El Dorado Springs R-2 2026-2027 District Student Handbook Elementary School

Home of the Bulldogs

Adopted by the Board of Education: July 16, 2026

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El Dorado Springs R-2 School Board Members G-100-S

Josh Floyd, President

Mark Burley, Vice-President

Dave Leonard

Justin Jacobs

Chad Shinn

Ethan McPeak

Craig Carpenter

Contact Information

El Dorado Springs R-2 Schools

901 South Grand

El Dorado Springs, MO 64744

PH: (417) 876-3112

FX: (417)876-2128

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

The Department of Elementary and Secondary Education's District and Building Report Cards are available here.

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District Administration

901 South Grand, El Dorado Springs, MO 64744
PH: (417) 876-3112
FX: (417) 876-2128

Jason Irwin
Superintendent
Email: jirwin@eldok12.org

Lisa Shouse
Assistant Superintendent
Email: lshouse@eldok12.org

Dana Abercrombie
Special Services Director
Email: dabercrombie@eldok12.org

Nick Engleman
Activities Director
Email: nengleman@eldok12.org

Daryl Snead
Technology Director
Email: dsnead@eldok12.org

Steve Molz
Facilities Director
Email: smolz@eldok12.org

Schools

Elementary
PH: (417) 876-3112, Ext. 1
FX: (417) 876-0613
Ginger Nowak, Principal
gnowak@eldok12.org
Megan Koca, Associate Principal
megankoca@eldok12.org

Middle School
PH: (417) 876-3112
FX: (417) 876-2128
Jay Martin, Principal
jmartin@eldok12.org

High School
PH: (417) 876-3112
FX: (417) 876-2128
Jeremy Barger, Principal
jbarger@eldok12.org

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

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Visitors to School Buildings

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

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Academic Calendar I-100-S

2026-2027

El Do R-2 Calendar

Board Approved 2-12-26
6.63 Hours per Day
161 School Days for Total of 1058.5 hours
3 New Teacher Days
9 Teacher Work Days (171 Days)
14.55 hours inclement weather hours. 36 AMI hours.
One Teacher work day required after end of school.

July 26

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	

August 26

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

September 26

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			

October 26

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

November 26

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					

December 26

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		

January 27

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						

February 27

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						

March 27

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			

April 27

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	

May 27

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					

June 27

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			

New Teacher Work Day
Teacher Work Day /PD
No School
Make Up Day

Teacher Days	9		

Days in Attendance

Aug	4	Jan	18
Sept	20	Feb	17
Oct	20	Mar	18
Nov	15	Apr	21
Dec	14	May	14
	73		88

161

2026-27 calendar events

- Aug 13, 17, & 18 New Teachers
- Aug 20, 21, & 24 All Teachers
- Aug 25 Dead Day-No School
- Aug 26--First Day of School
- Sept 7 Labor Day-No School
- Sept 18 Mid Quarter
- Sept 28 No School-PD Day
- Oct 16 End 1st Qtr.
- Oct 19 No School 1/2 PD & 1/2 Work Day
- Oct 22 Early Out. P/T Conferences 1-8
- Oct 23 No School
- Nov 9 No School - PD Day
- Nov 13 Mid Quarter
- Nov 23-27 Thanksgiving Break
- Dec 18 Early Out. End 1st Semester
- Dec 21 - Jan 1 Christmas Break
- Jan 4 No School Teacher Work Day
- Jan 5 School Resumes
- Jan 18 Make Up Hours 15-22
- Feb 8 No School PD Day
- Feb 12 Mid Quarter/Make up Hrs 22-29
- Feb 15 Make Up Hours 29-36
- Mar 12 End 3rd Quarter
- Mar 22-26 Spring Break
- April 9 Mid Quarter
- April 16 Make Up Hours 36-43
- May 16 Graduation
- May 20 Early Out End 2nd Sem.
- May 20 (12:30-3:07) Make Up Hours 43-46
- May 21 Make Up Hours 46-53
- May 24 Teacher Work Day (if not May 21)
- May 26 Begin Summer School
- May 31 Memorial Day

Dear Parents and Students,

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

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

Sincerely,
Jason Irwin
Superintendent

School Information

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Student Welfare

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

Following a student's tenth (10th) absence, or at such time that a student's rate of absence exceeds 10% of the time he or she has been enrolled, if a school official deems necessary, the Children's Division will be contacted and a referral will be made to the Juvenile Officer and/or Prosecuting Attorney. If it is determined by these officials that the absences warrant charges of educational neglect, appropriate charges will be filed.

Excused Absences

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

Provide a dated and signed note to the classroom teacher explaining the reason for the absence on the day the student returns to school. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. This includes other family members, friends, counselors, or therapists, etc. When parents sign a child out early for an appointment, this note is not necessary; however, a note from the doctor/dentist/therapist, etc. should be provided. The elementary office FAX number is (417) 876-0613. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student (with doctor note)
- Medical appointments that cannot be scheduled outside the school day (a doctor's note is required)

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- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, or immediately returned with notification and approval of the principal.
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

Unexcused Absences

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

Late Arrival/Tardiness

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

Truancy

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

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

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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, slippers, or shoes with wheels;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly- large arm openings;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs (tattoos with the above words or images on this list will have to remain covered while at school);
12. Hats and hoods (hooded sweatshirts worn up);
13. Handkerchiefs;
14. Sunglasses;
15. Face paint;
16. Overly-dramatic make-up;
17. 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);
18. Blankets carried or worn as coats or wraps while in the building;
19. 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.

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Food Services F-285-S

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

- **All Elementary students will receive free breakfast and lunch for the 2026-27 School Year due to qualifying for the CEP (Community Eligibility Program) Grant.**

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

1. Students walk to the lunchroom.
2. Students are to find a place to sit and remain seated.
3. Students must assume their responsibility for keeping the cafeteria orderly and clean. This means all paper should be placed in the receptacles provided, and plates and utensils taken to the proper location.
4. Students will not be allowed to possess soda, energy, or caffeinated drinks.
5. There will be an alternative, limited lunch line available.
6. Students will not be allowed any other food other than lunches brought from home.
7. No food or drink outside the cafeteria.
8. Special seating may be given for discipline problems and possible removal from the cafeteria if necessary.

Lunch

Sack lunches may be brought to school if the student does not wish to participate in the hot lunch program. Food from outside vendors (fast food, etc.) may not be delivered to students while at school.

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Milk Tickets
Students may purchase a milk ticket in order to have an extra carton of milk during milk or snack break at school. Milk tickets cost $12.50 (for 25 cartons). Your child's teacher will keep track of the milk tickets and communicate when a new milk ticket is needed.

Adult Visitors for Lunch
Adult visitors may eat lunch with their student(s) with prior approval from the principal. All visitors must wear a visitor's badge during this time.

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
When it is your child's snack day or class party day, please note that only pre-packaged snacks are accepted. **Also, remember to check labels and send only peanut-free snacks.**

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parent/guardian to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. [The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing. The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

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

Individual Approaches
The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual

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

Illnesses/Injuries

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

Health Office

If you have any questions, please contact the school nurse at (417) 876-3112, ext. 221.

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. 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 and grade level. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, hemp extract products, or others. All medications must be brand new in seal/unopened packaging.

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Prescription Medication – Prescription medication must be brought in by an adult to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider. Controlled prescription medication must have a new bottle every 30 days.

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

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

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

- Fever: A student must be fever-free for 24 hours without medication. A fever is considered a temperature of 100.4 or higher.
- Head Lice: The El Dorado Springs R-2 School District may do periodic lice checks. . If a student is found to have head lice, s/he will not be allowed to attend school until proper treatment has been obtained. If a student is found to have head lice, other members of the student's household may be checked as well. **STUDENTS MAY NOT ATTEND SCHOOL WITH HEAD LICE.**

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- To re-enter school, the student must have been treated with a medically approved lice killer.

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

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

General Information Access to and Release of Student Information
All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures, 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 building principal. Requests to amend education records may be directed to the building principal 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.

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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 students 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.

The District designates the following items as directory information:

- **General Directory Information**
  The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); *student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records;* participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; 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

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interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

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.

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

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

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

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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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- 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: Lisa Shouse, Federal Programs Coordinator.

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.

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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 is available here.

The School Parent and Family Engagement Plan may be found here.

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: Kareegan Stantorf

Phone Number: (417) 876-3112

Email Address: kstantorf@eldok12.org

The District's liaison for students who are migrant and English learners is:

Name: Morgan Engleman

Phone Number: (417) 876-3112

Email Address: mengleman@eldok12.org

The District's liaison for students who are in foster care is:

Name: Kaitlyn Norman

Phone Number: (417) 876-3112

Email Address: ksnorman@eldok12.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).

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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 our website.

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

Name of Coordinator:	Morgan Engleman
Address of Office:	901 South Grand, El Dorado Springs, MO 64744
Phone Number:	(417) 876-3122
Email:	mengleman@eldok12.org

School Cancellations and/or Early Dismissal

ParentSquare System
Parents will be alerted through the media and our automated ParentSquare system in the event of an unplanned early dismissal. It is essential parents provide the school current contact information in order to receive these alerts. When we are forced to close school because of bad weather, the media will be contacted. We will also post to our School Facebook page.

- **ParentSquare Messaging System**
  - Telephone call
  - Text
  - Email
- **Social Media**
  - Facebook page
- **Television**
  - Channel 3 - Springfield

Visitor Procedures C-155-S

Visitors must report to the elementary office to obtain a visitor's pass before moving throughout the school or school grounds. When possible, please schedule visits in advance in order to avoid disrupting the educational process. Teachers welcome the opportunity to visit with you about your child's progress; however, this cannot be done

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in the presence of other students or parents. Please schedule these conferences before- or after-school or during the teacher's planning period. Children who are not enrolled in our school must be accompanied by an adult at all times when visiting.

Visitors, please remember the following:

1. Please observe fire lanes and parking signs at all times.
2. Smoking is not allowed anywhere on our campus.
3. Clothing with inappropriate pictures or words (including tobacco and alcohol advertisements) is not allowed in school.

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.

Transportation Services F-260-S

Bus Information

Parents are required to notify the elementary office in writing if a child is to do anything outside of their normal routine. We cannot accept a child's word that parents have given permission to go home by any other means. The office must have a signed note from the parent to make a change in destination or routine. In an emergency situation, a phone call may be permissible if the identity of the caller can be confirmed.

Bus passes cannot be provided without written or verbal permission from a parent. Students should bring a written note, signed by a parent/guardian to the office to obtain a bus pass. If a student is going home with another student, both students must bring parental permission. Please discuss this with your student early in the year so they understand this requirement.

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 school District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular

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activities, revocation of privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the School Board. Corporal Punishment may be administered occasionally when other discipline measures have proved ineffective. Corporal punishment will only be administered by the principal or associate principal and only with the notification of parents or guardian and with their permission. 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.

District Policy for Discipline

Definitions

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

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

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

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

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

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

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

Physical Restraint – The use of person-to-person physical contact 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.

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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.

The District is responsible for the care and supervision of students and holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities in order to ensure the safety of all students and maintain an atmosphere where orderly learning is possible and encouraged. The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours. Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out of school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat of harm to others as determined by the principal or Superintendent. If a student is suspended or expelled, the student may not be allowed within one thousand feet of any school property in the District or any District-sponsored activity, whether or not the activity takes place on District property.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the school District where such student attended school; or

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- Such student resides within one thousand feet of any public school in the school District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

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.

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

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

Standards of Conduct and Consequences

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

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

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication or information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI

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	generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.

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Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms and Weapons	A. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). B. Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include any knife, regardless of blade length (less than the length as defined by the Safe Schools Act); and items customarily used, or which can be used, to inflict injury upon another person or property. C. Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other

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	unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed that cause another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willing participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, of other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission form the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission,

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	or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for their safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

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.

Bullying means intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

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

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file

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at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. ***The building anti-bullying coordinator is Ginger Nowak, who may be reached at (417) 876-3112, Ext. 1 or via email*** gnowak@eldok12.org.

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

Reporting Bullying or Cyberbullying

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

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

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

Investigation

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

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

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Consequences of Bullying, Cyberbullying, or Retaliation

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

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

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

The District will:

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

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

Report Form (See next page)

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Bullying Incident Report

El Dorado Springs R-II School District

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

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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. 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:	Lisa Shouse
Phone #:	(417) 876-3112
Email Address:	lshouse@eldok12.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:	Jason Irwin
Phone #:	(417) 876-3112
Email Address:	jirwin@eldok12.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.

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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 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	**Complaints filed with the Department** 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. **What is a complaint?**

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

2. **Who may file a complaint?**

   Any individual or organization may file a complaint.

3. **How can a complaint be filed?**

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

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

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

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

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

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

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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).

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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.

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 against, 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:	Lisa Shouse, Assistant Superintendent
Phone:	(417) 876-3112
Email Address:	lshouse@eldok12.org

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

Name:	Jason Irwin, Superintendent
Phone:	(417) 876-3112
Email Address:	jirwin@eldok12.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must

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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.

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

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:	Lisa Shouse, Assistant Superintendent
Address:	El Dorado Springs R-2 Schools 901 S. Grand St. El Dorado Springs, MO 64744
Email Address:	lshouse@eldok12.org
Phone #:	417-876-3112

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

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

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

Surveillance in School

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

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

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

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

Student Alcohol/Drug Abuse 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 technology privileges, and referral to law enforcement. (See the handbook's section on Student Discipline for more information.)

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The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the Superintendent.

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, 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 of Education. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Assessment Program 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.

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 will always be notified when human sexuality materials or sexual abuse training are to be presented in class and have the right to remove their student (opt out) from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

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Grading and Reporting System

Students' grades are issued quarterly. Parent/Teacher conferences are held at the end of the first quarter. Additional conferences may be requested any time by parents or teachers.

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 parents or guardians of the District's duty.

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

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

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

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

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

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S
Students residing within the District who are under the age of 21 and in grades Kindergarten through twelve may be eligible to enroll in the Missouri Course Access Program (MOCAP) and other virtual courses at District expense, if applicable.

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

Technology F-265-S
Cell phones, iPads, Smartwatches, wireless earbuds, and other electronic device usage by students during school hours nationwide has caused numerous problems for students, teachers, administrators and parents. With the onset and abuse of text messaging, camera phones, and other electronic devices, the number of incidents involving students cheating, student-on-student harassment, and classroom disruptions has increased dramatically. In an effort to protect students and their rights, as well as to

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help ensure the integrity of education, the following clarification/enforcement will be as follows.

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 from the beginning of the school day until the end of the school day.

Cell phones, iPods, iPads, Smartwatches, wireless earbuds, or any electronic devices shall remain in student backpacks and turned off during the school day. This includes, but is not limited to the items being attached to belts, in purses, or pockets. Confiscated items will be sent to the building principal's office.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. **Violations of this policy shall result in:**

1st Offense: Phone confiscation and a structured recess. Parents will be called, and the phone will be returned to the student at the end of the day.

2nd Offense: Phone confiscation and 1 day of ISD. Parents will be called, and will need to pick the phone up from school.

3**rd Offense:** Phone confiscation and 3 days of ISD. Parents will be called, and will need to pick up the phone from school. The student will no longer be allowed to bring the cell phone to school. If the student must bring their cell phone to school, it will be kept in the office during the school day.

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

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- 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 is 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.

Technology Devices and Acceptable Use Policy

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

Technology Devices

The school is not responsible for electronic devices that are damaged, lost, or stolen at school. Please make sure your child leaves these items at home unless he or she has permission from the classroom teacher.

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. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

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

User Agreements

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

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

District Policy Information

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

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

All District policies can be located on the District website.

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School Nutrition 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 (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

Students who are Homeless, in Foster Care, or Disabled

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

Transfers Allowed by Law

The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the school District in which the program is housed. The District will allow a

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

Possession of Weapons 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.

Building Information

Arrival and Dismissal Procedures S-165-S
No student will be permitted to leave school prior to dismissal unless accompanied by a parent/legal guardian. Parents/legal guardians must sign the student out at the office before the student may leave the building. A list of persons designated by a parent/legal guardian to pick up a child must be on file in the office. Students must leave the school grounds immediately when dismissed. This is critical for reasons of safety and

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supervision. Please remember no supervision is provided on the playground after school hours.

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

Students who need to be signed out early must be signed out by **2:45 p.m.** Parents arriving in the elementary office for pickup after this time will need to remain until the regular dismissal bell at **3:05 p.m.** Beginning at 2:45 p.m., classrooms are actively engaged in dismissal procedures, and changes to student pickup become difficult to communicate in a timely and safe manner.

Articles from Home

Students are discouraged from bringing toys and electronic devices to school unless a special allowance is given for a specific purpose such as "Show and Tell" or PBIS recognition party. The school will not be responsible for toys or electronic devices that are damaged, lost, or stolen at school. Please make sure your child leaves these items at home unless permission to bring them to school has been given by the teacher. Students are not allowed to buy, sell, or trade personal items or money at school.

Attendance at Extracurricular Events

We encourage student, parent, and patron attendance at all extracurricular events. Students attending extracurricular events should be seated watching the event as much as possible. Students who are running around will be warned once to take their seats. If the student fails to heed the warning, parents will be contacted. **Please remember we are a smoke-free campus. We ask all patrons to refrain from smoking/vaping at all school events.**

Homeschool, Full-Time Virtual, and Family Paced Education School Students' Participation

Based on Missouri Statute (§ 167.790, RSMo), 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, and financial requirements.

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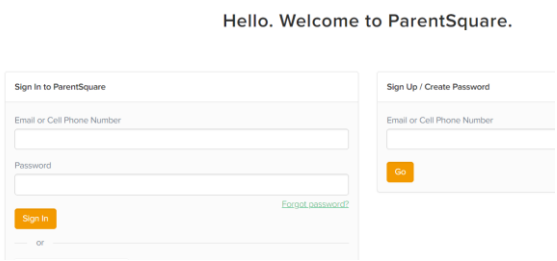
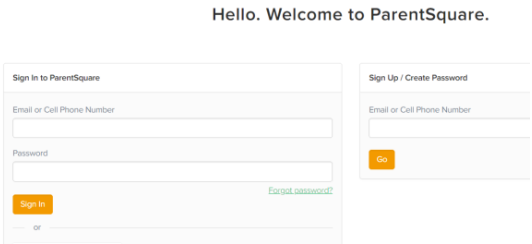
Communication

Parent Square Instructions

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

From the website:	From the app:
• Go to www.parentsquare.com • Click on ***Sign In*** (even though you haven't signed up yet) • You should get the following screen:  	• Search for the app ***ParentSquare*** in Google Play for Android devices or the App Store for IOS Apple devices. • Your search should provide the following: • You will need to install the app. • Once the app is successfully downloaded click on the app. You should get the following screen: 

Just follow the simple instructions to get registered and you should be good to go! Once you create a password and register, you will be able to access all school and class news in one place, be able to ask teachers questions, easily sign-up to help in your child's classroom, etc.

Daily Schedule

School begins when the tardy bell rings at 8:05. A warning bell will ring each day at 8:00. Students who eat breakfast at school may enter the building at 7:35 when the teachers go on duty. **To avoid unsupervised incidents students should not be**

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dropped off before 7:35 a.m. The school will not be responsible for students dropped off prior to 7:35 a.m. The elementary school has a tiered dismissal in order to prevent too many students in the hallway at one time at the end of the day. Students are dismissed as follows:

3:05	Car Riders and Wee Care students
3:07	Bus riders in grades K, 1, and 4
3:09	Bus riders in grades 2, 3, and 5
3:11	Walkers and PELT students

Deliveries

Deliveries of flowers, balloons, food, etc. to school for students are discouraged. If a delivery is made, it will be held in the office and only distributed at the end of the school day to minimize classroom distractions. Also, note that glass containers and balloons are not allowed on the school buses.

Elementary Guidance Counseling

Elementary school counselors help students achieve success through academic, personal/social, and career development. School counselors are professional educators with a mental health perspective who assist students in the development of their self-concept, decision-making skills, communication skills and character. School counselors are part of the total educational program and collaborate with students, parents, teachers and administrators. They advocate for students and work with other educators to create a caring school culture. School counselors hold a minimum of a master's degree and are required to complete ongoing professional development.

Elementary school counselors often provide services including individual counseling, group counseling and classroom guidance activities to promote success within the school setting. Parent permission will be requested for ongoing individual or group services. Often school counselors make referrals for students needing services that are outside the scope of the school setting. School counseling is a part of regular education services, and is available to students without parent consent. Confidentiality is maintained for students who receive school counseling support, unless there is a concern involving the student safety or the safety of someone else. For students who also receive outside counseling services, parents and guardians may choose to sign a release of information to allow for collaboration between school counselors and outside professionals.

Counseling is available for elementary students on three levels. Individual counseling is available through student requests, teacher referrals, and/or parent recommendations. There are groups that address special issues at each grade level. Students attend these groups by the same referral method. The third level involves the counselor coming into the classroom to present lessons appropriate to the students' ages and needs. Some issues addressed during elementary counseling are conflict resolution, family changes, behavior management, grief and loss, self-esteem, study skills, peer relations, life skills issues, on-task behavior, and organizational skills.

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If you have any concerns or would like further information about counseling services please contact the school's guidance counselor at 417-876- 3112, extension 239.

Field Trips

Students in grades 1 – 5 will take a field trip each school year. An adult (including teachers, paraprofessionals, and parent chaperones) for every ten (10) students will accompany students on field trips to ensure student safety ***if the venue allows.*** A student may not be allowed to attend field trips or participate in special activities if there is an incident of misconduct that resulted in an in-school detention, out-of-school suspension, Saturday school, or corporal punishment within 15 days prior to the special trip or activity.

Information Requests

Many times throughout the year, there is a need to send home printed information or to request information from you. It will assist us greatly if you will promptly return any correspondence the following school day.

Library Media Center

Library Catalog

The Elementary Library uses an online catalog called Follett Destiny that can help you find the library's resources by title, author, subject, series, call number and word search. There are three dedicated computer catalogs in the library. You can also access the catalog from computers in the school's classrooms or computers at home. The website is eldo.follettdestiny.com.

Facilities and Resources

The Elementary Library houses more than 10,000 resources, which include books, videos, equipment and teaching materials. Each student visits the library during a scheduled class time with his/her class every week (once for grades 3-5; twice for grades K-2). Library instruction (at least ½ of scheduled library time is devoted to this) includes using the library, book selection, genre, award-winning books, appropriate online behavior, social networking, cyberbullying, sources of information, and synthesizing and using information. Students may check out books during their scheduled visits. Kindergarten students and beginning first grade students check out one book per visit. First graders (later in the year) through 4th graders check out two books per visit. Fifth graders may check out three books each time. Students may also visit the library at any time during the school day with a library pass.

Overdue/Lost Book Policy:

Books checked out from the library should be returned or renewed weekly. Reminder stickers and notes will be sent when students are missing books repeatedly. In the case of a lost or damaged library book, the student is offered these possible solutions:

1. Replace or pay for the title (and the money will be returned if the book is eventually found), or

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2. Donate an equivalent replacement book to the library. Students may be required to leave library books at school until overdue issues are resolved.

Lost and Found

All articles found on the school premises should be brought to the elementary office and placed in the lost and found box. Unclaimed items will be disposed of periodically throughout the year.

Marking Belongings

Each student's belongings including coats and jackets, gloves, backpacks, and school supplies should be clearly marked with the student's name. If supplies will be combined for group use it is not necessary to mark them.

Positive Behavior Support (PBIS)

The El Dorado Springs Elementary staff has prepared a program that clearly defines expected student behaviors in all areas of our school. These expected behaviors are explicitly taught and modeled each year. School staff members make teaching and reviewing expected behaviors a priority in order to help all students be successful. We believe the time spent teaching, practicing, and recognizing students for demonstrating the expected behaviors help all students gain valuable instructional time. The behavior matrix below outlines the expected behaviors in all school settings.

You will notice that students are encouraged to remember the following:

B Be Safe
E Embrace learning
S Show respect

We encourage you to go over these expectations with your children and to review them frequently so each child can do his or her "Bulldog WAY."

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EL DORADO SPRINGS R-2 ELEMENTARY BEHAVIOR MATRIX

	Be Safe	Be Respectful	Be Responsible
All Settings	1. Keep hands, feet, and objects to yourself. 2. Stay in approved area.	1. Use kind words. 2. Follow directions 3. Keep our school neat.	1. Keep track of your things. 2. Use materials correctly. 3. Be truthful.
Assemblies	3. Stay with your class. 4. Walk carefully on bleachers.	4. Clap appropriately. 5. Sit quietly.	4. Pay attention to the speaker.
Hallway	5. Face forward, hands to sides. 6. Stay in safe zone. 7. Be alert.	6. Walk quietly.	5. Go directly where you are supposed to go.
Cafeteria	8. Eat your food only. 9. Stay seated. 10. Walk, don't run.	7. Use good manners.	6. Keep knees under table. 7. Clean up after yourself.
Restroom	11. Wash hands. 12. Business only	8. Flush toilet. 9. Give others privacy.	8. Report problems. 9. Throw away trash.
Playground	13. Stay in play areas. 14. Leave rocks on ground.	10. Use appropriate words. 11. Invite others to play. 12. Play fair.	10. Follow equipment rules. 11. Look when whistle blows.

Student Financial Obligations

Students shall pay for books, school supplies, school equipment, or other school property lost or damaged beyond ordinary wear and tear. The principal or teacher will determine the price of the book item that is lost or damaged and notify the student and his or her parents of the cost.

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Telephone Use

We encourage you to communicate with your child's teacher; however, please note that teachers will not be called away from their students to answer a phone call unless it is an emergency. The elementary secretaries are happy to take messages so the teachers can return calls to parents at their earliest convenience. We urge you to make arrangements for after-school activities before your child comes to school. If you need to call the office with a change of after-school plans for your child, **please try to call before 2:00 p.m**. and a message will be taken and delivered to your child at the end of the school day. Students will not be called to the office to take phone calls. Student use of the telephone is discouraged; however, teachers may give permission for students to use the telephone in special cases. Please make sure we have current contact information on file in the office. Excessive student use of the telephone will not be allowed.

Transferring or Leaving the School District

Parents of students planning to transfer to another school must notify the principal's office, make sure all outstanding charges have been paid, and return all school-owned books and materials. Any student who transfers during the school year and later returns to re-enroll will be responsible for any consequences pending related to the Student Code of Conduct. Returning students will be assigned to their previous classes, when possible.

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Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgment Form*
- *Authorization for Release of Educational Records*

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

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

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date:

_____

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

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Email Consent/Permission Form

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

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

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

Name of Student (please print:)

_____

Email Address(es):

_____

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date:

_____

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Student Technology Usage Agreement
2026-2027

Students (for grades 3 and above)
I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (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.

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Student/Parent Handbook Acknowledgment Form

I acknowledge that I have received and reviewed the 2026-27 Student/Parent Handbook. I understand the policies and guidelines of the El Dorado Springs R-2 School District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date:

_____

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

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AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS
2026-2027

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

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

   _____

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

   _____

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

   Address/Phone No.:_____

   RELEASE TO: Individual/Entity_____

   Address/Phone No.:_____
5. This Authorization will expire on the following date, unless otherwise canceled:
   _____

_____	_____
Student's Name	Eligible Student/Parent's Signature
_____	_____
Student's Date of Birth	Requestor Contact Information
	_____
	Date_____

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