



ADAIR COUNTY R-II ELEMENTARY SCHOOL

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

2024-2025

Adair County R-II District Goals

Goal #1: Classes/Students will show growth in the academic subjects of Mathematics and English Language arts based upon available data.

Goal #2: Institute a plan for ongoing upgrades of computer equipment and infrastructure, including completion of facility improvements.

Goal #3: Promoting positive social-emotional awareness to all faculty, staff, and students of the district.

This Student Planner Belongs to:

NAME: _____

ADDRESS: _____

CITY: _____

PHONE: _____

BOARD OF EDUCATION

Jason Taylor	President of the Board
Sara Erwin	Vice President
Julie Hettinger	Secretary
Brooke Kelsey	Treasurer
Jessica Lunsford	Board Member
Monte Fisher	Board Member
Mike Robeson	Board Member

Vision

Our vision is to educate, empower, and prepare students for success.

Mission Statement

Adair County R-II will commit its time, energy, and resources in providing a safe school community with a stimulating environment where each student will be given the foundation to reach their full potential, and become a lifelong learner who will be a positive contributor to society.

ADMINISTRATION

Cody Moore, Superintendent
Bachelor of Science Degree in Education
Master of Science Degree in Education
Specialist in Educational Leadership K-12

Karissa Gregory, PK-12 Principal
Bachelor of Science Degree in Elementary Education
Master of Science Degree in Education
Specialist in Educational Leadership K-12

ADMINISTRATIVE ASSISTANTS

Renee Reeves	Superintendent Secretary
Chandi March	K-12 Secretary
Karla Hettinger	Secretary

SCHOOL CALENDAR

Aug. 20 First Day of Classes

Aug. 26 SCHOOL IN SESSION

Sept. 23 SCHOOL IN SESSION

Sept. 26 Fall Picture Day

Oct. 18 First Quarter Ends

Oct. 25 Early-Out - P/T Conferences

Nov. 25 SCHOOL IN SESSION

Nov. 27 Early out- Thanksgiving Break

Nov. 28 & 29 Thanksgiving Vacation

Dec. 20 First Semester Ends

Dec. 21-Jan. 6 Christmas Break

Jan. 7 School Resumes

Jan. 27 Make up day #1

Feb 24 Make up day #2

Mar. 14 Third Quarter Ends

Mar. 24 Make up day #3

Apr. 14 SCHOOL IN SESSION

Apr. 18 No School / Good Friday

Apr. 28 Make up day #4

May 12 SCHOOL IN SESSION

May 15 Last Day of Classes / Early Out

May 16 Make up day #5

May 19 Make up day #6

Sarah Huffman, Grade 2
Associate of Arts Degree

Amanda Borgmeyer, Grade 3
Bachelor of Arts Degree in Early Childhood Education
Bachelor of Arts Degree in Elementary Education
Master of Arts Degree in Elementary Leadership

Tammy Whitlow, Grade 4
Bachelor of Arts Degree in Education

Terri McLean, Grade 5
Bachelor of Science in Elementary Education
Master of Science Degree in Counseling

Lisa Clark, Grade 6
Bachelor of Arts Degree in Elementary Education
Master of Arts in Administration

Melissa Snelling, Elementary Special Education
Bachelor of Science Degree in Accounting

Jessica Erwin, Supplemental Communication Arts
Bachelor of Science Degree in Education
Master of Arts Degree in Secondary Administration

Chelsea Clark, Supplemental Math & Science
Bachelor of Science Degree in Elementary Education

Brianna Mann, Music/Band
Bachelor of Arts in Music
Master of Arts in Music Education

Emily Powell, Physical Education
Bachelor of Science Degree- Exercise Science
Master of Arts Degree in Education

Ellie Hazen, School Counselor
Bachelor of Science Degree in Psychology/Sociology
Master of Arts Degree in Social Work

Anna Nelson Library Media Specialist
Bachelor of Arts Degree in Elementary Education

Kelli Baker, Art
Bachelor of Science Degree in Art Education
Bachelor of Science Degree in Human Environmental Sciences

Drew Jones, PAT / PK
Bachelor of Science Degree in Elementary Education
Master of Arts Degree in Educational Leadership

**THERE WILL BE NO SCHOOL ON
MONDAYS UNLESS NOTED ON THE
CALENDAR.
ELEMENTARY FACULTY**

Justine Bane, Kindergarten
Bachelor of Science Degree in Early Childhood Education

Toni Tuggle, Grade 1
Bachelor of Science Degree in Early Childhood Education

SUPPORT STAFF

Renee Reeves Secretary/Bookkeeper

Chandi March K-12 Secretary

Karla Hettinger Secretary

Heidi Henderson School Nurse

Kayla Lawson	Head of Food Services	John England	Custodian
Lisa Peterson	Cook	Candice Smith	Paraprofessional
Kathryn Ding	Cook	Stacy Holcomb	Paraprofessional
Doug Spears	Cook	Joanne Kincaid	Bus Driver
		Rhonda Branson	Bus Driver
		Naomia Mallett	Bus Driver
Steven McKim	Head of Maintenance		



Dear Students and Parents,

Welcome back to school for the 2024-2025 school year! I am hopeful that you had an excellent summer and are ready to have a great school year at Brashear Elementary School (BES). I have enjoyed being a part of the district for the last four years as the 5th grade teacher and am looking forward to taking on the leadership role as principal this school year. I am excited to still be a part

of such a great school district and continue to help make it successful.

As a district, we are able to implement many programs to help our students grow in various ways throughout the year. It is my goal to help all students become successful individuals to aid them in achieving their own goals. At BES, it is important to us that each student is educated well to ensure they have the skills and knowledge to advance to Junior High and find success there as well. Our teachers and administrators work diligently to ensure that your student earns the very best education that is possible. We are fortunate to have great educators in our district to help make this possible.

Throughout the year, you will receive information concerning parent involvement activities. This will allow you to be informed about events that relate to your student's education. Please be sure to attend these events as they are a great opportunity to stay involved and up-to-date about your student's education. Each event is designed around student learning and is engaging. When parents/guardians are involved in their student's learning, it can help more be accomplished at school. With your support, we can help our student's flourish in their education.

The following handbook for BES is full of important information as well as policies and procedures to inform you of what is happening at the school and how we are working diligently to improve our academic achievement. Please make sure to take time and read these pages attentively. If you have any questions, please feel free to reach out to me.

Again, I am looking forward to starting a new school year at BES as principal. I am so excited to continue helping aid the district in finding success and watching our students grow while finding their own success. It is going to be a great school year! If there is anything I can do to help you or your student, please do not hesitate to contact me, and I will be happy to do my best and help in any way possible. Go Tigers!

Sincerely,
Karissa Gregory
PK-12 Principal



Brashear Elementary School
(Title I, LEP, Migrant policy)
Board approved May 21, 2024

SEE POLICY AND REGULATION 1405

School, Parent, and Family Engagement Policy

The Board of Education, district administrators, and faculty and staff, recognize the positive effects of school, parent, and family engagement. We believe that parents/guardians are vital partners in the education of their children. Our school is committed to strong parent/family involvement by working collaboratively with district staff as knowledgeable partners in educating district students. This School, Parent, and Family Engagement Policy is developed jointly with, distributed to, and agreed upon with parents/guardians of participating children, including parents of migrant and EL children.

In order to promote parent/family engagement in the district, our school will:

- Work as partners with families to develop and revise the Parent and Family Engagement Policy and distribute it to parents/guardians of participating children in our Elementary Handbook each year.
- Parents/Guardians are also invited to attend annual committee meetings, correspond through email and/or google docs, social media, and individual meetings/conferences. Parent input for this policy is sought during annual committee meetings, parent/teacher conferences, evening events, and/or school wide activities.
- The School, Parent, and Family Engagement Policy is provided in a language the parents can understand. Parents/Guardians are notified of the policy in an understandable and uniform format.

Policy Involvement

At the beginning of the school year, the school convenes annual meetings, at a convenient time, to which all parents of participating children are encouraged to attend. These meetings will be used to keep parents/guardians informed on their child's educational progress, and give the right of the parents/guardians to be involved. The school offers a flexible number of meetings. If meetings are poorly attended, effort will be made to reschedule for a time that can better fit the needs of the families in our district.

- Meetings can be, but not limited to, the form of:
 - Parent-Teacher Conferences
 - Evenings in Education
 - Annual Title/Federal Programs Meetings– Fall and Spring
- During these meetings, the agenda will reflect the purpose of the meeting is, but not limited to:
 - To inform parents of their school's participation in the Title I.A program
 - To explain the requirements of Title I.A
 - To explain the rights of parents to be involved.

The school will involve parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I.A program and if applicable, schoolwide program plan in the school. The school will also involve parents/guardians in the planning, review, and improvement of the School, Parent, and Family Engagement Policy.

- Involvement can include, but is not limited to:
 - Parent/Student/School Compact
 - Parent and Family Engagement Policy
 - Schoolwide Title Program Plan
 - Beginning of the Year Survey
 - End of the Year Survey
 - Supplemental Instruction by Title Instructors
- Parents are invited to attend annual committee meetings, correspond through email and/or google docs/forms, and individual input is collected through personal visits. Parent input is sought during parent/teacher conferences, evening events, and/or school wide activities, and the aforementioned annual meetings.

The school provides parents of participating children:

- Information about Title I programs
 - Information will be disseminated in handbooks, newsletter, on our website, social media, and through mailing to parents and patrons of the Adair County R-II School District.
 - The district utilizes the “Parents Make a Difference” handout.
 - Parents will be informed at the Title I Informational Meeting
- Description of the current curriculum resources in use at the school, the forms or academic assessment used to measure student progress, and the achievement levels of the MAP assessment.
 - Curriculum information and academic assessment data will be disseminated at parent/teacher conferences, annual fall meetings, or evening events. District MAP and Evaluate data is shared with those in attendance at the annual fall meeting.
- If requested by the parents/guardians, give opportunities for regular meetings to participate in decisions relating to the education of their students and responses to suggestions in a timely manner.

Shared Responsibility for High Student Achievement

School-Parent Compact

The School-Parent Compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.

- The school jointly develops with parents of Title I.A served children the school-parent compact.

The school-parent compact will:

- Describe the ways in which all parents will be responsible for supporting their children’s learning.
 - Parent Teacher Student compacts will be given out on the “Welcome Back Night” and on the first day of school for those not in attendance on that evening. The elementary secretary will also provide new students with the compact upon enrollment. It will also be made available electronically through google forms. The parent portion of the compact is:
 - I will ...Emphasize positive attitudes and healthy behaviors at home and school.
 - I will ...Help my child plan ahead and set goals and be a good citizen.
 - I will ...Make school work and attendance a priority for my child.
 - I will ...Be available to work with the school for the success of my child.
- Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment.
 - Teacher/School Responsibilities:
 - We will ...Provide high quality instruction in a safe and caring environment that supports students in meeting their grade level Missouri Learning Standards.
 - We will ...Plan ahead and build on individual strengths for optimum success.
 - We will ...Make the success of each child a priority.
 - We will ...Be available and keep you informed of your child’s progress.
 - We will... Provide parents the opportunity to volunteer and participate in their child’s education.
 - We will... Hold annual meetings with parents such as: Parent/Teacher Conferences, Evenings in Education, and for Title I.A/Federal Programs Reviews.

- Address the importance of communication between teachers and parents on an ongoing basis through a minimum of:
 - Conducting parent/teacher conferences at least annually, during which the compact shall be discussed
 - Issuing frequent reports to parents on their children's progress
 - Providing reasonable access to staff, opportunities to volunteer, and observation of the classroom activities
 - Ensuring regular two-way, meaningful communication between family members and school staff, and, in a language that family members can understand.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school:

- Provides assistance to parents, as appropriate, in understanding
 - The Missouri Learning Standards
 - The Missouri Assessment Program
 - Local assessments
 - How to monitor a child's progress
 - How to work with educators to improve the achievements of their children
- Plans to provide materials and training include:
 - Parent education nights will be held in conjunction with student nights so parents can learn, observe, and work with students on improving skills. Parents receive a "Parents Make a Difference" handout. Supplemental math and ELA instructors provide a holiday newsletter, "Title Tips for Holiday Break." Per parent feedback, technology nights will be held every other year during an evening event.
- Educates teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents, in the value and utility of contributions of parents, in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
 - To help all understand the need for working together, continuous parent contact through emails, planners, phone calls, notes, Class Dojo, etc. Classroom teachers provide parents with weekly newsletters. Teachers will be provided with training on effective parent communication. School personnel will be educated with extra professional development at Literature groups, run by supplemental ELA and math instructors.

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school to the extent feasible and appropriate:

- Coordinates and integrates parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.
 - Parent/student/teacher nights will be provided throughout the school year in order to encourage parents and teachers to work together and help students, as well as promote/encourage parent involvement.
- Ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, language the parents can understand.

- Provides reasonable support for parental involvement activities under this section as parents may request.

Optional Additional Assurances

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school:

- Arranges school meetings at a variety of times, or conducts in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend conferences at school, in order to maximize parental involvement and participation. Adopts and implements model approaches to improving parental involvement.
- May adopt and implement model approaches to improving parental involvement.

Accessibility

In carrying out the parent and family engagement requirements of the Title I program, the school, to the extent practicable,

- Provides opportunities for the informed participation of parents and family members, including:
 - Parents and family members who have limited English proficiency.
 - Parents and family members with disabilities.
 - Parents and family members of migratory children.
- Provides information and school reports in a format and, in a language parents understand.

Reviewed and approved 4/8/24

ADAIR COUNTY R-II BRASHEAR SUPPLY LIST - 2024-2025

Updated Immunizations and gym shoes/backpack for all grades

Label all items with child's name. This includes clothing, jackets, supplies, etc. Tennis shoes required for P.E.

Busy Bees	Kindergarten	First Grade
1. 2-24 count CRAYOLA crayons (no fat crayons) 2. 1 roll of paper towels 3. 2- 12 count CRAYOLA washable markers (classic) 4. 2-glue sticks (no jumbo) 5. 1 pair of safety scissors 6. 1- two pocket folder (plastic type preferred) 7. 1- 1" 3 ring binder 8. 1 art box 9. 1 paint smock (old tshirt works well) 10. 1 container playdoh 11. 1 bottle elmers glue 12. 1 Water color paint pallet 13. 2(or more)-Clorox wipes 14. 1 box kleenex 1 optional item: Lysol spray, small or large paper plates, ziplock bags (sandwich and gallon), or highlighters	1. 1 box of 24 count Crayola crayons (no fat crayons) 2. 1 box colored pencils 3. Expo Markers (at least 2) 4. 8 Elmer glue sticks (NO Jumbo sticks)- disappearing purple 5.1 Fiskar safety scissors (no points please) 6. 2 boxes of Kleenex 7. 2 package of baby wipes (Parents Choice works great) 8. 2 Container disinfecting wipes 9. Beach towel for rest time 10. 2-two pocket folders (no prongs; plastic works all year) 11. Headphones (NO ear buds or Wireless) 12. 1- 1" 3 Ring VIEW Binder (front clear pocket)	1. 10-12 pencils 2. dry erase markers (at least 2) 3. 1 Fiskar safety scissors (no points) 4. 10 Glue sticks 5. 2 highlighters (any color) 6. School box (no large ones, please) 7. 2 boxes Crayola colored pencils 8. 2 boxes Crayola markers 9. 2 boxes Crayola crayons (24 count) 10. 1 1" 3 ring VIEW binder (front clear pocket) 11. (1) 2 pocket folder- no prongs, any color 12. (1) ORANGE 2 pocket plastic folder- no prongs 13. Headphones (NO ear buds) 14. Big pink eraser 15. 2 containers Clorox wipes 16. 1 package baby wipes 17. 2 boxes of Kleenex 18. student primary journal
Second Grade	Third Grade	Fourth Grade
1. Small Pencil Box 2. #2 Pencils 3. 1 Clipboard 4. Crayola Markers- 8ct 5. 2 boxes of 24 Crayola crayons 6. 2 boxes of 12 colored pencils 7. 1 2Pocket Folder 8. Spiral notebook (Wide Ruled/One Subject) 9. Scissors 10. Dry Erase Markers 11. 4 Glue stickes 12. Ruler 13. Headphones 14. 2 Clorox Wipes 15. 1 box Kleenex 16. Boys-Gallon ziplock bags 17. Girls- sandwich ziplock bags Optional- Pencil erasers, large erasers, small pa	1. 12 mechanical pencils (thicker lead) or regular #2 pencils 2. 1 Box of tissue 3. Scissors 4. headphones 5. three bottles white glue 6. two highlighters 7. 1 tub Clorox wipes 8. 2 plastic two pocket folders 9. art box that fits in their desk 10. 1 1" binder 11. 4 white board markers (not the skinny ones) 12. Ruler (hard one not the soft ones) 13. BOYS- 1 box gallon zip lock bags 14. girls- 1 box sandwich zip lock bags 15. Crayons or colored pencils or markers	1. Pencils 2. 2 notebooks (wide ruled, 70 pages is fine) 3. 2 pocket folders (plastic please) 4. 4 glue sticks 5. Scissors 6. Colored pencils 7. Markers 8. 1 large boxes of tissues 9. 1 tub clorox wipes 10. 1 box of bandages 11. 1 highlighter 12. Crayons 13. Large Eraser
Fifth Grade	Sixth Grade	
1. 2 folders 2. 2 spiral notebooks- wide ruled 70 sheets 3. 1 composition notebook 4. 1-2" 3 ring binder 5. Girls- 1 box sandwich ziplock bags 6. 1 pack of dry erase markers 7. School Box/Pencil Pouch 8. 2 packages of post it notes	9. Boys- 1 box gallon zip lock bags 10. 1 pair of scissors 11. Pencils for personal use 12. Pkg. 12 wooden pencils for class 13. Girls- hand sanitizer 14. markers, crayons, colored pencils 15. headphones 16. 3 large Glue Sticks	1. 3-4 heavy duty folders 2. 2 composition notebooks 3. Scissors 4. Large Glue sticks 5. #2 Pencils 6. Highlighter(s) 7. Crayons 8. Small pencil box 9. Markers 10. colored pencils 11. large eraser 12. 1- 2" binder 13. 2 boxes of kleenex 14. 2 tubs of disinfecting wipes 15. 1 package post it notes 16. headphones

Student Insurance

The first day of school each child will be given a packet of forms, including insurance, 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. **If your phone number changes for any reason we need to be notified immediately in case of an emergency.**

Parent Portal

Adair County R-II utilizes Infinite Campus as our student information system. 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 high school 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” at the office if leaving early.** At this time please sign in or out in the book located in the High School office. 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 early. (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.**

It is the desire of the Adair County R-II School District to instill in students a positive work ethic. Homework should be completed in a timely manner. The following guidelines will be used in grading:

For work that is 1 day late	10% reduction
2 days late	20% reduction
3 days late	30% reduction
4 days late	40% reduction
5+ days late	50% reduction

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

Kindergarten	Homework will be collected first thing in the morning.
First Grade	Homework will be collected first thing in the morning. Family involvement may be included in homework. Daily reading assignments will also be sent home.
Second Grade	Homework will be collected first thing in the morning. Weekly spelling and reading assignments will be sent home.
Third Grade	All Homework will be due first thing in the morning including the daily reading log and math facts.
Fourth Grade	Short assignments are collected on the spot. Homework is due at the beginning of the day.
Fifth Grade	Short assignments are collected on the spot. Homework is due at the beginning of the day.
Sixth Grade	Short assignments are collected on the spot. Homework is due at the beginning of the day.

HOT - Homework on Time!

Mission: To develop and foster the responsibility of our students and provide assistance to students who need help completing assignments and learning to manage the workload throughout school.

What: Students completing less than 60% of their assignment will receive a HOT Sheet from their teacher. That assignment is due by 8:15 the next day. If a student fails to complete a HOT Sheet and doesn't turn it in by 8:15 the next morning, the student will serve a mandatory after-school detention or before school detention the next morning. If the assignment is not done and turned in by 8:15, the student will serve In School Suspension until the assignment is completed (after serving detention). Students skipping detention will serve 2 hours of ISS. Completed Hot Sheet assignments may be awarded partial credit based on the district grading policy. If any student shows a pattern of incomplete HOT sheets and is receiving excessive days in ISS, other interventions may include but are not limited to, mentoring, Saturday/Monday school, referral to the Juvenile Office, etc.

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

Kindergarten- Grade 1 Objective Based Report Cards

Grades 2-6 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**

	First	Second	Third	Fourth	Fifth	Sixth
Totals	12	14	16	16	16	16

Please check with teachers on deadlines and requirements for reporting. Students are responsible for ensuring that they have met 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 High School office receives 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.

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 and hoods in our building.

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 high school 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 high school 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 animals 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!**

Time

School begins at 7:55 a.m. and is dismissed at 3:35 p.m. Doors will be locked until 7:30 a.m. please **DO NOT DROP YOUR CHILD OFF OR HAVE THEM ARRIVE AT SCHOOL UNTIL AFTER 7:30 a.m.!** Breakfast will start at 7:30 a.m. Elementary school dismisses at 3:35 p.m. to load buses. 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 with a message via TextCaster, 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!

ALTERNATE METHODS OF INSTRUCTION DISTANCE LEARNING

Alternative Methods of Instruction(AMI) may be utilized in circumstances of emergency or extended closure for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts.

On days where AMI is assigned, families will be notified through the regular communication channels (phone call, text, email, social media) utilized by the District. Electronic and/or web-based assignments and materials will be utilized for AMI and students will have access to District-provided devices and hotspots. When possible, hard copy assignments will be provided as requested.

Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments. Educators will be available electronically during AMI days for guidance with instruction.

(See AMI document)

Fire and Tornado Drills

You need to learn the alarms for the emergency drills. The fire alarm is an intermittent chirp through the fire alarm system. 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. 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?

TORNADO DRILL

As a safety precaution, and in accordance with the Missouri State School Laws, tornado drills will be held during the school year. The **TORNADO DRILL WILL BE ANNOUNCED OVER THE TELEPHONE INTERCOM** system followed by a **SERIES OF SHORT BELLS**. All students will go to designated areas in a quiet and orderly manner. Students and teachers will move to shelter in the following order:

Girls Locker Room South	Boys Locker Room North	Boys Locker Room South	Girls Locker
Room North			
Music	2nd grade	Upper English	Upper Math
Lower Math	Business	Social Studies	6th Grade
Library/Lower English	Art	RootEd	Kindergarten
Agriculture	H.S. Resource	5th grade	1st grade
Science	At-Risk	4th grade	P.E./Weight
Room			
Busy Bees	3rd grade	Elem. Resource	Title

EARTHQUAKE EMERGENCY PLAN

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. Students should be reminded to stay as calm as possible and listen for instructions.

If the students are in the lunchroom, in special classes like art, remedial, music, library, etc., get under the table. If in the bathroom, get in the doorway. If you are outside, stay in an open area away from the building and power lines. Do not try to come back in the building until you are instructed to do so.

When the earthquake is over, the principal or head teacher will give a signal, a loud blow of a whistle, for evacuation of the building. If for any reason the principal or head teacher cannot make teachers and pupils receive his evacuation alert, the teacher will have students wait two minutes and proceed on their own. Follow the procedure out of the building as for fire drill -- first making sure that way is safe.

The teacher will see that students will not run aimlessly and blindly out of the building. There is always danger of electrical wires, falling debris, and gas leaks that cause fires.

TEACHERS TAKE ROLL IMMEDIATELY ON REACHING DESIGNATED AREA!

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.

Contagious Illness Management

Children with contagious illness should not be brought to school. Students should not come to school if during the previous 24 hours they exhibit any of the following symptoms:

- A temperature of 100 degrees or greater
- Vomiting or diarrhea
- An unusual or unexplained rash, unrelenting and itchy
- Persistent cough
- Informed by doctor they are still contagious

Children with chicken pox are to remain home until they are no longer in the contagious stage. They may return to school when all lesions are crusted over.

Head Lice

The School Nurse will notify parents immediately if their child/children is/are found to have head lice/nits. The parents will be provided information on procedures for treatment and removal of lice/nits.

Breakfast/Lunch

Breakfast will be offered to the students each day. **Student price for breakfast is \$1.25 a day. Lunches are \$3.10 a day. Kindergarten milk will be .40 cents a day.** 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 AND SNACK POLICY

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.

In an effort to be sensitive to students with food allergies, the Brashear School will be continuing our policy on snacks. All snacks that are brought in to share must be store bought prepackaged food items. Homemade food items will not be served. Please avoid items that contain nuts or are manufactured in a facility that processes nuts when possible. Nut allergies are on the rise and many students suffer severe consequences to their exposure. Teachers will alert parents to other specific allergies in their classroom. This rule applies to daily snacks, as well as birthdays and special "party" occasions. We apologize for any inconveniences this will cause our families, however, we feel like it is in the best interest of our students.

Since lunch is eaten in the cafeteria, your child may bring peanut butter, peanuts, or nut products for lunch. We would encourage you to find an alternative food, but understand sometimes that is not possible. The cafeteria will provide a peanut butter alternative for sandwiches. The tables will be cleaned with soap, water and paper towels after each lunch.

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.

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, hoods or head-scarves during school hours unless outside. 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. The back to school forms include a blanket permission slip for all year. Information about trips will be sent home 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, technology devices etc. The school belongs to you and your classmates. It's your job to help keep it neat and clean.

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: Game Boys, PSP, mp3 players, etc.

Playground Rules

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.

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.

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 should 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.) A safe, well organized, and successful ball game requires the cooperation of everyone!

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

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

**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 2024-2025 school year is as follows:

Sept. 19-20	OLSAT-8 Test (2nd and 7th)
Oct. 9	PreACT (10th)
Dec. 18	Government EOC
Feb. 5	ASVAB (11th)

Mar. 12	Junior ACT Test
Apr. TBD	12th Grade Work Keys
Apr. 29- May 2	MAP Testing Window
May 5 - May 9	EOC Testing Window

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:
 Ellie Hazen, Testing Coordinator
 Adair County R-II Schools
 Brashear, Missouri 63533
 (660) 323-5272
ellie_hazen@adair2.brashear.k12.mo.us

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. Hazen; to the secretaries; to the Principal, Mrs. Gregory, or the Superintendent, Mr. Moore. We are here to help you!

**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. This list is by no means all inclusive and will not be applied without regard to special circumstances. The principal or superintendent may alter the punishment based on unusual severity, maturity of students involved, and degree of intent. All instances of ISS and OSS will be documented in the student's discipline record.

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.

Second offense: Zero on the assignment, project, or test and 1 day in-school suspension.

Subsequent offenses: Zero on assignment and 1-3 days out-of school suspension

Alcohol - Possession of or presence under the influence of alcohol

First offense: 3 days out-of-school suspension and possible notification to law enforcement officials

Second Offense: 3-180 day out-of-school suspension and possible notification to law enforcement officials

3rd offense: 180 out-of-school suspension/expulsion and possible notification to law enforcement officials

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

First Offense: 11-180 days out-of-school suspension or expulsion and notification to law enforcement officials

Subsequent Offenses: Expulsion and notification to law enforcement officials

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: 3-5 days out-of-school suspension and possible notification to law enforcement

Subsequent offenses: 10-180 days out-of-school suspension and possible notification to law enforcement

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

First Offense: Expulsion and notification to law enforcement officials

- c. **Fighting**—Mutual combat in which both parties have contributed to the conflict, verbal or physical.

First Offense: 1-3 days out-of-school suspension

Second offense: 3-5 days out-of-school suspension

Subsequent Offenses: 3-180 days out-of-school suspension or expulsion

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 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.
- - Exhibits any unwanted aggressive behavior towards another person.

First Offense: 3-5 days out-of-school suspension

Second offense: 10-30 days out-of-school suspension

Subsequent Offenses: 180 days out-of-school suspension

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 Phones/ Smart Devices - 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 heard or used during the instructional day without prior teacher permission and are banned from restrooms and dressing areas (home or away) at all times.

First Offense: Cell phone taken to the office and must be picked up by parent

Second Offense: Cell phone taken must be picked up by the parent, 1 detention, cell phone turned into the office for 4 days (if not student will serve In-school suspension)

Subsequent Offenses: Cell phone taken, parent must pick up phone, 1 day In-school suspension, phone turned into the office for 4 days (if not student will serve In-school suspension)

First Offense (in Banned Area): 1-3 days in-school suspension.

Students needing to call home on their cell phones must first get permission from the principal/teacher prior to displaying the 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: 1-3 days In-school suspension

Second Offense: 3-5 days out-of-school suspension

Subsequent Offenses: 30 days out-of-school suspension

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

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. This could include, but is not limited to CBD products.

First offense: 5-10 days Out-of-school suspension and possible notification to law enforcement officials

Second Offense: 6-180 days Out-of-school suspension and possible notification to law enforcement officials

3rd offense: 180 out-of-school suspension/expulsion and possible notification to law enforcement officials

Subsequent Offenses: Expulsion and possible notification to law enforcement officials

- 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: 5-180 days out-of-school suspension and possible notification to law enforcement officials,

Subsequent Offenses: Expulsion and notification to law enforcement officials

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,

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

Subsequent Offenses: Up to and including in-school suspension, 1-180 days out-of-school suspension, or expulsion

Fire starting devices- Having in possession/using any device that has the potential to start a fire. (ex. lighters, fireworks).

First Offense: Up to and including Principal/parent conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion

Subsequent Offenses: Up to and including in-school suspension, 1-180 days out-of-school suspension, or expulsion

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, and possible notification to law enforcement of officials

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials

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 and notification to law enforcement officials

Harassment (Refer to Policy 2130 – Harassment)

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion

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, and detention

Second Offense: 2 detentions

Subsequent Offenses: 1-3 days of In-school suspension

Improper Language

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

First Offense: 3-5 days In-school suspension and possible notification to law enforcement.

Second Offense: 3-10 days Out-of school suspension possible notification to law enforcement

Subsequent Offenses: 10-180 days Out-of school suspension/expulsion and possible notification to law enforcement.

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

- First Offense:** 1-3 days In-school suspension
- Second Offense:** 3 days In-school suspension
- Subsequent Offenses:** 1-5 days Out-of school suspension

Cussing

- First Offense:** Principal conference
- Second Offense:** 1-3 days In-school suspension
- Subsequent Offenses:** 2-5 days In-school suspension

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:** 1-3 days In-school suspension
- Second Offense:** 3 days In-school suspension
- Subsequent Offenses:** 1-5 days Out-of school suspension

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:** 1-3 days In-school suspension 1-180 days out-of-school suspension
- Subsequent Offenses:** 1-180 days Out-of school suspension

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
- Subsequent Offenses:** In-school suspension, 1-180 days out-of-school suspension, or expulsion
- 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
- Subsequent Offenses:** In-school suspension, 1-180 days out-of-school suspension, or expulsion,

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 and possible notification of law enforcement
- Subsequent Offense:** 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges and possible notification of law enforcement

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 and possible notification to law enforcement
- Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges and possible notification to law enforcement

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 and possible notification to law enforcement officials
- Subsequent Offenses:** 11-180 days’ out-of-school suspension, or expulsion and notification to law enforcement officials

Tobacco - Possession or use of tobacco, tobacco products, or electronic cigarettes (which could include, but are not limited to, CBD products, smokeless tobacco, vaping, etc.)

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

activity.

First offense: 3 days in-school suspension and possible notification to law enforcement officials

Second Offense: 5 days in-school suspension and possible notification to law enforcement officials

3rd offense: 5 days out-of-school suspension/expulsion and possible notification to 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 and possible notification to law enforcement officials

Subsequent Offenses: 11-180 days' out-of-school suspension, or expulsion and notification to law enforcement officials

*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

Policy 2670

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control. All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

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.

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.

PROHIBITION AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION Policy 1300

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the **District's non-discrimination policies: Cody Moore, Superintendent, 205 W. Dewey Street, Brashear, MO 63533, 660.323.5272**

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

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 upheld. Students will not be asked to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, belts 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 Social Services (DSS) 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 DSS 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 DSS 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.

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 2023-2024 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 2024
Missouri Comprehensive Student Needs Survey, Grades 4-12	Spring 2025
Missouri Student Survey, Grades 6-11	Spring 2025

**PROHIBITION AGAINST HARASSMENT, DISCRIMINATION, & RETALIATION
Policy 1300**

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

Inquires, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

Cody Moore
205 W Dewey St
Brashear MO 53533
660-323-5272

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law. **Missouri Department of Elementary & Secondary Education**

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 IV, 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)

Cody Moore
205 West Dewey Street
Brashear, MO 63533
(660) 323-5272

Missouri Commission for Human Rights
Department of Labor & Industrial Relations
PO Box 1129, 3315 W Truman Blvd
Jefferson City MO 65102-3325
573-751-3325
www.dolir.state.mo.us/hr

Equal Employment Opportunity Comm
Robert A Young Federal Building
1222 Spruce St Room 8.100
St Louis MO 63103
314-539-7800 or 800-669-4000
www.eeoc.gov

US Department of Education
Office of Civil Rights
Lyndon Baines Johnson Department of Ed Bldg
400 Maryland Ave SW
Washington DC 20202-1100
8010-421-3481 OCR@ed.gov

US Department of Justice
950 Pennsylvania Ave NW
Washington DC 20530-0001
202-353-1555
ASKDOJ@usdoj.gov

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(s)(1)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

TECHNOLOGY USAGE

Internet Usage

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted. The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children’s Internet Protection Act (“CIPA”), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or “harmful to minors” as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District’s filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District’s filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
 2. Submit a request, whether anonymous or otherwise, to the District’s Superintendent/the Superintendent’s designee.
 3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
 4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District’s Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
 5. In case of an appeal, the Board of Education will review the contested material and make a determination.
 6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or “harmful to minors” as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the “technology protection measures” be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including

loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal

**LOCAL RESOURCES FOR
COUNSELING AND TREATMENT**

The Adair County R-II School District has compiled a list of a few 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.

ADAIR COUNTY AREA

Mark Twain Area Counseling Center 105 Pfeiffer Ave, Kirksville, MO, 660.665.4612

Mark Twain Area Counseling Center Macon 309 N Missouri, Macon, MO, 660.395.9114

**Northeast Missouri Behavioral Health
Dr. Jennifer Blacksmith, Ph.D.** 1410 Crown Drive, Kirksville, MO
660-627-3621

**North Central MO Mental Health Cent.
Dr. Christopher Maglio, PhD.**

1926 Oak St, Unionville, MO, 660.94737940
117 E Washington, Kirksville, MO, 660.665.7805

Preferred Family Healthcare
660.665.1962 or 800.964.7118

1101 S. Jamison, Kirksville, MO,
900 E. La Harpe, Kirksville MO

Impact Counseling

1108 E Patterson, Suite 5, Kirksville, MO
660.951.2197

**Adult Children of Alcoholics,
Al-Anon, Al-a-teen**

209 W. Washington, Kirksville, MO
660.665.1150

OTHER AVAILABLE TREATMENT CENTERS

Heartland Behavioral Health Services

W. Ashland Nevada, Missouri 64772
800-654-9605 or 417-667-2666

Arthur Center

321 W. Promenade Mexico, MO 65265
866-401-6661

University Behavioral Health

3301 S Providence Rd # E, Columbia, MO 65203
573-882-2511

DePaul Health Center

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.