other electronic devices, will not be used to take or send inappropriate pictures or material.)</i>	A. Confiscation of the phone until picked up by the parent B. ISS	A. Confiscation of phone until picked up by the parent B. ISS C. After the third offense the student loses the privilege of carrying a phone in the building. Noncompliance will result in 3-10 days OSS
Dishonesty: <i>(Any act of lying, whether verbal or written, including forgery.)</i>	A. Nullification of forged document B. Conference, ISS C. 1-10 days OSS	A. Nullification of forged document B. ISS C. 1-180 days OSS, Expulsion
Disrespectful Conduct/Speech/Disruptive Conduct/Speech: Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant,		

in violation of district policy or considered inappropriate in educational settings so that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.		
	A. Conference, ISS B. 1-10 day OSS	A. ISS B. 1-80 days OSS, Expulsion
Disrespect to Staff: Verbal or physical	A. Conference, ISS B. 1-10 days OSS	A. ISS B. 1-180 days OSS or Expulsion
Dress Code Violation	A. Refer to office, reprimand and change of clothes	A. Change of clothes B. ISS
Drug/Alcohol: Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substance or drug-related paraphernalia, including controlled substance and illegal drugs.		
	A. 1-80 days OSS B. Contact juvenile/civil authority C. Parent Contact	A. 1-180 days OSS or Expulsion B. Contact juvenile/civil authority C. Parent Contact
Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drug, imitation controlled substance or drug-related paraphernalia, including controlled substances and illegal drugs.		
	A. 3-180 days OSS or Expulsion B. Contact juvenile/civil authority C. Parent Contact	A. Expulsion B. Contact juvenile/civil authority C. Parent Contact
Extortion: Threatening or intimidating any person for the purpose of obtaining money or anything of value.		
	A. Conference, ISS B. 1-10 days OSS	A. ISS B. 1-180 days OSS or Expulsion
Failure to Meet Conditions of Suspension: Coming within 1,000 feet of the school while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity.		
	A. Verbal warning, ISS B. 1-80 days OSS or Expulsion	A. Verbal warning, ISS B. 1-80 days OSS or Expulsion
False Alarms:	A. Conference, restitution B. ISS C. 1-10 days OSS or Expulsion	A. Restitution B. ISS, 1-180 days OSS or Expulsion
Offense	1st Offences	Subsequent Offenses
Fighting: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.		
	A. Conference B. ISS, 1-180 Days OSS C. Contact juvenile/civil authority	A. ISS, 1-180 days OSS or Expulsion B. Contact juvenile/civil authority
Hazing: Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class organization, club or athletic team. Hazing may occur even when all students involved are willing participants.		
	A. ISS B. 1-180 days OSS	A. 1-180 days OSS or Expulsion
ISS Violation: Violation of the rules to the ISS room or the discipline policies or the district will result in an addition of 1-5 days in ISS or 1-10 days of OSS.		
Public Display of Affection	A. Conference, B. ISS, 1-180 days OSS	A. ISS B. ISS, 1-180 days of OSS or Expulsion

Racial Slurs: To speak in a manner to defame a person's race, religion or ethnic origin.		
	A. Conference, ISS B. 1-10 days OSS	A. 1-180 days of OSS
Sexual Harassment/Harassment: Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonable interfering with a student's education environment or creates an intimidating, hostile, or offensive educational environment.		
	A. Conference, ISS B. 1-180 days of OSS or Expulsion C. Contact juvenile/civil authority	A. ISS B. 1-180 days of OSS or Expulsion C. Contact juvenile/civil authority
Sexual Harassment: Unwelcome physical contact based on gender or of a sexual nature when such contact has the purpose of effect or unreasonable interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.		
	A. ISS B. 1-180 days OSS or Expulsion C. Contact juvenile/civil authority	A. 3-180 days of OSS or Expulsion B. Contact juvenile/civil authority
Tardies:	A. 5 th Tardie – Letter sent home-Warning B. 7 th Tardie – Letter and Conference within 5 days C. 9 th Tardie – Child's name will be turned in to the DFS and contact juvenile office	
Technology Misconduct: Attempting, regardless of success, to gain unauthorized access to a technology system or information: to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files, without authorization; to interfere with the ability of others to utilize district technology; to secure higher level or privilege without authorization; to introduce computer viruses. Hacking tools. Or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.		
	A. Restitution, Conference B. Loss of user privileges C. ISS D. 1-180 days of OSS	A. ISS B. Loss of user privileges C. 1-180 days of OSS or Expulsion
Offense	1st Offences	Subsequent Offenses
Theft: Theft, attempted theft or knowing possession of stolen property.		
	A. Return or restitution of property. B. Conference, ISS C. 1-180 days of OSS or Expulsion D. Contact juvenile/civil authority	A. Return or restitution of property. B. Conference, ISS C. 1-180 days of OSS or Expulsion D. Contact juvenile/civil authority
Threats or Verbal Assault: Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.		
	A. Conference, ISS B. 1-180 days of OSS or Expulsion C. Contact juvenile/civil authority	A. ISS, 5-180 days of OSS or Expulsion B. Contact juvenile/civil authority
Tobacco: Possession of any tobacco products on school grounds, school transportation or at any school activity.		

	A. Confiscation of tobacco product B. Conference C. ISS	A. Confiscation of tobacco product B. ISS C. 1-5 day of OSS
Use of any tobacco product on school grounds, school transportation or at any school activity.		
	A. Confiscation of tobacco product B. Conference C. ISS	A. Confiscation of tobacco product B. ISS C. Parent Contact D. 1-90 days of OSS
Tuancy: Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.		
	A. Conference B. ISS	A. ISS C. Contact juvenile/civil authority
Unauthorized Entry: Entering or assisting any other person to enter a district facility, office, or other area that is locked or not opened to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.		
	A. Conference, ISS B. 1-180 days of OSS	A. 1-180 days of OSS or Expulsion
Vandalism:	A. Restitution, Conference B. ISS C. 1-180 days of OSS or Expulsion D. Contact Juvenile/civil authority	A. Restitution, Conference B. 1-180 days of OSS or Expulsion C. Contact Juvenile/civil authority
Weapons: Possession or use of any instrument or device, other than those defined in 18U.S.C. & 921, 18 U.S.C. & 930(g)(2) or & 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person		
	A. ISS B. 1-180 days of OSS or Expulsion C. Contact juvenile/civil authority	A. 1-180 days of OSS or Expulsion B. Contact Juvenile/civil authority
Possession or use of a firearm as defined in 18 U.S.C. & 921 or any instrument or device defined in &571.010, RSMo. Or any instrument or device as dangerous weapon in 18 U.S.C. & 930(g)(2).		
	A. One (1) calendar year suspension or expulsion, unless modified by the BOE upon recommendation by the Superintendent	A. Expulsion

DRUG PREVENTION PROGRAM FOR STUDENTS

1. An appropriate drug and alcohol education and prevention program will be administered as part of the curriculum from kindergarten through grade eight. The program will be conducted as part of the regular science and health subject areas, and as an independent segment of instructions where deemed appropriate.
2. Students will be informed beginning in kindergarten and continuing through the eighth grade that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
3. By School Board and District Policy students are prohibited from possessing, using, or distributing any illicit drugs, drug paraphernalia, tobacco, or alcohol on

school premises or in any school activity, on or off the premises. There is a no smoking ban inside the school building for all persons.

4. Students **will** be suspended from school, as per district policy, for drug or alcohol violations at school, or in any school activities off-campus. Students may be referred to drug or alcohol rehabilitation counseling funded through the Drug-Free Schools and Community Program.
5. Drug and alcohol counseling are available as mentioned in item (4). After consultation with parents, the district faculty Drug Prevention and Awareness Committee may refer students to the services available.
6. As per district policy, students and parents will be informed at the beginning of each school year (or at the time of enrollment) the mandatory standards of conduct expected and the disciplinary sanctions required in violation of the district's drug prevention program. Parents and students will be given a copy of the policy including disciplinary sanctions required for infractions.
7. Referral resources available through Belleview Guidance Counselor.

EMERGENCY PROCEDURES

FIRE EVACUATION:

Burglar Alarm or Foghorn will sound.

At the sound of the fire alarm, teachers should see that their class leaves the classroom immediately in a single file line. Teachers should be the last to leave the room and close the door. Teachers and students should leave the building by the following route.

- Early Childhood will exit from the mobile unit, as directed by the teacher and meet at the baseball field backstop.
- Kindergarten, 1st, 2nd, Computer, and Library will use the west exit of the metal building, meet at the baseball field backstop.
- Title I, Special Education Rooms, and Speech will exit out the north building doors and meet at the outdoor classroom.
- Band/Music and Multi-Purpose Room exit out their doors and meet at the outdoor classroom.
- Grades 3, 4, and 5 will exit out the east exit, the playground exit door between grades 3 and 4, and meet at the lower grade jungle gym.
- Grades 6, 7, 8, Art, Counselor, and P.E./Gym/Lunch Room will exit out the south exit near the office, go through playground gate and meet at the pavilion.
- ALL OTHERS THRU NEAREST AVAILABLE EXIT.
- Students should stay with teacher in charge of them during the drill. Do not return to your homeroom teacher or attempt to re-enter building until told to do so.

Each teacher should take their group a safe distance from the building. Teachers should close all windows before leaving. Take your attendance/grade book and disaster kit outside with you and take attendance. If any student(s) are missing from your group, take necessary steps to be sure he/she is out of the building and report immediately to the Superintendent, Principal, or Safety Director.

TORNADO WARNING:
School Bell will ring intermittently.

- When you hear the signal, do not open or close windows. Get your students to the hallway as soon as possible. Close the classroom doors when all students are out. Teachers, please take your attendance book with you, as you exit the room.
- Students should leave the rooms with their teacher in a quiet and orderly manner.
- Teachers should be the first person out of the room. This is necessary so you can direct the students to the proper place.
- Please do not allow students to place themselves in front of a door or where a door might swing open and cause injury. Have students face away from any source of glass.
- Students should be instructed to face the wall, while getting as close to the wall or person in front of them as possible, kneel, put their heads down, and cover their heads with their hands.
- If it is necessary to have a double row of children on each side of the hallway, leave a space in the center of the aisle.
- Remain in position until given the all-clear signal, by the Superintendent/Principal or his/her designee.
- If outside, return to the building. Do so quickly.

EARTHQUAKE WARNING:
School Bell will ring continuously (if possible).

An earthquake usually occurs without warning. At the first sign of an earthquake, shock, or tremor, a warning bell will ring if possible. The following procedures are to be followed:

- Keep calm. Do not run or panic. The teacher will give precise instructions.
- Remain where you are. If inside the building, stay there; if outside, stay outdoors.
- At the first indication of ground shaking, all teachers and students are conduct the DROP Procedure (duck, cover and hold - hold onto the legs of your “shelter” and move with it). This procedure consists of everyone dropping to their knees, taking cover under a table or desk, protecting their head with arms if not under a table or desk, and face away from windows or mirrors.
- Stay away and face away from windows.
- Beware of light fixtures and objects that might fall.
- If outside, move away from the building.
- Avoid utility poles, overhead wires, and trees.
- After the initial quake stops wait for instructions, then evacuate the building. Students should exit the building with their teacher, as in a fire drill procedure.
- The teacher will take attendance.
- The teacher will check students for injuries and make a report.
- The Superintendent/Principal or his/her designee will provide direction as to further procedures, or whether to give an “ALL SAFE” signal.

ENROLLMENT PROCEDURES

Students enrolling in the Belleview R-3 School District must live within the district with

a parent or court-appointed guardian. If there are any other questions contact the superintendent.

New students may be enrolled at the school office anytime between 8:00 a.m. and 2:30 p.m. Monday through Friday. Parents need to provide the following:

1. an up to date immunization record (state law for enrolling)
2. a state-issued birth certificate
3. Social Security Number
4. health data
5. any previous school records or information, and
6. any IEP or special program placement information
7. address Verification

At the time of enrollment, parents can expect the following:

1. a copy of the handbook
2. a copy of the free/reduced lunch application
3. bus route information
4. a tour of the building
5. a brief outline of the school schedule
6. an introduction to the teacher, and
7. answers to any questions.

A child must be five (5) years old before August 1st in order to be admitted to Kindergarten and six (6) years old before August 1st in order to be admitted to first grade. Kindergarten Screening is held in April of each school year (for children beginning school the following school year).

FIELD TRIP RULES

1. Parental Permission Slips are necessary prior to any trip. Students will not be allowed to go otherwise.

2. Absences on the day before or after field trips, or any school activity, requires a doctor's excuse or significant reason acceptable to the superintendent and/or his designee. Otherwise, attendance will not be allowed on the next trip. Any student in In School Supervision, O.S.S., or suspended from the bus the day of a field trip will not be allowed on the field trip. Further, a student may not participate in any school trips after an OSS infraction and a student may not participate in any school trips if they have received a total of two (2) In School Supervision days or ten (10) time-outs.
3. On all trips, students will remain in a group under direct teacher supervision. Parents may be allowed. However, a teacher will always be in charge of the exercise.
4. At all trips, students may not leave the park or area attended.
5. Students should not talk to strangers, young or old, and should always stay together in a group.
6. No alcohol, drugs, or tobacco may be used or carried on any trip in any shape or form by students.
7. Students who get in trouble with the law will be left in the law's custody until the parents arrive.
8. Any misbehavior, insubordination, or conduct that embarrasses the school or teachers on field trips may preclude **any future trips** and/or involve other disciplinary action.
9. Student noise and behavior on the bus must be kept at reasonable levels. All regular transportation rules apply.
10. Any damage to property caused by a student, intentional or unintentional, must be paid for by the student(s) or their parents.
11. No children or visitors, (except supervisors), other than Belleview students, will be allowed on the bus. Parents working as volunteers may go on field trips (except to ballgames). Parents must be approved by the supervising teacher and/or principal.
12. If students ride to an event on the school bus, they must ride back on the bus. The only exception is when parents are present to accept them back in custody.
13. Valuable items, including money, should never be left on the bus.
14. Board Policy since 1985-86, students must maintain an overall "D" (1.0) average to go on all field trips, unless higher requirements are stipulated for certain field trips.
15. Failure to follow any of the above rules plus any other teacher directives automatically prevents a student's attendance at the next field trip. "Serious" problems may preclude all future trips.

GRADING SCALE

The following grading scale for grades 1 - 8 was adopted by the Belleview Board of

Education October 15, 1982. The purpose of the scale is to provide a guide and promote uniformity among teachers.

A= 93 - 100
B= 85 - 92
C= 75 - 84
D= 65 - 74
F= 64 or under

The Board approved "I" or incomplete to be added only if a student is given an opportunity to "make up" the grade later in the year, including summer school starting in the year 2000.

The Board approved a "Pass - Fail" grading system for PE classes grades K-3 and for EMH Students.

Honor Roll is 3.20 overall. The honor roll will also be recognized in the school paper.

HEAD LICE CONTROL

"NO NIT" lice control policy adopted, March, 1990. Students' hair may not have any nits

present, alive or dead. Students are prohibited from attending school until the nits are removed. All students will be checked weekly (Mondays) as a minimum; more often when deemed necessary.

Continuous discovery of pediculosis (head lice) on the heads of children in the Belleview R-3 School indicates that a clear and workable policy needs to be in effect in order to control the spread of head lice at school. The following will be implemented:

1. When and if head lice/eggs are discovered on any child in the district, it will immediately become a number-one priority in the health program. All siblings of the infected child will also be checked.
2. Once head lice/eggs are discovered on a child, the parent of that child will be notified, and the child with head lice/eggs will be removed from the classroom and from school.
3. The school will instruct the parents concerning various shampoos and sprays that can be purchased for the head lice/eggs, and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice/eggs are eradicated.
4. To be readmitted to school, the child will be examined. After examination, the child will receive a slip to be given to the teacher stating that there is no evidence of head lice/eggs. If head lice/eggs are still present, the child will be sent home until the head lice/eggs are removed from the hair.
5. Continuous checking for head lice/eggs will be a practice of the school district. If infestation continues to occur with a particular child, the building principal will contact the Division of Family Service. The child will be sent home and may not return to school until parents present proof of treatment (shampoo bottle or box top), or have a note from a physician that the student is free of nits and live lice.
6. It will be the responsibility of the school staff to examine a child who is possibly infested with head lice/eggs.

HEALTH SERVICES

The school district makes every effort to assist students to be prepared to succeed in

school, including providing various health services, some of which are reimbursed by publicly supported programs such as Medicaid. Some specialized health services provided by the school to students who are Medicaid beneficiaries may be included in reimbursement requests by the school to the Medicaid program. Doing so has no effect on the Medicaid benefits available to students and there is no cost to you as the parent or guardian. The funds received do not fully reimburse the school for the cost of the services provided; however, they do permit the school to continue to support various school health and educational services.

If your child does receive services from the school district that are claimed to the Medicaid program, these services will be reflected in periodic reports that are sent to you by the Missouri Department of Social Services. If you have questions upon receiving such notices, please contact the Superintendent at (573) 697-5702. Thank you.

HOMEWORK

Many children in school may need to complete studies at home. The teachers may assign some homework, as deemed necessary.

Like all school experiences homework should help students gain in maturity and self-confidence because it demands independent work on the part of the student. Parents are responsible for providing a proper place for the child to study, free from interruption. Parents should also check the child's work after it is done and clarify any confusion, if possible. Parents should not do the homework for the child because the teacher will have prepared the child to work independently on the assignment. Parents should inform teachers the following day of any problems experienced by the child or of any problems or obligations that may be preventing their child from completing their homework satisfactorily.

Children not returning homework at the time assigned by the teacher will receive a 0 in the grade book for that assignment. No extra time will be allowed to complete the assignment except in the case of absenteeism where the time limits outlined in that section are applicable. Children receiving a low grade on a homework assignment may, at the discretion of the teacher, be allowed to rework the assignment and receive a higher grade.

A tutoring program will be offered starting around the end of September thru mid April from 3:30 p.m. to 4:20 p.m.

ITEMS OF NUISANCE

Personal items, which do not contribute to the learning process or that could cause confusion or argument, should be left at home. Most of the classrooms have enough toys

and games to adequately occupy the child's free time at school. It is especially important to leave breakable items at home. No radios, I-Pods, MP3 Players, CD players, headphones, tape players or Gameboys are allowed to be brought to school unless by special permission from the superintendent. This includes beepers and cellular phones. These items will be confiscated, put in the vault, and parents must come and pick them up. Also, other items such as knives, etc., which could pose a danger, should not be brought to school.

LOST AND FOUND

It is recommended that the names of children be written in permanent ink or sewn into the garments that are brought to school. These include hats, coats, sweaters, raincoats, etc. Also, put your child's name in his/her lunch box and his/her wallet or pocketbook. This will help the school personnel return lost property to the owner. Items found on the school property should be given to the teacher or brought to the office. Students may claim lost items by giving proper identification of the articles.

NEWSLETTER

Monthly "Smoke Signal" will be sent home, usually October through April.

PARENTS AS TEACHERS

In compliance with SB 658, the Belleview R-3 School District offers the Parents As Teachers Program to those families with children ages 0-5 years of age. The program provides services within the home, as well as group contacts at the school facility. Thorough academic and health screening is provided, with referral services as needed. This program is voluntary and of no cost to participating families; however, interested parents must contact the school office in order to be served.

PARENT CONFERENCES – Guidelines Approved by the Board of Education 3/18/96

The following will explain to you what is expected at Parent Conferences:

1. It shall be the policy of Belleview R-3 School District to discourage unscheduled, impromptu conferences. Parents should not come to school, expecting everyone to stop classes or drop whatever else they are doing and meet with them anytime they wish.
2. Conferences should be scheduled in advance, preferably a day ahead of time; allowances may be made only in emergency condition, as determined by the Superintendent or his/her designee.
3. Conferences must consist of at least 2 faculty members and the parents or guardians. Parents or guardians must have legal custody. Non-custodial (persons who do not have legal custody) will not be allowed to attend, except in special circumstances approved by the administration.
4. Conferences should be scheduled accordingly, so as to not interfere with regular class times, and teacher obligations to their classes.
5. Profanity or verbal threats (spoken or implied) will cause immediate termination of the conference. Legal authorities will be called if any violent behavior or threat of violent behavior is deemed possible.
6. Parents and teachers should try and get to the root of the problem, discuss remedies, and alternatives, if possible. Reviewing past events should be kept to a minimum, except as they refer to the present situation.
7. All remedies for misbehavior should focus on encouraging the child to exhibit self-control and to seek help before problems become serious. Parents and guardians are expected to do all they can to encourage good behavior at school and on the bus.
8. Release from the discipline policy measures are not possible; except by special BOE order or unless special circumstances (DESE State or Federal regulations) require such.
9. Parents who do not agree with the discipline policy may state in writing or in person their disagreement at the next Board of Education Meeting (third Monday of each month at 7 p.m.).
10. The Board may or may not respond to verbal or written requests or complaints. Visitors attending meetings are expected to abide by the Rules For Visitors Attending School Board Meetings; (a copy is available at meetings or by request prior to the meeting).

PARTICIPATION IN BAND POLICY

1. Students who participate in extra curricular band must meet the district requirements of attendance plus;

2. "Unexcused" absences for night (after-school) activities should not exceed one per quarter;
3. More than 3 "unexcused" absences will result in termination of band participation for the remainder of the school year;
4. "Unexcused absences" shall include all absences without a doctor's note of illness.

All students participating in band will automatically be suspended if they receive 2 After School Supervision days during the school year from the band director, or are uncooperative, disrespectful, abusive, violent, or exhibits threatening behavior in any school setting as determined by the administration. Disciplinary infractions are not carried over from year to year. (3-17-03)

PARTICIPATION IN CHEERLEADING/SPORTS POLICY

1. "Varsity" basketball teams try-outs will be held during September. The players will be selected on the basis of ability, attitude, grades, and attendance of intramural and try-out week. Teams will be announced.

According to MSHSAA rules seventh graders must not have reached 14 years of age prior to July 1 preceding the opening of school and eighth graders must not have reached 15 years of age prior to July 1 preceding the opening of school.

2. Students in grades 5 & 6 may automatically participate in 5th and 6th grade basketball. Other students, by tryout, may be chosen to participate **if needed** to have a team and are 10 years of age by February 1st or be 4'8", and at least 75 pounds.
3. To remain on the team roster attendance is a "**must**". No more than 2 **unexcused absences will be allowed for practices and/or games.**
4. Basketball Grades 5, 6, 7, and 8.
 - (a) standards
 - (b) expectancies
 - (c) schedules
 - (d) player contracts, if used
5. The Belleview R-3 School District will be under the rules and regulations of the Missouri State High School Activities Association. This is to include all state rules and sanctions of this governing body, including insurance requirements.

Grades 7 and 8 may participate according to MSHSAA rules concerning a "C" average at mid-term prior to the start of the season. If student grades are below a "C" average, they will be ineligible to participate.

Grades 5 and 6 may participate according to the previous quarter's grades with a 2.00 core average and no more than 2 subjects with the grade of "F". Also, by the first game a student must have a C-core GPA (2.00 on a 4 point scale, A=4, B=3, C=2, D=1, F=0) and no more than 2 subjects with the grade of "F". If student grades drop below 2.00, they will be suspended from participation for the remaining season.

Any students with two (2) After School Supervisions will be ineligible to start the

season. All students participating in any sports and cheerleading will automatically be suspended for the season if they receive a total of two (2) After School Supervisions, one (1) O.S.S., or are uncooperative, disrespectful, abusive, violent or exhibits threatening behavior as determined by the administration. Disciplinary infractions are not carried over from year to year. (3-17-03)

Students must be in attendance the day before and that entire day of school to participate in after school activities unless excused by the superintendent and/or his designee. An absence on the day after requires a doctor's excuse or significant reason acceptable to the superintendent and/or his designee. Otherwise attendance will not be allowed at the next activity.

Students participation in all after school activities on or off campus are banned if in In School Supervision the day of and the next day or O.S.S. (out-of-school suspension) until re-entered in school.

Students ineligible to participate in an after school activity may **NOT** attend as a spectator.

All students participating in any sports and cheerleading are required to have accident insurance.

PARTIES

To coincide with the School Wellness Plan each classroom is to have ONE monthly birthday party to celebrate all the students' birthdays for that month. Teacher and parents can coordinate together to plan the party.

PHYSICAL EDUCATION

1. PE classes will meet two (2) times a week.
2. PE schedules may be revised yearly.
3. Grades 7 and 8 will be "required" to dress-out to participate for class.
4. Dressing-out means: Tennis shoes, shorts, and a "T" shirt (there is no color requirement).
5. Grades K - 6 will need tennis shoes, will not be required to dress-out for participation.
6. Students not properly "dressed-out" will be marked unexcused and will not be included in the day's activity.

7. "Four" unexcused misses in the quarter will result in an automatic "F" grade. Each quarter will begin new records on attendance.
8. In cases of illness, injury, or extreme circumstances a note may be requested from the parent or guardian indicating the reason of non-participation.

PLAY GROUND EQUIPMENT

Grades K – 4 may use the newer equipment. Only 1 child at a time may use the tire swings.

Grades 5 – 8 may use the jungle-gyms. They are only to climb and sit on them. They are not to hang upside down, jump off or do back flips from them.

Grades 5 – 8 may use the two large sets of swings.

The outside classroom is to be used only for classes. The students are to stay out unless a class activity is being held there.

RELEASE OF STUDENT RECORDS

Records may be released when requested by another school. Written parent authorization will be sought. Information will not be released to unauthorized persons without the express consent of the student or guardian, except to comply with a judicial order of subpoena. Both natural parents will have access to the student's records regardless of their marital status, unless a court order or divorce decree removes one parent's right to this information. Copies of records of currently enrolled students will be made available to authorized personnel upon request. A fee per copy may be assessed to graduates or other students who have terminated their education. A record of disclosures shall be maintained of personally identifiable information. After a student attains 18 years of age or is attending a post-secondary educational institution, all rights accorded to and consent required of parents shall only be accorded to and required of such student.

Appeals Procedure

The following appeals procedure shall be used for the correction or deletion of inaccurate, misleading, or inappropriate data in a student's record. Parent, guardian, or eligible student, after review of records, may petition for a hearing from the principal. The principal will, within 10 working days of request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence, and provide a decision. If not satisfied, the petitioner may request in writing that the superintendent - of schools review the case and determine appropriate action within 30 working days. Parents or eligible students shall be informed of the right to place a statement in the student's school record.

REPORT CARDS

Report cards are to be given to the children approximately one week after the end of each quarter. A progress report for students working below their ability may be sent home at the designated times (approximately half way through the term). It is recommended that teachers phone parents of students who are experiencing extreme difficulty and keep them personally informed of the student's progress.

REQUIREMENT FOR GRADUATION FROM EIGHTH GRADE

1. Each elementary student will receive regular instruction in and receive a passing grade for reading, language arts, mathematics, science, social studies, comprehensive health (including tobacco, alcohol and other drug prevention and HIV/AIDS prevention education, and career awareness education).
2. In addition, each elementary student will receive regular instruction in art, music, and physical education.
3. Students in 7th and 8th grades will have access to a total of four exploratory classes.

These requirements meet the Missouri School Improvement Program as addressed in the "Standards and Indicators Manual" developed by the Missouri Department of Elementary and Secondary Education.

RESIDENCY

All students, five to twenty-one (5-21) years of age, who reside within the boundaries of the Belleview R-3 School District may attend Belleview School tuition free. In order to "reside" within the District, the student must be physically domiciled within the District

boundaries. The Domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issues guardianship, or court-appointed legal guardian.

Exceptions

The residency provisions of this policy are not applicable to homeless students, students with only one parent living, inter-District desegregation students, wards of the state, students placed in residential care facility due to a mental illness or developmental disability, students placed in a residential facility by a juvenile court, or students attending regional or cooperative alternative education programs. The exemptions are expressly established by state law and entitle such students to tuition-free school attendance.

Students of Nonresident Teachers and Regular Employees

Nonresident students of Belleview R-3 School District teachers or regular District employees may be permitted to attend school without payment of tuition. Such students will be considered to be “resident” students for purposes of state aid.

RETENTION/PROMOTION OF STUDENTS

Policy 2520
(Regulation 2520)

Student Academic Achievement

Promotion and Retention

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 - Promotion and Retention.

Students must have a 1.00 overall average in “CORE” subjects to be promoted to the next grade (Grades 1-8).

RETENTION/PROMOTION OF STUDENTS

Regulation 2520

Student Academic Achievement

Promotion and Retention

General Promotion and Retention Requirements

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. "Double promotions," that is, acceleration beyond the normal grade placement, are approvable for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of the advanced grade. Parent/guardian, teachers and administrators must agree that it is in the best interest of the student under consideration.
3. A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:
 - a. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
 - b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
 - c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
 - d. An academic program including remediation will be offered the student.
4. In recommending promotion or retention, these factors will be considered:
 - a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignment, and work samples.
 - b. Chronological age.
 - c. Study Habits.
 - d. Attendance.
 - e. Social and emotional maturity.
 - f. State-mandated retention requirements for primary/middle school students.
5. The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

READING LEVELS AND STATE-MANDATED RETENTION

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in grades four, five or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

Exceptions

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMo.
2. Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

Appeal of Retention Decisions

Parents/guardians who wish to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

SCHOOL HOURS

8:00 a.m. to 3:25 p.m.

Parents who bring their child/children to school should not leave them until **7:35** a.m. when a teacher is on duty.

Students are not permitted to leave the school grounds before, during or after school unless excused to do so by the school personnel.

SCHOOL PICTURES

Colored pictures are taken of the students each fall and spring. All children should have their pictures taken, but parents are not required to purchase pictures.

STUDENT FUND RAISING ACTIVITIES

Fund raising activities are currently approved for the Athletic Department, Student Council, and the Booster Club.

The following procedures shall be followed for any fund-raising activity in the district.

1. The fund-raising will be managed in such a manner that it is not viewed negatively by the patrons of the community.
2. The fund-raising program revenue should be substantial enough to justify the time involved. Activities designed to raise non-operational funds are considered fund raising. These activities must be approved by the building principal, and remain within the spirit of the policy.

Based on the aforementioned criteria, the following guidelines are established:

1. Planning for fund-raising will not interfere with the educational process.
2. It is suggested that fund-raising projects have pre-approved reasons for raising the money, which relate directly to the purpose of the club, music, or athletic programs.
3. Organizations that are not affiliated with the school must have administrative

approval before having fund-raising projects at school

4. Students may not sell candy or any other items during class time for any reason.
5. Every effort will be made to see to it that fund raisers do not compete with one another.
6. Fund-raising ideas will be retained by the organization that originally had the fund-raiser.

STUDENTS GOING HOME WITH ANOTHER

Students are assigned one regular pick up and drop off location. The State Department of Transportation expects the district to be a student transportation service, not a taxi service. It is the **PARENT'S OBLIGATION** to provide transportation to and from school to any location other than their regular pick up and drop off location.

Also, parents or guardians are responsible for picking up students going home with other students. As stated earlier, students are assigned one regular pick up and drop off location.

STUDENT RECORDS

Student records are kept in the main office and are only handled by the office staff and teachers. These include attendance, citizenship and discipline records. Parents or legal guardians are welcome to review the records of their child(ren).

Students should remember these records are permanent and may be requested by future employers.

STUDENT RULES

1. Pupils are to pass through the halls quietly, single file and to the right.
2. During breaks, pupils should be quiet in the building, so as not to disturb others who may not be on break.
3. Pupils should not chew gum in school.
4. Students should avoid rowdy - behavior and/or other misbehavior in classroom, gym, restroom, playground, hallways, or on buses.
5. Students must have prior permission to bring visitors.
6. Everyone is responsible for the care and respect of personal property, school property, and other people's property.
7. Students are not to be in teachers' area, unless with a teacher.
8. Students are expected to be attentive, respectful and cooperative.
9. Students should respect the worth, rights and dignity of other individuals. This includes other students, as well as adults.
10. Respect all other rules and regulations from the teachers or administration.

SUSPENSION

Any pupil may be suspended by the superintendent for conduct tending to the demoralization of the school, by defying the teacher, intentional swearing, partaking of alcoholic beverages, tobacco, illegal drugs and/or possession of the same, willful destruction of school property, or property of others, fighting or other obnoxious and filthy conduct. (RS MO 167.161-167.171) (This has been state law since 1945.)

TELEPHONE CALLS

Students will only be allowed to use the main office school phone for emergencies. However, the school will call you if your child becomes ill and needs to go home. ***It is important that an updated emergency form always be on file in the office.***

TEXTBOOKS

Textbooks will be issued to students on the first day of classes. The students are responsible for their books and will be liable for actual replacement cost if the book is lost. Many new textbooks now cost over \$50.00. Students are encouraged to take care of state property.

TITLE ONE – No Child Left Behind Act of 2001 (Public Law 107-110)

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

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

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

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

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

Parent Involvement Plan

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

Bellevue R-3 School District's Title I program is committed to including parents as an integral part of the educational opportunities offered. It is our district's belief that parents have definite responsibilities in education. We feel that parents should encourage students to cooperate with the school, to give their best effort to attend daily, to meet school responsibilities and to participate in school activities. We also believe that the community shares with the school the responsibility for educating children and youth. The community shall provide the financial support as well as time and talent. Additionally, the community has the opportunity to provide input regarding decisions

affecting education.

Parents serve on the Title I Committee. In addition, parent surveys and participation in the development and implementation of the Title I program are sought on an annual basis. Results from these surveys are used in combination with other data collected including district wide assessments, teacher surveys, analysis of the district's subgroup populations and at-risk population, teacher surveys, faculty meetings, administrative planning meetings, analysis of the district's CSIP plan, technology plan and the district's annual performance report to provide the Title I Committee with a clear vision of the district's greatest strengths and needs. The culmination of all of the information collected from the sources listed above is then utilized to develop a School-Wide Title I Plan.

Strategies For Communication

A Parent Orientation Meeting/Open House will be held at the beginning of the school year to provide parents the opportunity to meet with their child's teacher. At this meeting they will receive the goals/objectives of each grade level and methods of assessing those objectives. Parents will receive a copy of the student handbook, which includes the explanation of the Title I program and the Parent Involvement Plan. The building principal and teacher will inform parents of importance building policies/procedures. Parent discussion and questions will be encouraged.

SCHOOLWIDE TITLE I

The purpose of the schoolwide program is to improve academic achievement throughout the school so that all students demonstrate proficiency related to the State's academic content and student academic achievement standards, particularly those students furthest away from demonstration proficiency. The improved achievement is to result from improving the entire educational program of the school. All students will be screened the first two weeks of August and again in January so that we can address their needs for improvement. As in past years, the program will offer supplementary instructions in reading and mathematics. Parents and guardians of students identified for participation will be contacted. As always the Title I staff welcomes any questions or suggestions from parents in regards to Title I services.

SCHOOL-PARENT COMPACT

School Responsibilities

Bellevue R-3 School and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follow-
 1. Retain highly qualified administration and teachers,
 2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and

3. Maintain a safe and positive school climate.
- Hold bi-annual parent-teacher conferences to-
 1. Discuss the child's progress/grades during the first quarter,
 2. Discuss this compact as it relates to the child's achievement, and
 3. Examine the child's achievement and any pending options at the end of the third quarter.
 - Provide parents with frequent reports on their child's progress as follows-
 1. Mid-quarter report mailed from the school, and
 2. Quarterly grade cards/reports sent home by the school.
 - Be accessible to parents through-
 1. Phone calls or person-to-person meetings,
 2. Scheduled consultation before, during, or after school, and
 3. Scheduled school visits.
 - Provide parents opportunities to volunteer and participate in their child's class, and observe classroom activities as follows-
 1. Listen to child read,
 2. Help with classroom projects
 3. Present a program dealing with cultures, different countries, etc., and
 4. Assist with holiday programs or parties, educational trips, etc.

Parent Responsibilities

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

1. Make sure they are in school every day possible.
2. Check that home work is completed.
3. Monitor the amount of television watched.
4. Be aware of my child's extracurricular time and activities.
5. Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me-Standards and will-

1. Attend school every day possible.
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it.
4. Read at least 30 minutes every day outside of school time, and
5. Give all notes and information from my school to my parents/guardian daily.

Bellevue School Wide Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

The Belleview R-3 School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The **Bellevue R-3 School District** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
 - Establish a Title 1 District Wide Parent Advisory Committee composed of parents, administrators, Title 1 personnel, and community members
 - Hold meetings to review, discuss, and revise the current District Wide Title 1 Parent Involvement Plan
2. The **Bellevue R-3 School District** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Hold committee meetings, composed of parents and school staff to review school improvement plans
 - Send out surveys for parents to complete
3. The **Bellevue R-3 School District** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - Provide information on the statutory requirements regarding Title 1 parental involvement
 - Train staff on rules and regulations for Title 1, Part A
 - Provide materials for training staff on the importance and utility of parent involvement
 - Provide meetings for school personnel, including principal/superintendent, counselor, and available community resources
4. The **Bellevue R-3 School District** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Parents As Teachers, by:

- Sending representatives of Title 1 to the Head Start Transition meeting
- Sending letters to parents or phone calls of Head Start children who will be attending Title 1 schools in the spring, welcoming them

5. The **Bellevue R-3 School District** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- ✓ A district wide Title 1 Parent Advisory Committee will meet each year in the spring to review the Title 1 school. The District Parent Involvement Coordinator will solicit names from Title 1 school and invite parents by phone, email, school newsletter, and notes home to participate on the committee. Parents will review the plan and discuss district activities and programs being used in the district. The committee will evaluate the plan and make recommendations on any additions or changes to the plan.

1. The **Bellevue R-3 School District** will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
 - One-on-one parent teacher conferences
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
 - Title 1 meeting
- how to monitor their child's progress, and
 - Progress reports and quarterly report cards
- how to work with educators:
 - Progress reports and report cards
 - One-on-one parent teacher conferences

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Open House
- Family Thanksgiving Feast for parents/grandparents
- Veteran's Day assembly (student written poems and narratives, music - honoring district/community veterans)
- Santa's Workshop
- Christmas Program (grades K-8) Talent Show (grades 5-8)
- Spring Music Program grades (K-8)
- Story Afternoon for grades K-3 (offered 4 times per year)
- Outdoor Classroom (science)
- Red Ribbon Week - drug-free
- Monday through Thursday Tutoring
- Book Fair Family Night (offered Fall and Spring)
- Discovery Van (exhibits, hands-on activities in history and science)
- Field trips
- Grade eight academic awards and commencement exercises

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Providing district wide training for building leaders
- Train staff with Teacher Staff handbooks

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Participate in the End-of-the-Year Head Start transition by sending campus representatives to meet with parents of prospective students
- Including Parents as Teachers home educators in all Parent Educator meetings
- Provide opportunities for Parents as Teachers Home Educators to present information to Parent Educators on all services available to families by the PAT program
- Sending letters or phone calls in the spring to prospective students from Head Start and surrounding preschool programs, inviting them to visit the school district and welcoming them to the new school

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format,

including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Use interpreters and translators for meetings where significant numbers of parents speak a language other than English
- Use different languages (in addition to English), for call-outs from the school district to home that are providing information about meetings, testing, or other important information

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

TRANSGENDER STATEMENT

We in the Belleview R-3 School District will continue our charge to provide a positive

learning environment for all students. Our professional staff will encourage students to be respectful of all students in their classes and to treat others as they would like to be treated; according them the same respect they wish for themselves. It is important that we remember that schools are places of learning: we support civil discussion of matters that affect our students, but we cannot allow educational time to be disrupted.

If you have questions or would like to talk with the superintendent, please call the school at 573-697-5702.

TRANSPORTATION - - RESPONSIBILITIES FOR PUPILS

The number of students we transport makes it important that we not over look the safety factors involved in loading and unloading procedures, to insure the safest possible transportation.

1. Pupils are expected to conform promptly with the suggestions of the bus driver. The driver is responsible for the bus and pupils.
2. Be on time at designated bus stops. Students are not to wait for the bus to pull up to their stop. The bus does not have to stop if no one is there.
3. Stay off roadways at all times while waiting for the bus.
4. Those waiting to load on the bus must stand in single file and load with no pushing or crowding.
5. If it is necessary to cross a traveled road or highway to enter or leave the bus, look and make certain the bus has come to a stop. Then wait for proper signal from the driver, look both ways, then proceed to walk in front of the bus.
6. When walking on a road or highway, always face the traffic.
7. Occupy any seat assigned by the driver and assume responsibility for it.
8. Remain in your seat while the bus is in motion.
9. When the bus stops, become quiet, so the driver may hear, as well as see, any danger.
10. Keep your hands and head inside bus at all times.
11. Avoid distracting the driver's attention from the job of driving the bus.
12. Do not tamper with the emergency door, or any bus part or equipment.
13. Report to the driver at once any damage to the bus. Any damage to a bus by a student must be paid for by the student responsible for the damage.
14. Pupils may be suspended by the superintendent from riding the bus when such action

is advisable.

15. Smoking is prohibited. No eating food or drinking on the bus.
16. Help keep the bus clean, sanitary and orderly. Do not drop waste materials on the floor.
17. Inform the driver when you are not going to ride the bus so the driver does not wait needlessly for you.
18. The driver will not discharge riders at places other than their regular bus stops.
19. Obey the driver cheerfully and report promptly to the school office when instructed to do so by the driver.
20. Repeated misconduct will result in the loss of transportation privileges and/or other disciplinary measures, including school suspension.
21. Only in an emergency will a student be allowed to ride a different bus. Students must have a signed note (bus pass) from the principal and given to the driver allowing this special emergency ride. Birthdays and sleepovers are not emergencies, and hosting parents will need to make other transportation arrangements for the situation.
22. High school students parking their cars and riding the bus to their high school from Belleview should have the following information on file in the office:
 - (a) Make and year of car
 - (b) License plate number
 - (c) Drivers license number

NOTE: HIGH SCHOOL

Students driving cars should proceed on to their high school or home rather than stopping at Belleview School, morning or evening, unless they are dropping off or picking-up their siblings. High school students must have written permission from their parents to pick up their sibling at Belleview. All other students, elementary or high school, will not be allowed to get in the car.

1. High school students residing in Belleview School District are subject to the same rules on buses or Belleview School property as are other students.
2. No smoking is allowed on Belleview School buses or property.
3. Misbehavior on Belleview buses may result in loss of bus riding privileges and/or

additional disciplinary measures, including school suspension.

4. Misbehavior on Belleview buses or school property may also result in out-of-school suspension, as permitted by state law. This includes attendance at extracurricular or after school activities, including Booster Club.
5. Cars driven to Belleview School and parked during the school day should be registered in the office.

VALEDICTORIAN/SALUTATORIAN REQUIREMENTS

To be eligible for these awards, a student must have attended or be enrolled two full semesters during the eighth grade year. (6-86)

VISITORS

All visitors are to report to the office, where they will sign in and receive a pass. Visitors without passes will be asked to return to the office.

WITHDRAWALS

If a student is to be withdrawn from school during the school year, the parents should, by note, phone call, or in person contact the school or student's teacher a few days in advance. This is necessary so that withdrawal information may be sent with the student. Formal school records will be sent upon request from the school where the student enrolls. All textbooks, school materials, and library books should be returned before the student leaves.

