

Cole Co. R-I School District



Student/Parent Handbook

Adopted by the Board of Education: July 17, 2025

Updated: August 26, 2025

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Mission C-110-S

The mission of the Cole Co. R-I School District is: to educate all students and develop the foundation of tomorrow's community by expecting excellence today.

Philosophy of the Cole County R-I School District

It is the philosophy of the Cole County R-I School District to provide an educational environment that will ensure a positive atmosphere for the intellectual, social, physical, and moral development of the students in the district. The basis of this philosophy is a belief in the dignity and worth of every student, a belief that each student can learn and should be provided the opportunity to achieve his or her maximum development.

A continuous effort is made to develop the understanding that adherence to moral principles is essential to the stability, unity, and lifeblood of any society. Through the development of a respect for all individuals, the total school experience becomes a workshop in the democratic way of life.

Vision Statement

Cole R-1 is a partnership of administrators, staff, students, parents, and community with a vision of a student-centered educational community where

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

Motto

“Expecting excellence”

Professional Learning Communities (PLC) Commitment

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

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

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

School Song

*There is a school among the best,
A school that stands the hardest test,
A place that is our pride and joy,
Hail Russellville High School.
A place where honor and the right,
Defeats the wrong in every fight,
A place where friendships are acquired,
That last throughout the years.
Dear Russellville High, we will strive,
To keep your high ideals alive,
And cherish memories when we've gone,
Of our dear high school days.*

School Board Members G-100-S

Adam Weber - President

Christina Wood - Vice President

Jenifer Seaver - Secretary

Ritchie Jenkins - Member

Kent Shikles- Member

Renee Bungart - Treasurer

Stephan Schnieders - Member

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.

School Building Information and Contact Information

Address: 13111 Park Street, Russellville, MO 65074

Phone: 573-782-4814

Fax: 573-782-3775

Website: coler1indians.socs.net

Office Hours: 7:30 a.m. to 3:45 p.m.

Administration

Dr. Jeff Jennewein - Superintendent

Danielle Greubel - JH/HS Principal

Lucas Branson - JH/HS Dean of Students

Tina Kauffman - Elementary Principal

Administrative Assistants

Kristen Heidbreder - Administrative Asst. (Dr. Jennewein)

Rachel Brizendine - Accounts, Payroll and Benefits

Devona Maharas - JH/HS Administrative Assistant

Carol Koestner - Elementary Administrative Assistant

District Directors and Coordinators

Lori Clark - Special Education Director

Tina Weber - Director of Transportation

Lucas Branson - Athletic Director

Cathy Trigg - Director of Technology

Larissa Mehmert - Instructional Coach

Laurie Anderson - Director of Food Service

Dave Coplin - Maintenance Director

Tina Kirchner - Compass Health Counselor

The Staff Directory is included online [here](#).

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Mobile App

Cole R-1 School District has a mobile app that is available for iOS and Android that can be searched and downloaded for free on the App store and Google store.

SMS Text Messaging

Cole R-I School District uses text messaging to notify parents and students of important information. If you are not currently enrolled to receive text messages, go into your parent portal settings to ensure that you are allowing messages.

Professional Learning Communities (PLC)

The Cole R-I School District commits itself to the PLC learning model. Teachers, staff, and administrators at Cole R-I commit themselves to the success of every student. Teachers focus on improving student achievement by using regularly-scheduled staff collaboration time to address student needs. Cole R-I schools dismiss early, at 2:20 p.m., every Thursday throughout the school year to accommodate this collaborative time for staff. During this time, teachers clarify exactly what students need to learn by evaluating student progress through the use of formative and summative assessments. They provide students feedback on performance, utilize interventions for students who require extra support, and design enrichment activities to extend students beyond proficiency of learning goals. Through best teaching practices and active learning, students are engaged in the learning process and are provided feedback about their performance.

Welcome Letter

Dear Families,

On behalf of the staff, I am happy to welcome you to the 2025-2026 school year at Cole Co. R-1 Elementary School. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order for this to be successful, our children need support from both home and school. A strong partnership will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we are committed to fulfilling our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

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

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

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

Tina Kauffman, Principal

573.782.4814

tkauffman@coler1indians.org

Academic Calendar I-100-S

Cole Co. R-1 Schools Yearly Calendar 2025– 2026

August 2025						
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	
						9

12-13 New Teacher Work Day

14-18 Teacher Work Day

18 Open House

20 First Day of School

1-2 Christmas Break

5 Teacher Wk Day-NO SCHOOL

19 MLK Day- NO SCHOOL

23 Courtwarming

30 EL/HS Progress Report

January 2026						
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
						18

September 2025						
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				
						20

1 Labor Day - NO SCHOOL

19 Homecoming Out 12:20

19 EL/HS Progress Report

22 Faculty Wksp-NO SCHOOL

5 P/T Conference- 1/2 Day

6 NO SCHOOL

16 NO SCHOOL-President's Day

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						18

October 2025						
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	
						21

13 Faculty Wkshop-NO SCHOOL

17 End of 1st Quarter

23 P/T Conf - Half Day

24 NO SCHOOL

2 Teacher's Wksp-NO SCHOOL

6 End of 3rd Qtr.

19-23 NO SCHOOL -(Spring BK)

March 2026						
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				
						18

November 2025						
Su	M	Tu	W	Th	F	Sa
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						
						15

14 EL/HS Progress Report

24-28 Thanksgiving Break

2-6 EASTER BREAK

10 EL/HS Progress Report

18 PROM

20 NO SCHOOL

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						18

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						14

1 Faculty Wkshop-NO SCHOOL

19 End of 2nd Qtr

19 Early Release 12:20

22-31 Christmas Break

8 Tentative Graduation

13 Last Day of School-1/2 Day

14 Faculty Workshop

May 2026						
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						9

Attendance and Absence Procedures S-115-S

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 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 at least 4 class periods on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances.

Procedures for Reporting an Absence

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

Any student with more than twelve (12) days of absences in one year will be encouraged to attend summer school. A referral may be made at any time after five (5) or more absences. If a student has twenty-four (24) days or more of absences in one school year, that student will be required to attend summer school.

Absence Procedures

The following procedure will be followed if a student is absent from school

1. When a student is absent from school with the parent's permission, it will be necessary for the parent to call the building office in order for the student not to be considered truant. Parents are asked to call before 10:00 a.m. on the day of the absence. Calls will be accepted anytime of the day of absence.
2. If the office does not receive a call from the parent to verify the absence, a phone call will be made to the parents to verify the absence. Parents are encouraged to answer calls from the office so that verifications can be made as quickly as possible.
3. If this is not possible, then on the day of return, before the first hour bell rings, the student must present to the front office a written excuse, signed and dated by a caregiver, that states the reason for the absence. The student bears the responsibility to make up missed assignments due to the absence. The school allows students one day to make up missed work per each absence.
4. The student will be marked absent for absences, and their attendance rate will decrease. Truancy is defined as an absence from school without knowledge or consent of parent/guardian and/or school staff. Examples of truancy may include: a student leaves home for school and does not attend school, a student leaves school grounds during school hours without permission from the office, a student does not attend a class when at school, a student leaves campus without proper signing out procedures in the office. The student will not be permitted to make up work for credit in classes from which they are truant. Truancies are counted in the total number of days absent.
5. The school reserves the right to deny any student credit for any course for which the student misses class (for any reason) for more than ten days.

6. The administration neither authorizes nor approves any “skip day.” All students need to attend school every day possible.
7. In order for students to compete in, to perform in, or to attend any student activity, they must attend at least 4 class periods on the day of the scheduled activity, unless excused by the principal. Students who miss school for an activity are responsible to collect the assignments for the classes they miss and to complete the work on time.
8. When a student is absent due to planned family vacations or leave, the student must make arrangements with teachers before the absence and must submit all work upon return.

Early Release

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. The administration may request documentation to determine for the absence.

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. The District will count tardiness as an absence.

Every student is expected to be on time in each class. Not only does being on time protect classroom instructional time, it is a positive life skill. Tardiness of individual students interrupts this instructional time. Students are given a five (5) minute passing period between classes to ensure that they are on time.

Students with excessive numbers of tardies will be referred to administration and subject to disciplinary action (see STUDENT DISCIPLINE).

Students who are late to school (arriving to their classroom anytime after 7:55 a.m. will be considered late (L). After 8:25 a.m., students will be considered absent, but will also be issued a late (L) when they arrive. When a student reaches their 8th late (L) to first hour, the student will be ineligible for ALL after school activities (which includes competitions, lessons, practices, games, clubs, meetings, etc.) on days where they are late to 1st hour. Once a student reaches their 12th and any subsequent lates, he/she will be in ISS for that day and ineligible for ALL afterschool activities (which includes competitions, lessons, practices, games, clubs, meetings, etc.) that day. Exceptions may be granted by building administration.

Make - Up Work

Upon a student's return to school, all work is to be made-up. Students will have one (1) day to make-up missed assignments for each day absent plus one additional day. Assignments designated as “long-range” prior to the student's absence will be due on the

assigned due date or the first day the student returns to school. Once designated time has lapsed Tests announced before the student's absence should be taken the day the student returns to school. Extenuating circumstances may allow the teacher to change the requirements. Waivers of this policy should be prearranged with the teacher.

Dress Code S-180-S

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 and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps; Sleeveless shirts must have a finished hem (no ripped or torn edges allowed), no bare shoulders;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to *mid-thigh*;
7. Holes in pants that are above mid-thigh unless patched;
8. Shorts (all types), athletic pants, or any other type of pants with lettering or any type of graffiti on the posterior area.
9. "Low rider"/"sagging" shorts or pants or pajama bottoms;
10. Clothing with profane, obscene, or otherwise inappropriate language;
11. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
12. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
13. Language or symbols that promote gangs;
14. Hats, caps, and hoods (hooded sweatshirts worn up);
15. Handkerchiefs;
16. Sunglasses;
17. Face paint;
18. Overly-dramatic make-up;

19. 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);
20. Blankets carried or worn as coats or wraps while in the building;
21. Heavy or loose chains, or straps that create a safety risk.

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 Service Program F-285-S

School Breakfast and Lunch Program

Each student receives a lunch number at the beginning of the school year. The maximum of three days of charges will be allowed per student. The students should bring checks or cash to the classroom teacher/secretary or parents may pay online. This money will then be posted to the student's account to be debited as the student takes breakfast or lunch. A low balance warning will be sent out every Wednesday and Friday during the school year. A warning will be given when \$3.75 is left in the student's account. The maximum that may be charged is \$7.50. Once this amount is reached, notice will be sent to the parent and the District may meet with the parent to resolve the debt, which may include the parent filling out the free and reduced lunch application. If a student has debt at the end of the school year, the student will not receive a copy of any awards earned until it is paid. The student will still be recognized.

Breakfast prices for the elementary are \$1.60 for regular, \$0.30 for reduced and \$0.00 for free. Lunch prices for elementary are \$2.50 for regular, \$0.40 for reduced and \$0.00 for free. Extra milk is \$0.40.

Adult Breakfast is \$1.75. Adult Lunch is \$2.95.

Lunch

2025-2026 Lunch Schedule

Thursday Lunch Schedule

Preschool 10:47-11:07
Kindergarten 10:52-11:12

1 st Grade	10:57-11:17
2 nd Grade	11:02-11:22
3 rd Grade	11:07-11:27
4 th Grade	11:12-11:32
5 th Grade	12:00-12:25
6 th Grade	12:00-12:25

Lunchroom

For students who eat school lunch, the school will offer students food items even if students do not intend to eat them. The law requires students to select at least three items and to pay the full meal price. Students have the option to take milk. Food and drink must remain in the lunchroom.

Free and Reduced Lunch Application

It is important for all students to complete a lunch status application to better serve and support our families. If one student in the household is eligible for free meals based on Direct Certification, or have an application with Food Stamp or Temporary Assistance, ALL students in the household are automatically eligible for free meals. Any foster child whose care and placement is the responsibility of the state or who is placed by a court with a caretaker household is categorically eligible for free meals WITHOUT an application. Foster children are no longer a household of one and are to be included on a household application if there are more children in the household and a Free/Reduced application is completed. Non-foster children in that household may qualify for meal benefits based on household size and income.

The application is available [here](#) and is provided on Back to School Night and Open House.

Adult Visitors for Lunch

To ensure student and staff safety, adult visitors are not allowed to each lunch with their student except for planned special occasions.

Allergy Prevention and Response S-145-S

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

For class parties, parents and students may bring in store-bought, pre-packaged, and sealed food items.

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 parents/guardians 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 Narcan, epinephrine and asthma-related medications as allowed by District rules. The school district will notify the parents/guardians of any student to whom Narcan or other opioid antagonist has been administered. If you do not want these medications administered to your student in an emergency, please notify school nurse in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

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.

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

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires 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.

Health Services S-215-S

Health services are provided under the direction of a school nurse whose duties include administration of first aid, counseling with parents regarding health records, etc. We ask for your full cooperation in providing us with your child's health and immunization records. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not 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.

Pain Relievers

For low-grade fevers (100 or less) the nurse will offer the student a non-aspirin pain reliever. The nurse will examine the student again in one hour. If the fever persists, then the school will call the parents. The nurse's office will make non-aspirin pain relievers available for headaches and minor pains as well. With no other visible signs of injury or illness, your child will be sent back to class. Parents and caregivers must fill out the "Authorization for Medications to Be Taken During School Hours" form before the nurse can administer pain relievers. If you have any questions concerning the district's policy on medications, please feel free to call the school nurse or your child's principal.

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

Illnesses/Injuries

If a student has a fever of 100.4 or above and/or has vomited in the last 24 hours, please do not send your student to school. A student must be fever free without fever reducing medication for 24 hours before the student may return to school.

If a student has an injury, please provide to the nurse a doctor's note regarding any limitations or restrictions.

Health Screenings

Student's height, weight, vision, and hearing may be screened by the nurse. Students are checked for head lice quarterly.

Elementary School Health Award

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

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

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

Health Office

If you have any questions, please contact the school nurse.

Administration of Medication S-135-S

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. In most cases, it should not be necessary to administer more than one dose of medication during a seven-hour school day. Your physician may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with the school nurse. The first dose of any medication must be given at home due to the possibility of an allergic reaction. 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 or a completed health form. The medicine must be supplied by the parent with the student's name on the bottle. Medications must remain in their original containers. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The label should include the following information: student's name, current date, name of medication, the dosage and frequency of administration, name of prescribing physician or other licensed health professional. The prescription label will serve as the written permission from the physician. A note accompanying the medicine that states the doses and time the medicine is to be given. Medication WILL NOT BE GIVEN if there is not a note. 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. All Prescription medications to be given longer than 10 days require health form; Authorization for medications to be taken during school hours filled out and signed by a physician prior to giving the medication.

Students may not carry medications at school. Medication **MUST be delivered to school by a parent/guardian or designated adult.** A one-month supply of a student's medication may be stored at school. All prescription and over the counter medication must be distributed from the nurses office. A parent/guardian should pick up medication. **It will not be sent home with the child.** Discontinued medications will be disposed of if left at school for more than one week.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Specific written instructions must be provided as to when and under what circumstances the medication is to be administered and this information should be provided and signed annually by the student's physician. 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.

Communicable Diseases F-245-S

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 to 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 discipline/remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

For children beginning kindergarten during or after the 2023-2024 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>). All immunization requirements must have been accomplished and records of verification must be in the school files or the student will not be allowed to attend class on the first day of school or until these requirements are met.

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. Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year or within 10 days of enrollment for new students.

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); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; 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; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Release

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. This form is available [here](#).

Notice

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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: Title I LEA

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.

4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan is available here:

<https://coler1indians.socs.net/vnews/display.v/SEC/Special%20Services%7CTitle%201>

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless is:

Name: Luke Morris
Phone #: 573-782-3045
Email Address: lmorris@coler1indians.org

The District's liaison for students who are migrant, English learners, at-risk, or in foster care is:

Name: Lori Clark
Phone #: 573-782-3325
Email Address: lclark@coler1indians.org

English Language Learners I-150-S

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. The website features the ability to translate information into more than 40 languages.

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

The District's liaison for students who are migrant, English learners, at-risk, or in foster care is:

Name: Lori Clark
Phone #: 573-782-3325
Email Address: lclark@coler1indians.org

Visitor Procedures C-155-S

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 badge. 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. Visitors must sign out when they leave.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students or teachers.

Volunteers

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

Transportation Services F-260-S

PreK-6 Student Transportation/School Bus Regulations

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

- Students who ride the bus to school must return home on the bus unless picked up by parents or have written permission by a parent in the Elementary office.
- Students are not to get off the bus in town before coming to school or leave campus after exiting the bus.
- When you are not riding the bus, please telephone ahead when possible, to notify the bus driver.
- Bus drivers are in complete charge and are expected to maintain order. They are to report to the Principal any discipline issues and are authorized to write discipline referrals for misconduct on their bus.

- Bus drivers are prohibited by state law from picking children up unless the bus is visible three hundred feet or more in both directions.

Students will ride their assigned bus, getting on and getting off at their regularly assigned stops unless a note from their parent or guardian authorizes students to depart at other than their regular stop or to ride a bus other than their assigned bus. Notes will be subject to approval of the office.

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

Student Discipline S-170-S

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 outline 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 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 including transportation, parking and technology 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 Board.

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:

1. 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;
2. 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;

3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the 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.

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.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

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, will be provided 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.

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.

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 of students or staff.

The administrative staff may refer students to other agencies to include but not limited to: juvenile division, division of family services, and counseling.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member,

threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

Referrals of a student to the office of the principal for misconduct may be considered sufficient reason to declare a student ineligible to participate in extracurricular school activities. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

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.

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.

Before-School and After-School Detention (BSD and ASD)

After-School Detention is issued for minor acts of misconduct and allows students to continue in their regular school day with no loss of credit or class time. Before-school detention (BSD) meets from 7:30 a.m. – 8:00 a.m., and after-school detention (ASD) meets from 3:30 p.m. – 4:30 p.m. Because BSD is half the duration of ASD, two BSDs equal one ASD. Students must bring all necessary supplies to detention. No personal electronics are permitted (except calculators for schoolwork). Students and families must provide transportation after ASD. Students are to be on time and required to stay the duration or face the likelihood of more ASD. If students cannot serve detention on the assigned date(s), they must contact an administrator or supervisor before the assigned date to reschedule detention. Failure to follow conditions of detention may result in further disciplinary consequences.

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

Students suspended or expelled from public school, in state or out-of-state, and private schools may have that disciplinary action enforced in district schools when the student seeks enrollment. A conference is held with the superintendent/designee to determine if a prior suspension will be enforced after transfer to district schools.

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.

In-School Suspension is a program designed to discipline students that choose not to follow the Cole R-I discipline code. ISS is an alternative to Out-of-School suspension. Students that are assigned to ISS should be aware that this isolation punishment is a step before actual suspension from school. This program was established in an effort to keep students in school as much as possible. During ISS, students will do the following:

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

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.

- Suspension is not something to be taken lightly. When a student is suspended, it is done after careful thought and investigation.
- Students must remain off school property and may not attend any school activities until after having fully served OSS.
- Students may request assignments for the duration of OSS. Students earn credit only for assessments during OSS.
- Students lose attendance credit during OSS.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

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

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

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.

K-6 School Discipline Plan

	1st Offense	2nd Offense	3rd Offense	4th Offense
Level I: Obscene literature--in any form Disruptive behavior Insubordination Acts of disrespect--and/or defiant attitude Inappropriate touching--(minor) Pushing / shoving--	Possible loss of recess, restitution, Parent notified.	1 day After School detention (ASD) Parent notified.	1-3 days of ASD Parents are notified.	1-10 days In School Suspension (ISS) or possible Out of School Suspension (OSS) Parents are notified.

physical aggression				
Cheating / lying Disruptive devices - (radios, recorders, water guns, video games, cell phones, IPODS) Profanity (degrading or offensive language/gesture) Harassment (including sexual) Minor vandalism/theft –restitution required Bullying (words/action meant to harass)				
Level II: Fighting (physical injury, acts of violence, SRO referral)	1-3 days ASD Parents are notified.	1 – 3 days of ISS Parents are notified.	3 – 5 days of OSS Parents are notified.	Referral to Superintendent, possible referral to Board. Parents are notified.

Threats – possible referral to SRO				
Possession or use of harmful devices (fireworks, knives, etc.) – referral to SRO				
Possession of alcohol, tobacco, or drugs on school property, school functions or on bus -- referral to SRO				
Major vandalism – referral to SRO and restitution				
Bullying (words/actions meant to harm)				

Additional Information:

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

K-6 Bus Discipline Plan

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

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

Bullying, Hazing, and Cyberbullying S-185-S

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

Definitions

Bullying – 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 – 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: Elementary Principal and can be reached at 573-782-4814.

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.

Public Notice

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

This is available on the District's website.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. The District suggests parents wait 24 hours before coming to the District to discuss an issue. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: High School Principal
Phone #: 573-782-3313
Email Address: dgruebel@coler1indians.org

In the event the District's 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: Director of Special Services
Phone #: 573-782-4814
Email Address: lclark@coler1indians.org

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?

Complaints filed with LEA - How will a complaint filed with the LEA be investigated? - What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department - How can a complaint be filed with the Department? - How will a complaint filed with the Department be investigated? - How are complaints related to equitable services to nonpublic school children handled differently?
Appeals - How will appeals to the Department be investigated? - What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

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: High School Principal
Phone #: 573-782-3313
Email Address: dgruebel@coler1indians.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: Director of Special Services
Phone #: 573-782-4814
Email Address: lclark@coler1indians.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 C-131-S

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: Director of Special Services
Address: 13600 Route C, Russellville, Missouri 65074
Email Address: lclark@coler1indians.org
Phone #: 573-782-4814

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.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Drug dogs may be utilized by the District and will not come into direct contact with students.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination 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.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Student Alcohol/Drug Abuse S-195-S

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.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Weapons in School S-200-S

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, taser, 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 not less than 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. 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 I-195-S

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.

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Section 504 I-125-S

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 parent or guardians of the District's duty.

The District will provide 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 Monday through Friday 7:30 a.m.-3:45 p.m. in the office of *Lori Clark, 13111 Park Street, Russellville, MO 65074, 573-782-3325, lclark@coler1indians.org*. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

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 through Friday 7:30 a.m.-3:45 p.m. in the office of *Lori Clark, 13111 Park Street, Russellville, MO 65074, 573-782-3325, lclark@coler1indians.org*. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website and District Policy.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices upon entry to the school building until the end of the school day.

All phones and smart watches will be stored away while in the building before the dismissal bell and the location of stored devices must be in lockers or backpacks.

Use of personal wireless devices is prohibited in locker rooms, dressing rooms, bathrooms, or other locations that are private in nature.

Consequences of Inappropriate Use

Loss of access to personal wireless devices can occur if the district becomes concerned about appropriate use. Please review the Discipline Matrix in S-170-S for consequences. Examples of District concerns include safety, potential for disruption to educational processes, and security issues related to connecting a personal device to the District network.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. This use must be included in the lesson plan and be pre-approved by Building Administration.

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.

In addition to the guidelines outlined in this policy, the Acceptable Use Policy (AUP) of the Cole R-I School District applies to personal devices that are brought to school. These guidelines are in effect while the student is on school premises. School premises include any place which is owned, rented, or under the control of the Cole R-I School District.

Technology Devices

All personal electronic devices that are not electronic personal communications devices discussed above are prohibited.

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).

When devices are used on school property, they will be treated as school property. The district may examine the personal electronic devices and search their contents if there is reason to believe that school policies, rules or regulations have been violated. The administration may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes harm to others.

Families must sign the Acceptable Use Policy Agreement in order for students to use personal devices.

Technical support will not be provided for personal devices. The student must take full responsibility for setting up and maintaining the device. Students are responsible for ensuring their personal wireless device has virus protection and free of any viruses or other files that may affect the district network.

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.

Terms of Service

The Cole R-I School District is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Cole R-I School District also does not guarantee that all areas of the district have wireless coverage. Use of the wireless network is entirely at the risk of the user, and the Cole R-I School District is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection.

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.)

Student Technology Use Agreement – Students must agree to the following:

1. All network and computing resources of the Cole R-I School District and access to the Internet exist to support the instructional and educational needs of the district and use of the network for non-school related work is prohibited.
2. The District network is not for private or commercial business use, political, or religious purposes.
3. Students are prohibited from changing or, in any way, altering a network device, a device or peripheral name, file and/or folder names.
4. Network resources, including hardware, peripherals, and software, may not be used for personal entertainment (games) and/or any private activities.
5. District computers may not be used illegally to duplicate copyrighted software.
6. No student will use District owned computers, peripherals or the Internet to deliberately access obscene, pornographic or otherwise non-educational material or show others how to do the same.
7. No student will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
8. Sending material likely to be offensive, objectionable, or harassing is strictly prohibited.
9. Any use of the District network, which accesses outside resources must conform to this Student Technology Usage Agreement.
10. Students are responsible to take precautions to prevent a virus infection on the equipment of the Cole R-1 School District and immediately report to an instructor if a virus is detected.

Access is a privilege that entails responsibility. Individual users of the District's computer network are responsible for their own behavior and communications over the network. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information retrieved via the Internet.

Violation of any of the items listed will result in disciplinary action as outlined in the Cole R-I Junior High/High School Student Handbook. Further, serious violations may be punishable under Missouri criminal statutes covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal function of any organization.

DISCLAIMER: The Cole R-I School District is not responsible for any virus transferred from District operated equipment to systems outside the District. It is highly recommended that any data obtained through the use of District operated equipment should be thoroughly checked for viruses before use outside the District.

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.

The Cole R-I School District does not provide personal property insurance for any personally owned wireless communication devices. Such insurance can be obtained by an independent carrier.

Google Consent

Notice of Parent or Guardian Consent

To parents and guardians,

Cole R-1 uses Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Cole R-1, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

To view the entire notice visit: <https://support.google.com/a/answer/7391849>.

Please read it carefully, let us know of any questions. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

By signing the acknowledgement form at the end of this handbook, I give permission for the Cole Co. R-I to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Building Information

Grading and Reporting System

Grading System for Grades 3-6

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

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

Report Cards

Report cards will be able to be viewed at the end of each quarter. Parents, who have enrolled with the office, will have daily access to their child's grades on Infinite Campus. For those without internet, please contact the office for help. Elementary students will have one midterm grading period per quarter in addition to the quarter report card.

Grading Window				
Term	End of	Window Opens	Cut off (Midnight)	Posted Online
Progress 1	09/19/2025	9/12/2025	9/22/2025	9/23/2025
Term 1	10/17/2025	10/10/2025	10/20/2025	10/21/2025
Progress 2	11/07/2025	11/7/2025	11/17/2025	11/18/2025
Term 2	12/19/2025	12/12/2025	1/6/2026	1/7/2026
Progress 3	1/30/2026	1/23/2026	2/2/2026	2/3/2026
Term 3	03/06/2026	2/27/2025	3/9/2026	3/10/2026
Progress 4	04/10/2026	4/3/2026	4/13/2026	4/14/2026
Term 4	05/13/2026	5/1/2026	5/14/2026	5/16/2026

PE Grading Policy

- All students taking Physical Education are required to dress out and participate.
- Students are encouraged to wear tennis shoes during their PE class
- Students, who are unable to participate for two or more consecutive days, must have a doctor's note.

Student of the Month

In conjunction with our counseling program each month students will be learning about a specific character trait, these are designated at the beginning of each school year. During the course of the month teachers will be discussing traits with students as well as students will be learning what this trait means and the importance of each trait. Teachers and staff will select one student from each classroom that has done a great job of modeling the given trait. Each month an assembly will be held to recognize those students for their hard work.

****Each grade level also has individual awards that will be given at the end of the school year. ****

Promotion and Retention Policy

Students will normally progress annually from grade to grade when in the judgment of the district's professional staff it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration.

The district requires remediation as a condition of promotion to the next grade for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or principal shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate. Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside the regular school day. Failure to meet the yearly attendance requirements will require mandatory summer school attendance.

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

Title I Reading and Math

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

These criteria include the following:

- MAP Scores
- I-Ready Reading/Math Assessments
- DRA
- Reading Benchmarks
- Teacher referral from current and previous year
- Classroom reading grades
- Parent request

- Recommendation through the Title I Teachers

The Elementary Principal coordinates the Title I program if you have any questions or concerns, please call 782-4814.

Cole R-1 Reading Success Plan Timeline

Missouri Senate Bill 681

August/September:

1. The I-Ready Reading diagnostic will be given to assess reading levels of students in grades K-5.
2. 1st-5th grade students who are scoring more than one grade level below on the I-Ready Diagnostic will be given a Reading Success plan.
 - 1st grade: Score in Emerging K range (lower than 347)
 - 2nd grade: Score in K range (lower than 419)
 - 3rd grade: Score in 1st grade range (lower than 474)
 - 4th grade: Score in 2nd grade range (lower than 496)
 - 5th grade: Score in 3rd grade range (lower than 542)
3. Kindergarten students who score in the bottom 25% of two or more screening areas will be given a Reading Success plan. Screening areas include phonological awareness, phonics (letter/sound recognition), and rapid automatic naming (RAN).
4. Reading Success plans will include the following information:
 - screening results
 - interventions needed (phonics, phonological awareness, fluency, etc.)
 - program or curriculum used (Foundations, HearBuilder, ReadLive, etc.)
 - when intervention will be delivered
 - teacher responsible for intervention
5. Guidance for strategies to use at home will also be provided to parents at the same time as the Reading Success plan.
6. Any student in grades K-5 who transfers into the district through the course of the school year will be assessed with the same grade-level materials used for beginning and mid-year screenings.

October:

1. The I-Ready Reading growth check will be given to assess the reading levels of students in grades K-5.
2. The plan will be reevaluated quarterly, and grades and strategies will also be reviewed.
3. During parent teacher conferences, parents will be made aware of their student's strengths and weaknesses.

December:

1. The I-Ready Reading diagnostic will be given to assess reading levels of students in grades K-5.
2. Mid-year dyslexia screenings will be completed for grades K-3.

January:

1. Screening results and I-Ready diagnostic reports will be shared with parents and teachers.
2. Reevaluate Reading Success plans and make adjustments as needed.

February:

1. During parent teacher conferences, parents will be made aware of their student's strengths and weaknesses.
2. Students who are not exhibiting significant growth may be considered for further testing.

March/April:

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

April/May:

1. The I-Ready Reading diagnostic will be given to all students in grades K-5.
2. Students who are not exhibiting significant growth may be recommended to attend summer school or receive tutoring services.

May/June:

1. Summer school instruction given for reading.

Indian Club/After School Tutoring

The Indian club program is designed to provide students a time for individual academic assistance, small study groups, or individual study sessions. The Indian club will provide a time for completing homework or to receive specific help from a teacher. These tutoring sessions are available to students on a referral basis from their teachers. When a student is referred for tutoring, they are required to attend on the day it is assigned. Rescheduling tutoring will be up to the discretion of the teacher or administration.

Indian club is held Monday through Wednesday from 3:30 to 4:30 p.m. Transportation home after Indian club is not provided and is the sole responsibility of the parent. Prompt pickup of your child is expected. Failure of the parent to provide prompt pick-up for your child, may forfeit your child's opportunity to attend.

Conferences

The members of the elementary school staff always welcome parents to maintain strong lines of communication. Parents are urged to visit with teachers. Cooperation between

parents and teachers is necessary for student success. There will be two scheduled parent/ teacher conference days per year. One in the fall and one in the spring. You are highly encouraged to attend. If you have questions or concerns about your child's educational progress, please schedule a conference at any time with your child's teacher.

Counseling S-147-S

Elementary School Guidance Program

The elementary counselor is here to help you if you need someone to talk with about your concerns. These may include problems in school or worries involving your family and friends. The counselor is a trained listener and puts the welfare of the student as a priority. Parents are encouraged to call with their concerns. The counselor also administers the guidance curriculum. Description of this curriculum is as follows: Counseling is a deliberate effort to assist all students in their personal, social, career and educational development so they may be of benefit to society and to achieve their fullest potential. The counseling curriculum includes the following four areas:

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

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

Withdrawal from School

Any student who transfers to another school or who withdraws for any reason must return all school property and pay all fines before the school will release or transfer credits.

Identification Cards/Badges

Identification cards are used to purchase lunch.

District Sponsored Extra-curricular Activities and Clubs I-210-S

Extra-curricular activities are offered throughout the year for elementary students. Practices, rehearsals, meetings, and tutoring sessions are held after the instructional day has ended. Students are expected to exhibit behaviors that are a positive representation of our school.

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Based on recent legislation passed (§ 167.790, RSMo), which becomes effective August 28th, homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, random drug testing, and financial requirements as allowed by MSHSAA bylaws. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

After-School Hours and/or Off School Premises Activities

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

1. Ten minutes after dismissal each day, students must:
 - Be on the regular school bus returning home;
 - Be in after-school detention or tutoring; or
 - Be in extracurricular or athletic meetings/practices.
2. Students who are not involved in supervised after-school activities must leave the school premises. Students are encouraged to attend athletic contests, etc.,

which occur after school but will not be allowed to remain in the building unsupervised.

3. Students will not be allowed back into the school building after the departure of the regular buses with the exception of the students who are participating in after-school activities.
4. Student spectators are expected to follow school rules and procedures while attending extra-curricular activities, if they choose not to do so, their attendance privileges will be suspended.
5. Students will be admitted only once per activity. The school's policy is once you leave and re-enter you will be charged again.

Transportation To and From School Activities

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

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

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made to notify students and parents/guardians.

Announcements will also be made on the District website and Facebook, via text alert, KRCC – 13 T.V., KOMU – 8 T.V. KMIZ – 17 T.V. The T.V. stations listed above will be notified by 6:30 a.m. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

The District will alert the community by 9:00 p.m. on the evening prior to a late start. Buses will run exactly two hours later than their normal times. Buildings will open and classes will begin exactly two hours later than their normal times. Students may arrive at school and enter the building starting at 9:30 a.m. Breakfast will not be served on these days.

Snow routes were established and approved by the Cole County R-I School Board for bus routes in Moniteau County only and are as follows:

Morris Road	McCarty Road	Blank Road	Bottom Rd.	Corticelli Road
South Creek Road	Valley View Road	Elm Ford Road	Stoney Creek Road	
Carney King Road (North end)	Strobel Rd. (Cole County)	Claywell Road		
Bainer Road	Route HH	Ponderosa Road	Fahrni Road	
Berry Road	Sestak Road	Settlen Road	Morrow Road	

Arrival and Dismissal Procedures S-165-S

School Hours

The school building will open at 7:30 a.m. Students may not arrive prior to 7:30 a.m. The school day begins in the elementary school building at 7:55 a.m. and ends at 3:25 p.m. After school care is available at an additional cost and dependent on spacing.

If students enter the building between 7:30 a.m. and 7:55 a.m., junior high students who would like to eat breakfast can report to the cafeteria and the rest may sit in the Gym. High school students must report immediately to the cafeteria until 7:40 a.m. when students are allowed to receive any assistance from teachers prior to school start. Students and staff members may schedule to work together in the morning, prior to 7:55 a.m. so please arrange those meetings in advance.

Students must remain on school grounds once they arrive. Students who leave school without office permission are truant. Students must enter the building once they arrive on campus.

The gymnasium and weight room will be closed to students at all times, except for Physical Education classes and athletic practices and events. Only participating athletes will be allowed in the gym during practice. No student is to use the gym or weight room without permission AND supervision.

The locker room will be locked until the first class period at 7:55 am. Locker room usage is permitted only to students in attendance for class during the day. Students must leave campus by 3:35 p.m. unless supervised by a staff member.

Dropping Off and Picking Up Students

Please Note Park Street that runs directly in front of the Elementary School is a one way street at all times.

When **dropping students off** in the morning, please pull your car as far forward as possible in the pickup lane, and have your child quickly exit from the **right side** of the vehicle. Exiting from the right side will help prevent your child from being in the line of traffic. Please do not park your car in the drop-off lane. Someone will be available to assist your child from the car. You may park in the designated spaces if you need to enter the building.

When **picking students up** in the afternoon, please follow the car line that wraps around the back of the building. Once the buses leave from behind the building, cars will pull forward to the edge of the gravel lot. Once the buses have safely left then the process of loading car riders will begin. You will need to pull your vehicle up to your designated number and wait for a staff member to place your student(s) in the vehicle. Please do not exit your vehicle, if you need to buckle your child please pull forward to the flagpole area to do so, this helps maintain the flow of traffic.

Walkers

Students that are walking either to their home or to a pick up location (that is not on school grounds) will be dismissed once the bus riders have been loaded onto the buses. Each day a crossing guard will be in place to assist your child to cross Route C.

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

Thank you in advance for following all drop off and pick up procedures, these are in place to ensure the safety of all our students and parents. Please do not take frustrations out on the staff that is implementing these procedures as they are simply doing what is best for students. If you have concerns or feedback, please contact the building administrator.

Bike Riding

Bicycles should be parked in the bicycle rack located east of the school, and locked, if possible. Students who ride bikes will be dismissed at the same time as walkers.

After School Care Program

This information may be found on the District website.

Class Schedules/Bell Schedules

Regular Day Schedule

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

Deliveries

All deliveries must go through the office. The office will call the student to the office.

CLASS PARTY & BIRTHDAY POLICY AND GUIDELINES

The faculty and staff of Cole County R-1 recognize that, on occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or the birthday of a classmate. While these events do provide a social learning opportunity, they do impede upon precious academic learning time. The following guidelines are designed to allow for classroom parties and birthday recognitions without unnecessarily infringing upon academic time.

Class Parties

Historically, there have been three class parties each school year. These parties have been on Halloween, Christmas, the last day of school prior to winter break, and Valentine's Day, held on February 14th or the last school day before Valentine's Day. Classroom teachers are assisted in the planning of the class parties by the designated Room Parents.

Refreshments for class parties should include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits, and vegetables. The class party may include craft activities or games organized by the room parent, but these kinds of activities are not required.

Class parties are to be scheduled near the end of the school day, or an approved time by the classroom teacher, and are limited to a maximum duration of one hour, which includes time for cleaning up the classroom. All plans and details for class parties must be reviewed and approved by the classroom teacher before being finalized by room parents. Parent participation in class parties is limited to the designated room parent and a maximum of five other parent helpers.

Student Birthday Celebrations

If you would like to have a short class birthday acknowledgement for your child, please speak with your child's teacher in advance. These birthday recognitions are short (ten minutes) and limited to the classroom community. Parents may drop off the treats in the main office, and these treats will be delivered to the classroom. If parents would like to attend the celebration, this must be communicated to the classroom teacher in advance, and the parent must check in with the front office.

Birthday party invitations are not to be distributed at school. Please send such invitations via the U.S. Mail system.

Field Trips and Meetings

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

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

- Field trips, club trips and class trips must be approved by the principal. Students must have signed permission from each teacher to attend a trip during the school day.
- Group meetings are discouraged during class time.
- It is the responsibility of the student to make arrangements with his/her classes prior to attending any trip or activity. This includes all extra-curricular and co-curricular activities.
- Students should be aware that field trips are an extension of school and therefore all rules apply. There is a great deal of responsibility on the teacher involved with a field trip. If you are concerned about a student attending a field trip, please discuss the matter with the Principal before excluding anyone. If students have a failing grade and/or do not attend half the school day before a field trip, they are not allowed to attend a field trip. Please be conscious of your responsibilities for supervision on the trip.

Recess Rules

In addition to student conduct expectations, the following rules apply for recess times. Use good judgment and wear appropriate clothing outside. If a problem arises and students are unable to resolve it, the students should report to a supervisor with details immediately.

Any equipment carried from the classroom to the playground is the responsibility of that individual. Recess supervisors will establish how school issued playground equipment will be distributed among students. Be respectful to your classmates. Show good sportsmanship.

- For student safety, students should not hang upside down from the dome.
- Students are expected to sit properly in a swing. NEVER jump out of a moving swing.

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

Keeping Children in from Recess or Special Classes

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

Lockers – 5/6 Students

The school is not responsible for any missing items. Students in grades 5 & 6 will have locks available to rent for \$2.00 per school year. The student will pay for lost or damaged locks (\$5.00 fee). Only school issued locks should be used and students are encouraged not to share their combinations with others. There should be no assumption of privacy concerning school lockers.

The administration must have the ability to search lockers to ensure tidiness, to look for inappropriate items being stored in lockers, and to help fight theft at the school. All belongings should be stored in the locker.

Supply Lists

Lists are available on the District website.

Student Debt

Student debt includes, but is not limited to, library fines, class dues, and lunch balances. Failure to pay debt could result in loss of student activities privileges.

Telephone Usage

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

School Resource Officer

The basic duties for the SRO includes investigating crimes that occur within the school and on school property, being a positive role model for students, creating a link between law enforcement and the students, and being a resource for parents, staff, administration, and students in regards to law enforcement and community problems.

Library

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

Library Rules

- Anything taken from the library area must be checked out with the librarian.
- Books are checked out for two-week periods; they may be rechecked after that period.
- Students who are dismissed from the library will have limited access to the library until such time that the librarian grants full access. They may only use the library while under the direct supervision of a regular classroom teacher.
- Students will have a specific purpose for being in the library which will be written on a library pass by the classroom teacher.
- Students must go directly to the library and return directly to class. They are not to go to any other part of the building, including the restroom, etc.
- The library is to be a quiet place to work at all times. Students who are disruptive will be asked to go back to class.
- Computers are to be used for school work only.
- No student may be in the library or computer lab without supervision.

Lost and Found

The lost and found is located in the cafeteria. Unclaimed items will be used in the Indian Closet.

Care of School Property

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

Reward

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

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

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 provide prior written consent for 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 the Building Administrator.

All District policies can be located at: <https://egs.edcounsel.law/cole-co-r-1-school-district-policies/>

School Nutritional Program F-290-S

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, audiotope, 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 S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides.

1. 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.
2. 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 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.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the 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.

Safety F-225-S

Fire, Tornado and Earthquake Drill

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

1. The **fire alarm** is a continuous siren.

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

The District completes all drills required by law. The District has an emergency operational plan.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited 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.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

*Student Technology Usage Agreement**Students (for 3rd grade 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 (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook 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 (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) 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 or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook 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.

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the 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.