



### 2012-2013 Elementary School Goals

#### Academic Goal:

Reading - to expect students to become independent readers and writers

Math- to develop and apply strategies in solving problems

#### School Climate Goal:

To make our school an inviting atmosphere and have a safe, respectful, attractive, and clean environment.

#### Community Goal:

To work collaboratively with parents and patrons to encourage life-long learners, and to foster a positive learning atmosphere.

#### Professional Development Goal:

To develop a comprehensive balanced reading and writing program to improve reading instruction and assessment practices, including: phonemic awareness, alphabetic principle, phonics/word decoding, word study, vocabulary, language acquisition/development, prior knowledge, fluency, and reading strategies.

To develop a comprehensive mathematics program which emphasizes process and problem solving in the classroom, as well as real-world applications.

This Student Planner Belongs to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE: \_\_\_\_\_

### Student Expectations

1. We take responsibility for learning. This means:
  - We arrive at school on time.
  - We are prepared for class.
  - We demonstrate a serious and responsible attitude in daily work.
  - We will carefully and thoughtfully complete homework on time.
2. We settle our differences in a peaceful manner. This means:
  - We respect other people's property and personal space.
  - We do not physically or verbally fight with other children.
  - We do not take anything that does not belong to us.
3. We follow the directions of adults in charge, the first time given. This means:
  - We look at the speaker.
  - We do not talk back to teachers or adults in charge, this includes substitutes and lunchroom supervisors.
  - We obey the bus driver and follow the posted rules.
4. We are sensitive to the needs and feelings of others. This means:
  - We use appropriate language at all times.
  - We do not bully or tease other children.
  - We never boo or whistle in the gym.
  - We are willing to help each other.
  - We are friendly and courteous.
5. We are expected to move safely while at school. This means:
  - We will not play around in the bathroom.
  - We will not run in the lunchroom, hallways, or up and down stairs.
  - We will observe playground rules.

**Our School is Special  
Let's Keep It That Way!**

# ADAIR COUNTY R-II ELEMENTARY SCHOOL

205 West Dewey Street  
Brashear, MO 63533  
Phone: (660) 323-5272  
Fax: (660) 323-5250

## MISSION STATEMENT

We Believe that in a  
democratic society,  
education must help the  
Student realize his or  
Her worth as an individual  
and lead him or her toward becoming  
A productive  
member of society.

## ADMINISTRATION

Shelly Shipman ..... Superintendent  
Renee Reeves..... Superintendent Secretary  
Brent Doolin..... K-12 Principal  
Karla Hettinger ..... Principal Secretary

## BOARD OF EDUCATION

Roger Thompson..... President of the Board  
Curtis Gordon ..... Vice President  
Traci Hill ..... Secretary  
Alissa Treasure ..... Treasurer  
Duayne Housman..... Member  
Jim Reeves..... Member/Delegate  
Aaron Zentz..... Member

## SCHOOL CALENDAR

Aug. 15..... First day of classes  
Sept. 3..... Labor Day  
Sept. 14..... Early Dismissal 1:03/Teacher In-Service  
Sept. 18..... School Picture Day  
Oct. 12 ..... 1:03 Early Out/Teacher In-Service  
Oct. 12 ..... 1<sup>st</sup> Quarter Ends  
Oct. 18 ..... 1:03 Early Out/Parent/Teacher Conf. 1:15-7:30  
Oct. 19 ..... No School  
Oct. 31 ..... Halloween Parties 2:00 p.m.  
Nov. 16..... 1:03 Early Out/ Teacher In-Service  
Nov. 21 ..... 1:03 Early Out  
Nov. 22 - 23..... Thanksgiving Vacation  
Dec. 18..... Christmas Parties  
Dec. 19..... 1:03 Early Out/1<sup>st</sup> Semester Ends  
Dec. 20..... No School/Snow Day #1  
Dec. 20 – Jan. 2 ..... Christmas Break  
Jan. 3 ..... School resumes  
Jan. 18 ..... 1:03 Early Out/Teacher In-Service  
Jan. 21 ..... Martin Luther King Day/Snow Day #2  
Feb. 14 ..... Valentine's Parties 2:00 p.m.  
Feb. 15..... 1:03 Early Out/Teacher In-Service  
Feb. 18..... President's Day/No School  
Mar. 7 ..... 3<sup>rd</sup> Quarter Ends  
Mar. 8 ..... Spring Break  
Mar. 11 ..... Spring Break/Snow Day #3  
Mar. 15..... 1:03 Early Out/Teacher In-Service  
Mar. 28-29..... Easter Break  
April 1 ..... Easter Break/Snow day #4  
April 2 ..... MAP Testing  
May 14 ..... 1:03 Early Out/ Last day of school  
May 15 ..... Snow Day #5  
May 16 ..... Snow Day #6

## FACULTY

Justine Bane.....Kindergarten  
 Lisa Fisher..... First Grade  
 Joanne Kincaid..... Second Grade  
 Emy Nutt..... Third Grade  
 Tammy Whitlow.....Fourth Grade  
 Louise Smith..... Fifth Grade  
 Anna Nelson..... Sixth Grade  
 Christy Grissom..... K – 12 Counselor  
 Becky Thomas..... Reading Specialist  
 Tammy Wolter ..... Title Language/Speech  
 Sheila Garlock..... Speech Therapist  
 Tara Stutsman..... Special Education  
 Cheryl Reeves..... A+ Coordinator/At Risk  
 Jared Shulse ..... Instrumental/Vocal Music  
 Kevin Terry ..... Librarian  
 Rebecca Hazen.....Art  
 Kyle Robuck .....Physical Education  
 Jill Mason .....Parents As Teachers

## SUPPORT STAFF

Renee Reeves..... Secretary/Bookkeeper  
 ..... High School Secretary  
 Karla Hettinger..... Elementary Secretary  
 Sheri Turner..... School Nurse  
 Cathy March ..... Head of Food Services  
 Sarah Magruder..... Cook  
 Darlene Withrow ..... Cook  
 Barbara Person ..... Cook  
 Willard Colegrove .....Head of Maintenance  
 Carl Garr.....Custodian  
 Angela Hall ..... Paraprofessional  
 Liz Mills.....Paraprofessional  
 Debbie Dore .....Paraprofessional  
 Adriene Mountain .....Paraprofessional  
 Larry Billington..... Bus Driver  
 Lajeana Coin ..... Bus Driver  
 ..... Bus Driver  
 Lonnie Salter ..... Bus Driver



# EDUCATIONAL PHILOSOPHY

## SCHOOL DISTRICT MISSION

We believe that in a democratic society, education must help the students realize their worth as individuals and should lead them toward becoming productive members of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying life.

### Beliefs and Visions

The Adair County R-II Schools are committed to the ideals set forth in the Missouri Show-Me Standards and support the priorities of the Show-Me-Improvement plan. As such, we recognize each student as a unique individual. We believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics. Students will gather, analyze and apply information and ideas; communicate effectively within and beyond the classroom; recognize and solve problems; and will acquire skills necessary to make decisions and act as responsible members of society.

It is, therefore, the responsibility of the Adair County R-II School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social and career development.

## SCHOOL PARENT INVOLVEMENT POLICY

### Brashear Elementary School

(Title I, LEP, Migrant policy)

Board approved August 19, 2002

The Adair County R-II Elementary School is a Schoolwide Title program. As required for this program, we have adopted a Parent Involvement Policy. Our policy must address the following items:

**I. Communications:** An annual information night will be held for parents at the Gab Sessions. In an open forum topics addressed will be: school requirements, resources available to parents, and parent involvement. Activities will be tentatively planned for the year. Parents will be updated on curriculum changes and forms of assessment. *Shared Responsibility for High Student*

**Performance:** Parent/Teacher/Student compacts will be sent out yearly.

**II. Building Parents Capacity for Involvement in School:** Rich and varied school activities offer opportunities to build equal partnerships between home and school, and each provides opportunities for parents to feel valued as contributors. Activities include: math, science, and communication arts.

**III. Parent/Student/Teacher Compact:** The compact contains responsibilities for Parents/Guardians, Student, and Teachers. Compacts will be distributed at the annual Gab Sessions. Copies will be kept on file in the elementary office.

Dear Students and Parents,

Welcome Back! Another new year is upon us! And, we are **SO** excited to get things started! I know that summer seems to fly by and I hope everyone had an **AWESOME** break. We are all looking forward to a **TERRIFIC** year. As always, education is our priority at BES. We are in this year together and together we will help your child/children reach his/her goals. Welcome to the start of a **FANTASTIC** year!

If we haven't already met, I would like to take this opportunity to introduce myself. My name is Brent Doolin. I grew up in Unionville, MO and have always enjoyed the small school settings of northeast Missouri. I taught for 7 years and have been a K-12 Principal for the past 5 years. I am looking forward to building new relationships and working to make BES the very best elementary school in the state. I know that **TOGETHER** we can **ACCOMPLISH MUCH!**

As a School wide building, we are able to take advantage of many programs to help our students in reading, math, and science. Throughout the year, you will receive information concerning parent involvement activities. Please be sure and attend these events. Each event is designed around student learning and specific activities that will help you as a parent stay involved and up-to-date on your child's education. This is a partnership, and we are all in it together.

READING. READING. READING. What an important word!! We are continuing to focus on reading for our students. As a society, we are seeing the importance of being efficient readers. Even with our reliance on technology and our fast paced world, every child **MUST** be able to read and comprehend the information he/she has read. At BES, we strive to help all students become effective readers. Reading is a skill, just like skipping, multiplying, and riding a bike, with practice...that skill will improve. So, it is with reading... practice will make us stronger readers. Learning the 'skill' of reading will make reading more enjoyable. Your child's success is directly affected by your support. We know that children whose parents take a keen interest in their schoolwork are highly successful. To that end, I want to take this time to remind you that from the times of **8:20 a.m. – 10:45 a.m. every morning is our protected reading time**, and we ask that you do not schedule any appointments for your child during this time. Also, it is extremely important your child be at school everyday and on time.

The following booklet is full of some important information to let you know what is going on here at school and how we are trying to improve our academic achievement. Please read through these pages carefully. If you have any questions please feel free to call or stop by. I will be glad to explain.

I am looking forward to a **AWESOME** year. I know that with teamwork, hard work, and some fun thrown in along the way, that the 2012-2013 school year will be one of much success and high achievement.

Sincerely,

Brent Doolin  
Elementary Principal



# Supply List

*Please label all items with child's name. This includes clothing, jackets, etc.*

**K-6<sup>th</sup> Grades:** *Tennis shoes required for recess and P.E.*

Kindergarten	First Grade	Second Grade
<ol style="list-style-type: none"> <li>2 boxes of 24 count Crayola crayons (no fat crayons)</li> <li>1 box of Crayola markers</li> <li>10 pencils (plain, please)</li> <li>10 Elmer glue sticks</li> <li>Fiskars safety scissors (no points please)</li> <li>2 boxes of tissues</li> <li>1 package of baby wipes (Parents Choice works great)</li> <li>1 container disinfecting wipes</li> <li>Beach towel for rest time</li> <li>Backpack (no rolling)</li> <li>1 package of copier paper</li> <li>Small school box with snap lid</li> <li>2- two pocket folders (no prongs) (the plastic will last all year)</li> </ol>	<ol style="list-style-type: none"> <li>24 pencils</li> <li>12 inch ruler with centimeters</li> <li>Crayons (16 or 24)</li> <li>Glue sticks (several)</li> <li>Scissors (no points, please)</li> <li>School box (no large ones, please)</li> <li>Eraser</li> <li>Backpack</li> <li>2 wide ruled spiral notebooks</li> <li>1 package unlined/lined index cards</li> <li>1 box of tissues</li> <li>2 Pocket folders for homework</li> <li>1 package of sugar-free Trident gum (18 piece pack)</li> <li>Box of markers</li> <li>Box of colored pencils</li> <li>Disinfecting wipes (optional)</li> </ol>	<ol style="list-style-type: none"> <li>Backpack – no rolling</li> <li>1 small pencil box with snap lid</li> <li>24 #2 pencils (plain, please)</li> <li>1 Eraser or pencil top erasers</li> <li>1 box of 24 crayons</li> <li>1 box of 12 colored pencils</li> <li>4 glue sticks</li> <li>5 2-pocket folders (red, yellow, blue, green, orange)</li> <li>Blunt Scissors</li> <li>1 stretchy book cover</li> <li>2 container disinfecting wipes</li> <li>2 boxes of facial tissue.</li> <li>1 box of sandwich or snack zip-top bags</li> <li>Hand pencil sharpener</li> <li>1 pkg. Post-it notes</li> </ol> <p><b>Note: Plastic folders will last all year.</b></p>
Third Grade	Fourth Grade	Fifth Grade
<ol style="list-style-type: none"> <li>Backpack (no rolling)</li> <li>24 pencils (no mechanical)</li> <li>2 Boxes tissue</li> <li>Scissors (no points, please)</li> <li>Glue stick</li> <li>Crayons or colored pencils</li> <li>1 tub Clorox wipes</li> <li>Ruler (with inches and cm)</li> <li>3 plastic two pocket folders (blue, green, and orange)</li> <li>Erasers</li> <li>1 package of Index cards</li> <li>1 box zip-top bags</li> <li>Composition notebook</li> <li>Notebook (wide rule)</li> <li>School box</li> <li>Gym shoes</li> </ol> <p>*Please ONLY label your child's name on his or her backpack, gym shoes, and plastic folders. No trapper keepers.</p>	<ol style="list-style-type: none"> <li>Pencils</li> <li>3 notebooks (wide ruled, 70 pages is fine)</li> <li>2 pocket folders</li> <li>Stick Glue</li> <li>Scissors</li> <li>Colored pencils</li> <li>Markers</li> <li>2 large box of tissues</li> <li>Gym shoes</li> <li>Pencil bag or school box</li> <li>1 tub disinfectant wipes</li> <li>2 pkg. 3x5 index cards</li> <li>1 box of bandages</li> </ol>	<ol style="list-style-type: none"> <li>Pencils (.07 mechanical pencils will work)</li> <li>2 red-pens for grading</li> <li>1- hand held sharpener</li> <li>Colored pencils</li> <li>2 Fine point BLACK sharpie markers</li> <li>Fiskar scissors – pointed</li> <li><u>Small</u> school box</li> <li>2 packs <u>unlined</u> 3x5 cards</li> <li>2 plain, heavy duty plastic pocket folders</li> <li>Large glue stick</li> <li>2 Large boxes of tissue</li> <li>1 tub Clorox wipes</li> <li>4 stretchy book covers</li> <li>1 package wide rule lined paper</li> <li>1 white eraser</li> </ol> <p><b>No Trapper Keepers – space is limited.</b></p>

## Sixth Grade

### Required:

1. 250 sheets of wide ruled loose paper
2. 4 one subject spiral notebooks-wide ruled
3. 2 orange plastic pocket folders
4. 1 plain 1" binder
5. 1 plain 2" binder
6. 2 composition notebooks
7. Pencils
8. Pens
9. 1 package red pens
10. 5 pocket folders with holes
11. 2 boxes of tissues
12. Gym shoes
13. Book bag
14. Small art box
15. Notebook for journal
16. Crayons, markers, or colored pencils-just two of the three, not all
17. Scissors
18. Glue sticks
19. White glue
20. Book covers
21. 1 box of **NexCare** bandages
22. 2 Tubs cleaning wipes
23. Hand sanitizer
24. Post-it notes
25. Index cards

**NO TRAPPER KEEPERS OR  
DESK TOP ORGANIZERS  
PLEASE!**



## Student Insurance and Emergency Cards

The first day of school each child will be given a packet of forms, including insurance, emergency card, student handbook, etc. Please return them filled out as needed by the end of the first week of school. NOTE: the student insurance is to be sent directly to the insurance company – the school does **NOT** take the insurance applications and checks. **Also, the emergency cards need to be returned immediately – filled out completely (FRONT AND BACK)!!! If your phone number changes for any reason we need to be notified immediately in case of an emergency.**

## Parent Portal

This is the sixth year of our Student Information System (SIS). One very important component is the Parent Portal. This tool allows parents to view their child's grades, homework, attendance, visits to the nurse, and lunch account at their home or work through the use of an internet connected computer. If you are interested in taking advantage of this tool, call the elementary office and the required paperwork will be sent home. You will need to sign and return a "usage agreement" statement before you would have access to the portal.

## Attendance

All students are expected by Missouri Law to be in school. If you know you will be gone, get your homework in advance. If you have been sick, your parents should send a note with you to the teacher. **YOU SHOULD ASK YOUR TEACHER FOR YOUR HOMEWORK.** This is your responsibility! You can only be a good student when you give attention to your schoolwork and have regular attendance. Being late and/or absent excessively hurts your schoolwork.

**\*\*\*You must "check in" at the office if entering late or "check out" of the office if leaving early.** At this time please sign in or out in the book located on Karla Hettinger's desk. This is a must for accurate attendance records. **We are also asking the person who checks the child out to also sign their name for safety purposes.**

### Attendance Award:

An attendance award will be given at the end of the year to those students whose attendance is exemplary. This will include those students who have perfect attendance, as well as those students who have occasionally left school no earlier than 2:50 p.m. (Missed no more than 2 hours for the whole year.)

## Homework

Time will be given in class to do most of your studies. Some work will have to be done at home. Don't put off your work and get left behind! Homework is an important part of your school work and greatly affects your grades. **Remember: Homework is your responsibility when you're absent! All make-up work should be taken care of immediately.**



## **Late Work Policy**

If you are sick you have one day for every day missed to complete and hand in your work. For example, if you are sick for 2 days with the flu, you have 2 days to make up the work. Exceptions for late work can be made at the teacher's discretion.

## **Collection Policy on Homework**

<b>Kindergarten</b>	Homework will be collected first thing in the morning.
<b>First Grade</b>	Homework will be collected first thing in the morning. Homework will be assigned on Monday through Thursday. Family involvement may be included in homework. Daily reading assignments will also be sent home.
<b>Second Grade</b>	Homework will be collected first thing in the morning.
<b>Third Grade</b>	All work completed at school is to be turned in that day. Homework is due at the start of class the next morning.
<b>Fourth Grade</b>	Short assignments are collected on the spot. Homework is due at the beginning of the subject's scheduled time period.
<b>Fifth Grade</b>	All homework is to be kept in one designated homework folder. Assignments are due at the beginning of subject period or may be collected on the spot.
<b>Sixth Grade</b>	Short assignments are collected on the spot. Homework is due at the beginning of the subject's scheduled time period.

## **ZAP**

**Zeroes Aren't Permitted!** We will continue ZAP this year in grades 4 – 6. This program's goal is to increase student responsibility in regards to homework. Students who failed to complete less than 50% of an assignment will be given a ZAP paper to take home for parent signature. The student is then required to return the ZAP paper along with the completed assignment to his/her teacher by 8:30 a.m. the next morning. The student must have a signed ZAP paper and complete assignment, or he/she will serve an after school detention/lunch detention. After receiving 4 ZAP papers, the student will serve 1 detention. If the student serves 3 detentions and receives a 4<sup>th</sup> detention, the student will serve 1 day ISS (In School Suspension). After serving ISS, the slate is clean, and the ZAP count reverts back to 0.

## Elementary Grading Scale

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

## Reporting Systems

<b>Kindergarten</b>	Kindergarten Progress Report Cards
<b>Grades 1-3</b>	Progress Report Cards in Handwriting, Math, and Reading Letter Grades in all other core areas.
<b>Grades 4-6</b>	Computerized Grade Cards

All teachers are encouraged to send home midterms, reporting progress or lack of progress. Some classes send home weekly grade checks. Also, if the Parent Portal is activated for your family, you will have immediate access to grades for your child/children. Telephone calls and/or written notes are encouraged to report any problems that might arise.

### Parents,

**If you would like to schedule a meeting with your child's teacher or have a concern you would like to address, please contact the elementary office at 323-5272 to make an appointment.**

## Reading Circle Book Reports Requirements

	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>	<b>Fifth</b>	<b>Sixth</b>
Fiction			11	12	13	14
Non-fiction			5	6	7	8
<b>Totals</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>	<b>22</b>

Please check with teachers on deadlines and requirements for reporting. Students are responsible for ensuring that they have meet all of the requirements for their class.

## **Textbooks**

Textbooks are furnished free to the elementary students. Notebooks, pencils, scissors, crayons, etc. are to be furnished by the student. The student must keep texts in good condition. There will be a charge to the student for any book destroyed or damaged.

## **Office**

The Elementary and High School Principals' offices receive all incoming phone calls to the district and routes them to the proper person. The elementary phone is **NOT** to be used by students for personal or non-essential calls. A telephone is placed in the lobby outside the elementary office which any student can use with a hall pass or note from his/her teacher.

## **Courtesy**

You will address your teacher by Mr., Mrs., or Miss. Good social manners will be expected by all students. No profanity will be tolerated. Older students are expected to be helpful to the younger students. We ask parents, students, etc. to show respect by not wearing hats in our building. Hats may be worn during Spirit Days, teacher request, etc.

## **ABC Awards**

We will again this year be recognizing monthly **ABC** winners. Those students, K- 6, who exhibit:

**A:** Academic Achievement – students who have improved over the month in any academic area or who demonstrate consistent high performance in any area.

**B:** Outstanding Behavior – students who demonstrate consistent proper behavior or who have improved their behavior.

**C:** Outstanding Character – students who consistently demonstrate high character and provide a good example to others.

Students will be chosen, using the above criteria by their classroom teacher.

## **Guests**

Visiting children have been found to be disruptive to the educational process. They will be accepted as visitors **ONLY** if accompanied by their parent for their entire stay. Adults are always welcome!

## **Parents and Adults**

All parents and other adults are to report to the office when entering the building. Everyone must sign in. If you are picking up your child, we will have them sent to the office. If you are dropping off a student, please sign them in at the office. **Please do not go to the classrooms.** This makes for less disruption during the school day, as well as a safety precaution. Please, do not interrupt the teaching process and attention of your child. We will get your child if you need him/her before school is dismissed.

## School Bus

The Board approved discipline policy applies to all bus riders. Never get behind or under the school bus. Follow the driver's instructions. Stay in your seat--don't walk around or stand up. **DO NOT** throw anything on the bus. Keep your hands and arms in the bus. **DO NOT** bring anything **GLASS** on the bus. **DO NOT** bring any animal on the bus. Your parents will have to deliver and pick up any animal your teacher has given you permission to bring. **REMEMBER--riding the bus is a privilege the school allows you!**

## Time

School begins at 8:24 a.m. and is dismissed at 3:00 p.m. Doors will be locked until 7:45 a.m. please **DO NOT DROP YOUR CHILD OFF UNTIL AFTER 7:45 a.m.!** Breakfast will start at 7:55, and students will go to their room at 8:20. Elementary school dismisses at 3:00 to load buses. Town students will be dismissed at 3:00 and should go home immediately after school before the high school is dismissed at 3:09. Unless parents tell you otherwise, you go directly to school in the morning and go directly home after school. **DO NOT trespass in yards and gardens! You MUST have a note from your parents if you are going home with a friend, relative, or are riding a different bus than usual!**

## Bad Weather

School is canceled by order of the Superintendent during inclement weather (snow, temperatures, etc.). This is announced as soon as possible on radio stations KIRX/KRXL/ KTUF/Kirksville, KRES/Moberly, and KMEM/Memphis and television station KTVO/Kirksville. Please listen to these stations if you suspect school may be dismissed. We will **NOT** call individual families to notify them of school dismissals! Our phone lines are needed for emergency calls to bus drivers, etc.

## Fire And Tornado Drills

You need to learn the alarms for the emergency drills. The fire alarm is one long bell and an announcement over the intercom. At the time of a fire drill your class and teacher quietly and quickly leave the building together until your teacher instructs you to return to the building.

The tornado alarm is a series of short bells and an announcement over the intercom. At this time your class and teacher will quickly and quietly go to a special area. Your teacher will give you more instructions before the emergency drills.

These drills are very important. You may want to talk with your parents about them. Also, do you know what you should do at home in case of a fire or a tornado?

## **Earthquake Drills**

### **Procedure to follow**

An earthquake strikes without warning; therefore the teacher or person in charge should direct the students to get under their desk or a table and cover their heads. If they can't do this, they should get against a wall away from windows and falling objects.

### **Evacuation of Building**

When an earthquake is over, the principal will give a signal, a loud blow of a whistle, for evacuation of the building. Follow the procedure out of the building as for a fire drill—first making sure that the way is safe.

**Teachers Take Roll Immediately On Reaching Designated Area!**

### **First Aid**

If you get hurt, see your teacher. We keep first aid supplies in the office and Nurse's office to treat minor hurts. We do NOT give aspirin! If your home/emergency phone number changes during the school year, please inform the office immediately so we can record it for such emergency purposes. If you have a medical condition and/or allergies that we should know about, notify us immediately.

### **Medication**

ALL students who take ANY KIND of medication (prescription or over-the counter) must bring that medication to the respective office (elementary, high school, or nurse) to be placed until such time specified by parent note (if over-the counter) or Doctor's orders (if prescription) to take that medication. The Nurse or office personnel will then dispense the medicine as directed.

All medication must be in its original container with the original prescription if ordered by a physician. A parent note on exact time of dosage and amount of dosage must accompany an over-the-counter medicine. Asthma inhalers must have the original prescription attached, but allowances will be made for students who must carry them on their person after proper notification is given in the office and recorded. **A copy of the Medication Policy can be obtained from the Superintendent's office.**

### **Head Lice**

Students found to have head lice will be released from school immediately in the care of parents or guardians who are required to come to the school to pick up the student. At that time the school nurse will give instructions on the procedures of treatment for head lice.

**The student may return to school the following day provided upon inspection by the school nurse all nits are removed. If any nits remain, the student will not be allowed to return to school.**

## **Breakfast/Lunch**

Breakfast will be offered to the students each day. **Student price for breakfast is .85 cents a day.**

**Lunches are \$1.85 a day, \$9.25 a week for the elementary students. Kindergarten milk will be .30 cents a day, \$1.50 a week. Charges will NOT be allowed more than three times!** USDA Free and Reduced Lunch forms are available in the offices. Teachers collect lunch money and take lunch count every morning and this is turned into the main office for accounting.

Students sit at their assigned table in the lunchroom and remain seated until time to leave. Students are expected to show good table manners and eating habits. They can visit/talk in low conversational tones--no yelling!

## **Food Allergies**

If your child has a food allergy, please inform your child's teacher, the school nurse, and the elementary principal. We will make every effort to provide a safe environment for all students. It is the parents'/guardian's responsibility to provide the school with a Dr.'s prescription/order for all allergies.

If your son/daughter is in a class with another student who has food allergies, you will receive information about appropriate snacks and/or prohibited snacks based on their ingredients (i.e. peanuts.)

## **DRESS CODE**

In HOT weather elementary students can wear shorts to school. The shorts, tops, and T-shirts must fit properly! **No undergarments** should be visible. Students not wearing appropriate clothing will be sent home or be asked to change clothing. NO crop-tops (short-tailed shirts) are to be worn. Shirts must have a sleeve of 1 inch or more. Sleeveless shirts may be worn with the exception of shirts with the sleeves cut out and the child's torso or stomach showing. **Students wearing sandals will be required to walk during recess/P.E. (for safety reasons) and will not be allowed to participate in the scheduled activities.**

In COLD weather ALL students should wear hats, gloves, a coat, and boots even if you ride the bus. The buses could break down or get stuck. Many days during cold weather the elementary classes go outside for recess, provided the playground and/or sidewalks are clear.

**Students are not allowed to wear hats, caps, or head-scarves during school hours.** There will be "spirit" days where these may be allowed, but these days will be the exceptions.

## **Field Trips**

All field trips require a parent permission form prior to the trip. A field trip is a part of the school day and every student is to conduct himself/herself as such.

## **Videos**

At times throughout the year, your child's teacher may incorporate a video or movie into his/her unit of instruction. These videos generally will be part of the curriculum for that class. At other times, such as parties, entertainment videos may be shown. If you would like to know about the movies prior to the viewing, please contact the school.

## **Parties**

Your teacher is in charge of all parties. If your child is having a birthday and you want to bring a treat, talk to your teacher before that day and find out the best time for the treat--DON'T surprise him/her!

There will be three class parties--Halloween, Christmas, and Valentine's Day. Any child who does not wish to participate, for religious or personal reasons, will be dismissed at the child's request to go to the library. Your teacher would appreciate your mother's/father's help for games and/or refreshments. Let your teacher know in advance if your mother or father can help.

## **School Property**

Anyone who willfully destroys or damages school property will be charged the cost to fix or replace the property. This includes defacing walls, desks, books, etc. The school belongs to you and your classmates. It's your job to help keep it neat and clean.

## **Playground Rules**

**Tennis Shoes must be worn on the Playground!**

### **Swings:**

1. Sit in the center; never stand or kneel.
2. Hold on with both hands.
3. Stop the swing before getting off and never jump from the swing while swinging.
4. Do not walk too close to the front or back of a swing.
5. Have only one person in a swing.
6. Avoid swinging empty swings and never twist swing chains.
7. Avoid putting head and feet through exercise rings on the swing sets.

### **Slides:**

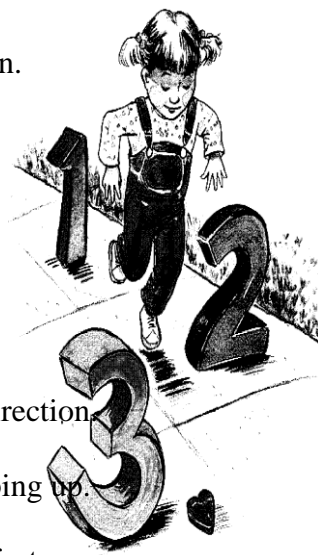
1. Only go up on the designated ladder; don't go up the slide surface or frame.
2. Hold on with both hands when going up the steps; taking one step at a time.
3. Keep at least one arm's length apart when standing in line.
4. Slide down feet first and sitting up, one at a time.
5. Be sure no one is at the bottom of the slide before sliding down.
6. Don't linger at the bottom of the slide.

### **Seesaw:**

1. Stand facing each other; don't lean back.
2. Keep a firm hold with both hands.

### **On jungle gyms and other climbing equipment:**

1. Never use the equipment when it is wet.
2. Grip bars with both hands.
3. Start at the same end of the apparatus and move in the same direction.
4. Watch for swinging feet.
5. Be careful when climbing down and watch out for those climbing up.
6. Draw strings must be tied.
7. Drop from the bars with knees slightly bent and land on both feet.



## **Toys**

All children want to bring their toys, trading cards and belongings to school. We are asking that you do not allow your child to bring these objects to school, unless the teacher has made that request known to you. Many of the objects students are bringing to school are disruptive to the educational process. Please help us in this matter. This includes: GameBoys, PSP, mp3 players, etc.

## **Ball Games**

Ball games are considered a high school activity. Experience has shown that unsupervised elementary children can get hurt and are disruptive. Elementary children **MUST** be accompanied by their parents or other responsible adults. They will **NOT** be admitted to the games without an accompanying adult!

Elementary children who become disruptive, or are warned by officials, or walk on the playing area will be escorted by the Principal to their parents where they will be required to stay. (This includes the kitchen and lower hallways.)

Since parents are responsible for their child's conduct, a copy of the handbook will also be given to the parent of the disruptive child. A safe, well organized, and successful ball game requires the cooperation of everyone!

## **Problems? Questions? Concerns?**

Any problems that may arise can best be solved by first talking to your teacher. Your teacher can refer you to the counselor, Mrs. Grissom; to the secretaries; or to the Principal, Mr. Doolin, or the Superintendent, Mrs. Shipman. We are here to help you.

## **Achievement Tests**

The yearly achievement test will be given in the fall/spring. The results will be reported to parents as soon as they are received. Teachers, the counselor, and the principal are available to meet with parents to discuss the test results at any time during the school year by calling **323- 5272** and arranging an appointment.

## **Statewide Assessments**

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

Any eligible student for whom English is a second language shall participate, but the student's scores shall not be counted until the student has been educated for three (3) full school years in a school in which English is the primary language.

The district may establish a system of rewards and consequences designed to encourage the students of the district to give their best efforts on each portion of any statewide assessment.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian (or other person responsible) for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office. (File: IL, 12/17/01)



ADAIR COUNTY R-II SCHOOL DISTRICT  
OFFICE OF ADMINISTRATION  
BRASHEAR, MO 63533

The Adair County R-II School District's school wide assessment schedule for the 2012-13 school year is as follows:

September 25 – September 27	2nd Grade Otis-Lennon S.A.T 8 7th Grade Otis Lennon S.A.T 8 10 <sup>TH</sup> Grade PLAN Study
October 17	11th Grade PSAT/NMSQT (optional)
October 24	10TH Grade PLAN
December 10-14	Government End of Course Exam
February 13	11TH Grade ASVAB
April 1 – April 26	State MAP Math - Grades 3-8
April 1 – April 26	State MAP Communication Arts - Grades 3-8
April 1 – April 26	State MAP Science – Grades 5, 8
April 22 – May 3	Terra Nova Achievement Test (Grades K-5)
April 22 – May 3	End of Course Exams: Biology, English II, Algebra I, Government, Algebra II, American History, Geometry, English I

Individuals UNDER twenty-one (21) years of age who have not completed an approved program are encouraged to contact the Screening Coordinator for further information regarding screening. If the scheduled screening is appropriate for the individual, he/she is encouraged to participate. If the scheduled screening is deemed inappropriate, then an individual screening program will be made available.

For more information contact:

Christy L. Grissom, Testing Coordinator  
Adair County R-II Schools  
Brashear, Missouri 63533  
(660) 323-5272  
[christy\\_grissom@brashear.k12.mo.us](mailto:christy_grissom@brashear.k12.mo.us)

## STUDENT DISCIPLINE

### Policy 2610

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 a 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.

#### **Behavioral Expectations**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school buses or at a school activity whether on or off school property.

Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

**Academic Dishonesty** – Academic dishonesty is defined as copying from another student or allowing another student to copy work, using or possessing a “crib sheet,” using an electronic device to cheat, looking in a book during a closed-book test, and/or plagiarizing an assignment or project.

**First Offense:** Zero on the assignment, project, or test and one detention.

**Subsequent Offenses:** Zero on the assignment, project, or test and in-school suspension, or 1-180 days out-of-school suspension.

**Alcohol** - Possession of or presence under the influence of alcohol

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

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

**Arson** - Intentionally causing or attempting to cause a fire or explosion

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

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

**Assault** - (Refer to Policy and Regulation 2673 – Reporting of Violent Behavior)

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

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement of officials, and document in student discipline record.

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

- b. **Attempting to kill or cause serious physical injury** to another; killing or causing serious physical injury to another.

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

- c. **Fighting**—Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

**Bullying** – The district is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students 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 physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

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

**Subsequent Offenses:** 1-180 days out-of-school suspension, possible notification to law enforcement officials, and documentation in student's discipline record will be imposed for subsequent offenses. \*\* The Superintendent may reduce the length of suspension for elementary school students based upon the facts in each case.

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

**Cell Phone/Pagers** – The use of cell phones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Student cell phones, digital cameras and similar electronic devices shall be turned off and are not to be seen or heard during the instructional day and are banned from dressing areas (home or away) at all times.

**First Offense:** 1-3 days in-school suspension

**Subsequent Offenses:** 2-10 days in-school suspension.

Students needing to call home on their cell phones must first get permission from the principal's office prior to displaying cell phone.

**Defiance of Authority** - Refusal to obey directions or defiance of staff authority (Including disrespectful conduct or speech such as verbal, written or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate to public settings.)

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

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

**Disruptive Behavior** - Conduct that has the intentional effect of disturbing education or the safe transportation of a student including conduct or verbal, written, pictorial or symbolic language that materially and substantially disrupts classroom work, school activities or school functions.

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

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

## **Drugs/Controlled Substance**

- a. 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 school activity whether on or off of school property.

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

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

- b. Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

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

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

## **Extortion** - Verbal threats or physical conduct designed to obtain money or other valuables

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

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

## **False Alarms** – Tampering with emergency equipment, setting off false alarms, making false reports.

**First Offense:** Up to and including Principal/parent conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**Subsequent Offenses:** Up to and including in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

## **Firearms and Weapons** (Refer to Policy and Regulation 2620 – Firearms and Weapons in School)

### **Possession of a firearm or weapon**

- a. Possession or use of any instrument or device, other than those defined in 18 U.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.

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

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

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

**First Offense:** One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record.

## **Harassment** (Refer to Policy 2130 – Harassment)

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

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

**Improper Display of Affection** - A public display of affection is defined as physical contact with another person that gives the appearance of an intimate relationship or is an intimate act that is in view of others and is inappropriate in a school setting. It may include, but is not limited to any intimate physical contact between two individuals such as embracing, kissing, intimate caressing or touching or any combination of

the above. Students who engage in public displays of affection are subject to referral for disciplinary action by the school administration as defined in the student handbook. A good rule to follow is that side-to-side handholding is permitted.

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

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

### **Improper Language**

**Threatening Language-**Use of verbal, physical or written threats to do bodily harm to person or personal property.

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

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

**Use of Obscene or Vulgar Language-** Language that depicts sexual acts, human waste, and blasphemous language

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

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

**Disruptive or Demeaning Language or Conduct** – Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.

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

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

### **Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130 - Harassment)**

**Physical touching of another student** in the area of the breasts, buttocks, or genitals

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

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

### **Use of sexually intimidating language, objects, or pictures.**

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

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

### **Indecent Exposure**—Includes display of breasts, buttocks and genitals in a public location

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

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

## **Technology Misconduct**

- a. 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 a higher level of 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.

**First Offense:** 1-180 days out-of-school suspension, suspension or loss of user privileges, possible notification of law enforcement and documentation in student’s discipline record\*.

**Subsequent Offense:** 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student’s discipline record\*.

**Violation of the Board adopted “Acceptable Use Policy”,** administrative procedures or netiquette rules governing student use of district technology.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, suspension or loss of user privileges, possible notification of law enforcement and documentation in student’s discipline record\*.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student’s discipline record\*.

**Theft** - Nonconsensual taking or attempt to take the property of another

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

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

**Tobacco** - Possession or use of tobacco or tobacco products

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

**First Offense:** Principal/Student conference or in-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

**Subsequent Offenses:** In-school suspension, or 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials

**Use of any tobacco products on school grounds, school transportation or at any school activity.**

**First Offense:** In-school suspension or 1-3 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

**Subsequent Offenses:** In-school suspension, or 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials

**Truancy** - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 – Truancy and Educational Neglect.)

**First Offense:** Principal/Student conference or 1-3 days in-school suspension.

**Subsequent Offenses:** 3-10 days in-school suspension.

**Vandalism** - Intentional damage or attempt to damage property belonging to the staff, students, or the District.

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

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

\*Any offense which constitutes a “serious violation of the district’s discipline policy” as defined in Board policy PRF 2673 will be documented in the student’s discipline record.

### **CORPORAL PUNISHMENT**

Corporal punishment as a measure of correction or of maintaining discipline and order in school is permitted. The punishment shall be administered by a school administrator in the presence of a witness. The punishment shall be administered by swatting on the buttocks. A report shall be submitted to the superintendent explaining details of the incident. (File: JGA; Approved: Adair County R-II District, Oct. 21, 1996)

# **HARASSMENT**

## **Policy 2130**

It is the policy of the Adair Co. R-II School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The Adair Co. R-II School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of Adair Co. R-II School District policy for any student, teacher, administrator, or other school personnel of this district to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of Adair Co. R-II School District policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the Adair Co. R-II School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

## **TO ALL EMPLOYEES AND STUDENTS REGARDING SEXUAL HARASSMENT**

The Adair County R-II School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated. Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. un-welcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is

Brent Doolin  
205 W Dewey St  
Brashear MO 63533  
660-323-5272



## **NON-DISCRIMINATION**

Adair County R-II School does not discriminate on the basis of race, color, national origin, sex, age, or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: applicants for admission and employment; students; parents of elementary and secondary students; employees; sources of referral of applicants from admission and employment and all unions or professional organizations holding collective bargaining or professional agreements.

Any person having inquiries concerning the Adair County R-II Public Schools' compliance with the laws and regulations implementing Title VI of the civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by the Adair County R-II Schools to coordinate School District efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA.

The Adair County R-II School has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

The Nondiscrimination Compliance Coordinator  
(Title VI, Title IX, ADEA, Section 504, and the ADA)  
Shelly Shipman  
205 West Dewey Street  
Brashear, MO 63533  
(660) 323-5272

## **INTERROGATIONS, INTERVIEWS AND SEARCHES**

### **Searches By School Personnel**

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

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be up held. Students will not be asked to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

### **Interviews With Any Law Enforcement Officials**

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

**Removal of Students From School By Law Enforcement Officials**

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

**Interview With Division of Family Services Personnel**

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

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

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

## **STUDENT SUSPENSION AND EXPULSION**

(Policy 2662 and Policy 2663)

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of violation of school rules and regulations, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school is permitted. Furthermore, if a student poses a threat to self or other, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

Suspensions or removals will use due process procedures. Details of these procedures will be available in the superintendent's office. A conference with student, parents, school officials, and law enforcement officials (if needed) will be held about the student's conduct before the student will return to school.

## **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis or evaluation as part of any program shall be available for inspection by the parents or guardians of the students. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

Parents will be notified at least annually at the beginning of the school year of this policy and within a reasonable period of time after any substantive change in the policy. The district will directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when the above described surveys or evaluations are scheduled or expected to be scheduled or when information for the purpose of marketing will be collected. Parents have the opportunity to opt the student out of participation in any surveys or evaluations described in this policy.

Without written consent of a parent or consent of the student if emancipated, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the students or the student's parent,
- Mental or psychological problems of the student or the student's family,
- Sex behavior and attitudes,
- Illegal, anti-social, self-incriminating or demeaning behavior,
- Critical appraisals of other individuals with whom respondents have close family relationships,
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers,
- Religious practices, affiliations or beliefs of the student or the student's parent.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

If a survey covering one (1) or more of the eight (8) listed issues is distributed, regardless of the source of funding, the district will take measures to protect the identification and privacy of the students participating. These measures may include limiting access to the completed surveys and the survey results as allowed by law. Parents have the opportunity to opt the student out of participation in a survey covering one or more of the eight (8) listed issues.

Surveys that could be administered at Adair County R-II School for the 2012-2013 school year that may cover one (1) or more of the eight (8) listed issues are as follows:

Postsecondary Planning Survey – National Research Center for College & University Admissions, Grades 9-11	Fall 2012
Missouri Comprehensive Student Needs Survey, Grades 4-12	Fall 2012
Preliminary Scholastic Aptitude Test (PSAT/NMSQT), Grade 11	October 2012
Safe & Drug Free Schools & Community Survey, Grades 7 & 9	Spring 2013

## **Missouri Department of Elementary & Secondary Education**

### **NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

#### **Who May File a Complaint**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

#### **Definition of a Complaint**

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

#### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

#### **Informal and Formal Complaints Received by the Local Education Agency**

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

#### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

#### **Formal Complaints Initially Received by the SEA Office**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to

parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.

4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

### **Appeals**

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.

2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15 day implementation period may be extended at the discretion of the SEA Division Director. The complainant of the LEA may appeal the decision of the SEA.

### **Formal LEA Complaints Against SEA**

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.

2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.

3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.

4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

### **Complaints Against LEAs Received from the United States Department of Education**

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.

2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.

3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

### **Procedure Dissemination**

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.

2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.

3. DESE will also keep records of any complaints filed through this policy.

For complaints concerning any federal programs please contact:

Shelly Shipman  
205 West Dewey Street  
Brashear, MO 63533  
(660) 323-5272 Fax (660) 323-5250

## LOCAL RESOURCES FOR COUNSELING AND TREATMENT

The Adair County R-II School District has compiled a list of local resources for counseling and treatment. Specialties include family abuse, drug and alcohol abuse, group, family, and individual counseling. This list, in addition, includes treatment centers available outside the immediate Adair area. A more extensive list can be found by visiting [www.nmrhn.org/carelink/resource\\_directory.asp](http://www.nmrhn.org/carelink/resource_directory.asp)

### ADAIR COUNTY AREA

<b>Mark Twain Area Counseling Center</b>	105 Pfeiffer Ave, Kirksville, MO 665-4612
<b>Mark Twain Area Counseling Center of Macon</b>	309 N Missouri, Macon, MO 395-9114
<b>First Choice Professionals</b>	1 Crown Drive, Suite 104, Kirksville, MO 665-7500
<b>North Central MO Mental Health Cent.</b>	1926 Oak St, Unionville, MO 947-7940
<b>Dr. Christopher Maglio, PhD.</b>	117 E Washington, Kirksville, MO 665-7805
<b>Still Specialty Clinic</b>	1001 E. Jefferson, Kirksville, MO 665-0202
<b>Preferred Family Healthcare</b>	1101 S. Jamison, Kirksville, MO 665-1962 or 800-964-7118
<b>Susan Abrahams</b>	PO Box 18, Kirksville, MO 665-2779
<b>Adult Children of Alcoholics, Al-Anon, Al-a-teen</b>	209 W. Washington, Kirksville, MO 665-1150
<b>Anchor Counseling</b>	405 E. Northtown Rd, Kirksville, MO 349-7395
<b>From the Heart Counseling</b>	2302 N. Lincoln, Kirksville, MO 665-6862
<b>Victim Support Services</b>	1800 E. LaHarpe, Kirksville, MO Hotline: 665-1617 or 800-668-1617

### OTHER AVAILABLE TREATMENT CENTERS

<b>Heartland Behavioral Health Services</b>	<b>Arthur Center</b>
W. Ashland Nevada, Missouri 64772 800-654-9605 or 417-667-2666	321 W. Promenade Mexico, MO 65265 866-401-6661
<b>University Behavioral Health</b>	<b>DePaul Health Center</b>
3301 S Providence Rd # E, Columbia, MO 65203 573-882-2511	12303 DePaul Dr., Bridgeton, MO 314-344-6000

### HOTLINE

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