

Blair Oaks R-II School District



Preschool School Student/Parent Handbook

Adopted by the Board of Education: August 11, 2026

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Mission C-110-S

The mission of the Blair Oaks R-II School District is: The Blair Oaks R-II School community is committed to providing a positive learning environment that develops academic skills, self-confidence, and social responsibility. All students, always.

Philosophy

We recognize that children are unique and learn at different rates and in different ways. Our program provides experiences to meet children's needs and stimulate learning in all different areas - physical, social, emotional, and intellectual. We utilize an interdisciplinary, cross-curricular approach that is child-centered with hands-on exploration and an emphasis on the process more than the product of learning. The children are surrounded with literature and language.

We are committed to the growth of each child in an emotionally supportive environment that encourages self-acceptance and self-exploration. We help children become more independent, able to make choices and take responsibility for themselves. We are committed to keeping class size conducive to maximum learning; therefore our student-teacher ratio is maintained at 20 students to 1 teacher and 1 aide (per session).

We operate on the premise that we are in a partnership with the parents of our children, fostering open communication between home and school.

School Board Members G-100-S

President	John Weber
Vice President	Luke Fitzpatrick
Treasurer	Dalton Fifer
Member	Sarah Lueckenhoff
Member	Mark McCarter
Member	Glenn Reynolds
Member	Frank Verslues
Secretary	Katie Mueller

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

Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

Helpful phone numbers

High School: T - (573) 635-8514 F - (573) 635-6327

Attendance – (573) 681-9015

Middle School: *T* – (573) 634-2053 *F* – (573) 636-3509

Intermediate: *T* - (573) 635-6864 *F* - (573) 636-3509

Elementary: $T - (573) 634-2808$ $F - (573) 634-3240$

District Office: *T – (573) 636-2020* *F – (573) 636-2202*

The District and Building Administrator Staff Directory is available on the District's website: <https://www.blairoaks.k12.mo.us/o/bor2/page/staff-directory>

School website www.blairoaks.k12.mo.us

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

Academic Calendar I-100-S

The Calendar may be found here: <https://www.blairoaks.k12.mo.us/page/students-families>

Student Enrollment Requirements

- Children entering preschool must be four (4) years old before August 1 of the current year
- To attend preschool, immunizations must be complete as required by the Missouri Department of Health. (This shall not apply to any child if one parent or guardian objects in writing to the school administration.)
- Participation in Parents As Teachers Program
- Application Form
- Skill Checklist Form
- Student Health Inventory
- Copy of Birth Certificate
- Proof of Residency (such as a lease agreement, utility bill)
- Student must be fully potty trained prior to school starting
 - A potty trained child:
 - will tell the teacher that he/she needs to go to the bathroom before needing to go
 - is able to go to the bathroom on his/her own
 - does not wear pulls or diapers

- is able to postpone going if waiting for someone else who is in the bathroom or if the location is within walking distance

Preschool Hours

The school doors open at 7:30 a.m. DO NOT drop off your child before 7:30 a.m. Supervision IS NOT available until 7:30 a.m. School begins at 8:00 a.m. with morning announcements over the intercom. Children should be picked up promptly at dismissal, which begins at 3:00 p.m. and ends at 3:10 p.m. In the event of an emergency, which will cause a delay in picking up your child, please notify the elementary office immediately. Preschool will follow the Blair Oaks R-II calendar.

Tuition

A tuition fee of \$5,500 per year will be charged for participation in the preschool program. Tuition can be paid in full at the beginning of the year, by trimester, or by monthly installments of \$550 due by the **1st of each month**. In addition, if fees are not paid in full and on time, parents/guardians agree to pay a \$25.00 late fee each month payment is late. If fees are not paid within 10 days, the child(ren) will not be allowed to attend the facility until payment is received in full. Parents/Guardians agree to pay a \$25.00 fee for all checks returned unpaid. After the second check is returned unpaid, all future payments shall be made in cash. Payments may be made by cash or check. All tuition paid is nonrefundable. *If your child is withdrawn from our program while a balance remains due on their account, he/she cannot return until the balance has been paid in full. The only exceptions for late payment are August, in which payment will be due by the first day of school, and days that school is not in session on the 1st of the month. Payment will be due the following day that school is in session.

This amount of \$5,500 also covers expenses associated with a daily snack. Breakfast and lunch fees are not included in the tuition payment. Separate payment is required. Checks can be made payable to Blair Oaks R-II Schools and delivered to the elementary office or preschool teachers. Questions or concerns regarding tuition can be directed to Tara Bishop.

Preschool Objectives

Symbolic Development

Takes part in interactive play with others

- Uses play themes
- Represents ideas and feelings through movement
- Creates or responds to music
- Represents ideas through construction
- Uses art to convey feelings and ideas
- Talks about his or her creations

Communication

- Uses language to communicate ideas, feelings, questions, or to solve problems
- Uses language to pretend or create

Responds to Questions

- Follows directions
- Shows interest in books
- Uses picture cues and/or context cues to construct meaning from text
- Exhibits book-handling skills
- Reads environmental print
- Responds to texts
- Identifies letters in the alphabet
- Recognizes that there is a relationship between letters and sounds
- Recognizes that written spellings represent spoken words
- “Reads” simple books
- Scribbles with intended meaning
- Uses some letters in writing
- Uses letter-sound correspondence to write
- Uses a variety of resources
- Shares writing with others
- Recognizes first name in print

Mathematical/Physical Knowledge

- Classifies objects used in daily experiences
- Writes some numbers
- Uses numerical relationships to solve problems in daily life
- Orders things according to relative differences
- Makes one-to-one correspondence
- Determines “same”, “more than”, and “less than” by comparing
- Uses spatial relationships to solve mathematical problems
- Shows understanding of sequence of daily events
- Experiments with objects to produce effects
- Explains own actions in manipulating objects
- Working with others
- Uses adults as resources
- Initiates conversations with familiar adults
- Works cooperatively with others in a give-and-take manner
- Uses peers as resources
- Shares resources with others
- Shows sensitivity and respect for others
- Suggests appropriate solutions to conflicts

Learning to Learn

- Shows curiosity and interest
- Explores and tries new things
- Takes responsibility for belongings

Makes Choices

- Stays focused and productive while playing/working independently
- Stays focused and productive while playing/working in a group
- Shows pride in accomplishments
- Copes with frustration and failure
- Talks about what he or she is learning

Physical Development

- Is physically active
- Demonstrates gross motor skills
- Demonstrates fine motor skills
- Appears to be healthy
- Practices personal hygiene

Conventional Knowledge

- Tells first and last name
- Knows first and last name of an adult family member
- Knows age
- Knows birth date (month and date)
- Recognizes some basic shapes
- Identifies basic colors
- Counts by rote to 10
- Recognizes and names numbers to 10

Program Goals

It is our goal for each child to become an enthusiastic learner while growing intellectually, socially, emotionally, and physically. The classroom environment will promote literacy and language acquisition. We recognize the importance of language development and its relationship to school success; therefore, many of our activities will provide opportunities for speaking, listening, reading, and writing. Children will be encouraged to become active learners who are self-confident and inquisitive.

Student Dismissal/Discharge from Program

It is our goal to work cooperatively with preschool families to enhance the social, emotional, physical, and cognitive development of the young children enrolled in this program. Parents will be responsible for meeting the expectations outlined in the

Parent/School Compact. Failure to fulfill these responsibilities could result in student dismissal from the program.

It is the mission of the Blair Oaks R-II School District to provide a safe educational environment, which fosters growth and development in an atmosphere of mutual respect and individual responsibility. A student demonstrating repeated willful disrespect, non-compliant behavior, or interference in the learning process of others, could be subject to discharge from the program.

Prior to notice of dismissal from the program, a parent/teacher conference will be conducted to allow an opportunity for constructive input regarding specific issues. If, after the meeting, improvement does not occur within a reasonable time, a 14-day written notice of dismissal will be delivered to the parents/guardians.

Parents wishing to terminate enrollment should submit written notice 14 days prior to withdrawal from the program.

Attendance and Absence Procedures S-115-S

Regular attendance is a critical factor for student success. If physically able, the student should attend school every day the school is in session. The regular contact of students with each other in the classroom and their participation in a well-planned instructional program under the direction of a competent teacher are vital to this purpose. The habits students develop at an early age will affect their behavior in the future. Parents should telephone the elementary office (573-634-2808) when a child is going to be absent. If the parents forget to call, we will attempt to contact them. Parents can also email the office with this information. Please email both secretaries to ensure the message is received (cwolken@blairoaks.org and svolmert@blairoaks.org).

Dress Code S-180-S

Your child should be dressed in comfortable clothing. For your child's safety, TENNIS SHOES ARE PREFERABLE. We will play outdoors each day except in cases of extreme heat/cold or rainy weather. Please dress your child appropriately including a jacket/coat, mittens, hat, or boots. YOUR CHILD SHOULD WEAR CLOTHING WHICH HE/SHE CAN MANAGE IN THE BATHROOM. Please label all outerwear clothing with your child's name. We also ask parents to please send in an extra set of clothes in a plastic bag and it will be kept in their cubby at school.

Food Service Program F-285-S

Blair Oaks uses a computerized lunch system. Students pay for lunches through an account, which they fund at regular intervals before school in the cafeteria. Any amount may be entered into the system. Lunch prices are deducted from the account every day by using a student number or a bar-coded ID card. All students are issued a student ID that they retain for the school year. Students and parents can check lunch balances through the online PowerSchool portal.

Cafeteria Procedures

Teachers will escort students to the cafeteria at the assigned times. The students are to move through the cafeteria line in a quiet and orderly fashion, seat themselves as directed by the cafeteria supervisor, and eat their food in a courteous manner. All food will be consumed in the cafeteria during the student's lunchtime.

Breakfast and Lunch

Breakfast PK-12-\$2.00

PK-5 Lunch-\$2.90

6-12 Lunch- \$3.20

Adult Breakfast- \$2.00

Adult Lunch- \$4.00

Parents/guardians are responsible for maintaining a positive balance in their student's meal account. Meal account balances may be viewed at any time through the student's PowerSchool account.

A notification will be sent when a student's meal account balance reaches **\$5.00 or less**. Once an account balance becomes negative, parents/guardians will receive weekly notifications regarding the outstanding balance.

When a student's meal account balance reaches **-\$10.00 or lower**, the student will be served a peanut butter and jelly meal in place of the regular menu entrée until the account balance is brought current.

Families experiencing financial hardship are encouraged to complete an application for Free and Reduced-Price Meal Benefits.

Free and Reduced Lunch Application

This application is available online at:

<https://www.blairoaks.k12.mo.us/o/bor2/page/dining>

Those who qualify for free or reduced lunch will go through the same procedure. Those qualifying for free lunch will not need to purchase credit, and those qualifying for reduced lunch will purchase credit before school like the other students but at a reduced rate.

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

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, 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 or principal 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 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 be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

Students who become injured or ill at school will report to the office. If the illness is of such nature that the student should go home, a parent will be notified by the office staff. Students are not to call their parents when they are not feeling well without first reporting to the nurse or office. Staff will then allow students to contact a parent/guardian if necessary.

The following conditions require exclusion from the public setting:

- Fever of 100 degrees or higher (must be fever free for 24 hours without fever reducing agent before returning to school)
- Undiagnosed rashes
- Vomiting/diarrhea (must be no longer vomiting or experience diarrhea for 24 hours before returning to school)
- Fainting spells
- Impetigo
- Scabies
- Ringworm
- Strep Throat (must have had antibiotic treatment and fever free for 24 hours before returning to school)
- Red-inflamed eyes/Pink eye (must have had medical treatment for 24 hours before returning to school)
- Head Lice (exclusion until effective medical treatment with a pediculocide has been initiated and must be "nit" free per exam by office personnel, proof of treatment may be required in the form of a label or bottle that has contained the treatment)
- Chicken Pox
- Other common childhood diseases

Head lice

If the nursing staff is notified of a student who had head lice or head lice/nits found on any student, the nurse will check classrooms the student shares classes with. Other periodic checks will occur throughout the year as needed.

Symptoms—Irritation and itching of the scalp. Presence of insects and eggs or "nits" in the hair, especially at the nape of the neck and about the ears. Lice may appear lighter on persons with fair hair and darker on persons with dark hair.

Incubation Period—The “nits” hatch in a week and reproduce 8 to 10 days after hatching.

School Attendance—Exclusion until the effective treatment of scalp, skin, and clothing. Children may return to school after being treated with a pediculicide and after delousing personal articles. School work missed due to being absent will be excused and students will be allowed to make up.

Special Features—All household and other intimate contacts should be examined for infestation. Concurrent treatment of the child and all of his or her infested contacts and clothing are necessary to eradicate the infestation.

Health Screenings

The following screening schedule is designed to guide and prioritize screenings. Please note that factors such as staffing, illnesses, and other events may require changes or delays to the schedule. If the scheduled screenings cannot be conducted as planned, the building nurse will promptly notify the building principal and the District Nurse.

Grade	Responsible Nurse	Screening Due Date	Designated Time
SPED	Building dependent	By the end of September	10 minutes/student
Kindergartners	BES	By the end of December	15 minutes/student
Preschoolers	BES	By the end of December	20 minutes/student
3 rd graders	BIS	By the end of December	10 minutes/student
Any 1 st grader not already screened as a kindergartner	BES	By the end of March	15 minutes/student
Rescreens (for students who failed the initial screening due to fatigue, illness, anxiety, misunderstanding, or distractions)	Building dependent	Within 21 days after the initial screening	5 minutes/student
Any student referred for screenings	Building dependent	Within 2 weeks of referral notification	10 minutes/student
Incoming preschoolers	BES	By April 15th	25 minutes/student
Incoming kindergartners (who are not enrolled in preschool at Blair Oaks)	BES	By the end of March	25 minutes/student

Health Office

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

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication

should be brought directly to the health office by a parent or adult and must be accompanied by the following information:

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

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

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

Communicable Diseases F-245-S

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

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

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

Immunizations and Vaccinations

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

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 Office. Requests to amend education records may be directed to the Building Office to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; 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; 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.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. Release forms are available in the Building Office.

Notice

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

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

Personnel Records E-190-S

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

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- 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 Tara Bishop.

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, migrant, English learners, or in foster care is:

Name: Ben Meldrum
Phone #: 573-636-2020
Email Address: bmeldrum@blairoaks.org

English Language Learners I-150-S

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

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's

teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into Spanish.

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

Name: Ben Meldrum
Phone #: 573-636-2020
Email Address: bmeldrum@blairoaks.org

Visitor Procedures C-155-S

Parents and visitors will enter and sign in in the elementary school office. Parents wishing to meet with a teacher should contact that teacher ahead of time and make arrangements to meet before or after school or during the teacher's plan period. Students are not allowed to have visitors during the school day.

We take seriously our responsibility to create a safe and orderly atmosphere in which our students may best learn. In order that we may provide a safe, orderly learning environment, we request that any individual (including parents) visiting the school, for any reason, report first to the main office for a visitor's pass. An identification name tag will be provided and must be worn at all times.

Upon leaving the building, report back to the office, check out, and leave the badge. If it should be necessary for a parent/guardian to speak with a teacher directly, the parent is more than welcome to email the teacher to set up a time that is most convenient for both parties. The office staff is happy to help in any way possible.

Transportation Services F-260-S

If your child needs to ride an alternate bus, or if you will be picking up your student early, you MUST please call the office by 10:00 a.m.! No students will be allowed to ride alternate busses without a note and clearance from the office. Alternative transportation must be due to childcare arrangements. In some cases, busses are considered to be "closed" due to large numbers of riders. Please clear all bus requests with the office prior to making plans.

Child will be released to an adult **18 years or older**, as specified on the preschool child enrollment form. Transportation changes must be made with the elementary office. Please contact 573-634-2808 or email both secretaries at cwolken@blairoaks.org and svolmert@blairoaks.org. Buses leave school at approximately 3:00 pm. Car riders must be picked up by 3:15 pm each day. Students are able to stay at after school care if enrolled in the program. (An extra fee is associated.)

School Bus Rules and Regulations

The bus driver is in full charge of the bus and the students. The driver is responsible for the safety and conduct of the children while on the bus and shall report to the principal any act that would endanger the safety and welfare of the students.

1. The principal is responsible for student conduct, supervision of loading and unloading, and maintaining communication with the bus drivers concerning these activities.
2. Students shall not stand in the road while waiting for the bus.
3. Students shall be on time; the bus cannot wait for you.
4. Students must ride the bus to which they are assigned. Students must get approval from the principal to change buses.
5. Student misconduct in the following areas is expressly prohibited and shall be subject to disciplinary action:
 - Fighting or scuffling
 - Loud talking or profanity
 - Throwing trash on the floor
 - Marking or defacing the bus
 - Making remarks to people on the road or street
 - Failure to follow the driver's instructions
 - Trying to engage the driver in a conversation
 - Being out of the seat while the bus is in motion
 - Smoking on the bus
 - Sticking heads or arms outside of the windows
 - Refusing to share a seat with another student
 - Bringing animals on the bus
 - Bringing firearms, explosives, or other dangerous objects on the bus
 - Any other dangerous or distracting action which would endanger the safety and welfare or infringe upon the rights of others.
6. Damage to the bus must be reported and guilty students will pay for damages.
7. Students may be removed from the bus by the driver on route if their conduct is so extreme that he or she is endangering other students on the bus.
8. Drivers, students, or parents should report any complaint involving transportation to the principal. The bus driver will complete a form on students who do not comply with the rules. This form will then be submitted to the principal. Penalties will be assessed according to the discipline code.

The bus driver will complete a form on students who do not comply with the rules. This form will then be submitted to the principal. Penalties will be assessed according to the discipline code.

Consequences for general infractions

1. Verbal warning may be from driver or administrator. Parent contact depending on severity of infraction.
2. Formal warning, written notice and/or phone call to parents
3. 1 - 3 days suspension from all bus privileges

4. 3 - 5 days suspension from all bus privileges
5. 5 - 10 days suspension from bus privileges
6. Suspension from bus for semester
7. Suspension from bus for the school year
8. Restitution for damage to any bus property

Student Discipline S-170-S

Behavior Code of Conduct

Student Code of Conduct

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

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

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

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

may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

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

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

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

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

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

Standards of Conduct and Consequences

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

District Policy for Discipline

Definitions

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

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

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

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.

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.

Preschool Building-Specific Rules

The student shall:

1. Conduct themselves at all times following classroom rules and showing respect for others.
2. Attend school regularly. Giving their best efforts in all they do.
3. Show good sportsmanlike conduct at all activities, both at school and away.

Always remember, you represent Blair Oaks School!

The following rules shall be posted in classrooms and enforced by the teachers and support staff members. The teachers will review and discuss the rules periodically with the students. These rules help ensure a safe, orderly learning climate for the students. The teachers are responsible for developing a system of rewarding positive students as well as consequences for inappropriate student behavior.

1. Be Safe
2. Be Responsible
3. Be Respectful (to others, to myself, and to school property)

Young children must feel safe, respected, and nurtured in their environment. To be future contributors to society, children must learn to appreciate differences in others. Children will learn to cooperate with others in a group setting. They will be guided to think through social conflicts and helped to find ways to express feelings. Clear limits for acceptable social behavior will be established. An emphasis will be placed on appropriate and socially acceptable behaviors.

Brief separation from the group may be helpful in certain instances. When children need a few minutes to compose themselves, "safe seat" periods will be used. It may be necessary to contact a parent/guardian if a child is unable to regain control of his/her behavior. Extreme situations may require a child to be sent home for the remainder of the day.

The staff at Blair Oaks R-II believes that we can help a child accept responsibility for his behavior by making him aware of what he can control.

❖ Attitude

❖ Behaviors

❖ Work Habits

❖ Empathy for others

❖ Sense of responsibility

It is a goal of the staff at Blair Oaks R-II to provide safe classrooms, develop relationships with all students, and partner with parents in this important process.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of 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 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.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established

	rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Displaced Student	• When a student has not reported to their assigned location. • When a student has not returned in a timely fashion. • When a student is wondering about the building(s) without a staff member knowing of their location.

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.
Dress Code	Violation of S-180-S .
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.
Weapons and Firearms	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 mace spray (May be possessed for personal safety purposes but display, use, attempt to use, or threaten to use is prohibited.), any knife, regardless of blade length; 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 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 conduct that causes 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 willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or

	broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy 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.
Sexually Inappropriate Behavior	a. Use of verbal, written, or symbolic language or gestures which are lewd or sexually harassing b. Inappropriate touching of self or others c. Exposure of one's private body parts d. Taking or showing sexually explicit photos or videos e. Drawing pictures or representations of private body parts
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have

	not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. 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 the 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.

Definitions

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

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

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is the Building Principal and can be reached at 573-634-2808

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

Reporting Bullying or Cyberbullying

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

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

written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

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

Investigation

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

Retaliation

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

Consequences of Bullying, Cyberbullying, or Retaliation

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

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

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

Public Notice

The District will:

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

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

Report Form

This form is available on the District's website.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. 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: Ben Meldrum
Phone #: 573-636-2020
Email Address: bmeldrum@blairoaks.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: Emily Vallandingham
Phone #: 573-636-2020
Email Address: evallandingham@blairoaks.org

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Name: Ben Meldrum
Phone #: 573-636-2020
Email Address: bmeldrum@blairoaks.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: Emily Vallandingham
Phone #: 573-636-2020
Email Address: evallandingham@blairoaks.org

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

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

Title IX C-131-S

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

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

Name or Title: Emily Vallandingham
Address: 6209 Route B, Jefferson City, MO 65101
Email Address: evallandingham@blairoaks.org
Phone #: 573-636-2020

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

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

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

Student Searches S-175-S

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

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

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

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

Student Alcohol/Drug Abuse S-195-S

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

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

Any drug/alcohol offense may result in one or more of the following:

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

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

Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray (May be possessed for personal safety purposes but display, use, attempt to use, or threaten to use is prohibited.), or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences

required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Curriculum Overview

At Blair Oaks R-II Preschool, curriculum and instruction are based on the Missouri Standards for Early Childhood, the Emerging Language and Literacy Curriculum, research-based developmentally appropriate practices and district curriculum guidelines.

The developmental needs and interests of the children are met by offering a balance of child-initiated and teacher-initiated learning experiences. Children are encouraged to become active learners who are

self-confident and inquisitive with most of the day devoted to active “hands on”, “minds on” learning experiences. The program fosters the child’s social competence and helps in the development of independence and self-help skills.

Character Education

The Blair Oaks Preschool School believes that human uniqueness and diversity are valued and that all students must acquire the skills, knowledge, and character traits to prepare them to function as educated citizens. In order to meet the challenges of the 21st Century, it is equally important to recognize that character development and academic learning to achieve the school mission. This policy on character development is for the benefit of all students and is written with respect and sensitivity to the diversity of religions, cultures, creeds, and beliefs. A variety of activities will be implemented to facilitate in the learning of these traits. Such activities include, but are not limited to: service learning projects and mentoring programs.

In the Blair Oaks Preschool School, we believe that:

- Families, schools, and the community accept responsibility and work together to promote and enhance character development in our students.
- Our entire staff, through its words and behaviors, must model the traits of the Character Education Initiative.
- All children can become responsible and respectful people if they live and learn in a climate where they are respected and given responsibility.
- It is expected that all students will be responsible decision makers.
- Character development and academic development are equally important.
- Character education is an integral part of the school’s activities, programs, and curriculum.

Character Traits

August	Self-Discipline
September	Polite
October	Responsibility
November	Respect
December	Compassion
January	Hard-Working
February	Honesty/Trustworthy
March	Integrity
April	Accountable
May	Resilience / Grit

Alternative Methods of Instruction

An AMI day is a day in which school is canceled (e.g. in the case of inclement weather or extenuating circumstances such as contagious disease outbreak or utility outage), but students do not have to make up the day because they will be provided the opportunity to complete virtual assignments. The Department of Elementary and Secondary Education (DESE) allows school districts to use AIM plans throughout the school year with the limitation of up to 36 hours of instructional time. The District will follow its AMI plan to implement alternative methods of instruction, including virtual learning, on days when the school district is closed for an AMI day. If the student completes the assignment during an AMI day and submits it to the teacher by the due date, he/she would be counted as “present” for the AMI day.

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 at

<https://www.blairoaks.k12.mo.us/page/curriculum-and-assessment>.

Section 504 I-125-S

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of Ginny Gilbert, 6209 Route B, Jefferson City, MO 65101, 573-636-2020, ggilbert@blairoaks.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

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

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

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

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

This plan may be reviewed Monday – Friday (7:30 am – 4:00 pm) in the office of Ginny Gilbert, 6209 Route B, Jefferson City, MO 65101, 573-636-2020, ggilbert@blairoaks.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Technology F-265-S

Cell Phone Guidelines

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.

Students will turn their cell phones off before entering school in the morning and keep them off until the dismissal bell. It is recommended that if students need to bring their cellphones to school that they be kept in their backpacks in the off position.

Disciplinary Procedures

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

- 1st Offense: The item is confiscated until the end of the school day, where students can pick up the phone.
- 2nd Offense: The item will be confiscated and will be held in the office until a parent can pick up.
- Subsequent Offenses: The item will be confiscated, will be held in the office until a parent can pick up, privileges will be revoked, and ISS.

Exceptions

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

- An Individualized Education Program (IEP)
- A Section 504 Plan

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

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

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

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.

Acceptable Use

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

Unacceptable Use

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

User Agreements

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

Safety and Cybersecurity

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

Building Information

Preschool Supply List

The preschool supply list will be posted on the school website. A copy of the school supplies list can also be found at different locations. Water bottles must be sent with students each day. Please be sure to label your child’s water bottle.

Guidance and Counseling

Guidance services are available for every student in the school. The counselor has a scheduled period with each class weekly. In addition, assistance with student problems, help with home, school, or social concerns is available for all students. The counselor is available to help any students who may encounter obstacles that interfere with their learning.

School Cancellations and/or Early Dismissal

Severe storms or road conditions which create safety hazards may make it necessary to cancel classes and other scheduled school activities. Local television and radio stations will be notified if a decision to cancel classes is made. Listen to these stations for closing information: KOMU-8, KRCG-13, KMIZ-17. Cancellations will be posted on Facebook. In case of late start, there will be no AM preschool. In case of early out, there will be no PM preschool. Lastly, an automated call will be made to student homes from school messenger.

Arrival and Dismissal Procedures S-165-S

The school doors open at 7:30 a.m. **DO NOT** drop off your child before 7:30 a.m. Supervision **IS NOT** available until 7:30 a.m. After 7:30 a.m., all students report to the gym, under the supervision of a staff member. School begins at 8:00 a.m. with morning announcements. Students arriving after 8:00 a.m. will be recorded as tardy. On Fridays, an assembly will be held in the gym and students will proceed to the classroom afterward. (Subject to change.)

The last bell rings for student dismissal at 2:55 p.m. The buses should be loaded by 3:05 p.m. Please be patient during bus dismissal. Children who are picked up are dismissed after the buses leave the loading zone. A staff member will be out in front to motion the waiting car to approach the building. Students will be called out to meet parents in order of arrival. Students who do not ride the buses home will wait inside the building until the buses leave, then they are dismissed to leave with a parent or designee from the front doors. Parents must notify the school, in writing or by telephone, if the student is not to go to the usual afternoon destination.

No student will be permitted to leave the school building during the day without official clearance from the office. Any individual who appears in the classroom to pick up a student will be referred to the office for consent prior to the teacher's release.

Students will not be released into the custody of anyone other than the parent, guardian, or person designated in writing by the parent or guardian. Students will not be released to walk to a designated pick-up location. Parents must pick up and sign out students from the office. In emergency situations, a phone call from the parent or guardian may be honored.

All verbal parental permissions will be documented and kept for a period of one year for future reference. Notes that are questionable or unsigned will be verified by a telephone call.

Before/After School Care Program

Blair Oaks R-II School District offers after-school care for children enrolled in the Blair Oaks preschool program. The purpose is to provide quality care for students to support their physical, social, emotional, and intellectual needs. Staff members are employed by Blair Oaks R-II. Depending on the number of students enrolled, supervision will consist of 1-2 staff members daily.

Preschool After-School Care is optional and only requires payment if parents are utilizing the service. Yearly fee equals \$1,700. (There are two semesters consisting of August-December and January-May). This equals roughly \$50/week or \$200/month per child. Please note that the payment amount is dependent on how many students utilize after-school care and how many staff members are needed for supervision. If a change in payment amount is made, you will be notified immediately. Payment of fees is required for each month of the program whether the child attends daily or not. Payments can be made on a monthly, semester, or yearly basis. More detailed information can be found on the Preschool After-School Care Contract.

Food and Drinks in Classrooms

Students should not have food and/or drinks in the halls or classrooms unless a teacher has pre-approved having food and/or drink in the classroom with the principal. The

only drinks allowed in the classrooms will be water in sealed containers, and this will be at the discretion of the classroom instructor. Water containers should be relatively spill proof and not leak if accidentally knocked off a desk/table. In the event that there is a classroom exception (ex: class party, celebration, etc.) students may be permitted to bring something other than water, but energy drinks will not be permitted. (Exceptions may be made on special occasions or with a physician's order, but not on a routine basis.) The soda machines are to be used after school hours ONLY. Failure to follow these rules may result in disciplinary action.

We ask parents to make arrangements with their teacher. Teachers may present learning activities involving food providing all participants to use proper hand washing procedures and preparation is closely supervised. In order to ensure all students can participate, alternative foods must be provided to those students with known medical conditions prohibiting consumption of particular food items.

Assemblies

Assemblies will be scheduled throughout the school year with age-appropriate subjects and activities. Students' attendance at assemblies is a privilege that may be revoked at the discretion of the administration.

Assembly Behavior

1. When the assembly leader approaches the microphone, you need to turn and face this person and immediately get quiet. The assembly leader may be the principal, a teacher, a student leader, a guest speaker, etc. Quieting yourself shows a high degree of maturity.
2. It is not polite to ask to leave to get a drink or use the restroom during an assembly, a play, a concert, etc. This interrupts others in the audience. Take care of these activities before entering the gym or an auditorium. In a desperate situation, you need to make your exit and re-entry during an appropriate time (in between acts, for instance).
3. Talking to others seated beside you should be kept to a minimum.
4. Falcons have a reputation for polite behavior at fan events (cheering, applause, etc.). Good sportsmanship and positive behavior are expected at all times. Please do not copy inappropriate behavior demonstrated by others.

Students' attendance at assemblies is a privilege which may be revoked at the discretion of the administration.

Field Trips

Field trip activities take the students off of the school grounds. Their purpose is to enhance the students' learning knowledge. These are scheduled by the staff with administrator approval. Prior notification will be given to parents/guardians in the

event that guests are invited to attend. Permission slips will be sent home in the event of a planned field trip.

Incentive Trips

Incentive trips are opportunities for students to be rewarded for displaying good character and academic behavior throughout the year. These are scheduled by staff with administrator approval. In order to attend an incentive trip- a student must be in good academic, behavioral, and financial standing. A student with excessive office referrals, failing grades, or delinquent fees or balances will not be able to attend.

Incentive trips are opportunities for students to be rewarded for displaying good character and academic behavior throughout the year. These are scheduled by staff with administrator approval. In order to attend an incentive trip- a student must be in good academic, behavioral, and financial standing. A student with excessive office referrals, failing grades, or delinquent fees or balances will not be able to attend.

Parties/Celebrations

- Students are able to send in treats for their birthday or half birthday.
- No soda or energy drinks are allowed at school for grades PK-5.
- We encourage healthy snacks. These can easily replace the traditional cupcakes and cookies.
- Preschool celebrations should not bring a drink.
- Please notify the classroom teacher at least one day prior to bringing treats for a celebration so that parents are aware of the number of treats and any allergies that may be in the classroom.

***If you would like to send birthday invitations for your child:

- You must give them to the teacher to approve and pass out.
- You must have enough to give one to every child in the class.

Snacks

All students will be provided a daily snack. The snack fee is included in the preschool tuition. Parents/guardians do not need to send a snack in with students unless there is a dietary need. In that case, please contact the preschool director, Tara Bishop, and district nurse, Ashlie Otto at 573-634-2808.

Cold/Warm Weather Policy

Temperature above 32 degrees - full outdoor recess

Actual temperature below 32 degrees - shortened outdoor recess

“Feels like” temperature below 25 degrees - no outdoor recess

**Warm weather policies will follow guidance from Cole County Health Department.*

All students will go out for recess unless a written note from the doctor excusing them from such activity has been submitted to the office. Please be sure to send your child to

school in appropriate attire to accommodate weather changes: jacket/coat, hat, gloves, etc.

Lost and Found

Articles that have been found will be placed in the Lost and Found tubs in the cafeteria. Generally, textbooks, library books, and other more "valuable" items will be turned in to the office for safekeeping. If the item is not claimed within two weeks, it will be considered unwanted. Unwanted items are donated to the school for students who need clothing.

Telephone Use (Office)

Students will not be allowed to receive phone calls while classes are in session, except in emergency situations. A message will be taken and given to the student during the next passing time between classes. Students are allowed to return phone calls only to their parents/guardians. Students are encouraged to only use the telephones before and after school and during their lunchtime. Students are only allowed to use the phone in the office.

District Policy Information

Physical Examinations and Screenings S-146-S

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

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

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

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

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

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

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

All District policies can be located at: <https://egs.edcounsel.law/blair-oaks-r-ii-school-district-policies/>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

2. 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.
3. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

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

Tobacco-Free Policy C-150-S

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

Safety F-225-S

NATURAL DISASTERS - Staff and students are required to follow all-natural disaster drill guidelines. This includes taking precautionary actions within or vacating the building. Whenever possible, specific instructions will be announced over the PA system. Appropriate emergency evacuation and take-cover diagrams are posted in all classrooms, gymnasium, and cafeteria in "Emergency Plan" binders. Teachers are directed to be familiar with and review these plans with their students.

EARTHQUAKE DRILL - Get under a desk or table or shelter by an inside wall.

FIRE DRILL - When the fire signal is heard, students are to pass quickly and quietly from the building according to the instructions posted in each room or given by the staff member. Order is essential to insure the safety of all.

INTRUDER DRILL - An announcement will be made over the P.A. system if an intruder is in the building. Any student not in a classroom should move quickly to the closest classroom. Classroom doors will be locked, blinds will be closed and windows covered.

Students should follow all instructions given by school personnel or emergency responders during an active intruder alert.

TORNADO DRILL - All students are to pass quickly and quietly to the designated safe area of the building posted in each room or as instructed by the staff member.

Firearms and Weapons F-235-S

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

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent.

Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

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

Signature and Form Requirements

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

*Student Technology Usage Agreement**Students (for Middle School Students 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.

Parent/School Compact

Families and teachers both want the best education possible for children. A cornerstone for building family-school partnerships is mutual trust and respect. We want to begin building that relationship through active communication and establishing a two-way process for sharing information.

Preschool Goal: To provide a developmentally appropriate preschool program, which incorporates an age-appropriate, early literacy, research based curriculum.

Parent Goal: To increase involvement in the preschool child's education.

- ☐ The provider and I have discussed a plan for home/school communication. (Examples include: newsletters, phone calls, responses to notes, returning information as requested, etc.) I have received and reviewed a copy of Blair Oaks R-II Preschool Handbook.
- ☐ I recognize that school and parents must work as partners to maximize a child's learning opportunities. I will participate in my child's preschool experience by reinforcing school objectives, attending parent/teacher conferences and participating in parent meetings as needed.
- ☐ I realize it is imperative that students attend preschool to the extent possible and that excessive absences are not related to illness or emergency situations could result in the dismissal of my child.
- ☐ If needed, family and teachers will share ideas regarding academic/behavior strategies to be implemented in the home and/or at school.

In order for my child to participate in the Blair Oaks R-II Preschool, I agree to follow the policies and procedures outlined above.

Parent/Guardian Signature: _

Date:

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

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