

El Dorado Springs R-2
2021-2022 District Student Handbook
Middle School



Home of the Bulldogs

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Translation of Student Handbook is available at [\(hyperlink\)](#)
Interpreters are also available.

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El Dorado Springs R-2 School Board Members

Josh Floyd, President

Chad Whitesell, Vice-President

Mike Schmitt

Mark Burley

Nathan Murry

RJ Kinnett

Craig Carpenter

Contact Information

El Dorado Springs R-2 Schools

901 South Grand

El Dorado Springs, MO 64744

PH: (417) 876-3112

FX: (417)876-2128

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

District Administration

901 South Grand, El Dorado Springs, MO 64744

PH: (417) 876-3112

FX: (417) 876-2128

Heath Oates
Superintendent
Email: hoates@eldok12.org

Dr. Tracy Barger
Assistant Superintendent
Email: tbarger@eldok12.org

Cary Chambers
Special Services Director
Email: cchambers@eldok12.org

Logan Schwalm
Activities Director
Email: lschwalm@eldok12.org

Norman Carr
Technology Director
Email: ncarr@eldok12.org

Steven Molz
Facilities Director
Email: smolz@eldok12.org

Schools

Elementary

PH: (417) 876-3112, Ext. 1

FX: (417) 876-0613

Jeremy Barger, Principal

jbarger@eldok12.org

Ashley Wolfe, Associate Principal

awolfe@eldok12.org

Middle School

PH: (417) 876-3112

FX: (417) 876-8447

Brad Steward, Principal

bsteward@eldok12.org

High School

PH: (417) 876-3112

FX: (417) 876-2128

Dave Rotert, Principal

drotert@eldok12.org

Teacher contact information is located on each school's homepage.

Visitors to School Buildings

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

El Dorado Springs R-2 School District

Academic Calendar

Notes

2021-2022

July 21

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

September 21

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

January 22

Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 22

Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

Board Adopted February 11, 2021
 6.63 Hours per Day
 163 School Days for Total of 1075.6 hours
 3 New Teacher Days
 10 Teacher Work Days (173 Days)
 First 38 Inclement Weather Hours Built In. No make-up.
 One Teacher work day required after end of school.

October 21

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

November 21

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 21

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February 22

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March 22

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April 22

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23	24	25	26	27	28	29
30	31					

June 22

Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2021-22 calendar events

Aug. 10, 12, 17 New Teachers Report
Aug. 19, 20, 23 All Teachers
Aug. 24 Dead Day-No School
Aug. 25-First Day of School
Sept. 6 Labor Day-No School
Sept. 24 --Mid Quarter
Sept. 27 No School-PD Day
Oct. 22 --End 1st Qtr.
October 25 No School PD/Work Day
Oct. 29 No School Parent Conf.
Nov. 23 - Mid Quarter
Nov. 24-26 Thanksgiving Break
Nov. 29 No School PD Day
Dec. 21 Early Out. End 1st Semester
Dec. 22-Jan. 3 Christmas Break
Jan. 3 No School Teacher Work Day
Jan 4 School Resumes
Jan. 17 No School MLK Day
Feb. 7 -No School PD Day
Feb. 11 Mid Quarter
Feb. 18 Make Up Hours 38-50
Feb. 21 Make Up Hours 51-63
March 7 Make Up Hours 64-76
March 11 - End 3rd Qtr.
Mar. 21-25 Spring Break
Apr 15 No School Good Friday
Apr 18 Make Up Hours 77-80
Apr. 22 Mid Quarter
May 15 Graduation
May 19 Early Out End 2nd Sem.
May 20 Teacher Work Day
May 26 Begin Summer School
May 30 Memorial Day

Teacher Days 10 77 86 163

Dear Parents and Students,

The 2021-2022 school year comes with the hope of returning toprecedented times for student learning, safety, communication, transportation, nutrition, and every aspect of education. The El Dorado Springs R-2 School District is ready to provide your child the best education possible. We look forward to a successful school year and hope that your child grows academically and as a person. We recognize that this is only possible if we all work together toward this common goal. By keeping communication channels open between students, teachers, coaches, and parents, we hope to provide every student the guidance that they need to meet their potential.

The Student Handbook is provided to help families understand the expectations of the El Dorado Springs R-2 School District. The handbook contains information, procedures, and policies students and families need to follow in order to be successful. References to District policies are included in the handbook and may also be located on the District website. The content of the Student Handbook may be changed during the year on occasion. A current version is maintained on the District website.

Sincerely,
 Heath Oates
 Superintendent

School Information

Student Welfare

Attendance and Absence Procedures

- **Expectations for Attendance**

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The State of Missouri sets a standard that all students will attend school no less than 90% of the time. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

A letter will be sent to the parent notifying them of dates and periods missed after seven (7) absences in one semester from any class period. The absence will be considered unexcused unless accompanied by the required documentation. Parents/guardians will be required to provide doctor's notes if in the judgment of the administration there have been an excessive number of absences by a student (7 a semester). Excessive absences will require review by the principal, parent, DFS, and Juvenile Office.

- **Procedures for Reporting an Absence**

Each student must report to the office upon returning to school and present either: a written excuse signed by the parent/guardian, phone call from the parent/guardian on the day of the absence, legal, medical, funeral verification, or other bona fide documentation. If a note is not available upon the student's return, it may be presented before 8:00 a.m. the following day or the absence will be considered unexcused. Medical, legal, funeral or other bona fide documentation **MUST** be provided within 3 days after returning to school. **NO DOCUMENTATION WILL BE ACCEPTED AFTER THIS TIME PERIOD.**

- **Excused Absences**

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined with the teacher.

Provide a dated and signed note to the classroom teacher explaining the reason for the absence on the day the student returns to school. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. This includes other family members, friends, counselors, or therapists, etc. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student (with doctor note)
- Medical appointments that cannot be scheduled outside the school day (a doctor's note is required)
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, with notification and approval of the principal.
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

- **Unexcused Absences**

Any student who is suspended from school for a disciplinary problem for any number of days will be marked absent. Absence for reasons other than the categories of verifiable reasons, or that does not have the proper documentation for a excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

- **Late Arrival/Tardiness**

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. A student who is late must sign in at the office before reporting to class. Students who are more than ten (10) minutes late will be considered absent. Excessive tardiness can result in a referral to the juvenile office.

First Tardy: Warning

Second Tardy: Write the tardy policy 5 times. Failure to do will result in an 8th hour until the assignment is done.

Third Tardy: 8th hour detention with the teacher with notice sent home.

Fourth Tardy: Discipline referral to parents, Saturday School for each tardy.

- **Truancy**

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the Superintendent or designee.

- **Other Attendance/Absence Procedures**

Once students arrive at school, they are not to leave the campus without permission from the Principal's Office. Students are advised that most requests to leave school grounds will be denied unless written permission has been obtained from a parent. NEVER LEAVE THE BUILDING WITHOUT FIRST REPORTING TO THE PRINCIPAL'S OFFICE AND OBTAINING PERMISSION. Failure to do so will result in truancy regardless of the excuse presented after the absence. Notes for early dismissals must be turned in to the office the first thing in the morning. If a student is absent from school or has out of school suspension, he/she will not be allowed to attend any school sponsored extra-curricular activity on that day or until the Out of School Suspension is served. Any student receiving an out-of-school suspension is NOT to be on the school campus at all until it has been served (except to attend Saturday School).

- **Make-Up Work**

Missed work may be made up on the student's own initiative.

1. Homework can be obtained by logging into your classroom Canvas account.
2. Homework requested when a student is absent must be received by 8:15 a.m. Please be sure to pick up the requested homework assignments. Requested homework **MUST** be completed when returning to school to receive full credit. Work requested and not picked up will **NOT** receive credit.
3. Exceptions to this rule will be allowed for extended absences (5 consecutive days) due to illness. Teachers will be expected to work with students to get the work made up.
4. All make-up work must be done outside of the class period.
5. Students are not to leave one class to do make-up work in another class.
6. If suspended, all work may still be made up. However, only 60% of the credit will be received if work is completed upon returning. All tests missed during suspension must be taken immediately upon return for 60 % credit. It will be the parents' responsibility to request the work and pick it up at the office. The students will get **ZEROS** for all work not completed.

Dress Code

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

- **Dress Code Expectations**

Shirts and shoes must be worn. No house shoes or slippers, flip-flops, or shoes with wheels are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, tank-tops, low-cut, bare-midriff, have overly- large arm openings; or spaghetti straps; clothing that does not cover undergarments when a student is

sitting or standing; undergarments worn as outerwear; clothing that does not reach to mid-thigh; holes in pants that are above mid-thigh or knee-length unless patched.

- **Dress Code Prohibitions**

Clothing or accessories with any of the following are not permitted:

- profane, obscene, or otherwise inappropriate language;
- words, symbols or images that promote illegal, sexual, or violent behavior;
- advertisements or promotion of alcohol, tobacco, or drugs;
- language or symbols that promote gangs.
- Tattoos with the above words or images will have to remain covered while at school.

Hats, hoods (hooded sweatshirts worn up), do-rags, handkerchiefs, sunglasses, face paint, overly- dramatic make-up, or other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event. No blankets shall be carried or worn as coats or wraps while in the building. No heavy or loose chains, or straps that create a safety risk are allowed.

- **Additional Dress Code Information**

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Services

NOTE: Due to Federal Extension of the Seamless Summer Option, all meals for all students K-12 are free in the 2021-22 school year!

- **Allergy Prevention and Response**

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

- **Building-Wide and Classroom Approaches**

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from

the parent/guardian to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. [The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules.] The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

- **Individual Approaches**

The District will evaluate and determine whether a student's allergies rise to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

The El Dorado Springs School participates in the Free and Reduced Price Lunch Program, authorized through the U.S. Department of Agriculture. Information relative to eligibility and application form is provided to all students during enrollment or on the first day of each school term.

- **Breakfast**

Breakfast Price - \$.95

A second breakfast may be purchased for an additional \$.95. Students on the Free and Reduced Lunch Program are limited to one breakfast per school day unless they purchase an additional meal for \$.95.

- **Lunch**

Lunch Price - \$1.95

A second lunch may be purchased for an additional \$1.95. Students on the Free and Reduced

Price Lunch Program will have to pay for an additional tray, per day, or any ala carte item. Free lunches are limited to one lunch per school day.

Lunch periods are announced at the beginning of each school term for each respective class. Sack lunches may be brought to school if the student does not wish to participate in the hot lunch program. All students are required to eat in the cafeteria during the lunch period. The noon hour is CLOSED. Food from outside vendors (fast food, etc.) may not be delivered to students while at school. With a closed noon hour, students will not be able to go to lockers or use the halls until the end of the lunch period because of the different classes that are still in session. Pupils are asked to be respectful, courteous and quiet while waiting for their lunch period to be over. The following procedures should be followed during lunch:

1. Students walk to the lunchroom.
 2. Students are to find a place to sit and remain seated.
 3. Students must assume their responsibility for keeping the cafeteria orderly and clean. This means all paper should be placed in the receptacles provided, and plates and utensils taken to the proper location.
 4. Students will not be allowed to possess sodas.
 5. There will be an alternative, limited lunch line available.
 6. Students will not be allowed any other food other than lunches brought from home.
 7. No food or drink outside the cafeteria.
 8. Special seating may be given for discipline problems and possible removal from the cafeteria if necessary.
- **Adult Visitors for Lunch**
Any outside guest must have prior approval from the principal before the lunch shift and must check in at the office when arriving.

Health Services

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

- **Administration of Medication**
All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, hemp extract products, or other.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

- **Immunizations and Vaccinations**

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

- **Communicable Diseases**

Parents/guardians must notify the District if their student has a communicable disease. Parents/Guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals may be subject to remedial action in accordance with the discipline code, and state and federal law.

The El Dorado Springs R-2 School District follows the guidelines of the Missouri Department of Health and Senior Services as outlined in: "Prevention and Control of Communicable Diseases", for the exclusion of students with a communicable disease. Some of the more common diseases include:

- Fever: A student must be fever-free for 24 hours without medication.
- Influenza "Flu" or Upper Respiratory Influenza-Like Illness: Exclude for the duration of fever and until the student is able to resume routine daily activities.

- Head Lice: The El Dorado Springs R-2 School District periodically checks all students for head lice. If a student is found to have head lice, s/he will not be allowed to attend school until proper treatment has been obtained. If a student is found to have head lice, other members of the student's household may be checked as well. **STUDENTS MAY NOT ATTEND SCHOOL WITH HEAD LICE OR NITS.** To re-enter school, the student must:

- Have been treated with a medically approved lice and nit killer.
- Have had all lice and nits removed from the hair shaft.
- Have been checked by the school nurse.

When all three have been completed and passed, the student may return to class. If lice or nits are present, the student must leave school until free of lice and nits. The student must then be rechecked and meet the above requirements.

After re-entering school the student will be checked between five (5) and ten (10) days for re-infestation. The Division of Family Services and the County Health Department will be notified of recurring infestations.

- **Illnesses/Injuries**

It is the requirement of the El Dorado Springs R-2 School District for all parents to provide current telephone numbers and emergency contact information. If an emergency situation should arise involving your child, the school nurse, designated school personnel and/or emergency medical personnel will care for the student and the parent will be contacted as soon as possible.

- **Health Office**

Students are not to go to the nurse's office without permission from the office except in cases of an emergency. If the illness appears to be serious, efforts will be made to contact parents. Unless there is an emergency, students are to sign out and in at the Principal's office when going and coming from the nurse's office. If a student is sent home, the parent will be contacted and the student must sign out at the office. If you have any questions, please contact the school nurse.

Student Records

- **General Information Access to and Release of Student Information**

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

- **Directory Information**

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

- **General Directory Information**

The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); *student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records*; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

- **Limited Directory Information**

In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

- **Military and Higher Education Access**

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form on the District website.

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

School Cancellations and/or Early Dismissal

- **ParentSquare System**

Parents will be alerted through the media and our automated ParentSquare system in the event of an unplanned early dismissal. It is essential parents provide the school current contact information in order to receive these alerts. When we are forced to close school because of bad weather, the media will be contacted. Additionally, the Springfield School Closing Network will be contacted so announcements will be made on area radio and television stations.

- **Radio**

- KESM - 105.5 F.M.
 -

- **Television**

- Channel 10 - Springfield
 - Channel 27 – Springfield
 - Channel 3 - Springfield
 - Channel 33 – Springfield

- **Visitor Procedures**

Parents of students and patrons of the school are always welcome in the school. However, every effort must be made to avoid any disruption of classroom instruction. All visitors must report to the office to obtain a visitor's pass before moving throughout the school or school grounds. When possible, please schedule visits in advance in order to avoid disrupting the educational process. Teachers welcome the opportunity to visit with you about your child's progress; however, this cannot be done in the presence of other students or parents. Please schedule these conferences before- or after-school or during the teacher's planning period. Students not enrolled in the Middle School will not be allowed to attend classes or Middle School Student activities such as dances, lock-in, parties, etc.

Transportation Services

- **Bus Information**

Transportation to school-sponsored, off-site activities is provided. Students shall travel to and from all off-site events on school-sanctioned vehicles. All participating students must return with the group or team bus unless they are released to their parents/guardian at the conclusion of the activity or event. Permission to do this may be given only after the coach/sponsor has talked to the parent/guardian of the participant, signed the release sheet, or have prior permission from the principal.

Discipline

- **Student Code of Conduct**

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies define consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All school district personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the School Board. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

- **District Policy for Discipline**

- ***Definitions***

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person to person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student's hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Serious violation of the District's Student Discipline Policy—Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

- The District is responsible for the care and supervision of students and holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities in order to ensure the safety of all students and maintain an atmosphere where orderly learning is possible and encouraged. The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law. Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the superintendent or the superintendent's designee has authorized the student to be on school property;
- Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the superintendent or the superintendent's designee has authorized the student to be on school property;
- Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the school district where such student attended school; or
- Such student resides within one thousand feet of any public school in the school district where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

○ **Standards of Conduct and Consequences**

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on or off campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety or welfare of students or staff.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication or information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.

Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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 communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the district.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal

	drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms and Weapons	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).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed that cause another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willing participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for their safety of themselves or property.
Unauthorized Entry	Entering a district facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Other Weapons	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

- **Bullying, Hazing, and Cyberbullying**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Bullying means 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 such acts.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient

nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is Brad Steward, who can be reached at (417) 876-3112 or bsteward@eldok12.org.

School Day – A day on the District calendar when students are required to attend school.

- **Reporting Bullying or Cyberbullying**

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

- **Investigation**

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

- **Retaliation**

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or

hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

- **Consequences of Bullying, Cyberbullying, or Retaliation**

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

- The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

- **Report Form** (See next page.)

<h2 style="margin: 0;">Bullying Incident Report</h2> <h3 style="margin: 0;">El Dorado Springs R-II School District</h3>			
Your Name (Person Completing Form):			
Your Role: (Circle one)			
Student	Parent/Guardian	Community Member	Employee
Your Telephone Number:			
Your Email Address:			
Victim's First Name		Victim's Last Name:	
Victim's Student ID:		Victim's School:	
Name of person(s) you believe committed bullying:			
<p>State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). Definitions of 'bullying', 'hazing', and 'cyberbullying' under Board Policy can be found on the District website.</p>			
If others are affected by this possible violation, please also give their names and/or positions:			
Date of alleged incident(s):			
Where did the incident(s) occur? (Circle response)			
On School Property	School Bus	During School Event/Function	Off of School Property
Digital Communication			
Please list any witnesses who were present, or others who may have information regarding the incident(s):			
Please provide other information relevant to this incident of bullying.			

- **Prohibition against Harassment, Discrimination, and Retaliation**

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Dr. Tracy Barger, Assistant Superintendent
Phone: (417) 876-3112
Email Address: tbarger@eldok12.org

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Heath Oates, Superintendent
Phone: (417) 876-3112
Email Address: hoates@eldok12.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

- **Title IX**

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Dr. Tracy Barger, Assistant Superintendent
Address: El Dorado Springs R-2 Schools
901 Grand St.
El Dorado Springs, MO 64744

Email Address: tbarger@eldok12.org
Phone #: 417-876-3112

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

- **Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, and students, as well as to newly-enrolled students and newly-hired employees.

- **Surveillance in School**

Students at school are subject to observation at all times in the school, at every place within reason. Cameras may be used to help monitor student behavior whenever it is deemed necessary or prudent.

- **Student Searches**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student is assigned a hallway locker. Only locks provided by the District are permissible.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

- **Student Alcohol/Drug Abuse**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the handbook's section on Student Discipline for more information.)

FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES FOR WHICH NO GRADE OR CLASS CREDIT IS RECEIVED: The following misconduct shall result in additional disciplinary measures being imposed for students participating in extracurricular activities for which no grade or class credit is received. The District's drug testing policy shall be separate and apart from the misconduct listed below, and a positive drug test under the District's drug testing policy will not result in any of the additional disciplinary measures listed below being applied to the student.

1. Students who possess or use tobacco/alcohol:

During season at a school activity

- | | | |
|----|----------------|--|
| A. | First offense | Loss of eligibility for 10 school days |
| B. | Second offense | Loss of eligibility for 45 school days |

During season away from school

- | | | |
|----|----------------|--|
| A. | First offense | Loss of eligibility for 5 school days |
| B. | Second offense | Loss of eligibility for 20 school days |

2. Students who possess or use alcohol:

During season at a school activity

- | | | |
|----|----------------|--|
| A. | First offense | Loss of eligibility for 20 school days |
| B. | Second offense | Loss of eligibility for 90 school days |

During season away from school

- | | | |
|----|----------------|--|
| A. | First offense | Loss of eligibility for 10 school days |
| B. | Second offense | Loss of eligibility for 90 school days |

3. Students who possess, use, or sale illegal drugs:

During season at school activity

- | | | |
|----|----------------|---|
| A. | First offense | Loss of eligibility for 90 school days |
| B. | Second offense | Termination of eligibility for all extra curricular |

During season away from school

A.	First offense	Loss of eligibility for 45 school days
B.	Second offense	Termination of eligibility for all extra curricular

○ **Student Alcohol/Drug Testing**

The District has adopted a random drug testing program for middle school and high school students participating in extracurricular activities and certain co-curricular activities in which the student will be representing the District. The goal of the program is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. This policy can be accessed in its entirety at the middle school and high school offices, the District's Central Office, and on the District's website. Portions of the policy are provided below.

"Activities" – means any school sponsored extracurricular or co-curricular activity and/or performance in which a student represents the District, in the opinion of the District's Administration. Activities include all Missouri State High School Activities

Association ("MSHSAA") regulated activities and events such as athletics, band, choir, cheerleading, academic competition, FFA, TSA, DECA, FBLA, drama, NHS, and FCCLA.

"Activity Season" – means the period of time specified by the Missouri State High School Activities Association, the District, or some other governing body, as the time during which the Activities may be conducted. This time period shall be further defined to begin with the first scheduled competition/performance and end with the last scheduled competition/performance and shall not include training time which is allowed prior to the first competition/performance.

"Consent Form" – means the Parent/Guardian Drug Testing Consent Form which is adopted by the District's Administration.

"Contests/Performances" – means the scheduled games, matches, contests, or performances (including District, Sectional and State contests) for any Activity.

"Controlled Substance" – means any substance listed in Section 195.010 RSMo and Schedules I through V of Chapter 195, RSMo. Examples of such substances include, but are not limited to, marijuana, hashish, cocaine, crack, amphetamines, methamphetamine, barbiturates, opium, and heroin.

"Deadline Date" – means the third Friday following the first day of classes in the District each school year or by the date of the first contest in an activity which the Participant participates, whichever comes first.

"Drug" – means any controlled substance or other drug which requires a prescription which the Participant does not possess.

"Drug Test" – means a validated method to test for the presence of controlled substances and drugs in a person's urine.

"Participant" – means any student in grades seven through twelve who participates (or desires to participate) in Activities and/or signs up for such Activities.

Procedures for Testing - Consent Form –

In order to participate in Activities, a Participant must provide the District with a signed Consent Form. The Consent Form will be distributed at the beginning of the school year and must be signed and returned no later than the Deadline Date, regardless of when the student will participate in the Activities. The Consent Form will be provided to students who enroll after the first day of classes of the school year. Students must submit the signed Consent Form within two weeks following his/her enrollment date. These Participants may also be subjected to immediate random Drug Testing. Any student who fails to return a signed Consent Form by the Deadline Date will be prohibited from participating in any Activity during the school year, or, should the student choose to sign the Consent Form after the Deadline Date, the student would be required to serve a suspension equal to one-third of the Activity Season.

Procedures for Testing – Random Selection –

Each Participant who has returned a signed Consent Form will be assigned a random number for testing purposes. The Participant's Drug Testing number will be used by the laboratory which conducts the Drug Tests to refer to the Participant. In order to assure privacy, the name of any student who is tested shall be known to District Administrators only on a "need to know" basis. The selection procedure shall be performed by the laboratory testing personnel who are used by the District. Selection of the Participants for each Drug Test shall be accomplished by random sample of all Participants.

Procedures for Testing – Drug Test and Test Result Reporting –

Participants who are selected by random sample will be asked to provide a urine specimen. In order to assure privacy, the specimen shall be collected in a private restroom facility behind a closed stall. The process will be supervised by trained personnel who will remain outside the stall. If the test is positive, the designated laboratory personnel will notify the designated District Administrators that a positive result was obtained. The designated District Administrator will contact the parent or guardian of any Participant who has a positive test result. If the student/parents assert that the positive test was caused by something other than the consumption of a Drug, the student/parents will have 72 hours to produce evidence to the laboratory's medical review officer. This evidence should include a list of all substances, along with the appropriate prescriptions that the student may have taken prior to testing.

Consequences –

A Participant who tests positive on a Drug Test administered under this Policy shall be subjected to the following penalties:

1. First Positive Result – The Participant will receive a citizenship suspension for one-half of the Contests/Performances during the Activity Season in which the Participant was participating at the time of the Drug Test or the next Activity Season in which the Participant intends to participate, whichever comes first. If the positive result comes after more than one-half of the Contests have been completed, the remainder of the suspension will be applied during the next Activity Season in which the Participant is engaged. The length of this suspension may be reduced to one-third of the Contests/performances if the Participant voluntarily seeks a minimum of five (5) hours of licensed counseling that specifically addresses alcohol and/or drug abuse. Parents of the

Participant are responsible for the costs of the licensed counseling, as well as providing documentation to the building principal concerning successful completion of the required hours of counseling. The Participant may also be removed from any elective or appointive office he/she holds in school, school club, or activity/performance. If, because of the suspension, the Participant is unable to participate in an Activity which constitutes a portion of the Participant's grade, the points available for the particular Activity that the Participant cannot participate in will be removed from the total number of points available for the class, and the Participant's grade for the class will be determined using the new total number of points available for the class.

2. Second Positive Result – In the event the Participant receives a second positive test result at any time following the first positive result, the Participant will receive a citizenship suspension from all Activities for three hundred sixty-five (365) days. The length of this suspension may be reduced to 180 days if the Participant voluntarily seeks a minimum of fifteen (15) hours of licensed counseling that specifically addresses alcohol and/or drug abuse. Parents/Guardians of the Participant will be responsible for the costs of the licensed counseling, as well as providing documentation to the building level principal concerning successful completion of the required hours of counseling. If, because of the suspension, the Participant is unable to participate in an Activity which constitutes a portion of the Participant's grade, the points available for the particular Activity that the Participant cannot participate in will be removed from the total number of points available for the class, and the Participant's grade for the class will be determined using the new total number of points available for the class.
3. Third Positive Result – The Participant will be permanently suspended from all Activities for the remainder of his/her time in the District. If, because of the suspension, the Participant is unable to participate in an Activity which constitutes a portion of the Participant's grade, the points available for the particular Activity that the Participant cannot participate in will be removed from the total number of points available for the class, and the Participant's grade for the class will be determined using the new total number of points available for the class.

Any student who has been suspended may continue to participate in practice only if there is a possibility of returning to that in-season Activity.

Each Participant who is suspended from Activities because of a positive Drug Test will be required to pass a Drug Test administered by the El Dorado Springs R-II School District's testing service prior to being reinstated to Activities. After passing a Drug Test and being reinstated, the Participant will be placed back in the testing pool and will be eligible for random testing.

All Participants are expected to cooperatively participate in the procedures set forth in this Policy. A Participant, who refuses by word or actions, to cooperate with a Drug Test conducted under this Policy, in the opinion of the personnel conducting the Drug Test, shall be treated as if he/she had a positive test result of a Drug Test and will be subjected to the consequences described above. A Participant who engages in conduct which gives the District or personnel conducting the Drug Test the reasonable belief that the Participant has (or has attempted to) alter, adulterate, modify or change any specimen, Drug Test or Drug Test record, shall be treated as if he/she had a positive test result of a Drug Test and will be subject to the consequences described above.

Appeal Procedure – If a Participant receives a suspension from Activities pursuant to this Policy, the Participant may appeal the decision in writing to the Superintendent. The Participant's written appeal shall be reviewed and a decision shall be rendered within five (5) working days following the date the written appeal was received by the Superintendent. Following the decision by the Superintendent, the Participant may appeal in writing to the Board of Education. During the appeal process, the Participant remains suspended from all Activities.

- **Weapons in School**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board of Education. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

- **Assessment Program**

All students will participate in the required statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website.

- **Human Sexuality**

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians will always be notified when human sexuality materials are to be presented in class and have the right to remove their student (opt out) from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction.

- **Grading and Reporting System**

Special reports to parents indicating needs of students are sent mid quarter when changes in study habits or modification of behavior can be made before each grading period. Parents should contact the Middle School Counselor to arrange a parent/teacher conference. Reports of student grades with a D or F in a class are mailed and sent home with the student at mid

quarter, and at the end of the quarter. Students with an A, B, or C grades at mid quarter and end of quarter are sent home with students – not mailed. All end of year grade reports are mailed home approximately one week after school is out. Grades can also be accessed over the internet at any time. Parents are urged to become well acquainted with members of the school staff and to confer as frequently as necessary with teachers, advisors, counselors, or principals.

There are two categories of Honor Roll:

- “A” Honor Roll recognizes students who have achieved all A’s or 6-A’s and 1 B.
- “B” Honor Roll recognizes students who have achieved A’s and B’s (1-C allowed).
- **Section 504**

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District’s duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Services, El Dorado Springs R-2 School District, 901 South Grand, El Dorado Springs, MO 64744, cchambers@eldok12.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.
- **Special Education**

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning

disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday 8:00 A.M. – 4:00 P.M. in the office of the Director of Special Services, El Dorado Springs R-2 School District, 901 South Grand, El Dorado Springs, MO 64744, cchambers@eldok12.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

- **Virtual/Online Courses**

Students residing within the District who are under the age of 21 and in grades Kindergarten through twelve may be eligible to enroll in the Missouri Course Access Program (MOCAP) and other virtual courses at district expense.

For more information regarding online courses, consult with your school counselor. Additional information about resources and processes may be accessed on the District's website and District Policy (policy number I-160-P).

Technology

- **Cell Phone Guidelines**

Cell phones shall not be visible at any time during regular school hours. Cell phones must be turned off and put away. Confiscated phones will be sent to the building principal's office. See Technology Devices for additional information.

- **Technology Devices and Acceptable Use Policy**

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

- **Technology Devices**

Cell phones, iPads, and other electronic device usage by students during school hours nationwide has caused numerous problems for students, teachers, administrators and parents. In many cities these items have been banned completely from school campuses. With the onset and abuse of text messaging, camera phones, and other electronic devices, the number of incidents involving students cheating, student-on-student harassment, and classroom disruptions has increased dramatically. In an effort to protect students and their rights, as well as to help insure the integrity of education, the following clarification/enforcement will be as follows:

Cell phones, iPods, iPads, or any electronic devices shall not be visible at any time during regular school hours. This includes, but is not limited to the items being attached to belts, in purses, pockets, or backpacks. Items must be turned off and put away. Confiscated items will be sent to the building principal's office.

1st offense	Confiscation of the phone or electronic device for 1 school day or 1 day of ISD
2nd offense	Confiscation of the phone or electronic device for 2 school days or 2 days ISD
3rd offense	Confiscation of the phone or electronic device for 3 school days or 3 days ISD

The phone or electronic device will be returned at the end of the confiscation period, discipline referral to the office and notification to parents. Beyond the 3rd offense the phone or electronic device **WILL NOT BE ALLOWED** at school.

- **Acceptable Use**

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

- **Unacceptable Use**

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted

materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

- **User Agreements**

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

- **Safety and Cybersecurity**

The district monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

District Policy Information

- **English Language Learners**

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator: Cary Chambers
Address of Office: 901 South Grand, El Dorado Springs, MO 64744
Phone Number: (417) 876-3112
Email: cchambers@eldok12.org

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provided the opportunity to opt out of physical examinations or screenings that the school or agency may administer to a student.

- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact Cary Chambers.

All District policies can be located on the District website.

- **School Nutrition Program**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov.

This institution is an equal opportunity provider

- **Student Transfers**

- **Students who are Homeless, in Foster Care, or Disabled**

Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school districts, districts may contract for necessary services for students with disabilities.

- **Transfers Allowed by Law**

The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the school district in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

- **Tobacco-Free Policy**

To promote health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus.

- **Possession of Weapons**

Possession of weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored by the district unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Building Information

- **Arrival and Dismissal Procedures**

No student will be permitted to leave school prior to dismissal unless accompanied by a parent/legal guardian. Parents/legal guardians must sign the student out at the office before the student may leave the building. A list of persons designated by a parent/legal guardian to pick up a child must be on file in the office. Students must leave the school grounds immediately when dismissed. This is critical for reasons of safety and supervision. Please remember no supervision is provided on the playground after school hours.

Determining who has legal custody of children can be very difficult and problematic when determining whether or not a student can go with a particular parent or relative. If there is a situation in your family in which your child is not allowed to be released with a particular parent or individual, please notify the school office immediately. A parent/legal guardian **MUST** have legal custody of a child before they can deny the other parent or individual access to the child. Court ordered custody papers **MUST** be on file at the school. In cases of shared custody, each parent may provide a list of contact and pick up persons. The school must at times confer with whichever parent we can reach, to make decisions.

A student should not arrive at school before 7:35 a.m. However, should it be necessary, the student should stay outside until the 7:56 a.m. bell rings. During inclement weather, a student should remain in the lobby unless summoned by a teacher to a classroom for special help or counseling.

- **Attendance at Extracurricular Events**

We encourage student, parent, and patron attendance at all extracurricular events. Students attending extracurricular events should be seated watching the event as much as possible. Students who are running around will be warned once to take their seats. If the student fails to

heed the warning, parents will be contacted. **Please remember we are a smoke-free campus. We ask all patrons to refrain from smoking at all school events.**

- **Bulldog Time**

The purpose of Bulldog Time is to provide additional educational support to all students, especially those students who are struggling academically. Our objectives are: increase the achievement level of all students, continue to develop relationships that foster honesty, integrity, and life skills needed to succeed in school, and provide students with the support system that will help them succeed in the classroom, therefore, improving self-esteem. Bulldog Time will be held every day from 2:47 P.M. - 3:07 P.M. During Bulldog Time our middle school students will be offered three different options that they may/will attend. All rooms will have teacher supervision. Student grades will be checked every two weeks.

- **Targeted Tutoring Room**

Students with a grade lower than a C- will be required to report to one of these classrooms. Also any student with a C- or above may go to one of these rooms for extra assistance.

- **Quiet Room**

Students with all grades C- or above to work on homework, read, or work on upcoming projects.

- **Bulldog Area**

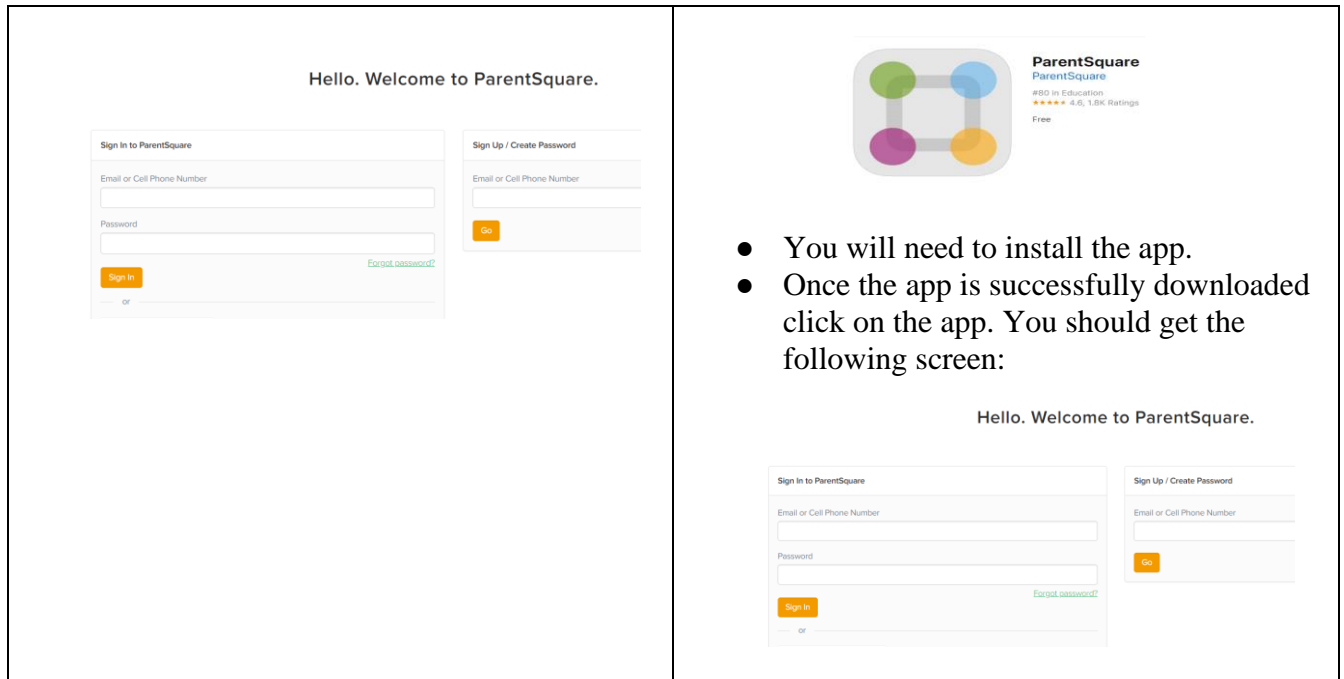
Students with all grades C- or above will be allowed to go to the cafeteria and read, do homework, work on upcoming projects, listen to music, or just visit.

- **Communication**

Parent Square Instructions

We will continue to use ParentSquare this year as a way to communicate with parents and guardians. ParentSquare provides a safe way for the principals, teachers, staff, PTO, and parents to connect, send and receive school and class information, see calendar items, sign up to volunteer or bring items, and more. School closures and other important information will be shared through ParentSquare. ParentSquare can be accessed through the ParentSquare website or by downloading the app through Google Play on your Android or the App Store for iPhone. The step-by-step directions are:

From the website:	From the app:
<ul style="list-style-type: none"> ● Go to www.parentsquare.com ● Click on <i>Sign In</i> (even though you haven't signed up yet) ● You should get the following screen: 	<ul style="list-style-type: none"> ● Search for the app <i>ParentSquare</i> in Google Play for Android devices or the App Store for IOS Apple devices. ● Your search should provide the following:



- You will need to install the app.
- Once the app is successfully downloaded click on the app. You should get the following screen:

Just follow the simple instructions to get registered and you should be good to go!

Once you create a password and register, you will be able to access all school and class news in one place, be able to ask teachers questions, easily sign-up to help in your child's classroom, etc.

- **Daily Schedule**
- **Bell Schedule**

8:00 – 8:51	First Period
8:55 – 9:46	Second Period
9:50 – 10:41	Third Period
10:45 – 12:00	Fourth Period
10:41 – 11:07	“A” Lunch
11:07 – 11:32	“B” Lunch
12:04 – 12:55	Fifth Period
12:59 – 1:49	Sixth Period
1:53 – 2:43	Seventh Period
2:47 – 3:07	Bulldog Time

- **Deliveries**
Deliveries of flowers, balloons, candy bouquets, etc. to school for students are discouraged. If a delivery is made, it will be held in the office and only distributed at the end of the school day to minimize classroom distractions. Also note that glass containers and balloons are not allowed on the school buses.
- **Guidance Counseling**
The Middle School Guidance and Counseling Program focuses on personal and social development. The counselor will assist students in planning their program of studies, in making personal choices, making personal plans, and finding solutions to problems unique to the Middle School student. The major goal of the counselor is to deal with individual students to achieve their potential. Helping students make their own decisions through personal counseling and academic counseling does this.
- **Homework**
 - **Homework Expectations**
Students can expect to have homework and are expected to complete their homework in order to be prepared for the next day in class. Students who regularly complete homework are successful in Middle School. Students develop excellent study habits if they make a commitment to finish all work.

Follow these steps:

1. Write down assignments in the assignment book.
2. Uses class-time to begin/finish as much homework as possible. This is the best time to ask the teacher questions about your assignment.

3. Attend 8th hour Study Help with teachers.
4. See your teachers if you have difficulties or visit your counselor for help.

○ **Z.A.P. – ZEROS AREN'T PERMITTED**

The District recognizes that in order for students to be successful he/she must complete daily assignments and homework from classroom teachers. If a student does not turn in his/her assignment he/she will receive a **ZAP** slip. Assignments are reduced 90-80-70-60 until the fifth day, at which time the student is assigned a ½ day Saturday School if the assignment has not been completed and turned in. During the ½ day Saturday School, the student will receive a list of all make-up work to be completed. All offenses accumulate quarterly/per class and are as follows:

<i>1st offense</i>	Warning; note sent home to parent
<i>2nd offense</i>	2nd Warning; note sent home to parent
<i>3rd offense</i>	8th hour assigned; parent contacted by teacher
<i>4th offense</i>	½ day Saturday School; parent contacted by principal
<i>5th offense</i>	Saturday School; parent contacted by principal

● **Lock-in**

In order to attend the Lock-in a student cannot have an “F” on their 3rd quarter report card, be on the ineligibility list, have 5 or more disciplinary referrals, and/or 5 or more OSS days for the school year.

● **Library Media Center**

Pupils are permitted and encouraged to check books out of the library. Pupils are expected to pay for overdue books, lost books, or books that are unduly damaged. Money collected in such a manner will go into the book fund to help in maintaining the library.

● **Lockers**

A locker is provided for students to store school materials and items that are necessary to have at school. These are school property and subject to inspection without notice.

1. Lockers are to be treated appropriately, there will be no jamming of locks, no kicking and hitting, etc. **See Student Code of Conduct.
2. School officials may check your locker at any time to see that it is being properly cared for and contains only necessary school items.
3. Keep your locker free of trash and unnecessary items. No food, drink, or unacceptable items or posters should be in the lockers. (Clean them out periodically).
4. Students may go to lockers between classes and before and after school.
5. Only those students assigned to a specific locker will be allowed to use that locker. If for some reason you need to change lockers, **you MUST get approval through the Middle School Office.**
6. Remember that others will use these lockers, next year, so do not put up decorations that cannot be easily removed.

- **Lost and Found**

Lost and found is maintained through the Principal's Office (large bin in hallway). Students who find or lose articles should report to the office. The loss of property may be minimized by placing the owner's name on every article. At the end of every quarter articles left in lost and found will be sent to the maintenance office; then donated or destroyed.

- **Student Financial Obligations**

- **Fines and Payments**

Any purchases made by the students from the school or from school sponsored organizations must be paid before the issuance of grade cards or transcripts. All fines and payments for any lost, mutilated or destroyed school items must be paid before the final grade cards, equipment, or transcripts will be issued. Any fees for a class project must be paid in full before the project can be taken home and at least 1/2 of the project cost must be paid when selecting the project.

- **Fees**

A \$10.00 Technology usage fee is charged to each student enrolling in El Dorado Springs Middle School. This fee is **non-refundable** and will be assessed annually. Technology usage fees will be used in the purchase of computer paper, ink cartridges, and toner for computers for student use. Additional fines could be assessed for damaged computers and technology caused by a student due to abusive practices. The principal and technical coordinator of the school shall determine the price of the damage to computer or technology based on industry standards.

- **Supplies**

The following supplies are required and should be brought to school on the first day of classes and every day thereafter.

1. Pencils and pens
2. Notebook of paper

A list of additional classroom supplies needed for your grade level are available on the school webpage.

- **Telephone Use**

The office telephone is a business phone and cannot be used by students. The office will make a call for the student if it is deemed necessary. Parents are not to depend on office staff to remind students of appointments or make arrangements for after school activities, or rides. If it is necessary for a parent to get a message to a student, it must be phoned into the office before **NOON** to ensure delivery.

- **Transferring or Leaving the School District**

A student who plans to transfer must notify the principal's office. Complete procedures:

1. Obtaining a drop form signed by the proper school officials.
2. Make sure all charges the student may have incurred have been paid.
3. Make sure all books and materials checked out to the student have been returned.

Any student who transfers during the school year and later returns to re-enroll in classes in the district will be responsible for any consequences pending related to the Student Code or Bus Code of Conduct.

- **Student Activities Guidelines**

Student activities at El Dorado Springs Middle School are provided to supplement the curriculum. They are considered a privilege to the participant and are extended to students who meet the standards for participation. Any student who wishes to represent his/her school in interscholastic sports or activities must meet a number of local and statewide (MSHSAA) essential eligibility requirements. Students who wish to participate in student activities must meet the following criteria:

- A student must be currently enrolled as a fulltime student and in regular attendance in El Dorado Springs Middle School.
- Students must be enrolled in a minimum of 4 seated courses at the high school or middle school level.
- A student must have earned 3 units of credit the preceding semester to be eligible for participation in an activity.
- A student must be making satisfactory progress towards graduation as determined by local school policies.
- Students who meet the participation criteria must also meet the applicable eligibility requirements of the organization for the student's activity.
- A student must meet board-approved academic standards for activity participation (included but not limited to participation as a player, manager, attending field trips, participating in contests or performances).
 - All students participating in school sponsored activities shall pass all courses of study in which they are enrolled for credit. Students who receive more than one "F" as a quarter grade shall be declared ineligible to participate in activities the next academic quarter.
 - Students who have lost eligibility may regain their participation status at midterm and quarterly grade checks if their grades are sufficient to recover eligibility (no more than one "F")
 - Students enrolling in the district for the first time shall meet the same standards of eligibility and participation as other students.

- **Missouri State High School Activities Association (MSHSAA)**

Interscholastic competition provides activities whereby one school competes against other schools. Most of the activities are governed by the Missouri State High School Activities Association (MSHSAA), Conference, and Board policy. The following are interscholastic activities offered for 7th and 8th grade student's participation while attending El Dorado Springs Middle School:

- Football
- Volleyball
- Basketball
- Track

- Cross Country
- Cheerleading
- Band
- Vocal Music
- Wrestling

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at <https://www.mshsaa.org/>.

Signature and Form Requirements

Photo/Videotape/Audio Release Form

Throughout the school year, there may be times that the El Dorado Springs R-2 School District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the El Dorado Springs R-2 School District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that El Dorado Springs R-2 School District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Technology Usage Agreement Form

Student Technology Usage Agreement

Students (for grades 3 and above)

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature: _____

Student Name (please print): _____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Email Consent/Permission Form

The faculty of the El Dorado Springs R-2 School District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The El Dorado Springs R-2 School District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the El Dorado Springs R-2 School District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the district.

Name of Student (please print:) _____

Email Address(es): _____

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

This Authorization constitutes consent to disclose personally identifiable information about your child and/or contained in your or your child's student educational record. This Authorization complies with District policies and procedures governing student educational records and information. Please note that federal and state law authorizes disclosure of certain student educational records and information without consent and, as such, this Authorization is not required and does not apply in those situations.

1. I, _____ (parent or eligible student), hereby authorize the release of (my child's/my) educational records and medical information as described specifically herein.

2. Please describe the purpose of this Authorization:

3. Please describe the information you wish to have released:

4. Please identify the entity or individual to whom you wish to have the information released, including the means by which the information should be disclosed:

RELEASE TO: Individual /Entity

Address/Phone No.:

RELEASE TO: Individual /Entity

Address/Phone No.:

5. This Authorization will expire on the following date, unless otherwise canceled:

Student's Name

Eligible Student/Parent's Signature

Student's Date of Birth

Requestor Contact Information

Date

El Dorado Springs R-II Random Drug Testing Consent Form for School Year 2021-2022

Student's Name _____ Grade _____

This completed form must be signed and returned to the middle school/high school office no later than the third Friday following the first day of classes in the District or by the date of the first contest in an activity which the student participates (whichever comes first), or in the case of a student enrolling after the first day of classes then within two weeks following his/her enrollment date.

By signing this form, the parent/legal guardian and student understand and agree as follows:

1. The student will be placed in the El Dorado Springs R-II random drug testing pool.
2. The student agrees to comply fully and completely with all requirements of the drug-testing program as stated in school policies and by-laws.
3. The student understands that participation in the Activities covered by the program, which include extracurricular and co-curricular activities, is a privilege, not a right.
4. The student further understands that if he/she violates the District's drug testing policy that his/her parents/guardians and building administrators will be informed of the violation, and they will be the only individuals made aware of this information.

(Please Circle one)

- ☐ Yes. I agree to take part in the El Dorado Springs R-II School District's random drug testing pool. I, along with my parent/legal guardian, have read and understand all the school district's athletic and/or activity policies in the handbook. In order to be eligible for participation in the activities covered by the drug testing program, I understand I must comply with all the requirements listed in the policy and handbook.
- ☐ No. I do not agree to have my child's name placed in the El Dorado Springs R-II School District's random drug testing pool. I further understand that by making this decision I relinquish my child's privileges to participate in the activities covered by the drug testing program, which include extracurricular and co-curricular activities.

Student Signature and Date

Signature of Parent/Guardian and Date

For Office Use

Date Received in the Principal's Office:

PLEASE REMOVE AND RETURN TO MS/HS OFFICE

Student/Parent Handbook Acknowledgment Form

I acknowledge that I have received and reviewed the 2021-2022 Student/Parent Handbook. I understand the policies and guidelines of the El Dorado Springs R-2 School District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.