

Bevier C-4 School District



2021-2022

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Handbook Changes for this year

1. Updated Covid Re-Entry Plan on pages 9-13.
2. Added Language to Drop Off/Pick Up Procedure
3. Changed OSS Language from credit “reduction” to unable to earn credit at 3% per day.
4. Updated Cell phone and Electronic Devices to reflect district policy.
5. Changed Second’s lunch price to \$1.50
6. Added to the dress code that clothing must be worn in the manner intended.
7. Updated Human Sexuality Instruction Section
8. Updated Harassment, Discrimination and Retaliation to reflect district policy.
9. Added students decorating graduation caps must receive approval of the principal.
10. Updated Homeless Student Policy to reflect district policy.
11. Added Asbestos Management Plan Notice Page 51
12. Added Trauma-Informed Notice Page 51
13. Removed District Evacuation procedures to ensure the safety of students and staff. The details of safety plans and drills are not disclosed to the public in order to secure safety for students and staff.
14. Updated Corporal Punishment Policy
15. Updated ZAP procedure
16. Added Notice Regarding District Requirements to teach students characteristics of sexual predators.
17. Updated Discipline Definitions and code of conduct discipline matrix.
18. Updated Searches - Reasonable Suspicion to reflect the board policy.
19. Updated Bullying Policy
20. Added Suicide Awareness Policy, CBD Policy, Recording of Meetings Policy, Communication with Students by Electronic Media Policy and Mo HealthNet for Kids Policy to be in compliance with state and federal laws.
21. Added Language about no expectation of privacy on district technology.
22. Consolidated handbook signatures to a single page.

Bevier C-4 School District Re-Entry Plan

• Safe Return to In-Person Instruction and Continuity of Services Plan

• 2021-2022

- As a requirement of the American Rescue Plan: Elementary and Secondary School Emergency Relief(ARP/ESSER III) fund, our plan addresses the following issues: Academic Programming, Operations, Family and Community Support, Communications, Health and Safety, and Technology.
- **Academic Program:**
 - Implement traditional five days of face-to-face instruction
 - Provide After School Program instruction to help with learning loss
 - Hire additional personnel (at-risk/credit recovery teacher)
 - Implement At-Risk program for Grades 6-12
 - Implement Credit Recovery program for Grades 6-12
 - Issue devices to students and teachers for virtual or distance learning
 - Use Evaluate to monitor students' progress
- **Operations:**
 - Encourage family members to sit together on buses
 - Check student and staff temperature daily upon entering the building
 - Clean/disinfect building surfaces and high touch objects frequently
 - Clean/disinfect buses after each route
 - Follow the current Center for Disease Control and Prevention (CDC) and Missouri Department of Health and Senior Services guidelines for providing meals to students
 - Follow school board approved school calendar for 2021-2022
 - Follow guidelines and best practices for cleaning and sanitizing the buildings
- **Communications:**
 - Utilize Facebook, District's website and Textcaster to help communicate health and safety issues or necessary changes to the district's regular operating schedule
 - Use various resources to educate students and their families on proper personal hygiene and sanitation practices
- **Health and Safety:**
 - Employ a full-time nurse
 - Check student and staff temperature daily upon entering the building
 - Collaborate with mental health agencies
 - Provide educational materials and resources to address social, emotional, mental health, and other needs of students and staff
 - Provide access to support services (Guidance Counselor)
 - Rezone HVAC system in elementary building
 - Add air purifiers to HVAC system in elementary building
 - Replace windows as needed
 - Recommend self-screening at home by both students and staff
 - Check student and staff temperature daily upon arrival
 - Clean/disinfect buildings and high touch surfaces/objects frequently

- Clean/disinfect buses after each route
- Adhere to isolation and quarantine guidelines from our local health agency
- Provide opportunity/location for COVID vaccine for staff
- Collaborate with local health department regarding vaccine for students
- Provide Personal Protective Equipment (PPE)
- Implement social distancing strategies for large gatherings (extracurricular/events) based on the Missouri High School Activities Association (MSHSAA) guidelines
- **Technology:**
- Provide electronic devices and software for all students and staff to enhance in-person and virtual learning
- **Public Comment:**
- Public comment on this Safe Return to In-Person Instruction and Continuity of Services Plan for Bevier C-4 School District can be emailed to chiarottinoc@bevier.k12.mo.us

Alternative Methods of Instruction as Approved by the Missouri Department of Elementary and Secondary Education

Alternative Methods of Instruction (AMI) will be implemented in the event that school must be cancelled due to inclement weather or in the event of an extended closure to protect public health (AMI-X).

It is the goal of the Bevier C-4 Schools that AMI allows learning to continue when school is not in session. Instruction will be delivered using a combination of digital and direct instructional strategies. Google Classroom will be the Learning Management System used by Grades K-12. For students who reside in households without Internet access, the district WiFi may be accessed in the parking lot next to the school building and student contact using a combination of direct phone contact and hard copy lesson material and/or digital instruction stored on a flash drive via pick-up or drop-off.

All teachers, including special education teachers, will be available for student via e-mail and web meetings during regular school hours. Parents and students will be notified of a school closure through Textcaster, on the District Facebook , and on the District website at www.bevierc4.com.

Note: AMI only applies to students who are attending class on campus. Students enrolled in the on-line program (Edmentum) are not part of the AMI plan.

General Information

Board Of Education

Mrs. Debbie Yount	President
Mrs. Genia Ashenfelter...	Vice-President
Mrs. Melissa Cole	Secretary
Mrs. Lisa Harrington	Member
Mrs. Brenda Jennings	Member
Mrs. Kylie McDowell	Member
Mr. Ronald Shelmadine...	Member

Administration

Dr. Zach Bruner	Superintendent
Mr. Chad Hall	Principal

Faculty & Staff

Mrs. Natalie Jemes	Pre-Kindergarten
Mrs. Brandi Stuart	Kindergarten
Mrs. Kerri Miller...	First Grade
Mrs. Kelli Compton	Second Grade
Mr. Ryan Remole...	Third Grade/ 3-5 Science
Mrs. Trisha Jones	Fourth Grade/ 3-5 Math
Mrs. Katie Fitzsimmons.	Fifth Grade/ 3-5 Comm. Arts
Mr. Brett Peukert	MS Math/Science
Mr. Michael Eitel	MS Language Arts/Social Studies
Ms. Francesca Lenzini	Art
Mr. Jed Cook	Physical Education
Mr. Andrew Murphy...	Music
Mrs. Ashley Roberts.	Library/Life Skills
Ms. Amber Austin	Agriculture
Mr. Kyle Dill	High School Science
Mrs. Catherine Gaerditz	English/Spanish
Mrs. Shanna Jones.	Business Education
Mrs. Melissa Ratliff	High School Math
Mr. Brian Toll	History
Mrs. Cheryl Chiarottino	Administrative Assistant/Bookkeeper
Mr. Pat Cunningham	ISS, At Risk, Athletic Director

Special Services

Mrs. Dominica Eitel...	K-12 Special Education
Mrs. Brianne Murphy	Title I
Ms. Misti Kelley	School Counselor
Mrs. Iris Gaerditz	Speech Pathologist
Mrs. Rebecca Kircher...	Parents as Teachers

Teacher E-Mail addresses may be found on the school website: www.bevierc4.com

Secretary

Mrs. Bunnie Shurvington

shurvingtonb@bevier.k12.mo.us

Paraprofessionals

Mrs. Amy Binder

Mrs. Beth Brower

Mrs. Rebekah Parks

Stephanie Teter

Mr. Eric Utter

Cooks

Ms. Sherry Harrington

Mrs. Donna Witt

Mrs. Mende Rhoads

Nurse

TBD

Custodians

Mr. Bobby Roberts

Mr. David Rhodes Mr. Johnny

Sparkman

School Information

Bevier Public School is accredited by Missouri Department of Elementary and Secondary Education.

Telephone: 660-773-6611

Address: 400 Bloomington Street, Bevier, MO 63534 Website:

bevierc-4.com

Educational Philosophy

School districts build and evaluate their educational system, based upon a philosophy of education. Good philosophies guide policies, help establish rules, and help regulate the school district.

Bevier C-4 philosophy recognizes each student as unique, and our goal is to provide motivation, encouragement and ample opportunities for every student's maximum achievement within their natural limits.

Our focus is to open the minds and dreams of each student enrolled at Bevier. We want to help them succeed, but more importantly, we hope to plant the desire for that success in a variety of areas.

Learning Environment

Bevier C-4 teachers strive to prepare a nurturing environment that will provide a place to learn and build the futures of each student enrolled. Teachers and students cooperate to learn the balance of leadership and maturity required in the type of education that will help our students after they graduate or leave Bevier.

Motivation and Attitude

The total school philosophy tries to motivate the students because we believe success comes to individuals who love to learn new ideas, to create new projects, to produce a high-quality materials. Students enrolled in Bevier C-4 receive encouragement to participate and accept new responsibilities.

Bevier School's educational philosophy also includes the desire that our students will acquire and keep a positive attitude. We reinforce the concept that our system offers ample opportunity, staffing, and training to shape each student into a contributing member of society.

Emphasis

Bevier C-4 builds a strong foundation of proficiency in reading, oral and written communication, and mathematics. We constantly add to this foundation with a variety of classes in other subject areas, such as history, science, vocational and fine arts, and physical education.

Bevier C-4 extends its emphasis to promote learning, thinking, self-control, positive relationships, and the practice of honesty, loyalty, and respect. We believe these qualities will enhance the actual knowledge obtained by our student body.

Goals for the Future

The students of Bevier C-4 remain our highest consideration, and we are proud to serve these future citizens. Our philosophies remain firm, although our methods, curriculum, and resources continue to reshape and grow as we move toward future needs and requirements. Students in our classrooms today will become the professionals, family members, and employees of the twenty first century. Bevier C-4 accepts the challenge and consistently works to foster intellectual, physical, social, and career development. Adopted: 8-14-05
Bevier C-4 Public School, Bevier, MO

Equal Opportunity Employment

The Board of Education of the School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person

because of race, color, religion, age, sex, national origin or disability. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

Notice of Non-Discrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with Bevier C-4 Schools are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment, its programs and activities.

Any person having inquiries concerning Bevier C-4 School's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination on Employment Act (ADEA), Section 504, or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by the Bevier C-4 Schools to coordinate School District efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and ADA. The Bevier C-4 Schools has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816-268-0550).

Our School District's Compliance Coordinator is: Dr. Zach Bruner Superintendent, 400 Bloomington Street Bevier, MO 63532 (660) 773-6611

Teacher Certification

Our district is required to inform you of certain information that you have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provide instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Program Director

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Bevier C-4 School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to treatment, or employment in its programs and activities.

Any person having inquiries concerning Bevier C-4 School District's compliance with regulations implementing Title IX or Section 504 is directed to contact Chad Hall, Title IX and Section 504 Coordinator, Principal, (660) 773-6611, who has been designated to coordinate Bevier C-4 School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Bevier C-4 School District's compliance with the regulations implementing Title IX and Section 504.

Dr. Zach Bruner
Superintendent
Bevier C-4 School District

Bevier C-4 School Calendar 2021-2022

8/10/21	New Teacher Workshop
8/18/21	Teacher Workshop
8/19/21	Teacher Workshop
8/20/21	Teacher Workshop
8/23/21	First Day of School
9/6/21	Labor Day – NO SCHOOL
9/17/21	1st Quarter Mid-Term
9/20/21	Teacher Workshop
9/30/21	P/T Conference- EARLY RELEASE
10/1/21	EARLY RELEASE
10/15/20	1st Quarter Ends
11/1/21	Teacher Workshop
11/2/20	2nd Quarter Mid Term
11/24/21-11/26/21	Thanksgiving Break – NO SCHOOL
12/17/21	FULL Day of School End of 2nd Quarter/1st Sem.
12/20/20 - 1/3/21	Christmas Break - NO SCHOOL
1/3/21	Teacher Workshop
1/4/21	School Resumes
1/17/21	Martin Luther King Day – NO SCHOOL
2/4/21	3rd Quarter Mid Term
2/7/21	Teacher Workshop
2/10/21	P/T Conf- EARLY RELEASE
2/11/21	EARLY RELEASE
2/21/21	President's Day – NO SCHOOL
3/18/21-3/21/21	Spring Break
3/11/21	End of 3rd Quarter
4/15/21-4/18/21	Easter Break – NO SCHOOL
4/30/21	Prom
4/14/21	4th Quarter Mid Term
5/18/21	Last Day – EARLY RELEASE
5/18/21	End of 4th Quarter
5/19/21	Teacher Workshop
5/22/21	Senior Graduation 6:00 PM

The Board of Education reserves the right to make necessary adjustments.

Procedure

Beginning and Ending Time of School

School begins at 8:15 a.m. The first bell of the day rings at 8:10 a.m. The school doors open at 7:45 a.m. Elementary students are to report to the cafeteria until 8:15 a.m. unless they are eating breakfast. Junior and Senior High students are to report to the bleacher area of the gym unless eating breakfast. Students will not be allowed to work in a teacher's room prior to 8:10 a.m. without the teacher. ALL students are to enter through the front doors. Buses will unload at the front doors in the morning. School is dismissed at 3:00 p.m.

Students shall leave school grounds during school hours only if excused by the superintendent or principal.

A student leaving the building grounds without an appropriate excuse will receive an unexcused absence.

Upon entering or leaving the building, the student must sign in with the school secretary during the hours of 8:15

a.m. and 3:00 p.m. Leaving school or skipping school will result in disciplinary action. The Bevier C-4

School will be supervised between the hours of 7:45 a.m. and 3:00 p.m. No students shall be allowed in the school building before 7:45 a.m. or after 3:00 p.m. unless supervised by a district employee.

***Students needing to get something from their car during the school day will be escorted by the Safety Resource Officer or by Administration.**

Dropping and Picking Up Children

For the safety of your child, students need to be supervised at all times during the day. It is sometimes necessary for teachers to be outside of the classroom. Therefore, students should be dropped off at the front doors in the mornings. The front 2 visitor parking spots will be OFF Limits prior to 8:15 a.m. This will take away the safety concern of parents backing out while other parents are dropping off. All students are to enter through the front door. The student's supervising teacher must make prior arrangements with the principal before the principal will allow the student to enter the High School building before 7:45 am. At the 8:10 a.m. bell, students may proceed to their classroom. If elementary teachers are not in their classroom, elementary children should sit quietly in their designated hallway until the classroom teacher has given them permission to enter the classroom. The hall monitors will be able to supervise these students until the classroom teacher is able to accompany the students into the classroom. Students are not to be inside the classroom until permitted to do so by their teacher.

Students that will be picked up by parents will be picked up at the North Elementary Doors after the busses have departed. The street on the North side is Livingston Street. From 3:00-3:30 Livingston Street will be a 1 way street heading West to East. Parents waiting for the busses to vacate can wait in tandem on Shelby Street west of the

playground. After busses vacate, the parents may pull up and pick up students. Visual contact must be made with the teacher that is on duty before a child will be allowed to go to a vehicle.

Our goal is to have our students develop responsibility and protect the instructional time of all students. Please help us in this training by dropping your child off in the morning in the front of the building or in the school cafeteria and allow them to walk to their room on their own. If you need to speak with your child's teacher, please make an appointment before 8:10 a.m. or after 3:00 p.m. with them so they can make arrangements for the rest of their students to be supervised. Parents should not drop off students before 7:45 and should make arrangements to have them ride the bus or be picked up after school before 3:15. The district will not be responsible for students outside of these times unless they're participating in a school sponsored activity.

Early Dismissal of a Student

1. Students are to be released from school during school hours only with permission of the building principal/designee.
2. Early dismissal of a student may be approved only by the principal/designee. Normally request for early dismissal must be in writing, signed and dated by parent/guardian.
3. Telephone request for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.
4. Children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.

Students shall not be permitted to answer any personal phone calls, except those from the parent/guardian or other persons having legal custody of said pupils. Emergency messages will be delivered to the students.

Early Dismissal

The following news media will announce early dismissal time: KRES-KWIX

Radio in Moberly

KRXL Radio in Kirksville

KTVO Television in Kirksville

Textcaster- You may sign up at our district website District website-
bevierec-4.com

School Facebook Page

KOMU radio in Columbia

At times the bus must run snow routes. Snow routes are defined as hard surface roads.

Visitors to School

Principal and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the school. All visitors shall report to the front office, sign in and obtain a visitors badge upon entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may precede with his/her assigned duties without undue interruption. Parents are not to go to a student's classroom during the school day. Parents may send messages via the school secretary or principal.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution. Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students attending area schools not in session are not permitted to be on the grounds of Bevier C-4 when school is in session.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, when the sex offender will be present.

With the safety of all students and faculty in mind, all outside doors except the front doors will be locked during the school day. All parents and visitors should enter through the main door.

Gymnasium

For insurance purposes, individuals using the gymnasium must complete a gymnasium request form. This form may be obtained in the reception desk. A school official **MUST** be in attendance during the entire event. Approval must be obtained from the superintendent's office.

Animals within the School

Animals are not allowed in the school building without prior approval by administration.

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information.

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The principal or other administrator will provide a written or verbal explanation of its decision prior to the requested date.

Parent-School Communication

Bevier C-4 District welcomes you to the district. We welcome parents to visit our classrooms. Please feel free to contact teachers and administration to arrange visits and meetings. We hope this will be an enjoyable productive year for every child enrolled in our school. Please let us know if we can help in any way. Textcaster is a quick way for the School to communicate with parents. Please go to bevierc-4.com and sign up for this service.

1. Parent Organizations

- PTO
- Band Boosters
- Athletic Boosters
- Room Parents

The success of these organizations depends on parental involvement and support. This involvement and participation will benefit the welfare of the school.

2. Weekly Bulletins

You may request a hard copy of the weekly bulletin sent each Friday. This bulletin contains a lunch menu and other pertinent information, events, and dates.

You may have the bulletin emailed to you (or relatives) by providing the administration with your current email address. The weekly bulletin will be posted on the district website. **The district website can be logged on at** bevierc4.com

3. Parent Teacher Conference

Scheduled Parent-Teacher Conferences will be held at mid-term of the 1st quarter. Third quarter conferences will be by appointment only between 1:00-6:00 p.m. Parents or teachers may request an appointment. Parents may meet with the individual classroom (teachers), special education, Title I, and special area teachers during this time. The school will contact parents of conference times. Parents may make appointments for suitable and convenient times the day of the conferences. In addition, parents may schedule conferences with the teacher during the school year. If a student has an F at mid-term, teachers will call parents and ask them to come in for a conference.

4. Grade Reports

Grade cards will be issued at the end of each quarter and midterm grades will be sent home in the middle of each quarter. Teachers in grades K-3 will issue Mastery Objectives for grade cards; the grade cards will include checklists with explanations and reading levels of their children.

Distribution of Grade Cards

3rd -12th grade cards will be emailed to all parents unless a parent request is made to have them mailed. Mid-term reports are emailed to parents after four and one-half weeks of the each quarter. A text-caster message will be sent out to notify parents that grade cards mid-term reports have been sent. K-2nd grade cards will be sent home with the students each quarter. Parents may request it to be mailed home or sent with their child.

Grades for OSS and ISS

Students will receive credit for class work assigned during an in-school suspension. Each day of Out of School Suspension will be treated the same as an excessive absence and will result in the student being unable to earn credit for the day at a rate of 3% per day.

5. Reporting a concern

It is important that parents follow the correct procedure when reporting a concern. Many times this concern can quickly be solved and the education process continued. If you have a problem, the school district encourages you to consult with the **child's teacher first**. Then if you feel the problem has not been resolved, please consult the principal. An open communications policy will benefit the students.

Cell Phones

Cell phones and Electronic Devices (2656)

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-09 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy during the first semester after adoption of this policy will result in in-school suspension, while second offenses will result in out-of-school suspension being imposed. After the first semester 2008-09, out-of-school suspensions will be imposed on the first and subsequent offenses.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

Cell phones may be used during passing periods and at lunch.

School Phone

There is a telephone in the secretary's office, which may be used by the students before and after school.

Students will not be called out of class unless an emergency exists.

Messages will be taken and delivered to the students. You may contact the school at (660) 773-6611. Students making long distance calls will be charged for the amount of the phone call.

Field Trip Guidelines

Field trips are intended to allow students experiences that extend beyond the walls of the school. Field trips, therefore, become an integral part of our program and are as essential to the development process. While most field trips are directly related to specific, academic curricula, they also may address the need for intra- and inter- personal growth in children, and thus may be designed to promote social and emotional development and to provide for the development of the "whole" child.

Transportation

- Private Vehicles – Students may not transport themselves.
- Parents are allowed to attend field trips as room permits at the event, but will provide their own transportation and expenses. Parents are to be guests only and school personnel are to be supervising students. It is recommended siblings do not attend as this is a special day for your child. Permission to attend is subject to administration approval.
- Students must ride the bus to and from the field trip regardless of whether a parent is attending. At no time can a child be signed out by a parent/guardian.

Safety

- Students whose behavior is a threat to the safety of themselves or others will be sent home. This would include the use of alcohol and/or drugs. The process for this event must include direct contact with the parent/guardian to establish the hand-over time and place.
- At all points of movement throughout the trip, a head count will be taken.
- An emergency communication protocol must be in place that includes the presence of the bus driver's cellular phone number, field trip coordinator's cellular phone number, and the administrator's phone number. Supervisors will travel with a binder that contains the Parental Permission Forms.

Documentation

- All students attending the field trip MUST have a current health inventory form on file in the school nurse's office. Students with specific health care needs will be addressed by the school nurse with accommodations as needed.
- One week before the field trip, the Field Trip Coordinator must have collected the signed Parental Permission Form

Money

Only monies specified by the teacher shall be taken on field trips. All field trip costs must be paid at least one day prior to taking the trip.

Student Participation:

It is the goal of Bevier C-4 School to allow every child to attend their field trip with their classmates, however, in some circumstances a child may be excluded from a field trip. The teacher and/or principal may exclude a student from a field trip when any or all of these steps below are followed:

1. The teacher has documentation of continual discipline problems with the child.
2. The teacher has contacted the parent/guardian to try and create a discipline plan to correct the child's behavior.
3. The teacher has tried several different types of behavior modification strategies with the child throughout the year.
4. The teacher and/or administrator have held a meeting with the parent/guardian, other teachers and administrator to determine readiness for the field trip.

5. If the student's inappropriate behavior has not been resolved a parent or pre-approved adult designee must attend the field trip with the student.
6. If a parent or pre-approved adult designee cannot attend the field trip the student will not be allowed to attend the field trip.
7. The above procedure may be superseded with the approval of the building principal

Changes or alterations for field trip guidelines may be made at any time by administration.

Lunch Room Procedures

- All students must report to the lunchroom during lunch time with the exception of ISS students.
- Vending machines (water only) will be available before school for PreK-12 grade students, during PreK-12 grade lunch period and after school.
- Elementary students (Grades PreK-5) may make payments for their lunches by paying the school secretary in the office, before 8:10 a.m. All money should be placed in an envelope with the child's name and the purpose for the money.
- All food purchased in the cafeteria must be eaten in the lunchroom.
- The Bevier C-4 School maintains a closed lunch hour. Students may either bring their lunch or eat the lunch provided in the cafeteria. Students are asked not to bring pop to the cafeteria. Extra milk may be purchased with the meal.
- Application forms for free and reduced lunch are mailed to each family prior to the start of school. They are also available in the principal's office.
- Students 1st-12 may purchase extra milk with their regular meal.
- High school students will eat according to grade levels: seniors, juniors, sophomores, and freshman.
- Friends of students **will not** be allowed to visit during the lunch hour.
- Positive balances on lunch/breakfast accounts will rollover at the end of the year into the next school year unless a parent/guardian requests a refund. Refunds will be issued to parent/guardian of graduating seniors.

Lunch Room Charge Procedures

1. Student groups:
 - Elementary students will be allowed to charge a maximum of \$10.00.
 - a. These meals will include only the menu items of the reimbursable meal.
 - b. After the balance exceeds \$10.00, the student may be given a designated menu alternate.
 - Middle School students will be allowed to charge a maximum of \$10.00. After this maximum has been met, no additional charges will be accepted.
 - High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. The last 10 days of school annually all charging will be cut off.
 - Parents/guardians will be sent a written request for "payment in full."
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at anytime during the school year.
6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

<u>Breakfast Prices</u>		Lunch Prices	
PreK-12 Grades	\$1.10	PreK-5 Grades	\$1.95
Reduced	\$.30	6-12 Grades	\$2.20
Adults	\$1.60	Reduced	\$.40
		Adults	\$3.00
		Extra Milk	\$.30
Seconds 5th-12th	\$1.10	Seconds 5th-12th	\$1.50

Breakfast and Lunch Schedule

Breakfast	7:45-8:10
5-8	10:45-11:07
9-12	11:15-11:37
PreK-4	11:45-12:05

Bevier C-4 Non-Discrimination Statement:

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, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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 (566) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

School Property

The community has vested interest in its school and the students who attend it. All individuals have a responsibility in maintaining and caring for the educational opportunities afforded them.

Textbooks will be furnished free of charge to all students. Students are then responsible for their textbooks, library materials, gym equipment and supplies. Student should have these materials in properly assigned places by the end of the school day. Damaged and lost books, laptops, equipment and supplies will be charged to the student. Students are responsible for the care of textbooks, materials, library resources, and other learning equipment used. If any items are lost or damaged, the school will ask the parents to pay the replacement or repair cost of the item.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and as such, are subject to periodic inspection without notice. Students or student's property may be

searched based on reasonable suspicion of a violation of district rules, policy, or state law. Your locker should be left closed. The student is responsible for keeping materials inside and outside the lockers clean and orderly.

Bulletin boards are provided for general use. Items should be approved by the principal before posting. During bad weather students are encouraged to clean their shoes thoroughly before entering the building. Students are not to litter hallways or otherwise damage facilities. Cans are to be placed in proper receptacles. The administration may turn off the PowerAde, snack machine and pop machines if problems develop concerning proper disposal of litter.

Any lost and found items may be brought to the principal's office. Students should check there when looking for items. However, it is best not to bring valuables to school

Care of Gym

1. No students are to play on the gym floor without gym shoes.
2. Students need permission to use the gym before and after school with supervision.
3. No drinks are allowed at any time.
4. No trash should be left in the gymnasium.
5. No students are to play or climb when the bleachers are pushed against the wall.
6. Weight Room – **NO** student may use the weight room without a supervising teacher.

Student Dress Code

Bevier C-4 School District encourages all students to dress in a manner reflecting good taste and appropriate style for school attendance. It is expected that student dress will not disrupt the educational process nor constitute health or safety hazard or violate district policy. Recognizing that some students may abuse dress privileges, the following limitations are examples of dress restrictions that will be enforced.

1. Halter-tops, backless clothing, see through garments, bare midriffs or exposed cleavage are not allowed.
2. Shorts extending to mid-thigh are an appropriate length to be worn at school. Dresses, skirts, and skorts with a slit in the side must meet the same standards as shorts to be worn at school. All skirts and shorts must be mid-thigh length. No rips on skirts, shorts or jeans will be allowed above mid-thigh length. Mid-thigh is defined as halfway between the inner seam and the student's knee.
3. Hats, head coverings, sunglasses, and bandanas are not allowed during the instructional day without prior approval of building administration.
4. "Sagging" is not allowed. Pants must cover undergarments at all times.
5. Clothing or jewelry with inappropriate or suggestive language, phrases, pictures, or clothing with dual meanings or innuendoes is not allowed.
6. Clothing advertising alcohol, tobacco products, illegal drugs, inappropriate logos, or drug paraphernalia is not allowed.
7. Jewelry and chains that are distracting and dangerous are not allowed.
8. Clothing promoting or glorifying death or destruction of life is not allowed.
9. "Spaghetti" straps or tank top shirts are not allowed unless worn with appropriate undergarments, i.e. as a layered look. No undergarments shall be allowed to show. Tops that hang excessively low below the neck or underarms or have open shoulders will be considered tank tops. Tops that do not hang excessively low will be considered appropriate sleeveless tops.
10. Trench coats are not allowed.
11. Pajama pants and slippers may not be worn to school.
12. Students will not be allowed to have blankets in class during the school day.
13. Clothing must be worn in the manner intended.

No student shall dress in such a manner that causes a disruption to the educational process. Students in violation of these standards will be required to change clothing or will be sent home to change. This dress code is in effect during educational hours. The dress code will be followed in PE classes and on field trips.

Classroom Rules

We consider self-discipline to be the goal for all of our students. To help foster that self-discipline, all classrooms have the following rules:

1. Be prepared for class.
2. Be respectful of self, others, and property.
3. Follow directions the first time.
4. Turn all work in on time.
5. Keep hands, feet, and objects to yourself

Drink Policy in classrooms:

1. All drinks must be in a clear plastic container.
2. Drinks must have a closable lid.
3. Drinks are NOT allowed in the computer lab.
4. If deemed a hindrance to educational process a teacher may require the student to give up their drink until the end of the day, or class period depending on grade level.
5. Cafeteria machine drinks (**water only**) may be consumed before/after school and during lunch.

Food in Classrooms:

1. Please refrain from eating in the classroom during class time.
2. No food preparation or consumption will take place in any instructional area unless the instructor has permission from the building administrator.
3. The district will not serve any processed foods which are not labeled with a complete list of ingredients. This also includes food brought in for classroom parties and birthdays.

Non-Payment of Bills

Students will lose activity privileges if they owe a bill to the school, have equipment or overdue library materials, or have uniforms not turned in on time. After the student returns the materials or pays the bill, the principal's office will issue a clearance for activity participation.

If a student has unpaid bills from previous years, the student will not be allowed to charge any materials until the outstanding bill is paid. Example: The student owes an Ag bill from the previous year and takes Ag this current school year. The student would not be allowed to charge supplies until the outstanding bill is paid.

Drug and Alcohol Education

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve. Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

Human Sexuality Instruction

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.
17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, conduct of a person in authority towards a subordinate.
18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress or without the person's consent.
19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:
 1. A person does not verbally or physically consent; or
 2. Submission to an act is the result of force, threat of force, or the placement of another in fear; or

3. A previous or current dating, social, or sexual relationship in and of itself; or
4. A person chooses to dress in any particular manner; or
5. A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.

An expression of lack of consent through words or conduct means there is no consent.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION (1300)

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Zach Bruner, Superintendent
Bevier C-4 School District

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

Use of Security Cameras

The District may employ the use of security videos in its hallways, classrooms and/or busses. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA (Federal Educational Rights and privacy Act). If security videos are maintained by the District, such videos are protected educational records under FERPA and may be viewed by parents or patrons with a court order or written permission from the parent(s) of each student to whom the video is directly related.

Graduation Robes, Uniforms, or School Sanctioned Attire

Bevier has a long standing tradition of class. Graduation Robes, Uniforms or School Sanctioned attire of any type may not be altered without permission of the administration. Exceptions will be made for caps of graduating seniors, provided the caps maintain with the school dress code. Students wishing to decorate a cap should receive prior approval from the school Principal.

Parents Right-to-Know

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Bevier C-4 District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for ht grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time you child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Student Educational Records

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their student's educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Step-parents must have an education release form signed by a biological parent on file in the Principal's

office before they can have access to educational records.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Records Review

Within forty-eight (48) hours of enrolling a new student, the Superintendent/designee will request copies of the new student's transfer and discipline records from all schools in which the new student attended at any time within a twelve (12) month period preceding enrollment in the District. In addition, parents/guardians of students new to the district will be required to complete and sign "Prior Discipline Record" form informing the district concerning suspension or expulsions incurred at schools previously attended.

Exceptions

The residency provisions of this policy are not applicable to homeless students, inter- district desegregation students, wards of the state, students placed in residential care facility due to a mental illness or developmental disability, a student placed in a residential facility by a juvenile court, or students attending regional or cooperative alternative education programs.

Homeless Students, Migratory Students and English Language Learners

~~All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.~~

Missouri School Districts are Responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the english language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers and neglected or delinquent students. For more information, contact Mr. Chad Hall, Principal, 400 Bloomington Street, Bevier, MO 63532 (660) 773-6611

Special Education Public Notice

The Bevier C-4 School 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, mental retardation, 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 Bevier C-4 School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Bevier C-4 School assures that personally identifiable information collected, used, or maintained by the agency 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 Bevier C-4 School 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 at the Superintendent's Office, Bevier C-4 School, 400 Bloomington Street, Bevier, MO 63532 during regular school hours.

This notice will be provided in native languages as appropriate.

Last revised August 2005

Parent Bill of Rights can be found on the sight:

<http://dese.mo.gov/divspeced/Compliance/documents/PBR-English.pdf>

To obtain Procedural Safeguards you may get a copy at school or go to the sight:

<https://dese.mo.gov/special-education/compliance/procedural-safeguards>

504 PROCEDURAL SAFEGUARDS

The main purpose of Section 504 of the Rehabilitation Act of 1973 is to prevent discrimination on the basis of disability. To that end, Section 504 of the Act provides, in pertinent part, as follows:

No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . . .

An eligible student under Section 504 is a student who currently has a physical or mental impairment that substantially limits one or more major life activities.

Pursuant to Subpart D of the 504 federal regulations, a recipient of federal financial assistance that operates a public elementary or secondary education program must establish and implement, with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of disabilities, need or are believed to need special instruction or related services, a system of procedural safeguards. The following is a description of the rights granted by federal law to students with 504 disabilities and/or their parents or legal guardians and to those students who are suspected of having a 504 disability and/or their parents or legal guardians. Parents of students who are suspected of or identified with a disability under the Individuals with Disabilities Education Act are provided with copies of the IDEA procedural safeguards.

PARENT AND STUDENT RIGHTS UNDER SECTION 504:

1. Parents and students have the right to be informed by the School District of their rights under Section 504. The purpose of these Procedural Safeguards is to advise you of those rights.
2. A child with a disability has the right to a free appropriate public education designed to meet his or her individual educational needs as adequately as the needs of nondisabled peers are met. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the student an equal opportunity to participate in school and school-related activities.
3. A child with a disability has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. It should be noted that, under the law, insurers and other third parties are not relieved from an otherwise valid obligation to provide or pay for services for a disabled student.
4. A child with a disability has the right to take part in, and receive benefits from, public education

programs without discrimination because of his/her disability.

5. The parent(s) of a child with a disability have the right to receive notice with respect to the identification, evaluation, or placement of the child.
6. A student with a disability has the right to receive services and be educated in facilities that are comparable to those provided to nondisabled students.
7. A student with a disability has the right to have evaluation, education and placement decisions made based on a variety of information sources, and by persons who know the student and are knowledgeable about the evaluation data and placement options. The student also has the right to be periodically reevaluated.
8. A student with a disability has an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
9. A student with a disability has the right to have transportation provided to and from an alternative placement setting (if the setting is in a program not operated by the District) at no greater cost to the parent than would be incurred if the student were placed in a program operated by the District.
10. The parent of a student with a disability or an eligible student (over 18) has the right to examine all relevant records relating to decisions regarding the student's identification, evaluation and placement.
11. The parents of a student with a disability or an eligible student have the right to request an impartial due process hearing relating to decisions or actions relating to the student's identification, evaluation, program or placement. The procedures for requesting an impartial due process hearing are described below.
12. The parents of a student with a disability or an eligible student have the right to file a local grievance with the District for issues unrelated to the identification, evaluation, program or placement of the student. Board policy describes the procedures for filing a grievance and can be requested by contacting Zach Bruner.

Persons who believe that the District is discriminating against eligible persons on the basis of disability may also file complaints with the District's Section 504 Coordinator and/or the Office of Civil Rights, Kansas City Office, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor 07-6010, Kansas City, MO 64153-1367.

The District's Section 504 Coordinator is Mr. Chad Hall and may be reached at (660) 773-6611.

APPEAL PROCEDURES UNDER SECTION 504

These appeal procedures should only be used if a parent/guardian of a student with a disability intends to challenge the action proposed by the District regarding the identification, evaluation or educational placement of the student under Section 504. Typically, these procedures are used after a Section 504 Team has made a determination regarding a student's eligibility for Section 504 services or after the Section 504 Team has made particular accommodations for a student under a Section 504 Plan. A copy of the District's 504 Procedural Safeguards may be obtained by contacting the Superintendent at the Bevier C-4 School District.

DUE PROCESS APPEAL PROCEDURES:

This procedure should be used if the parent, legal guardian or eligible student intends to challenge actions proposed or refused under 504 by the District regarding the identification, evaluation, program or placement of a student with a disability. The District also has the right to initiate a 504 due process hearing regarding these same matters.

1. If a parent, legal guardian or eligible student intends to challenge the action proposed or refused by the District, the parent/guardian or eligible student must file a written Request for 504 Due Process Hearing within thirty (30) calendar days from the date of the District's written notice of the proposed or refused action. A copy of this form is attached to these Procedural Safeguards. The request for 504 Due Process hearing should be filed with: Zach Bruner, Superintendent of Schools. If the district intends to initiate a Section 504 due process hearing, the District's Section 504 Coordinator must complete the Request for a 504 Due Process Hearing within the same number of calendar days as specified above.

2. The Request for a 504 due Process Hearing must state the specific circumstances, including all relevant facts, giving rise to the request for due process; the specific issues to be decided at the impartial due process hearing; and the relief being requested. The District will acknowledge, in writing, all parent/guardian requests for a due process hearing within ten (10) business days of receipt. If the District initiates the due process hearing, the District will inform the parent or guardian within five (5) days of the District's decision to so initiate.

3. The District will, within ten (10) business days of the District's or parent/guardian's receipt of the Request for a 504 Due Process Hearing, appoint and retain a single impartial hearing officer to hear and decide the due process request. The hearing officer must have knowledge or training in Section 504 and may not be an employee of the District. The hearing officer may not have a personal or professional interest that would conflict with his/her objectivity in the hearing. The District is not required to consult with the parent/guardian or eligible student with respect to the hearing officer appointment.

4. The parties to the hearing have the following rights:

- a. The right to inspect all relevant records, including personally identifiable records of the student;
- b. The right to be represented and advised by an attorney;
- c. The right to present evidence and confront, cross-examine and compel the attendance of witnesses;
- d. The right to obtain a record of the hearing;
- e. The right to obtain written findings of fact, conclusions of law, and decision.

5. The parents or guardians have the right to open the hearing to the public; otherwise, it will be closed. The parents or guardian may elect to have the student present at the hearing.

6. The hearing officer must hold the hearing within 45 days of his/her appointment as hearing officer. This time may be extended upon the request of the party or parties and by agreement and order of the hearing officer.

7. Each hearing must be conducted at a time and place which is reasonable convenient to the District and the parents or guardian. The District's facilities will be presumed to be a reasonably convenient location but the parents or guardian may challenge this presumption with the hearing officer.

8. The party that requested the due process hearing may not raise issues at the due process hearing that were not addressed in the Request for a 504 Due Process Hearing unless the other party agrees.

9. The hearing officer shall render final, written decisions no later than 30 days following the completion of the hearing. A decision may be rendered after 30 days, if either party requests an extension of this time frame, and for good cause shown. The decision of the hearing and biding, subject to the procedures outlined below.

10. The Bevier School district is responsible for costs directly attributable to the provisions of administration hearings described in these procedures, including compensation of the hearing officer, transcripts, or recordings of the

hearing, and other related expenses. The District is not responsible for the costs of legal counsel or other representative of the parent/guardian or eligible student or for the costs of producing or reproducing the evidence presented by the parent/guardian or eligible student.

11. Any time lines specified herein may be extended by agreement of the District and parent guardian or eligible student or by order of the hearing officer.

12. Any party aggrieved by the decision of the impartial hearing officer may appeal that decision to any court of competent jurisdiction.

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs *Table of Contents*

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

The Family Educational Rights and Privacy Act (FERPA)

Statute: 20 U.S.C. & 1232g. Regulations: 34 CFR, Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR & 99.10).
- Seek to amend education records (34 CFR & 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR & 99.30 and 99.31).
- These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”).

LEAs must annually notify parents and eligible students of their rights under FERPA. 34 CFR & 99.7. The annual notification must also include:

- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution disclosed or intends to disclose personally identifiable information to school officials without consent; and
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification for LEAs is enclosed and is also available on FPCO’s Web site – www.ed.gov/policy/gen/guid/fpcoc/.)

If the LEA or educational institution under the LEA disclosed directory information from education records without consent, it is required by 34 CFR & 99.37 to notify parents and eligible students of:

- The types of information the LEA (or institution) has designated as directory information (see 34 CFR & 99.3 “Directory information” for definition);
- The right to opt out of disclosure of directory information. (A model “directory information” notice is enclosed and is also available on FPCO’s Web site – www.ed.gov/policy/gen/guid/fpcoc/.)

LEAs must also comply with FERPA’s re-disclosure and recordation provisions, set forth in 34 CFR & 99.32 and 99.33, except for disclosures that are specifically exempted.

Outlined below are changes in the NCLB that do not amend FERPA, but relate to the disclosure of personally identifiable information from students’ education records. Suspension and expulsion disciplinary records:

- Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. & 7165, as amended by the NCLB, requires that each State have “a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school” no later than January 8, 2004. LEAs should include a notice in their annual notification of rights under FERPA that they forward education records to other schools that have requested the records and in which the student seeks or intends to enroll (34 CFR & 99.7 and 99.34(a)(ii)).
- Section 9528 of the ESEA, 80 U.S.C. & 7908, as amended by the NCLB, and 70 U.S.C. 503, as amended by & 544 of the *National Defense Authorization Act for Fiscal Year*

2002 (Pub.L.No.107-107), require LEAs to:

Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and

Provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Web site.)

Protection of Pupil Rights Amendment (PPRA)

Statute: 20 U.S.C. & 1232h. Regulations: 34 CFR, Part 98.

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incrimination, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

GENERAL NOTIFICATION-LEAs must provide parents and students effective notice of their rights under PPRA. In addition, the NCLB amendments to PPRA require the LEAs provide for reasonable notice of the adoption or continued use of the policies described on page four. The LEAs must provide such notice at least annually, at the beginning of

the school year, and after any substantive change in such policies. This new notification requirement may be included in the PPRA general notification.

The general notification must indicate that PPRA applies to surveys that contain questions about one or more of the eight protected areas listed above. The notification must explain that for surveys that contain questions about one or more of the eight protected areas and that are funded in whole or in part by Department funds, the LEA must obtain prior written consent from parents before students are required to submit to the survey. The general notification must also indicate that, for surveys that contain questions from one or more of the eight protected areas but are not funded in whole or part by Department funds, the LEAs will notify the parent, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when it will administer the survey(s) and provide an opportunity for the parent to opt his or her child out of participating.

In addition, LEAs must notify parents that they have the right to review, upon request, any survey that concerns one or more of the eight protected areas, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas, and any instructional material used as part of the educational curriculum for the student. (A model PPRA general notification for use by LEAs is attached and may also be obtained on FPCO's Web site.)

Section 1061 of NCLB amended PPRA to give parents more rights with regard to the surveying of minor

students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. Here are some of the changes made to PPRA by NCLB:

- An eighth category of protected information was added to PPRA. See No. 7 above, “religious practices, affiliations, or beliefs of the student or student’s parent.”

The following new provisions apply to educational agencies and institutions that receive funds from any Department program. A. LEAs are required to develop and adopt policies-in consultation with parents regarding the following:

1. The right of parents to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to student.
2. Arrangements to protect student privacy that are provided by the LEA in the event of the administration of a survey to students containing one or more of the eight protected items of information noted above (including the right of parents to inspect, upon request, a survey that concerns one or more of the eight protected items of information.)
3. The right of parents to inspect, upon request, any instructional material used as part of the educational curriculum for students, and the procedure for granting a request by a parent for such access.
4. The administration of physical examinations or screenings that the school may administer to students.
5. The collection, disclosure, or use of personal information (including items such as a student’s or parent’s first and last name, address, telephone number or social security number) collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose, including the LEA’s arrangements for protecting student privacy in the event of collection, disclosure, or use.
6. The right of parents to inspect, upon request, any instrument used in the collection of personal information, as described above in paragraph 5, before the instrument is administered or distributed to a student and the LEA’s procedure for granting a parent’s request.

B. SPECIFIC NOTIFICATION – An LEA must “directly” notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and must provide an opportunity for the parent to opt his or her child out of participation in the specific event or survey. The notification must be provided at least annually at the beginning of the school year and must include the specific or approximate date during the school year when activities described below are scheduled, or expected to be scheduled. If the LEA is unable to identify the specific or approximate date of the activities or surveys requiring specific notification at the beginning of the school year, it must provide this notification to parents once the activity or survey is scheduled. Parents should be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out, as well as an opportunity to review any pertinent surveys. A model specific notification for use by LEAs is attached and may also be obtained on the Web site noted at the end of this guidance. LEAs must offer an opportunity for parents to opt their child out of LEAs, must offer an opportunity for parents to opt their child out of participating in the following activities:

- Activities involving the 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.
- Any non-emergency, invasive physical examination or screening that is:
 - 1.) Required as a condition of attendance; 2.) Administered by the school and scheduled by the school in advance; and 3.) Not necessary to protect the immediate health and safety of the student, or of other students.

- The administration of any survey containing one or more of the eight protected areas of information listed above and that is not funded in whole or in part by Department funds. (LEAs must obtain active consent, and may not use an opt-out procedure, if the survey is funded in whole or in part with Department funds.)

C. An LEA is not required to develop and adopt new policies if the SEA or LEA has in place, on the date of enactment (January 8, 2012) of the NCLB, policies covering the requirements set forth in this law; however, the LEA must still provide annual notice of these policies to parents. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related.
6. Student recognition programs.

D. This law does not preempt applicable provisions of State law that require parental notification.

E. This law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings permitted without parental notification.

F. An SEA or LEA may use funds provided under part A of title V of the ESEA to enhance parental involvement in areas affecting the in-school privacy of students, such as reimbursement for costs associated with this direct notification.

DEFINITION OF SOME TERMS USED IN PPRA:

“Instructional Material” – Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

“Invasive Physical Examination” – any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Personal Information” – individually identifiable information including- a student’s or parent’s first and last name;

1. a home or other physical address (including a street name and the name of a city or town);
2. a telephone number; or
3. a social security number.

The Department will issue regulations to reflect the changes in FERPA and PPRA. The Family Policy Compliance Office (FPCO) in the Department administers both FERPA and PPRA.

Family Policy Compliance Office
U.S. Department of Education 400 Maryland

Informal inquiries may be sent to FPCO via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov.

The FPCE Web site address is: www.ed.gov/policy/gen/guid/fpcg.

FERPA Notice of Designation of Directory Information

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bevier C-4 School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Bevier C-4 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bevier C-4 School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Bevier C-4 School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 15. Bevier C-4 School District has designated the following information as directory information:

- Student's name, Address, Telephone listing, Photograph, Date and place of birth, dates of attendance, Grade Level, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, honors and awards received

Parents Rights To Inspect Instructional Material

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;

2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

Student Discipline/Academic Credit Hearing

The school board shall make a good faith effort to have the parents or others having custodial care present at any such hearing. Notwithstanding any other provision of law to the contrary, student discipline hearing or proceedings related to the rights of students to attend school or to receive academic credit shall not be required to comply with the requirements applicable to contested case hearings as provided in Chapter 536, RSMo, provided that appropriate due process procedures shall be observed, which shall include the right for a trial de novo by the circuit court.

Asbestos Notice

The Bevier C-4 School District observes an up-to-date asbestos management program. A copy of this program is available for inspection in the superintendent's office.

Trauma-Informed Training

Beginning in the 2020-21 school year and annually thereafter, The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
4. Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

DESE Trauma-informed Initiative Website :

<https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

Student Safety - Safety Drills

The Bevier C-4 faculty and staff participate in training regarding Crisis Response, Fire Evacuation, Tornado Procedures, Earthquake Procedures, Intruder Procedures, as well as bomb threat and other violence procedures.. The details of that training are not disclosed to the public in order to secure safety for students and staff. Students and Staff will participate in safety drills throughout the school year as required by law.

HEALTH

Health Office

Students will not be seen for health reasons without a pass from their classroom teacher. Students need to check in with their classroom teacher prior to coming to the Nurses office. Students will not be seen in the health office between classes, except in the case of an emergency.

Students must have a referral form fully filled out by the sending teacher. Over the counter medications can

only be given out if a written request from the doctor is on file and the parent provides the medication.

The determination of whether or not a student should be sent home will be based on the building administration's assessment and evaluation. Students who do not have a fever equal to or greater than 100.5 degrees and do not appear too ill to stay at school will be allowed to rest in the health office and then encouraged to return to class.

Students will only be sent home or allowed to go home with parental contact/permission. Students being sent home by the administration need to sign out in the main office.

Health Records

A student health record will be maintained for each student. All information contained in a student's health record, except directory information, shall be confidential. Health information compiled for mandatory state school health program reporting will be reported as group statistics without individual student identifying information.

Medical Concerns

For the school to provide the safest environment possible for each student; the health office needs to be informed of **any/all medical or health problems** a student may have. A "Student Health Inventory" must be completed annually for each student. It is recommended that all special health care needs be discussed with the school nurse or designee. No medication will be given until 10:00 a.m. or after 2:00 p.m. unless prior arrangements have been made with administration.

Emergency Care

First aid and/or emergency treatment will be provided to students in the case of sudden illness or injury. When necessary, emergency health services will be secured. In case of emergency, every effort will be made to contact the parent(s) or designated emergency contact. The parent/guardian is responsible for their child's medical treatment.

An accident report must be filled out by the supervising teacher and turned into the school nurse as soon as possible.

Immunizations

All students are required to be in compliance with Missouri Department of Health and Senior Services immunization requirements. Failure to comply with immunization requirements will result in exclusion from school until proof of compliance is provided. A complete immunization history will be required upon entrance to school. If a student has received all immunizations that are age appropriate but has not completed the minimum required for school attendance, the parent/guardian must obtain an "In Progress" card from a physician or the health department that identifies when the next dose is due. If a student cannot receive the required immunization(s) for medical reasons, a medical exemption must be completed and signed by a physician and filed in the student's health record. If the parent/guardian objects to an immunization(s) for religious reasons, an exemption must be signed by the parent/guardian and verified by the school nurse.

Student Communicable Diseases A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the school nurse or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures

authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

Head Lice (Pediculosis)

In keeping with the Bevier C-4 School District's Policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit or lice infestations. Students found to have head lice infestations will be allowed to complete the school day and may return once treatment has been performed. This policy follows the recommendations from the American Academy of Pediatrics, Centers for Disease Control, National Association of School Nurses, and the Missouri Manual for School Health. To avoid unnecessary exclusion of students from school, the administration provides the following procedure:

1. Since classroom and school-wide routine screenings are not shown to be cost- effective or effective in reducing head lice infestations over time, the school will not perform routine school wide head lice screening. However, should multiple cases be reported, the trained school nurse or other designated person will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the trained school nurse or other designated person discovers head lice or nits on a student, the parent/guardian will be notified and other students who reside in the home with the identified student will also be checked.

3. The trained paraprofessional or other designated person will instruct the parent/guardian concerning various shampoos, sprays, and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student has live head lice and/or nits, the student may complete the school day and take school transportation home. The student will be discouraged from direct head contact with others.
5. The parent/guardian will be notified by telephone or by a note sent home with the student at the end of the school day. The parent/guardian will be informed of the need for prompt and proper treatment of this condition, since it is in the best interest of the student and his/her fellow classmates.
6. The student may return to school once appropriate treatment has begun. There will not be any further checks for nits, unless the student manifests signs of prolonged infestation.
7. The trained paraprofessional or other designated school personnel will keep accurate and confidential records of students with a head lice or nit infestation.
8. Properly trained school personnel or other designee can develop and provide education programs regarding the diagnosis, treatment, and prevention of head lice for staff, students, and parents.

Signs and symptoms of a possible lice infestation as identified by the CDC (2010) are:

1. Itching, the most common symptom of a lice infestation, along with
2. a tickling feeling or a sensation of something moving in the hair;
3. irritability and sleeplessness; and
4. sores on the head caused by scratching. Sores caused by scratching can sometimes become infected with bacteria normally found on a person's skin.

Administration of Medications

No medications will be administered without a complete and current Student Health Inventory Order from medical provider and parent.

The administration of medication to students during school hours will be discouraged and restricted to prescription medications that cannot be given on an alternative schedule. Medication will only be given to students as needed according to student's physician orders.

The school will not administer the first dose of any medication.

If the school nurse is not available, medication may be administered by non-nursing staff specifically trained and delegated this responsibility by the school nurse.

At any time, the parent/guardian may come to the school to administer medication to his/her student with approval of administration. The parent should check in at the principal's office.

STUDENTS ARE NOT TO CARRY MEDICATION OF ANY KIND WITH THEM AT SCHOOL!

Prescription Medications:

The student's physician shall provide a written request that the student be given medication during school hours. The request shall state the student's name, name of medication, dosage, frequency of administration, route of administration, and the prescribed name. The diagnosis/indication for administration of the medication shall be provided.

The prescribed medication **must** be in the original container and labeled with the physician's prescription directions. The label should include the student's name, date of prescription, name of medication, medication dosage, route, and frequency, physician's name, and pharmacy name. Upon request, a pharmacist can provide an extra-labeled bottle for medication to be sent to the school. No medication will be accepted in envelopes, plastic wrap, aluminum foil, sandwich bags, etc.

A properly labeled prescription bottle will serve as an authorized physician's order to administer a **short-term** medication. Written parental authorization, including the time of the last dose, will be required prior to the medication being given.

Over-the-Counter Medication

~~The students authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medication shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.~~

~~A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.~~

~~An adult must bring the medication to school, to leave in a locked cabinet in the Nurse's office, or designated locked cabinet. It must be labeled with the student's name and date of birth. All medications must be in the original and sealed container. The school nurse/paraprofessional will maintain proper documentation in the school SIS system of all medications and their administration. All medications will be counted and noted in the SIS system.~~

Over-The-Counter Medication

Over the counter medication such as Ibuprofen and Tylenol will be available for students under the supervision of the School Nurse or Office Secretary. Parents may give permission via the form at the end of the student handbook. Students needing consistent over-the-counter medication at the advice of a doctor will have to provide a doctor's note and may be asked to bring in OTC medication.

Documentation will minimally include the:

- ☐ Students Name
- ☐ Prescriber's Name
- ☐ Name of Medication
- ☐ Dosage
- ☐ Date and time administered
- ☐ Reason for giving medication
- ☐ Name of person who actually administered the medication

Expiration dates on all medications will be checked on a routine basis.

Parents/Guardians may retrieve their student's medications from the school at any time during school hours.

When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.

The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.

All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

Self-Administration of Medications:

Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. A copy of the directives of this act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A completed permission form for self-administration will be required. Students in grades K-6 are encouraged to store their inhaler in the health office. Students with asthma will be required to have a completed School Asthma History and Needs Assessment and Asthma Action Plan on file; this must be renewed annually. A physician's medication authorization and parent medication permission form must be on file in the health office. The school nurse's aide or Macon County

Health Department may ask the student to demonstrate how to use the inhaler.

Contagious Illness Management

Students with a contagious/infectious illness should not attend school. Bevier C-4 School District will follow the general exclusion guidelines for ill children/staff. A copy of this document may be obtained from the nurse's office. Students should not attend school if they have experienced/exhibited any of the following:

- Fever equal to or greater than 100.5 degrees F - Diarrhea - Vomiting - Sore throat with low-grade fever	- Unexplained rash - Red, draining eyes - Thick, green nasal drainage - Persistent cough
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Chickenpox: Must remain at home a minimum of six (6) days after the first appearance of the rash; may return to school when all lesions are crusted.

Counseling, Enrollment, Testing And Grades

Registration and Enrollment

Pre-registration will be held in August for the following year. All who are planning to enroll should indicate choice of classes for the upcoming school year. The principal and counselor will use this information organize the schedule of classes for the following year.

New students need to bring the following information for enrollment:

- Immunization records
- Birth certificate
- Social security number
- Proof of residency
- Documentation of legal custody if applicable

New students will also be required to fill out a residency form and a request for records from their previous school. Students who withdraw from school should use the following procedure:

1. Notify the principal
2. Return all books, material, and equipment.
3. Pay all school debts.
4. Give forwarding address information for future school's address. Records will be sent after all debts are paid in full.

Residency

The safe schools law attempts to eliminate many of the problems that have arisen over the years regarding student residency and enrollment rights. Under the law, the term "residency" means that a person physically resides in a school district and is domiciled within that district. The domicile of a minor child is the domicile of the parent or guardian. The law requires that a parent or student provide proof of residency or a "waiver" prior to registration in a school district.

A student may only register in a Missouri school district if the parent or student provides proof of residency in that district, as defined above, or if the parent or student requests a waiver from the school district board of education on the basis of hardship or good cause. The law defines the concept of "waiver". The waiver must be requested from the board of education within forty-five (45) days prior to registration. If the superintendent or superintendent's designee has reasons to suspect that the admission of the pupil will create an immediate danger to the safety of others, a hearing

may be convened within three (3) working days of the request to register. At the hearing, the school district will determine whether the student may or may not register. If a parent or student applies for a waiver, the board of education must convene the hearing no later than forty-five (45) days after the request for a waiver is filed. Failure to do so will result in the automatic granting of the waiver. The board of education may reject a student/parent's request for a waiver. However, the parent or student has a right of appeal to the circuit court of the county in which the student is attempting to enroll.

Residency requirements contained in the law are inapplicable to homeless children, inter- district desegregation students, wards of the state and residential facilities, certain disabled students, and certain classes of students contained in the statute.

The law establishes a penalty for falsification of residency information by a parent or student. A student or parent who admits to false information regarding residency commits a Class A misdemeanor. In addition, a school district may recover costs of school attendance of a pupil whose parent has filed false information regarding the student's residency.

Admission of Resident Students

Any students, ages five to twenty-one (5-21) years of age that reside within the boundaries of the District may attend the District schools tuition free. In order to "reside" within the district, the student must be physically domiciled within district boundaries. The domicile of a minor student is generally the domicile of the student's parent/guardian.

A student may only register in the district if the student provides proof of residency or if the student or parent/guardian requests a waiver from the Board of Education on the basis of hardship or good cause. Parents/ guardians will be required to sign a "Proof of Residency" form at the time of enrollment. If the Superintendent has reason to suspect that the admission of a student will create an immediate danger to the safety of others, a hearing will be convened within three (3) working days of the request to register. At the hearing, the district will determine whether the student may enroll.

Waiver

Students or parents/guardians seeking a waiver of the District's residency requirement must complete and submit to the Superintendent of Schools a "Request for Waiver of Proof of Residency" form stating the reasons for which the waiver is requested. If a waiver is requested, the Board of Education must convene a hearing no later than forty-five (45) days after the request for waiver is filed with the Superintendent. If the district fails to convene a timely hearing, the request for waiver is automatically granted. Following the hearing, the Board will provide written notice of its decision and reasons for its approval or denial of the waiver request.

Students of Non-resident Teachers and Regular Employees

Non-resident students of district teachers or regular district employees will be considered to have the same status as resident students and will be permitted to attend school without payment of tuition.

Home School Students

Home-schooled students entering Bevier C-4 School are required to take the tests that Bevier C- IV School administers to full time students of the district. The student must pass these tests with satisfactory grades before they will be promoted to the next grade level.

Any student for which records are not obtainable for the previous year (including private- schooled students) will be required to take the complete battery of the Iowa Basic Skills Test prior to school starting each year. This will help determine grade level placement for incoming students.

Homebound Students

Homebound instructional programs will be administratively considered for students who for health reasons are likely to be absent for more than 10 school days.

ASSESSMENT PLAN AND TEST SECURITY POLICY

The Bevier C-4 District has implemented the following assessment plan. This plan meets at least minimum assessment requirements. The following procedures help insure effectiveness of the assessment plan.

- The Bevier C-4 District has named the Counselor as the individual responsible for coordinating the assessment program.
- Assessment instruments are used annually with the purpose of measuring student achievement, learning gains, and identifying possible areas of deficiencies. The assessment instruments used are housed in the Assessment Schedule in this document.

Bevier C-4 administers the Achievement Tests during the fall and spring semesters in grades K-8. Grades K-8 standardized test results are utilized to indicate students who need reading and math emphasis. Results are reviewed in spring and fall of each year. The classroom teacher shares results at parent teacher conferences as soon as results are available and the spring results are sent home with fourth quarter grade reports.

The standardized assessment results will be compiled and disseminated by the counselor during the fall of each year. The Grade Level Assessment (GLA) and End of Course (EOC) assessment results will be compiled and disseminated by the counselor at the beginning of each school year, or as soon as data is available, to the Bevier C-4 faculty and the local school board. The board of education will then review indicators of student learning to insure curriculum and instructional programs are effective in meeting the needs of all students including standardized test results. A copy of the results and the approximate dates the tests are given will be kept in school board files. The results are then used to assess instructional effectiveness and determine program strengths and weaknesses. Also, identification of students who qualify for the Title I program(s), are made at this time and implementation of the program(s), if necessary, will be initiated after the data has been reviewed and analyzed to determine budgetary priorities and curriculum realignment or development and High School Assessment Schedule.

2021-2022 Bevier C-4 Grades K-12 Assessment Schedule **Subject to Change**

Elementary Date	Grade	Elementary Assessment
August, 2021	K-5	DRA2 (Developmental Reading Assessment) as needed
August, 2021	K-8	District Standardized Assessment (Iowa Assessment)
April, 2022	3-8	Grade Level Assessments (MAP) Math, Comm. Arts, Sci.
April, 2022	K-8	District Standardized Assessment (Iowa Assessment)
May, 2022	K-5	DRA2 (Developmental Reading Assessment) as needed
May, 2022	Pre-K	Dial IV for Kindergarten Screening
High School Date Administered	Grade Level	Assessment

TBD	11 th & 12 th	ASVAB Vocational Assessment
TBD	10 th -12 th	ACT To be given at Bevier
Sept. – Dec. 2021	Specific SpEd Students	MAP-A Assessment (series of exams taken over the course of the semester)
October, 2021	8 th	Learning Styles Inventory (SPED)
October, 2021	8 th	Pictorial Inventory of Careers (SPED)
October, 2021	10 th	Voc-Ties Interest Inventory (SPED)
December 2021	12 th	End of Course Exams: Am Gov. make-ups (if needed)
April & May, 2022	9 th , 12 th	End of Course Exams (ELA 1, ELA 2, Alg1, Bio, make-up Gov (if needed)

- This is a general template for the assessment schedule. Some assessment dates may vary slightly.
- The GLA and End of Course exam results will be compiled and disseminated by the counselor at the beginning of each school year, or as soon as data is available, to the Bevier C-4 faculty and the local school board. The board of education will then review

indicators of student learning to insure curriculum and instructional programs are effective in meeting the needs of all students including standardized test results. A copy of the results and the approximate dates the tests are given will be kept in school board files. The results are then used to assess instructional effectiveness and determine program strengths and weaknesses.

- An in-service training of the staff regarding the review of the assessment program and results from the previous school year's assessments is given annually. Iowa Basic Skills Test results are analyzed during the spring and fall of the year when results are available to the district. GLA and EOC results are considered as soon as results are available. The counselor is the individual responsible for providing this in-service training.
- Upon completion of assessment results, and local school board review, faculty, with the guidance of the Counselor, will evaluate assessment results to determine areas of instruction and/or curriculum, which might need improvement, adjustment or modification.
- Results of individual students are available to parents. Results are sent home with each student. A personal appointment with the school counselor or classroom teacher is suggested concerning questions about the test. This appointment day will be held during the teacher workshop days at the beginning of each school year. Another method of dissemination of results is used during the parent/teacher conferences held at the mid-quarter of the first quarter of each new school year. The counselor makes results available at that time. During a classroom discussion, the counselor and/or classroom teacher will discuss GLA, End of Course exam, and Stanford results with students.
- Teachers will incorporate a unit of proficiency of test-taking skills into their curriculum. Teachers will document such units as part of their lesson plans.
- The Bevier C-4 District ensures test security and the confidentiality of personally identifiable information by training persons collecting and/or using personally identifiable data, maintaining a list of names and positions of those with access to this data, and housing this information in a lockable file cabinet located in the counselor's room.
- Test Security is gravely important. Teachers and examiners that administer the Iowa Basic Skills Test, GLA and EOC assessments attend REQUIRED training sessions. During these sessions, test security protocol is emphasized and discussed. During GLA testing, the DTC is ultimately responsible for handling of the GLA materials. Teachers sign-out their books on a daily basis and return the book "tubs" to the DTC. The DTC

verifies daily, the book count in each tub. During testing, Examiners keep GLA contents in their possession. GLA materials are not left unattended. Examiners call to the office via intercom for a scheduled pickup of the GLA tub or personally deliver the GLA tubs to the DTC or school secretary. The DTC immediately locks the tub in his closet. The secretary locks items in the school vault if the DTC is unavailable.

- Examiners of all assessments are strongly reminded of proper testing procedures. Examiners of GLA and EOC must sign a statement that indicates they have read the Test Security section of the Examiner's Manual prior to administration of the GLA exam. Examiners are reminded never to discuss, paraphrase, read prompts, cue students in any manner, or allow students to transport books. Test Examiners must NEVER "skim" through books to view question types or look at specific questions. Examiners should not alter books by erasing stray marks or darken light bubbles or insure that students have written in proper places. Teachers should not look in books and remind students to answer a question that was left blank. This is a SERIOUS test security violation and may lead to severe punishment by the local school board. During a testing day, when students are not actively engaged in testing, Test Examiners must ensure that the test books are kept secure and out of sight.
- District staff involved with testing may not edit student responses in any way (There is specific training for scribes or transcription of a student's response due to I.E.P. accommodations). Once a test session is complete, a Test Examiner (or any personnel involved in testing) should never return a test book to a student.
- Use of translators and/or transcribers involves unique security measures. Translators must not be a student or a relative of the student that is being assisted. Translators are allowed to review the test book prior to testing to assist in the translation process. Both translators and transcribers must be fully trained in assessment.

	1st Hour 8:15-9:03	2nd Hour 9:05-9:53	3rd Hour 9:55-10:43	4th Hour 10:45-11:16 5-8 Lunch HS Study Skills	4th Hour 11:16-11:40 9-12 Lunch JH Study Skills	5th Hour 11:42-12:30	6th Hour 12:32-1:20	7th Hour 1:22-2:10
ELA Gaerdtz	Lang Arts 3 (11)	Lang Arts 4 (12)	Creative Writing (7)	Study Skills (9-12)	Lunch	Language Arts 1 (9)	Spanish 1 (9-12)	Language Arts 2 (10)
Math Radtff	Geometry (10)	Algebra 2 & DC College Alg (11-12)	Applied Math 1 (9-12)	Study Skills (9-12)	Lunch	Planning	Applied Math 2 (10-11)	Algebra 1 (9-10) +Adv 8th Graded
Science Dill	Earth Science (9)	Life Science (9-10)	Chemistry (Via Launch) (10-12)	Study Skills (9-12)	Lunch	Anat. & Phys. (10-12)	Biology (10-12)	Planning
Soc. Sci. Toll	Planning	American History (10-12)	Am. Gov. (12) Cont. Issues (12)	Study Skills (9-12)	Lunch	World History (10)	Geog. S1 (9) Econ. S2 (9)	American History (10-12)
Art Lenzini	Art (9-12) 8th Art S2 (8)	Art I,II,III (9-12)	Art I,II,III (9-12)	Study Skills (9-12)	Lunch	Planning Period	Elementary Specials (PK-2)	Elementary Specials (3-6)
Music Murphy	Choir S1 (8-12) Choir S2 (9-12)	Music Apprec. (9-12)	Planning Period	Study Skills Band (9-12)	Lunch	Middle School - Band (5-7)	Elementary Specials (PK-2)	Elementary Specials (3-6)
PE Cook	PE S1 (8) Health S2 (9-10)	Weightlifting (9-12) limited enrollment	PE (9-12) limited enrollment	Field Work	Lunch	Middle School - Physical Education (5-7)	Elementary Specials (PK-2)	Elementary Specials (3-6)
Agriculture Austin	Ag Science 1 (9-12)	Introduction to Agriculture (8)	Ag Science 2 (10-12)	Study Skills Ag Students (9-12)	Lunch	Animal Science 2 Must be 4th Year Ag Program (12)	Ag Leadership Must be 3rd Yr Ag (11-12) "Ag Construction **Blended Class (10-12)"	Ag Food Sci./ Nutrition (7)
Business Jones	Personal Finance	Planning Period	Intro to Business (9-12)	Study Skills Yearbook (9-12)	Lunch	Multimedia 1 [Comp. Sci.] (9-12)	Reading/Writing Tech (6)	Yearbook
Library, etc. Roberts	Planning Period	Library	Library	Lunch	Study Skills (6)	Library	Elementary Specials (PK-2)	Elementary Specials/STEM (3-6)
Cadet Teaching Elementary	Cadet Teaching (PreK-6)	Cadet Teaching (PreK-6)	Cadet Teaching (PreK-6)				Cadet Teaching (PreK-6)	Cadet Teaching (PreK-6)
M/S Math/Sci Peukert	Math (7)	Math (6)	Science (8)	Lunch	Study Skills (7)	Planning Period	Science (7)	Math (8) Adv 8th. Alg I
M/S ELA/SS Eitel	Language Arts (6)	Language Arts (7)	Social Studies (6)	Lunch	Study Skills (8)	Language Arts (8)	Social Studies (8)	Planning Period

Considerations for Determining Grades

1. Contributions to class determined by student participation
2. Willingness to assume responsibilities as evidenced by lesson preparation
3. Spirit of cooperation as evidenced by consideration of school welfare in general and working with all school personnel
4. Knowledge of subject matter
5. Student capability as determined by testing and professional observation
6. Attitude toward learning
7. Performance
8. Attendance

3rd – 12th grade teachers shall issue grades at the end of each nine-week quarter, using the following letter grade/percentage table:

96-100% A	80-82% B-	67-69% D+
90-95% A-	77-79% C+	63-66% D
87-89% B+	73-76% C	60-62% D-
83-86% B	70-72% C-	59-0% F

Special Services

The Bevier C-4 School District provides the following special services:

Physical Therapy
K-12th Special Education
Title I
Speech
Occupational Therapy

The Macon County Health Department provides immunization clinics, vision and dental examinations, and other health related services to students.

Counselor's Office

As a part of helping students to become self-disciplined, the Bevier C-4 School counselor is available to work with students. The counselor may be asked to meet with students throughout the day to assist them with thinking through their choices, the consequences, and making positive behavioral decisions.

English Language Learners

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students.

Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.

2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

Graduation Requirements

The Bevier C-4 High School graduation requirements comprise twenty-five (25) units of credit that must be earned between grades nine(9) and twelve (12). Effective for the graduating class of 2023 and thereafter, the Bevier C-4 High School graduation requirements will comprise of twenty-seven (27) units that must be earned between grades nine (9) and twelve (12). Students are required to attend 8 semesters of high school. The requirements are stated in terms of the number of units of credit that must be earned in each subject area:

Credit Requirement for Graduation (c/o 2021 & 2022)

Subject Area	Units of Credit	Special Circumstances
Communication Arts	4.0	
Social Studies	3.0	
Mathematics	3.0	
Science	3.0	
Fine Arts	1.0	
Practical Arts	1.0	
Physical Education	1.0	
Health Education	0.5	
Personal Finance	0.5	1.0 units will be required for the 2021 graduating class
Electives	8.0	
Total Credits	25.0	

Credit Requirement for Graduation (c/o 2023 & beyond)

Subject Area	Units of Credit	Special Circumstances
Communication Arts	4.0	
Social Studies	3.0	
Mathematics	3.0	
Science	3.0	
Fine Arts	1.0	
Practical Arts	1.0	
Physical Education	1.0	
Health Education	0.5	
Personal Finance	1.0	Starting with graduating class of 2021
Electives	9.5	Starting with graduating class of 2021
Total Credits	27.0	Starting with graduating class of 2021

Scheduling: Progression and Pathways

Students are required to attend 8 semesters of high school. Bevier C-4 High School does not do early graduation.

High School Students will be required to work with the School Counselor to develop a 4-Year Plan (ICAP). Discussion between the student and counselor will determine the individual student's progression path through their high school years. Bevier C-4 School District's goal is to graduate students who are "Success Ready".

Bevier H.S.'s Progression Pathways are designed to prepare students to be successful at:

*4-Year College or University

*2-Year College

*Military

*2-Year Technical Education

*Joining the Workforce

Promotion Chart for High School 2021 & 2022 Cohorts			
Grade Level	Beginning of Fall	Beginning of Spring	End of School Year
Freshman	Promoted from 8 th Grade		5
Sophomore	5	8	11
Junior	11	15	18
Senior	18	22	25
Graduation	25 Credits	Required	(Minimum)

Promotion Chart for High School 2023 Cohorts and Beyond
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Grade Level	Beginning of Fall	Beginning of Spring	End of School Year
Freshman	Promoted from 8 th Grade		5
Sophomore	5	9	13
Junior	13	17	21
Senior	21	25	27
Graduation	27 Credits	Required	(Minimum)

Good planning of classes in high school is essential. Students and parents should begin prior to the freshman year to plan the four years of course work, with the assistance of the counselor and principal. Students will need careful, long-range planning to determine the credits needed for future education, special interests, vocational plans, and graduation. Parents are encouraged to come in and talk with the counselor about their child/children's schedule.

Bevier C-4 District does not permit students who do not meet the graduation requirements to participate in the graduation ceremony.

CAREER TECHNICAL EDUCATION CERTIFICATION

To help Missouri meet its goal of preparing all high school graduates for success, the State Board of Education approved requirements this week for a new career and technical education (CTE) certificate that students can earn in addition to a high school diploma. The requirements were developed in consultation with the state's CTE advisory council. Students must meet all of the requirements in order to earn the certificate.

"The CTE certificate helps recognize the skills our students are gaining in CTE courses that will help them succeed in life," said Commissioner of Education Margie Vandeven. "Students earning this certificate can show Missouri employers that they are prepared for the workplace."

Students entering high school in 2017-18 or thereafter will be eligible to earn a CTE certificate by meeting the following criteria:

- Meet all graduation requirements
- Qualify as a CTE concentrator
- Maintain a 3.0 grade-point average (on a 4.0 scale) in the CTE area of Concentration
- Pass an approved Technical Skills Assessment and/or earn an approved Industry Recognized Credential or Certificate
- Complete at least 50 hours of work-based learning aligned with the CTE area of Concentration.
- Maintain at least a 95 percent attendance record overall for grades 9-12
- Demonstrate soft skills/business skills
- Achieve a score at or above the state standard on any DESE-approved measure of college and career readiness.

Schools can assist students by helping them develop a personal plan of study that includes a focus on CTE courses such as agriculture, health sciences or business. The schools would monitor the plan of study to ensure student success.

Dual Enrollment

The Dual Credit Program allows high school juniors and seniors to take college level

courses for both high school and college credit. Students may also take night or summer college courses for high school credit.

Weighted Classes

The following classes are weighted:

Dual Credit Courses	High School Courses
Speech	Trig/Stats
Physics	Pre Calculus
Chemistry	Calculus
College English	Chemistry
College Algebra	Accounting II
Sociology	Biology II
Psychology	Algebra II
Public Speaking	

Students enrolled in a class counted for dual credit, even if not taken for college credit, will be allowed to count that class as a weighted class.

Our weighted grading system will work as follows:

1. The students will receive the regular grade from the class on his/her transcript.
2. When figuring grade point average (GPA), the weight classes will be worth 20% more than non-weighted classes.

Regular Class	Weighted Class
A= 4.0 points	$A = 4.0 \times 1.2 = 4.8$ points
A- = 3.66 points	$A- = 3.66 \times 1.2 = 4.39$ points
B+ = 3.33 points	$B+ = 3.33 \times 1.2 = 4.0$ points
B=3.0 points	$B = 3.0 \times 1.2 = 3.60$ points
B- = 2.66 points	$B- = 2.66 \times 1.2 = 3.19$ points
C+ = 2.33 points	$C+ = 2.33 \times 1.2 = 2.80$ points
C = 2.0 points	$C = 2.0 \times 1.2 = 2.40$ points
C- = 1.66 points	$C- = 1.66 \times 1.2 = 1.99$ points
D+ = 1.33 points	$D+ = 1.33 \times 1.2 = 1.60$ points
D = 1.00 points	$D = 1.00 \times 1.2 = 1.20$ points

D- = .66 points	D- = .66 X 1.2 = .79 points
F = 0 points	F = 0 points

This 20% increase will cause the GPA to increase and possibly raise the class rank. The permanent record will reflect the weighted grading system by grade point average and class rank.

A committee consisting of the building principal, the superintendent of schools and the school counselor may make changes in computation of GPA in an effort to achieve a true and fair ranking. (Examples: transfer-in students or changes in weighted class determination.)

Students eligible for Valedictorian and Salutatorian must be enrolled at Bevier C-4 School their entire Junior and Senior year.

Embedded Credits

Bevier Embedded Credit Opportunities			
Courses that Must Be Taken	Minimum Letter Grade Needed	Possible Embedded Credits	Maximum Embedded Credits
2 Full Science Credits, Must be Biology or Higher	1.0	0.5 Credits of Health	Max 0.5 Total
1 Year of Agriculture	1.0	0.5 Credits of General Science per Year	0.5 Per Year/ Max total 1.0 Credits
0.5 Credit Extra for Personal Finance	1.0	0.5 Credits of Practical Art	Max 0.5 Practical Art

MACTEC Embedded Credit Opportunities			
Subject	Testing Requirement for Work Keys	GPA Requirement	Possible Credits
English	4	2.0 for MACTEC Courses	Maximum 1.0 English Technical
Math	4	2.0 for MACTEC Courses	Maximum 1.0 Math Technical

Correspondence Courses

Correspondence courses may be used to make up credit lost because of a previous failure or failures in a class. Correspondence courses must be approved by the high school principal and counselor. The courses must be in the area of failure. No student will be allowed to take more than two correspondence courses (1 credit) to make up course work. The administration reserves the right to review all decisions concerning correspondence classes. The student is responsible for the cost of any correspondence course that he/she takes while attending high school.

MOCAP

The district will participate in the Missouri Course Access and Virtual School Program ("Program"). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. Any on- line courses or virtual programs offered by the District prior to August 18, 2018 will be automatically approved for program participation, where the District course meets program requirements. Courses must be deemed by the district to be in the students' best educational interest.

Junior High Credit Requirements

Seventh and Eighth grade transition requirements include the following stipulations.

1. For each semester, a student must receive a semester passing grade of at least 60% (D)-. If a student does not receive a passing grade for each semester, then two options may be available.
 - ****A student can opt to take correspondence courses at the cost to the parent/guardian to make-up for failing credits. Correspondence information is available in the school counselor's room.
 - ****A student may opt to attend Macon Summer School or another summer school that is agreed upon by the student's parents and administration.
2. For semester courses, the student must earn a passing semester grade.
3. Bevier C-4 District does NOT permit students who do NOT meet the graduation requirements to participate in the eighth-grade graduation ceremony.
4. Exceptions may be made if the student is enrolled in an academically at-risk program in grades 7-12.

A+ Program

The Bevier C-4 School district is a designated A+ School. Students eligible to sign up for the program will be this year's Freshmen, Sophomores, Juniors, and Seniors. In exchange for meeting or exceeding certain criteria, students may be eligible for reimbursement as established in the outstanding Schools Act of 1993. Students may receive the cost of tuition, general fees, and up to 50% of book cost (subject to legislative appropriation) to any community college, vocational or technical school in the state of Missouri if they have made a sincere effort to first secure all available sources of funding that could be applied. The period of eligibility is for two years. Presently there is no money for books. The A+ student's qualifications are:

- Have a signed written A+ agreement signed by the student, parent, A+ coordinator and the high school counselor.
- Maintain a 2.5 grade point average over the 4 years of high school. Parents will be notified quarterly of cumulative grade point average.
- Maintain an attendance record of no less than 95% for the 4 years of high school. Parents will be notified quarterly of the student's attendance record.
- Perform fifty (50) hours of unpaid tutoring or mentoring over 4 years of high school. This will be performed under the guidance of the A+ Coordinator.
- Maintain a record of good citizenship and avoid the unlawful use of drugs, tobacco and alcohol over the 4 years of high school.
- Three years of consecutive attendance at an A+ designated school ending with graduation. Now that Bevier is an A+ designated school, students may transfer in or out of an A+ school and continue in the A+ program.

- If applicable, register with the Selective Service.
- Apply for federal post-secondary financial assistance (FAFSA). This need to be filed by April 1.
- Must have achieved a score of proficient or advanced on the Algebra I end of course exam, or complete the first semester at a postsecondary institution with a minimum of 12 hours or the equivalent and have a 2.5 grade point average prior to receiving A+ tuition reimbursement.
- Students must perform their A+ Tutoring Hours at the Bevier C-4 Campus with the exception of hours transferred in by new students.

Parents and students may sign up during the Freshman Orientation meeting or during Parent/Teacher Conferences. For further information, students will need to contact the A+ Coordinator.

A student must obtain 50 hours of tutoring/mentoring hours in their four years of high school. Below is a listing of various opportunities the student may use to reach these hours. Activities other than the ones listed below must be approved by administration.

Activity	Hours	Date	Total Hours Possible
After School tutoring	1 hour Monday through Thursday	September through March	96 (24 weeks)
Before School Tutoring	30 minutes (7:45 am-8:15 am)	August through May	48 (160 days)
Study Skills	30 min. (10:45-11:15)	September through May	

Honor Roll Requirements

A Honor Roll: Students must have all A's

A- Honor Roll: Students must have a grade of A- or above.

B Honor Roll: students must have a B average and no grade below a B- in all subject matters.

Study Skills

Homeroom (Study Skills) Expectations:

This time period should be used for students to get their homework completed, or get any help with assignments. If neither is applicable that day a student must bring a book to read quietly. All teachers must enforce this as the expectations. Sleeping, talking, or any other actions other than those listed will not be allowed. Students must be in attendance if they were at school.

Grading scale for Homeroom (Study Skills):

In the event that a student does not follow the above expectations for Homeroom they will receive a tally. Being absent only gives you a tally if you were previously at school and missed Homeroom.

1 Tally =

A- 2

Tallies= B

3 Tallies=C

4 Tallies=D

5 or more=F

*These grades will affect student's GPA

Study Skills replaces After School Tutoring

In the event a student is at a 60% or below, or has 3 or more missing assignments the corresponding teacher will make arrangements for that student to be permitted to come to their Study Skills class to get extra help. Failure to report to corresponding teacher will result in discipline action. In the event this applies in multiple classes the student will attend the Core classes first, followed by elective classes. If more than one Core class is has missing assignments or is being failed then the teachers and the student will plan to alternate Study Skills time until the situation is remedied. At that time the student may be allowed to return to their assigned Study Skills class. Regular scoring rubric will apply to receiving teachers and reported to sending teachers if necessary.

Attendance

Success in school cannot be achieved without prompt and regular attendance. School begins at 8:15 a.m. and students should be at school and in the classroom at that time. The first few minutes of class set the tone for the rest of the day. Students will be successful when that tone is one of being prepared and ready for class. Set the habit of being punctual the first day and maintain it.

If your child will be absent, it is your responsibility to contact the secretary or principal. If we have not heard from you by 9:00 a.m., we will make every effort to contact the parents. We are taking these actions to make sure we do not have a student absent while their parents think they are at school.

If a student is absent for more than three (3) consecutive days, parents are asked to contact the school to arrange for missing assignments. On every 3rd unexcused absence a letter will be sent home to the parent/guardian. If a student misses six (6) or more

days a quarter without notification to the school or a doctor's excuse, the Juvenile Office will be contacted.

Students with a planned absences for personal or any school activity is required to get any missed assignments for the day and turn in homework on the first day returning to class. The student will be required to take any test posted two or more school days prior to the planned absence on the scheduled test day.

A student must be in attendance all 8 periods to attend extra-curricular events on that date unless prior approval has been granted by the administration. Students may be exempted from this policy for first hour one time only during a school year. If a student has a doctor's appointment he/she may be allowed to attend the extracurricular event by providing a doctor's excuse to gain approval of the principal. Some of the extracurricular events included are field trips, class parties, honor roll parties, sporting events, academic bowl events and music events. If the student is absent on the day prior to a weekend or holiday event, the student will not be allowed to participate.

Elementary - Attendance is an important element in a student's educational process. All elementary students missing 15 days in a school year may be considered for retention the following year unless excused.

Elementary, Junior High and High School - It is important to have your child arrive to school on time. The faculty and staff try to use every minute of the instructional time for the benefit of your child. If your child is tardy five times, a letter from the principal will be sent letting you know this is becoming a problem. On the sixth and future tardiness per quarter, the proper authorities will be contacted.

If it is necessary for a student to leave during school hours, permission will not be granted unless:

1. The principal's office is notified either by telephone or in writing.
2. A note is sent to the classroom teacher.
3. Permission is to be secured by principal before departing.

Students will have one school day for each day absent to make up his/her work. If the school bus is unable to pick up a student, the child will not be counted as absent or tardy.

The school will award Perfect Attendance Certificates to all students who attend every day of school without any tardies recorded.

Junior High and High School – Attendance will be taken at the beginning of each hour. Callao students are required to be in attendance when the Bevier School is in session. If Callao students are absent it will be treated according to the attendance policy. The official policy for 6-12 grade students may be found in the high school section.

Attendance Policy

All students are expected to attend school regularly and to be on time for classes. This is necessary in order to get maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance, class failure and dropouts. The following are the items comprising the attendance policy of the Bevier C-4 School District.

1. Students who are absent ten days without an excuse or parental contact with the school may have procedures initiated to drop his or her enrollment.
2. Students are required to enroll and attend all 8 periods of the school day.
3. Students will earn a grade in each course based on content percentage and absence grading scale for each quarter. Students are allowed 7 absences per semester. After the third absence, the parent or legal guardian will be contacted that the child is endanger of academic penalty. After the sixth absence or tardy, the juvenile office will be contacted.
4. A 3% bonus will be awarded only for perfect attendance. No excused absences will apply toward perfect attendance except for religious holidays or disability as defined in Section 504 of the Rehabilitation Act of 1973 or the Americans with Disability Act. A student will receive a 2% bonus for one excused absence.
5. The eighth absence will automatically drop the student to a 3% reduction and all absences after that will reduce according to scale. The parent or legal guardian will be contacted in writing by the principal that the students' grades have deductions.

8th absence---3% reduction 9th
absence---5% reduction 10th
absence---7% reduction 11th
absence---9% reduction 12th
absence---12% reduction

Student's grades will be reduced an additional 3% for each absence incurred after the 12th absence.

OSS

Out of School Suspensions will automatically have a 3% deduction in each subject area for each day suspended regardless of the student's attendance record.

Tardiness

Tardies of 15 minutes or more will be considered an absence from the class in which the tardy occurred. Students are to report directly to the class in which they are tardy.

Students must be in the classroom when the bell stops ringing, or he/she will receive a

tardy for that period. Students who are detained in the office or by another teacher should ask for a tardy slip before going to their next class in order to avoid disruption and wasted time. Students returning from an appointment, approved by administration, will not receive a tardy for the hour returning. Tardies will be figured on a quarter basis.

Offense	Put in Discipline Section			
Unexcused Tardies	3 Tardies Parents contacted	5 Tardies Parents contacted. 1 week silent lunch (which will be a desk located outside of the cafeteria in north hallway), 1 day ISS.	10 and up ISS Academic Probation Removal of extra-curricular activities and privileges.	Every 5 th tardy past 10 will result in an ISS Academic Probation, Removal of extra-curricular activities

Attendance Appeals

Students are given a total of fourteen days per year (7 per semester) for sickness, appointments, funerals and college visits. The appeals process is for out of the ordinary issues. It is advised for students and parents to use these fourteen days (7 per semester) wisely.

Appeals for the attendance policy must be made in writing to the principal five days prior to the end of the semester. The appeals committee will consist of the principal, school counselor, and three teachers. **Appeals will be granted for extreme cases only, such as hospitalization or death of an immediate family member.** An immediate family member is defined as a father, mother, step-parent, brother, sister, grandparent or legal guardian. The committee will make a decision in writing within ten days of the appeal letter. Interviewing of the student and parents may be required. If a parent or student does not agree with the committee's decision an appeal may be made in writing within five days to the superintendent of schools.

DISCIPLINE

Code of Conduct

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character and proper consideration for others. It is part of the total instructional program aimed at developing self-discipline.

So that the Bevier C-4 School District can maintain the best learning environment possible, the administration and the faculty have expectations of the students. These include: appropriate classroom behavior that assures the right of every teacher to teach, and every student to learn.

1. Arrival at school and to class on time.
2. Daily school and class attendance.
3. Appropriate use and care of the buildings and facilities of the school.
4. Cooperation with the school staff.
5. Bring learning materials and be prepared to participate in class activities.
6. Adherence to acceptable standards of courtesy, decency, and morality.

Students shall respect the authority of all teachers or school personnel, whether or not under direct supervision or instruction of the teacher. If conflicts occur, teachers and students shall meet with the principal. Students may not leave the classroom except in cases of emergency, with the permission of the classroom teacher, who will issue appropriate hall passes. Any student guilty of hitting school personnel will receive an automatic suspension pending a review by the Board of Education at the next regularly scheduled meeting. The student will not be allowed to make up the work.

Failure to meet the above expectations will result in disciplinary action against the student, imposed by a member of the faculty or administration. These rules and standards apply to student conduct (1) on school premises, (2) on school buses, (3) involving school property, (4) at school functions of any kind, (5) at school functions on off school premises.

Disciplinary Responses to Student Misconduct

Most minor disciplinary problems will be able to be handled by the classroom or special area teachers. However, after trying several different discipline techniques a teacher may need to turn a student over to the principal for further actions. The actions below give an outline of the steps taken to help the child make better choices. Each visit to the office will mean a conference with the Principal and a discipline notice sent home. These two steps will not be listed and repeated in every box. In severe cases where other students may be in danger, the student may be removed from the school setting immediately.

Corporal Punishment (2670)

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

ZAP – Zero’s Aren’t Permitted

Once a student does not turn an assignment in on time, they will have the following day to turn it in. If it is not turned in on that day, and the student has an F in the class or has failed to turn in three or more assignments, the teacher needs to contact the building principal who will assign a ZAP period for the soonest day possible. The ZAP period is an after school detention where the focus is on the missing work. It will run between 3:15 p.m. and 4:15 p.m., and in some cases may run between 7:15 a.m. and 8:15 a.m., only in special circumstances. Students who miss school will have the same number of days to complete assignments as the days missed. Example: Student misses on Monday, they will receive the work Tuesday and it is due on Wednesday. Students receiving ZAP period will stay the entire hour regardless of how quickly their work is completed. The supervisor of the ZAP program may add an additional day if it is deemed the work was not done with effort. This will include graded assignments that are recorded as zeros. Teachers will contact the principal via email to inform them of students with zeros. Once the student has completed the work and the time, the work will be returned to the teacher the following day. The teacher must inform the principal of the quality of work and if another day needs to be added that day.

Discipline

The District has the authority to control student conduct, which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities, which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2510 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

ASD - After School Detention

After school detention will be served in the principal’s office or teacher’s room for one hour. It will be the responsibility of the parent to make transportation arrangements for the student.

BSD – Before School Detention

Before school detention will be served in the principal’s office or teacher’s room from 7:30 am until 8:15 am. It will be the responsibility of the parent to make transportation arrangements for the student. BSD is a likely choice of the principal due to after school responsibilities such as bus routes or supervision of extra-curricular activity.

ISS - In School Suspension

In school suspension will be served in the ISS Room. The child will not be allowed to attend any activities with their regular classroom. The student will work on his/her assignments in the office as well as eating lunch. MacTec students will not attend MacTec if they have been assigned ISS. **Students will not have computer access during ISS.**

OSS - Out of School Suspension

Out of school suspension is the last option for punishment as we want students to be in the school working on their education. However, it is sometimes necessary for the safety of other students to have the student serve his/her punishment outside of the school property. Each day of OSS will result in the student being unable to earn credit at a rate of 3% per day.

Expulsion

The term “expulsion” refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules, and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) guardian(s) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

The principal has the authority to deviate from the chart according to the incident and infractions.

Additional Rules

The Board of Education will review policies during the school year and amend or change policy to benefit the welfare of the district and its students and staff.

This handbook is not designed to cover every possibility that arises. Therefore, any situation not specifically mentioned will merit attention by the administration. The administration and Board of Education will deal with additional problems if they arise, and policies may be initiated or altered at regular Board meetings. In case of policy changes, parents will be notified through regular Board minutes and weekly bulletins.

The Junior and Senior High offenses will be based on a semester basis.

*****Discipline Intervention Definitions*****

Discipline Offensive Definitions

(1)	Alcohol	Possession of or presence under the influence alcohol regardless of whether the student is on school premises.
(2)	Arson	Intentionally causing or attempting to cause a fire or explosion (including fireworks).
(3)	Assault 1	Use of physical force with the intent to do bodily harm.
(4)	Assault 2	Attempting to kill or cause serious physical injury to another.
(5)	Boisterous Conduct	Noisy, Loud and/or Rowdy behavior/conduct (Horseplay)
(6)	Bullying	Intentional intimidation or infliction of physical, emotional, or mental harm.
(7)	Careless Driving	Careless driving on school property or without appropriate caution, endangering persons or damaging property or grounds.
(8)	Cheating/Plagiarism	Copying from another student or willingly allowing another student to copy work, using or possessing a “cheat sheet” or looking in a book during a closed book test. Also, included in this violation will be plagiarizing an assignment or project.
(8)	Classroom Violation	Student sent to office by teacher after classroom discipline has not solved the issue.
(9)	Defiance of Authority	Refusal to obey directions or defiance of staff authority.
(10)	Defiance of Administration	Refusing to follow a direct order given by an administrator when the Administrator has notified the student that refusing to follow those directions

		will result in at least 3 days OSS.
(11)	Demeaning Language or Conduct	Use of hate language to demean other people due to race, gender disability, natural origin, or religious beliefs. This also includes conduct, verbal, written or symbolic speech.
(12)	Disrespectful	Disrespectful verbal, written or symbolic language or gesture, which is inappropriate to public settings, directed at a staff member or student.
(13)	Disruptive Behavior	Conduct or verbal, written or symbolic language, which has the intentional effect of disturbing classroom work, school activities or school functions or the safe transportation of students.
(14)	Drugs/Controlled Substance	Possession or presence under the influence of a controlled substance or Substance represented to be a controlled substance while at school, on the School playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.
(15)	Drugs/Controlled Substance	Sale of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.
(16)	Electronic Device	Cell phones, games, PDA's, etc.
(17)	Extortion	Verbal threats or physical conduct designed to obtain money or other valuables.
(18)	False Alarms	Tampering with emergency equipment, setting off false alarms, making false reports.
(19)	Fighting-Class A	Physically striking another in a mutual contact as differentiated from an assault.
(20)	Fighting-Class B	Minor physical altercations in which <i>one or</i> both parties have contributed by physical contact (pushing/shoving).
(21)	Forgery	Intentionally falsifying another person's identity.
(22)	Improper Display of Affection	Consensual kissing, fondling or embracing.
(23)	Improper Language/Threatening Language	Use of verbal, physical or written threats to do bodily harm to person or personal property.
(24)	Improper Language/Threatening Language to Staff	Use of verbal, physical or written threats to do bodily harm to person or personal property
(25)	Improper Language/use of obscene or Vulgar Language	Language which depicts sexual acts, human waste and blasphemous language.
(26)	Improper Language/Use of Obscene or Vulgar Language to Staff	Language which depicts sexual acts, human waste and blasphemous language.
(27)	Inappropriate Sexual Conduct	Physical touching of another student in the area of the breasts, buttocks or genitals.
(28)	Inappropriate Sexual Conduct	Use of sexually intimidating language, objects or pictures.
(29)	Inappropriate Sexual Conduct	Indecent Exposure- Includes display of breasts, buttocks and genitals in a public location.
(30)	Lunchroom Conduct	Inappropriate conduct/language in cafeteria

(31)	Lying	Purposefully lying to authority.
(32)	Out of School Area	Anytime a student is not in his/her scheduled class.
(33)	Prescription Medication	Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.
(34)	Distribution of Prescription Medication	Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.
(35)	School Disturbance	Loud arguments, or non-physical verbal fight.
(36)	Theft	Theft, attempted theft or willful possession of stolen property.
(37)	Tobacco/Vape- 1	Possession of any tobacco products, E-Cigarette, Vape devices, or any substance represented to be tobacco, on school grounds, bus or at any school activity.
(38)	Tobacco/Vape Use - 2	Use of any tobacco products, E-Cigarette, Vape devices, or any substance represented to be tobacco, on school grounds, bus or any school activity.
(39)	Tobacco Paraphernalia	The possession or use of any item that is customarily used with tobacco products. (Examples, but not limited to, Lighters, matches, snuff cans.)
(40)	Truancy	Absence from class or classes without authorization (policy and regulation 2340).
(41)	Vandalism	Intentional damage or the attempt to cause damage belonging to the District, staff, or student.
(42)	Weapons-Firearms	Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. Policy and Regulation 2620
(43)	Weapons-Other	Possession or use of any instrument or device, other than those defined in 18 U.S.C.921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person .Policy and Regulation 2620.

Bevier C-4 SCHOOL DISTRICT CODE OF STUDENT CONDUCT CHART

Grades K-2nd Grade will use the following chart:

OFFENSE	FIRST	SECOND	THIRD	FOURTH	FIFTH
Arson	5 days OSS*	10 days OSS	Superintendent Referral***		
Assault -1	1 day AR	2 days AR	1 day OSS	3 days OSS	5 days OSS
Assault - 2	7 days OSS*	Superintendent referral***			
Boisterous Conduct	1 Detention	2 Detentions	2 Detentions	2 Detentions	
Bullying	Conference	½ day time out	1 day AR	2 days AR	
Cheating/Plagiarism	20 min. time out	1 hour time out	½ day time out	1 day AR	
Classroom Violation	1 Detention	2 Detentions	1 day AR	2 days AR	1 day OSS
Defiance of Authority	1 Detention	2 Detentions	1 day AR	2 days AR	1 day OSS
Defiance of Administration	½ Day of AR	1 Day of AR	2 days AR	1 day OSS	3 days OSS
Demeaning Lang/Conduct	20 min. time out	1 hour time out	½ day time out	1 day AR	
Disobedience to Faculty or Staff	1 Detention	2 Detentions	1 day AR	2 days AR	1 day OSS
Disrespectful	½ day AR	1 day AR	1 ½ day AR	2 days AR	1 day OSS
Disruptive Behavior	1 Detention	2 Detentions	1 day AR	2 days AR	1 day OSS

Drugs, Possession	1 Days OSS* /Conference	5 Days OSS			
Electronic Devices	Conference	½ day time out	1 day AR	2 days AR	Conference
False Alarms	Conference	½ day time out	1 day AR	2 days AR	
Fighting Class A	2 Detentions	½ day time out	1 day AR	1 day OSS	3 day OSS
Fighting Class B	Conference	1 detention	2 detentions	1 day AR	1 day OSS
Forgery	Conference	½ day time out	1 day AR	2 days AR	
Improper Display of Affection	Conference	½ day time out	1 day AR	2 days AR	
Improper Language /Threatening Language	Conference	½ day time out	1 day AR	2 days AR	
Improper Language /Threatening Language to Staff	Conference	½ day time out	1 day AR	2 days AR	
Improper Language/use of obscene or Vulgar	Conference	½ day time out	1 day AR	2 days AR	
Improper Language/use of obscene or Vulgar Language-directed toward a student	Conference	½ day time out	1 day AR	2 days AR	
Improper Language/use of obscene or Vulgar Language to Staff	Conference	½ day time out	1 day AR	2 days AR	
Inappropriate Sexual conduct/touching	Conference	½ day time out	1 day AR	2 days AR	10 days OSS*
Inappropriate Sexual conduct/language, objects and/or pictures	Conference	½ day time out	1 day AR	2 days AR	10 days OSS*
Inappropriate Sexual conduct/exposure	Conference	½ day time out	1 day AR	2 days AR	10 days OSS*
Lunchroom conduct	Assigned Seating	Conference with parents	Detention		
Lying	1 Detention	2 Detentions	3 Detentions	½ day AR	1 day AR
Out of school area-on school property	Conference	1 day AR	1 day OSS	3 days OSS*	5 days OSS*
School Disturbance	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS *	Superintendent Referral *
Theft	Conference	1 day AR	1 day OSS	3 days OSS*	5 days OSS*
Truancy	Conference*	Saturday Detention*	Saturday Detention*	Saturday Detention*	
Vandalism (Restitution Required)	Conference	1 day AR	1 day OSS	3 days OSS*	5 days OSS*
Weapon: Firearm	Sup. Ref. ***	Sup. Ref. ***			
Weapon: Other	Sup. Ref. ***	Sup. Ref. ***			

* **Referral to Juvenile Officer**

** **Note: Two referrals in one day will result in at least AR**
Three referrals in one day will result in at least OSS

*** **Automatic review by Board of Education**

ISS day is any day as needed

Consequences are minimum.

Consequences for infractions:

- a. Warning: A warning will be assigned for the first unexcused tardy and/or late arrival to school.
- b. Make up time/detention: Could be assigned as make-up time for individual teachers as classroom policies may specify, or for missed days and class periods.

Bevier C-4 SCHOOL DISTRICT CODE OF STUDENT CONDUCT CHART

Grades 3-12 will use the following chart:

OFFENSE	FIRST	SECOND	THIRD	FOURTH	FIFTH
Alcohol	3 days OSS*	10 days OSS*			
Arson	10 days OSS*	Expulsion			
Assault -1	3 days OSS*	10 days OSS*	11 days OSS*		
Assault - 2	Expulsion				
Boisterous Conduct	1 Detention	2 Detentions	2 Detentions	2 Detentions	
Bullying	1 day AR/ Warning	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*
Careless Driving	Warning	2 detentions	1 day AR	1 day OSS	NO Permit
Cheating/Plagiarism	0 credit	1 day AR	1 day AR	2 days AR	Superintendent Referral ***
Classroom Violation	1 Detention	1 day AR	2 days of AR	1 days of OSS	1 day OSS
Defiance of Authority	1 days of AR	2 days AR	1 day OSS	3 days OSS*	
Defiance of Administration	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*	
Demeaning Lang/Conduct	1 day of AR	2 days of AR	3 days AR	2 days OSS*	
Disobedience to Faculty or Staff	1 day of AR	2 days AR	1 day OSS	3 days OSS*	
Disrespectful	1 day of AR	2 days AR	1 day OSS	3 days OSS*	
Disruptive Behavior	1 detention	2 detentions	1 day AR	2 days AR	1 day OSS
Drugs, possession	10 days OSS*				
Drugs, Sale	Superintendent Referral***				
Electronic Devices	Device taken and returned at end of day	Parents must pick up device	1 day AR/Detention*		
Extortion	10 days OSS*	Superintendent			
False Alarms	10 days OSS*	Superintendent Referral ***			
Fighting Class A	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*	Superintendent Referral ***
Fighting Class B	1 day AR	2 days AR	1 day OSS	3 days OSS	5 days OSS
Forgery	1 Detention	2 detentions	1 day ISS	2 days ISS	1 day OSS
Improper Display of Affection	Warning	1 Detention	2 Detentions	1 day AR	1 Day OSS

Improper Language/Threatening Language	1 day AR	2 days AR	1 day OSS	3 days OSS*	5 days OSS*
Improper Language/Threatening Language to Staff	3 days OSS*	5 days OSS*	10 days OSS*	Superintendent Referral***	
Improper Language/Use of Obscene or Vulgar	Warning	1 Detention	2 Detentions	1 day AR	2 days AR
Improper Language/Use of Obscene or Vulgar Language-Directed Toward a Student	2 Detentions	3 Detentions	1 day AR	2 days AR	1 day OSS*
Improper Language/Use of Obscene or Vulgar Language to Staff	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*	Superintendent Referral***
Inappropriate Sexual Conduct/Touching	1 day AR	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*
Inappropriate Sexual Conduct/Language, Objects and/or Pictures	1 day AR	2 days AR	1 day OSS	3 days OSS*	5 days OSS*
Inappropriate Sexual Conduct/Exposure	1 day AR	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*
Lunchroom Conduct	1 assigned seat	Eat In Office	2 days EIO	1week EIO	2 week EIO
Lying	1 detentions	2 detentions	½ day AR	1 day AR	2 days AR
Out of School Area-On School Property	Conference	1 Detention	1	1 day AR	2 dayAR
Prescription Medication/ Possession	10 days OSS*	10 days OSS*			
Prescription Medication/Distribution	Superintendent Referral***	Superintendent Referral***			
School Disturbance	2 days AR	1 Day OSS	3 days OSS	5 days OSS	10 days OSS
Tardies	Warning by Teacher	Warning By the Principal	Detention	2 Detentions	
Theft	1 day AR	1 day OSS	3 days OSS*	5 days OSS*	10 days OSS*
Tobacco/E-Cigarette Possession	1 day AR	1 Day OSS	3 days OSS*	5 days OSS*	10 days OSS*
Tobacco/E-Cigarette Use	3 days OSS*	5 days OSS*	7 days OSS*	10 days OSS*	Superintendent Referral***
Tobacco Paraphernalia	Warning	1 day OSS	3 days OSS*	5 days OSS*	7 days OSS*
Truancy	Saturday Detention*	Saturday Detention*	Saturday Detention*	Saturday Detention*	
Vandalism (Restitution Required)	1 day AR and Restitution	10 days OSS*	Expulsion		
Weapon: Firearm	One calendar year suspension or expulsion	Sup. Ref. ***	Sup. Ref. ***	Sup. Ref. ***	Sup. Ref. ***
Weapon: Other	Sup. Ref. ***	Sup. Ref. ***	Sup. Ref. ***	Sup. Ref. ***	Sup. Ref. ***

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student will result in the imposition of certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

The normal progression for suspensions is 1 day OSS, 3 days OSS, 5 days OSS, 7 days OSS- 10 days OSS, referral to the Superintendent for up to 180 days OSS.

The discipline code set out in this regulation is intended to be illustrative, but not an exclusive, listing of acts of misconduct and the consequences for each. Misconduct that is not specifically listed in the regulation whether on or off school property that is disruptive to the school environment may be deemed to warrant discipline up to and including expulsion following provision of all due process procedure. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the administration or the Board of Education due to mitigating or aggravating circumstances.

SEARCHES – REASONABLE SUSPICION

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. However, no strip searches are to be conducted.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. School officials may appropriately discipline a student who refuses to submit to a search.

Safe School Law

The term "acts of school violence" is defined in the safe schools law as the "exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities." A firearm as defined under 18 United States Code 921 and items defined in Section 571.010 of Missouri Revised Statutes, including blackjacks, concealable firearms, explosive weapons, firearms, firearm silencers, gas guns, knives, switchblades, knuckles, machine guns, rifles, shotguns, spring guns, and projectile weapons.

The law specifically requires districts to include expulsion as a possible consequence for violation of the "weapons" policy. However, the suspension may be modified on a case- by-case basis upon recommendation of the superintendent. Please note that this weapons provision mirrors the Gun-Free Schools Law that has been in effect since 1994. The law, however, expands the 365-day suspension period to encompass weapons other than firearms.

Reporting Requirements

The law requires school administrators to report the following felonious behavior to the above-referenced persons and to the appropriate law enforcement officials: First and second degree murder, kidnapping, first and second degree assault, forcible rape, forcible sodomy, first and second degree burglary, robbery, distribution of drugs, distribution of drugs to a minor, first degree arson, voluntary manslaughter, involuntary manslaughter, sexual assault, felonious restraint, property damage and possession of a weapon under the weapons provision of Chapter 571 of Missouri Revised Statutes. In addition, a juvenile alleging that the student has committed a crime included on this list. Further, a superintendent is required to report to juvenile or family court authorities any student's expulsion or suspension for more than ten days, if the district knows that the student is under the jurisdiction of such court.

Reporting Third Degree Assault

The definition of third degree assault includes the situation in which a person "knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative." In the school context, this would include minor altercations between students, such as pushing and shoving, and other physical contact even though nobody is physically injured.

Removal of Threatening Students

The safe schools law further provides that a school board may authorize, by general rule, immediate removal of a pupil upon a finding that the pupil poses a threat of harm to himself or others, as evidenced by prior conduct. However, prior disciplinary action against such pupils shall not be used as the sole basis for removal, suspension, or expulsion. The new authority for immediate removal of a student who poses a threat of harm does not infringe on the pre-existing authority of a superintendent to suspend a student for 180 school days or a board of education to expel a student, as provided in Section 167.171 of Missouri Revised Statutes.

Board of Education Hearings

The law provided that in a disciplinary hearing, a board of education may consider, in addition to traditional evidence and statements, the following evidence: records of past disciplinary action, criminal court records, juvenile court records, and actions of pupil which would constitute a criminal offense. The new law also requires that the board of education make a good faith effort to ensure that a parent, or others having custodial care of a student be present at a disciplinary hearing.

Further, the enacted house Bill 791, which is a companion bill to the safe schools law, allows a parent, custodian or a student (age eighteen or older) to waive the right to a board of education expulsion hearing. Such a hearing may be waived only if the superintendent or superintendent's designee first discusses the expulsion with the parent, custodian, or student. A written waiver will eliminate the need for the board to hold a hearing despite the absence of the parent or guardian.

Student Discipline/Academic Credit Hearing

The school board shall make a good faith effort to have the parents or others having custodial care present at any such hearing. Notwithstanding any other provision of law to the contrary, student discipline hearing or proceedings related to the rights of students to attend school or to receive academic credit shall not be required to comply with the requirements applicable to contested case hearings as provided in Chapter 536, RSMo, provided that appropriate due process procedures shall be observed, which shall include the right for a trial de novo by the circuit court.

Re-Admittance of Suspended or Expelled Students

One important component of the safe school law focuses on a conference to occur between the student, parents, and school officials before re-admittance or new enrollment of a student who has been suspended for ten or more school days.

First, school officials must hold a conference before re-admitting or enrolling any student properly suspended for ten or more school days. Such a conference must occur regardless of whether a student is suspended for an act of school violence or another reason. School officials, the teacher who was directly involved with the conduct that resulted in the student's expulsion or suspension, the pupil, and the student's parent or guardian should attend this conference. At the conference, the conduct that resulted in the student's suspension or expulsion must be reviewed, and any remedial actions needed to prevent future occurrences of such conduct must be addressed. Before the conference, the board of education must notify the parent or guardian and all other parties in writing of the time, place, and agenda of the conference. The failure of one party to attend the conference, however, will not preclude the holding of the conference with the other parties present.

Despite this conference, the safe schools law provides that no student is to be re-admitted or enrolled in a Missouri school district if (1) the student has been convicted of one of the offenses listed below; (2) the student has been adjudicated in juvenile court to have committed an action, which if committed by an adult, would be one of the offenses listed below; or (3) if the student has not been so convicted or adjudicated, and an indictment or information has been filed against the student alleging that the student has committed one of the offenses listed below, and there has been no final judgment. The offenses to which this provision applies are the following: first or second degree murder, first degree assault, forcible rape or sodomy, first degree robbery, distribution of drugs to minors, first degree arson, or kidnapping when classified as a Class A felony. Certain exceptions exist in the law regarding disabled students.

Essentially, the part of the safe school law is designed to expand significantly the reach of the Juvenile Crime Bill of 1995, which allowed school districts to exclude from school certain students who had been charged or tried as an adult. A student who has committed one of the enumerated felonious acts can remain in the juvenile court system but will still be excluded from school under the new safe schools law.

Finally, the safe school law also delineates a second type of conference designed to address a student's disciplinary history. This conference, unlike the enrollment conference addressed above, will occur at the option of the student's parent or guardian or a student. If a student who has been suspended by one Missouri school district attempts to enroll in a different school district within Missouri, the student's parent or guardian may request a conference with the superintendent or superintendent's designee to consider whether the conduct precipitating the student's suspension or expulsion from the other school district would have resulted in a similar sanction in the district in which the student is attempting to enroll. If as a result of this conference, the superintendent or designee determines that the student's conduct in the other school district would have resulted in a suspension or expulsion from the other school district in which the pupil is attempting to enroll, such school district may make the suspension or expulsion from the other school district effective in the school district in which the pupil is attempting to currently enroll. If, on the other hand, as a result of the conference, it is

determined that the student's conduct in the other district would not have resulted in a suspension or expulsion in the district in which the pupil is attempting to enroll, such district may not make the suspension or expulsion from the other school district applicable to the school district in which the pupil is currently attempting to enroll.

Moreover, a school district may require a parent or guardian to provide a sworn statement, upon enrollment, indicating whether the student attempting to enroll has ever been expelled from school for an offense in violation of school board policies relating to weapons, alcohol, drugs, or willful infliction of injury to another person. Materially false statements are criminally sanctionable. Finally, a student's registration document must be maintained as part of the student's scholastic record.

Tobacco Free Policy

To promote the health and safety of all students, staff and patrons of the district the Bevier C-4 Board of Education adopts a Tobacco Free Policy for the school district.

The policy prohibits tobacco use by students, faculty, staff and visitors in school buildings, buses and any other vehicles transporting students to school functions, on school grounds, at school sponsored activities and at events off school property if sponsored by the school.

The district recognizes that the use of tobacco products represents a health and safety hazard. Similarly, the use of substances appearing to be tobacco products, including, but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, ground and vehicles. This policy applies to all employees, students and patrons attending school-sponsored activities and meeting. Students found with these products will be disciplined in accordance with board policy.

Buildings and property shall be tobacco free 24 hours a day 365 days per year. This includes all days when school is not in session and all events and other activities not associated with or sponsored by the school.

Students who possess or use tobacco products on district grounds, district transportation, or at district activities will be disciplined in accordance with board policy.

BULLYING - 2655

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other 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, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Suicide Awareness and Prevention (MCE 2785)

The district will address suicide awareness and prevention through the following policy components¹:

1. Crisis response team
2. Crisis response procedures
3. Procedures for parent involvement
4. Community resources available to students, parents, patrons and employees
5. Responding to suicidal behavior or death by suicide in the school community
6. Suicide prevention and response protocol education for staff
7. Suicide prevention education for students
8. Publication of policy (Can be found on the District Website, Under Policies)

CBD and Medical Marijuana (Policy 2871)

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To that goal, the District maintains a strict prohibition against the possession, use, sale and presence under the influence of prohibited substances, having adopted a Drug Free School Policy (*Policy 2641 – Drug Free Schools*) as well as a prohibition against Student Use of Tobacco, Alcohol and Drugs (*Policy 2640 - Student Use of Tobacco, Alcohol and Drugs*). The purpose of these policies and others is not primarily punitive to catch offenders, rather it is designed to provide a safe learning environment and to serve as a deterrence to drug use.

The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter "medical marijuana" or "drug"). Qualified individual students and employees are permitted the use of medical marijuana. The law does not authorize the use of medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.

Overall, the District restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

Under this policy, caregivers of qualified users of medical marijuana should administer the drug before or after school hours. Caregivers are advised to administer the drug as early in the morning as possible or after school in order to avoid

safety issues at school.

Recording of Meetings - (Policy 2420)

The District prohibits the use of audio, video or other recording devices in any meetings between District employees and parents/guardians, including but not limited to meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Exceptions to this prohibition will be made on a case-by-case basis and in accordance with federal and state laws. If a parent or guardian wishes to request an exception to this general prohibition, he or she must make a written request to the organizer of the meeting no later than one week prior to the meeting. The request must state the reasons why the parent or guardian believes the District should make an exception and/or why he or she believes that the use of a recording device is necessary to comply with any applicable federal or state laws. The District will provide a written response to the request prior to the scheduled meeting.

COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA (4650.1)

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employee's communication with students and/or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings.

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s) they may require the teacher to provide access to the specific communication in question.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

Mo HealthNet for Kids Program

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. More information can be obtained at <https://www.benefits.gov/benefit/1606>

Transportation and Transportation Discipline Bus Regulations

1. Students who ride the bus shall ride the bus only on route between school and point where the bus is boarded. Elementary students will board at the north doors of the Joan C. Patrick Elementary School. Grades 6-12 will board at the east doors. All students will unload at the east doors. Only regularly enrolled students shall ride the school bus.

Students who are not regular bus riders must obtain a special permit from the office to ride the bus. While any student is on the bus, he is under direct

supervision of the bus driver.

Students who ride the bus have bus expectations that need to be followed:

- A. Sit on your bottom and face forward at all times.
 - B. Respect yourself and others on the bus.
 - C. Worry only about your actions.
 - D. Only talk to the person next to you.
 - E. Listen to the bus driver.
2. Students who board a bus or come on school grounds will be considered under school jurisdiction and must obtain permission if they leave school before the close of the school day. Students riding the bus in the morning are not to leave the school grounds after the arrival at school. Students who violate this rule for the first time will not be allowed to ride the bus for one week. On the second violation, the student will not be allowed to ride the bus for one month.
 3. No food or drink is allowed on the bus.
 4. Balloons must be placed in a paper sack to insure bus safety.
 5. The bus driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
 6. The driver may assign seats to students if he deems it necessary.
 7. Students must be prompt. The bus cannot wait on those who are tardy.
 8. Never stand in the roadway while waiting for the bus.
 9. Unnecessary conversation with the driver is prohibited.
 10. Classroom conduct is required. The driver is required to report rowdy conduct or improper language.
 11. The use of tobacco on buses is prohibited.
 12. Pupils must not throw waste paper or other rubbish on the floor of the buses.
 13. Pupils must never extend arms, legs, or heads out of the bus windows.
 14. Riders must take their place as soon as possible upon entering a bus. Under no circumstances shall students move about the bus while it is in motion.
 15. Students must report any damage to the bus immediately to the driver.
 16. When leaving the bus, students must observe directions of the driver.
 17. Pupils will not be permitted to board or leave the bus at any point except the destination without prior approval of the principal.
 18. Pupils may not sit in the driver's seat or tamper with the bus in any way.
 19. Please advise the driver as soon as you know you will have a deviation in your riding pattern. This may be done days in advance.
 20. Drivers have no authority to deliver children to any place other than school or home without written permission by a parent.
 21. Students will be required to pay for all damages to bus or bus equipment.
 22. Snow routes are defined as hard surface roads.

Cameras are installed on the busses. They can and will be used for discipline when necessary.

Safety

Safety of the student is the prime concern of the school. The school will notify parents of any accidents concerning the students during the school hours. Please be sure your telephone numbers are up to date in the principal's office. To help keep your child safe Joan C. Patrick Elementary School maintains the following safety rules:

1. Students walking or riding the bus are not to leave school property after arrival without the permission of administration.
2. Elementary students are not to be allowed in the gym after school.

3. The school prohibits knives brought to school. If students bring knives or other weapons, the teacher will keep the item until parents arrange to pick it up.

Bus Pass

If there is any change in the child's usual transportation home, the principal and teacher must be notified either by a written note or by phone. A bus pass must be obtained from the secretary or receptionist and will only be given with a signed written note from the child's guardian.

Transportation

Student Operated Vehicles –

- Any students that are driving will park in the student parking lot across from the school. When leaving school students will exit at the northeast corner and go north.
- Once a student's car arrives in the school parking lot, it shall not be moved until school dismissed unless permission is granted from the principal.
- No student shall leave school grounds in a car during the school day without permission.
- The right to drive a car is a privilege granted by the state. This privilege will remain applicable to school transportation as long as the student handles the car in a mature manner. Bevier C-4 reserves the right to prohibit students from bringing cars to school if past driving behavior does not demonstrate maturity.
- Students are not to park diagonally in front of the school.
- Students who violate these rules may lose driving privileges on a temporary or permanent basis.
- Vocational students who wish to drive to the Vocational School must have a signed parental permission slip on file in the Principal's office. No Vocational student may ride with another vocational student unless permission has been granted by the administration. A student driving or riding without permission will receive an in-school suspension for the hours the student attends Bevier C-4 School but will be allowed to attend Vocational School. Attendance policy will be in effect for our district. Students must receive a completed driving pass from

their MacTec teacher a day prior to driving. Vocational students will be permitted to drive for club meetings, projects too large to transport on the bus or to work on their automobiles. For other reasons, the vocational teacher will need to contact the administration. Students will not be allowed to drive for doctor, dentist or other appointments that may be made after school time. If an appointment must be made during this time it will fall under the attendance policy.

- No parking on grass or sidewalks.

Extra Curricular Activities

Student Participation

Students must carry specified levels of attendance and grades to be eligible to attend and participate in school activities. These activities include but are not limited to sports, school dances, student council, class officers, club and organizations and their officers, cheer squads, academic teams, non-grade related field trips, and non-grade related activities.

1. Students must maintain 90% attendance for the quarter.
2. Academic eligibility is determined by the previous quarter or mid-term. Students must maintain at least a C- grade average, with no F's in order to participate in any non- graded organizational activity (i.e. dances, club meetings, parties, ballgame attendance, class field trips). The day grade cards are issued and a student does not receive satisfactory grades then at that point they are ineligible to participate in non-graded events. The student's grades will be checked at mid-term and if that student has an F or is below the C- average they will be placed on academic probation at this time. If an ineligible student has brought their quarter grades to meet the academic eligibility, they will be allowed to return to the extra-curricular events.
3. Students must avoid disciplinary probation or suspensions.
4. All sports bags must be kept in locker room lockers during the school day. Lockers will be assigned by physical education teacher.

Any student unable to obtain all three of these expectations will be ineligible for participation at all school events and activities.

All students participating in activities will dress according to the sponsor's recommendations.

A student must be in attendance all 8 periods to attend extracurricular events on that date unless prior approval has been granted by the administration. Students may be exempted from this policy for first hour one time only during a school year. Some of the extracurricular events included are field trips, class parties, honor roll parties, sporting events, academic bowl events and music events. If the student is absent on the day prior to a weekend or holiday event, the student will not be allowed to participate.

If school is cancelled due to inclement weather there shall be no extra-curricular practices held on that day.

Bevier C-4 will support the previous schools eligibility for extra-curricular activities for any transfer student coming into the district.

Interscholastic Activities and Athletics

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as

possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well conducted and to have a positive influence on the students and the community.

Participation in the interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State high School Activities Association.

Responsibilities for Students and Sponsors

Student actions reflect on Bevier C-4 School. Therefore, students and sponsors must be sure this is a positive reflection. Following is a list of responsibilities that should help student, sponsors and parents eliminate any misunderstandings.

- Students are under the direction of the sponsor or coach.
- When an activity takes place away from the home school, participating students and sponsors are to ride the provided transportation to the activity. If the student does not ride school transportation, they will not be allowed to participate in the activity. The student must return on the provided transportation unless the parent sees the coach or sponsor in person at the event and signs a written release form. If a written release form is **not** signed by the parent and the child does not ride the bus home, the child shall not participate in the next scheduled activity.
- Students must be present before the stated departure time.
- A signed statement by parent or guardian is required if your child is covered by family insurance or school insurance.
- Only students who are participants, managers, and sponsors may ride the activity buses.
- Students will be segregated, according to gender on all activity buses.
- Bevier C-4 requires participants to have completed physical check-up forms, insurance forms, and approval forms in place before the season practice begins. These forms may be picked up from the coach or sponsor.

General Activities Policy

- All school activities must be approved by the sponsors and administration. Some activities must be approved by the Board.
- Dates for school activities must be approved by the principal. If there is a conflict, the principal will determine the activity, usually on a first-come, first-serve basis.
- Class parties and club parties are to be concluded by 10:00 pm unless principal grants special permission for a later time.
- Sponsoring organization of activity is responsible for the condition of the building following the activity and setting up for the event. The organization is also responsible to pay all bills for the event.
- Students must attend school eight periods on a day of a scheduled activity in order to participate unless prior approval has been granted by the principal.
- Students receiving a discipline that require (one day in-school suspension) or out of school suspension are not allowed to attend extra-curricular activities.
- If a student is absent any part of the school day, that student will not be allowed to attend extra-curricular events on that date unless prior approval has been granted by the administration.
- Students must have a supervising staff member with them at each activity and event.
- Each student organization is limited to one money-making activity involving selling per

school year. The activity must be approved by the administration in advance.

- A check for the balance of a graduating class account is to be issued to the class treasurer and to one of the class sponsors no earlier than August 1 following the senior class's graduation.
- If school is cancelled due to inclement weather there shall be no extra-curricular practices held on that day.
- There will be NO tryouts in athletic events. This would include softball, baseball, basketball, track and cheerleading.
- All school sponsored field trips must be approved by the principal a month in advance.
- Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students on or off District property is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.
- Cheerleaders will accompany the basketball team only if three or more cheerleaders will be present.

Agriculture SAE Requirements

1. SAE days will consist of 1 day per semester. 2 days total for the year.
2. These experiences must be pre-arranged in advance of at least 1 week with approval of Ag Instructor and Administrator.
3. The student must be passing ALL course work at the most recent grade check point prior to the experience.
4. All homework that is missed during the absence must be completed as requested from the teacher of classes that missed by being gone to the experience. This could include completing the work prior to being gone.
5. All records of the activity must be entered in the student's SAE record book.
Example: Student leaves to work cattle on family farm, the record book should reflect that he/she has a beef project in the record book.
6. Form including these requirements must be filled out by the student and parent to acknowledge the understanding of these requirements.

Uniform Policy

The following uniform policy has been adopted by the Bevier C-4 Board.

1. It will be the responsibility of the coach/sponsor to issue the uniforms to the student.
2. The coach/sponsor will record a list of each student who receives a uniform.
3. It will be the responsibility of the coach/sponsor to keep a written record of any uniform changes made between students.
4. The coach/sponsor will keep one copy of the written record and provide one to the administration so that they will have a record of who has been issued a uniform. This will ensure that all uniforms are accounted for.
5. Students are financially responsible for the uniform issued to them. Students are responsible for cleaning of the uniform. They must be clean at all times. If a uniform is destroyed or permanently damaged while in the student's possession, then the student is financially responsible for replacing that uniform, except if the uniform is damaged during a sports activity. Example: sliding in baseball
6. If a uniform is destroyed or permanently damaged while in the possession of the student and that student fails to meet his/her financial obligation, there will be a penalty. The student will be put on in-school suspension and not allowed to participate in any extracurricular activities or sports.
7. Uniforms shall not be bought, made, or altered in any way without permission of the coach, sponsor and administration.
8. Uniforms are not to be worn except for games, pictures or pep assemblies unless

- permission is given by the coach/sponsor. This includes any portion of the uniform. Uniforms are also not to be loaned out.
9. Uniforms must be returned to the coach/sponsor within one week of the end of the season. They are not to be turned in to anyone other than the coach/sponsor.
 10. Uniforms must be returned clean, complete, and ready to store.
 11. If the student is dismissed from his/her sport/activity, they must clean and return the uniform within one week of dismissal. Rules 10 and 11 will apply.
 12. A student will be excluded from all extracurricular activities and will not be allowed to participate in any sports activities.
 13. It will be the responsibility of the coach to see that Rules 10, 11 and 12 are followed.
 14. It will be the responsibility of the coach/sponsor to see that the uniforms are stored properly.
 15. After all uniforms are collected, accounted for and stored, the coach/sponsor will notify the administration.
 16. It will be the responsibility of the athletic director for a final audit of the quantity of uniforms and that they are properly stored.
 17. The coach/sponsor will hand out a copy of the official uniform policy to each individual receiving a uniform. The coach/sponsor must review this policy with the students either individually or as a group, however they see fit.
 18. As Fall and Spring baseball seasons are two separate seasons and two separate contracts, uniforms will be handed out and turned in after each season.
 19. The coach/sponsor will remind students prior to the last game that uniforms must be turned in within one week. The coach/sponsor must emphasize this fact to students and refer the students to their copy of the uniform policy. A coach/sponsor **MUST** make a good faith effort to see that uniforms are returned.
 20. At the end of the 4th quarter of the school year, administration will review the uniform lists for any students who have not turned in his/her uniform within one week of the last game/event. A certified letter with return receipt will be sent to the parents/guardians of that student stating:
 - That the student issued a copy of the uniform policy and signed for a uniform.
 - That the uniform has not been returned. Parents/guardians have 2 weeks in which to return that uniform in accordance with the uniform policy back to school.
 - If the school has not received the uniform back within 2 weeks then Rule 13 of the uniform policy will apply immediately and be in effect for the upcoming school year.
 - If the student turns in their uniform at any time past the 2 weeks allotted to him/her in the certified letter, they will be excluded from all extracurricular activities for the upcoming school year for no less than the first quarter. Note- A copy of the uniform policy will be enclosed in the letter.
 21. This rule applies to graduating seniors who have not complied with the uniform policy at the end of the school year. Any senior who has not returned his/her uniform within one week of the final game/event will be sent a certified letter with return receipt. This letter will state:
 - That the student issued a copy of the uniform policy and signed for a uniform.
 - That the uniform has not been returned.
 - Parents/guardians have 2 weeks in which to return that uniform in accordance with the uniform policy back to school.

- If the school has not received the uniform within the two weeks time allotted then the student will be expected to pay for the uniform in full.
 - A student who fails to return his/her uniform, or fails to pay for such uniform, may have legal action taken by the school district. Note – A copy of the uniform policy will be included with the letter.
22. Any uniform or related attire worn by a student representing the Bevier C-4 School must be purple and white with a wildcat logo. Administration must approve the purchase of the uniform or attire prior to being ordered.

Dance Policies

- Students who leave a dance will NOT be allowed to re-enter. Students may not go outside the building during a dance. This is considered leaving and you will NOT be allowed to re-enter.
- Any student who wants to invite a person who is not currently enrolled at Bevier C-4 must fill out an invitation form, available in the principal's office. The form must be signed by the Bevier student's parents and be on file 3 days before the dance. Parents of the Bevier student accept responsibility to pay for damages if anything is broken, destroyed, ect. Students must use this invitation for their own dates and not as means to provide an open dance.
- High School dances will be for high school students of Bevier C-4 and invited high school students from other schools, but will no longer include middle school students. This is for all dances.
- Drop-outs are not allowed to attend dances.
- All dates must be under 21 years of age.
- Dates that do not meet these requirements must make a personal request at a monthly board meeting.

Band Instrument Rental Agreement and Repair Worksheet

Bevier C-4 School Instrument Rental Agreement

Student's Name _____ Phone: _____
 Parent's Name _____ Email: _____

The instrument listed below is on loan to the above names student and parent(s) for the period of the _____ school year (August-June).

Instrument: _____	Make/Model: _____	
_____	Serial	Number: _____
_____		Condition: _____
_____	Replacement	Value: _____

Accessories Included: _____ Case _____ Mouthpiece _____ Strap(s) _____ Other _____

Describe the current damage to the instrument/accessories:

I agree to the assessed \$30 annual fee in the use of a school-owned instrument. I understand and agree to this fee being due and paid by fall parent/teacher conferences.

I agree to see that the instrument loaned to my child is properly cared for and returned when requested. In case of loss or any damage to the instrument while loaned to my child, I will immediately notify the instructor. I understand that no repairs are to be undertaken without the express permission of my child's music instructor. I further agree to pay for the repair and/or replacement of the instrument should my child be found to have intentionally damaged the instrument or to have not maintained it properly (gross negligence). Students should not lend or rent the instrument to another person. Lastly, should my child wish to continue instrumental music throughout the summer, I agree to notify the music instructor for proper inventory reports.

I fully understand and agree to the terms of this rental agreement.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____

Board Approved Date: _____

**Meister Music 3126
Knoll Lane, NW
Rochester, MN 55901
1-507-258-4136**

Date: _____ Invoice no. _____

Name/Address: Bevier C-4 Schools
400 Bloomington Street
Bevier, MO 63532

Instrument/Serial No:

Type of Work:

☐ General Check	☐ Repairs Where Necessary
☐ Flush-Clean	☐ Repad ☐ Rebuild
☐ Tenon Cork/s	☐ Regulation ☐ Dent Work
☐ Warranty Repair	☐ Partial Warranty Work
☐ Vacuum Case	☐ General Key Oiling
☐ Valve Work	☐ Special Work ☐ Major Repairs
☐ Sterilize bore	☐ Sterilize mpc. ☐ Test-play
☐ Repairs as per Customer Request	
☐ Other _____	

Labor charges base on length of time and/or difficulty of repair.

() School Instrument _____ () Estimate

() Student/Parent Instrument _____ () Estimate

Work Completed:

Athletic Admission

Prices:

Senior Citizens (65 and older) – Free Adults - \$3.00

Students - \$2.00 Preschool – Free

Family Pass - \$7.00 (All family members must live in the same household)

Students who leave an athletic event, except in the case of an emergency, will NOT be allowed to re-enter the event.

Conduct of Attendees of Athletic Events – Read at Home Games

Expected on away games as well.

“Sportsmanship is a desired quality of our players, students and fans of Bevier C-4 School. Everyone hopefully enjoys the games. All comments made during the game are to be made in a positive fashion. No negative comments toward players, coaches, or game officials will be allowed. “

Those not adhering to this statement will be warned and may be removed by administration or law enforcement if necessary.

ELEMENTARY SPECIFIC

Room Parties

Room parents will be assigned for the class parties on special occasions, such as Halloween, Christmas, and Valentine's Day. Each parent will be asked to help with one party. Every effort will be made to honor a parent's request for a specific party if necessary. Healthy snacks are encouraged.

Parents wishing to bring, or send refreshments for a child's birthday should make arrangements with the child's teacher. Invitations to personal parties are not to be distributed at school unless all children in the class are invited.

Snack/Party Treats

The Bevier C-4 School District will follow “packaged food only” guidelines for birthday parties, holiday parties, and other special occasions. All food items brought to school need to be either prepackaged or prepared professionally by the grocery store or other business that is licensed to prepare food. Homemade items will not be served. Items such as this will need to have a nutrition facts label. This will allow for a higher level of screening regarding food distribution to a growing number of students with food allergies and/or other conditions such as diabetes, etc. However, food ingredients that are brought to school and/or purchased by the school and prepared/baked at school under teacher supervision are permissible. In coordination with the Bevier School Health and Wellness Policy, parents are encouraged to send healthy snacks and beverages for party treats. Food prepared and brought to be sold at concession stands or for carry in banquets will be exempt from this policy.

Reading Proficiency

It is the goal of Joan C. Patrick Elementary School that all students exit the fifth grade reading at or above grade level. This vision takes commitment from teachers, parents, and students.

Students in grades K-8 will be tested using the Iowa Basic Skills Test in the fall of each year and in the spring. Title I services are available for identified students in grades K-4. The Developmental Reading Assessment 2 will be given to students scoring low in reading.

Indicators of Early Language Skills test, Stanford Assessments, and the Developmental Reading Assessment will be considered in possible retention.

In compliance with Senate Bill 319, students in grades 4-5 who are reading more than a grade level below their current grade placement will have a Reading Improvement Plan, which includes 30 additional hours of tutoring in reading. Students with disabilities or limited English proficiency may be exempted from the mandatory reading assessment.

Reading proficiency requires much time and practice. By working together, all students should become competent readers. The complete Plan for Reading Improvement is available in the principal's office.

Reading Improvement Plans (RIP) must be implemented for identified students in grade 4-6 for students reading below grade level.

How Will My Child’s Grades Be Figured?

Grade K-2nd:

Your child will be given grades based upon mastery of level’s objectives supplied by the Department of Elementary and Secondary Education.

Grade 3rd-5th:

Your child will receive 0-10 points per each homework assignment. 10 being an A, 8 for a B, 7 points for a C, 6 points for a D and so forth. For instance, if you get an 80% (B) on an assignment it would show up in the grade book as 8 points.

Quizzes

All quizzes in your child’s class will be worth 50 points.

Tests

All tests will be worth 100 points.

Missouri Reading Circle

The Joan C. Patrick Elementary School participates in the Missouri Reading Circle Program. The district encourages each child to read for the Missouri Reading Circle Awards. To qualify, a student must read a specified number of books set by each classroom teacher.

Minimum number of books in each grade

	K	1	2	3	4	5	6
Totals	20	20	20	16	16	16	16

The books also count as the student’s book reports for the year. Students are required to choose books on their reading level as determined by the Developmental Reading Assessment (DRA2)

Retention Policy

- 1. Retention is discussed at 2nd Parent/Teacher Conferences and Light’s Retention guide is filled out by classroom teacher and parent.

2. If the Light's Retention guide recommends retention a group will be formed consisting of all teachers of the student and administration. This group will meet initially after PT conferences and again after final scores of the current standardized test and DRA2 are in toward the end of the year.
3. Another meeting will be held with the group and the parents to give recommendation. If the recommendation is retention and the parent disagrees then the Retention Disagreement form will be filled out and placed in students file and the student will be promoted.

Recess Time

Students enjoy outside recess. During cold weather, please be certain your child wears warm clothing. Students go outside if it is 20 degrees or above including the wind chill/real feel. Please send a note if your child is not feeling well enough to go outside. If the teacher feels the student is unable to go outside, they will ask the child to remain in the school in the principal's office. Parents wishing their children to stay inside from recess for over three consecutive days, must obtain a doctor's notice.

Students may bring some toys to school, but the school cannot be responsible for the lost or broken items. These items are to be played with at recess only. The following items are not allowed at school: roller blades, scooters, CD players, MP3 players or other musical devices, or handheld games. If these items are brought onto school grounds, they will be confiscated and the parent will need to pick them up. If there is a second offense, the student will have one after school detention. Scooters and bicycles will be stored in the bicycle rack.

Outside and street shoes will mar the gym floor. Students need to bring a pair of gym/tennis soled shoes to use only in the gymnasium during indoor recess and PE classes. These shoes are to be left at school. They may not wear street shoes on the gym floor, and stocking feet present a safety hazard.

Please have your children prepared to go outside with the necessary coverings when it is 20 degrees or higher. Students not having proper attire will be required to wear donated items.

Playground Rules

1. Students should enter and leave the building in a quiet, orderly manner.
2. Stay in the designated area.
3. Use all equipment properly:
 - a. Sit in the swings; one person to a seat.
 - b. Go down the slide feet first and on your seat.
 - c. No jumping out of the swings.
4. Line up immediately when the teacher signals to do so.

5. Students are not to climb on the fence.
6. Students are not to leave the playground area without the permission of their teacher.
7. Students are to play on the sidewalks and blacktop areas when the playground is muddy.
8. Students are not to climb on the top of the swings, monkey bars or on top of the tubes of the play equipment.

Character Education Educational Mission Statement

The Bevier C-4 Public School System, community, and patrons will educate each student to be responsible and productive citizens who can effectively manage future challenges.

The Bevier C-4 School will develop an integrated curriculum emphasizing the elements of character, promote a climate permeated with the culture of character, and provide opportunities to practice the habits of character at school and in the community.

The Bevier C-4 School and community will offer to each student a model of good character to produce a community committed to character.

Technology

Student Use of Technology

Students will use district computers and other technology with proper care and respect. Students have no expectation of privacy when using district technology. Students are only allowed to conduct electronic network-based activities that are classroom related.

Students will respect the right of privacy of others. Students should never open another person's files.

Students may not bring software from home and load it into school computers or take school owned software home and load it into a home computer.

Students will use technology only under the direct supervision of a teacher or a teacher's aide.

Only students who have a signed Acceptable Use Policy on file will be allowed Internet access.

Students are expected to use appropriate language; language that uses vulgarities or obscenities, libels others or uses other inappropriate references is prohibited.

Students may not reveal their names, their personal addresses, their telephone numbers or the names, addresses, or telephone numbers of other individuals while online. The teacher supervising on line courses may make exceptions to this rule.

Students may not use the District's electronic network in such a manner that would damage, disrupt or prohibit the use of the network by other users.

Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Students are not permitted to use the District's network for personal gain, commercial purposes, or to engage in political activity.

Students are not permitted to use Internet access for advertisement, sales, or political lobbying.

Students are not permitted to download games or music or to play music on an online radio unless directed by the classroom teacher. Students are not to download or upload files unless given permission to do so by the classroom teacher.

Students are to only access district email accounts.

Students are not to use school network for instant messaging, text messages or to make telephone connections.

System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. All communication will be archived.

The truth or accuracy of information on the Internet should not be assumed. Students should consider the source of the information and confirm the information by a separate reliable source.

Students may not claim personal copyright privileges over files, data, or materials developed in their school role. Nor may students use copyrighted materials without the permission of the copyright holder. The Internet allows users access to a wide variety of media. Even though it is possible to download most of these materials, students shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain. Students who engage in “hacking” are subject to loss of privileges and district discipline as well as the enforcement of any district policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or the property of the district, a business, or any other governmental agency obtained through unauthorized means. To the maximum extent permitted by law, students are not permitted to obtain, download, view, gain access or send inappropriate matter which includes materials that may be deemed inappropriate for minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices or otherwise objectionable under current district policy or legal definitions. The district and school administration reserve the right to remove files, limit or deny access and refer students violating the Board policy to appropriate authorities for the disciplinary action.

Privileges

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

Services

While the district is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The district may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user’s errors or omissions. The use or distribution of any information that is obtained through the information system is at the user’s own risk. The district specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District’s electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privilege creates a risk for all users of the information system. The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The district uses filtering technology to protect students from accessing Internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The district complies with applicable provisions of the Children’ Internet Protection Act (CIPA) and The Neighborhood Internet Protection Act (NCIPA)

Vandalism of the Electronic network of Technology System

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

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

1. Suspension of Internet access.
2. Revocation of Internet access.
3. Suspension of computer access.
4. Revocation of computer access.
5. BSD or ASD.
6. School Suspension
7. Expulsion

Internet Access

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

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

1. Submit a request, whether anonymous or otherwise, via the District website.
2. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, person should attempt to access the website requested after three days.
3. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
4. In case of an appeal, the Board of Education will review the contested material and make a determination.
5. Material subject to the complaint will not be unblocked pending this review process.

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

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

ACCEPTABLE USE CONTRACT

Dear Bevier Parents and Students:

The Board of Education recognizes that it is important for students to have access to electronic-based research tools and master skills for their application to learning, problem solving, and production of work and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching education materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students and members of the community. Additionally, these resources present opportunities for users to explore areas that are confidential, have restricted access, are inappropriate and are disruptive

to the classroom. It is the purpose of District policy and regulations to outline acceptable student behavior with respect to use of District technology and electronic resources.

The District uses filtering software to protect students from accessing Internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District complies with the applicable provisions of the Children's Internet Protection Act (CIPA).

Access to the District's electronic network and the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require the students and parents or guardians read, accept, and sign the following contract before students are permitted access to the Internet.

Violation of the School policies for technology use and acceptable online behavior may result in school wide loss of technology privileges, zero hour(s) assignment, suspension, and/or expulsion.

Please contact the principal's office (660) 773-6611 if you have any questions regarding the use of technology.

Rules:

1. Students are only allowed to conduct electronic network-based activities that are classroom related.
2. Students are not to alter system hardware or software.
3. Students are not to place unlawful information, computer viruses or harmful programs on or through the School's computer system.
4. Students will respect the right of privacy of others. Students should never open another person's files.
5. Students may not bring software from home and load it onto School computers or take School-owned software home and load it onto a home computer.
6. Students are not to use personal disks, flash drives, or CD ROM's on School computers.
7. Students will use technology only under the direct supervision of a teacher or a teacher's aide. Only students who have a signed Acceptable Use Policy on file will be allowed Internet access.
8. Students are expected to use appropriate language; language that uses vulgarities or obscenities, libel others, or uses other inappropriate references is prohibited.
9. Students are not to waste limited resources, such as paper and printer toner.
10. Students are expected to abide by the generally accepted rules of electronic network etiquette.
11. Students are to maintain complete anonymity while online. They may not reveal their names, their personal addresses, their telephone numbers or the names, addresses, or telephone numbers of other individual while online. A teacher supervising online courses may make exceptions to this rule.
12. Students may not use the District's electronic network in such a manner that would damage, disrupt or prohibit the use of the network by other users.
13. Students should assume that all communications and other information are public when transmitted via the network and may be viewed by other users.*E-mail messages are archived.
14. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.
15. Students are not permitted to use the District's network for personal gain, commercial purposes, or to engage in political activity.
16. Students are permitted to use e-mail only to check grade updates, to complete the requirements of an online course, or at the direction of the classroom teacher. Any other use of e-mail is not permitted. Students are only permitted to use school issued email accounts. All personal email accounts are prohibited.
17. Students are not to use the school network for instant messaging, text messages or to make telephone connections.
18. Students are not permitted to download games or music or to play music on an online radio unless so directed by the classroom teacher. Students are not to download or upload files unless given permission to do so by the classroom teacher.
19. Students will print hard copy only with the permission of the teacher.
20. Students may not claim personal copyright privileges over files, data or materials developed in their school role. Nor may students use copyrighted materials without the permission of the copyright holder. The Internet allows users access to a wide variety of media. Even though it is possible to download most of these materials, students shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.
21. Students are not to engage in hacking. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.
22. Students are not permitted to obtain, download, view gain access to or send "inappropriate matter", which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic,

- descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.
23. Passwords that may be provided to users are intended for the exclusive use of that person. The use of a password by someone other than the registered holder will be considered a violation of this agreement.
 24. Students are not to engage in cyber-bullying. Cyber-bullying constitutes an intentional action by an individual or group to inflict physical, emotional, or mental suffering on another individual or group. Methods of cyber-bullying: stealing passwords, blogs, web sites, pictures through e-mail, sending malicious code (ex. viruses), impersonation, internet polling, and sending junk e-mail.

The School District makes no warranties, expressed or implied, for its electronic resource services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's own risk. The District specifically disavows any responsibility for the accuracy of information obtained through Internet services.

Bevier C-4 1:1 Chromebook Laptop Information

It is Bevier School District's goal to maximize and improve the learning experience of our students using new and emerging technology whenever feasible. We understand the importance of communication both electronically and verbally with students as well as parents. This parental information form is here to provide all necessary information for student use of Bevier C-4 Chromebook laptops as well as introduce new procedures.

We are **excited** to introduce to the students Google Chromebooks. The Chromebooks, and access they will provide to each student to the web, will allow us to not only integrate more technology into your student's learning experiences, it will also provide additional opportunities for students collaborate, communicate, create, and apply critical thinking skills in their learning.

As is the case with usage of any school equipment such as textbooks, music instruments, etc., the students are responsible for any cost associated with the damage and/or loss of the device and responsible to return the device in good working order.

We are making a move to have technology be an integral part of your student's education and will require that your student have the appropriate technology at school to support his/her learning. This is why we will not be allowing your student to opt out of receiving a Chromebook. Every student will have been provided with the tools necessary to support the integration of technology into the learning process at Bevier Schools. You are, however, able to opt out of allowing the students to bring the device home. They may store the device in the IT department where they will need to check it out and back in every morning and afternoon. We do believe that having access to these devices has the potential to significantly impact the learning that can and will occur outside of our normal school day.

Thank you in advance for your support of this significant and dynamic learning initiative! Please direct any questions to the technology coordinator.

Please read, fill out, sign, and return the following page to the Technology Department in order to receive your student's device.

Please return the following pages in order for your student to participate in and receive their Chromebook:

- Sign-Off and Student Pledge
- Take Home/Insurance Policy Form

DISTRICT TECHNOLOGY RETURN:

When a student withdraws from enrollment at District, or has his or her rights terminated, the student must return any District Technology immediately. In no event shall the student retain the District Technology for more than two school days after the date of such expiration, withdrawal or termination. If a student fails to return the District Technology in a timely fashion, the student and his or her parent or guardian will be subject to paying replacement costs.

APPEAL PROCESS:

If a student receives consequences for a violation of the 1:1 program or is required to pay replacement or repair costs, the student's parent or guardian may appeal by requesting an appeal in writing within ten school days of notification of the decision to issue consequences or of notification of payment due. All requests for appeal must be addressed to the Superintendent, and should include a full description of the parent or guardian's reasons for disagreeing with the decision. The Superintendent or designee will then review the decision and will

respond to the parent within ten school days after receipt of the request for appeal. A meeting may be held by the Superintendent or designee to obtain additional information from the student, the parents and/or guardian and/or District staff, in the Superintendent's discretion. The Superintendent or designee's decision on appeal shall be final. All Property must be returned to the Technology department pending the resolution of any appeal. Fees will be assessed pursuant to this policy if not timely returned.

DISTRICT TECHNOLOGY TRANSPORT AND USE:

Once District Technology is issued to the student, the student and his or her parent or guardian are responsible for the District Technology at all times that the District Technology is signed out to the student. Students and their parents or guardians must take reasonable care to protect and properly use District Technology issued under the program at all times. Among other things, this means:

- The District is not responsible for District Technology, including computers, assigned to a student at any time, including when they are left unsupervised in a classroom, hallway, locker or elsewhere on school District Technology.
- The student is the only authorized user of his/her assigned computer or other District Technology. Students may not share or trade their computers or other District Technology with other individuals, including other students, other than their parents, guardians or school officials.
- Students must bring their computers and other District Technology fully charged and with the power cord to school daily. Repeated failure to bring the computer to class daily may result in discipline or other consequences under District's technology policies
- Computers and other District Technology must be used on flat, stable surfaces only.
- Computers and other District Technology must **not** be cleaned with cleaners such as Windex.
- Computers and other District Technology must not be marked with markers, stickers or other similar materials.
- District applied labels, asset tags and other identifiers may not be removed from computers or other District Technology.
- Food and drink should not be used near computers or other District Technology.
- Computers and other District Technology should not be left in automobiles, as they cannot tolerate extreme heat or cold and may become damaged.

Payment per claim per student (over 4 years)*

Claim	Damage/Repair Payment	Stolen/Lost Payment
1	\$0	\$50
2	\$50	\$150

3 or more	\$100	\$200
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*In the case of negligence or willful and wanton conduct in violation of any District policy or procedure governing the use of the computer, damage will not be covered by insurance. Instead the District will assess the full replacement cost of the device to the student's family.

Should you opt out of Insurance, you will be responsible for the full cost of the damage or replacement of the device.

Chromebook Insurance coverage

Dates/Expiration:

Coverage begins on the first day the student received the device

Coverage is in force while the student is enrolled in school and ends upon the date of withdrawal or graduation

Coverage is good for 1 year from date of issuance

Coverage Accidental Damage: Covers accidental damage caused by liquid spills, drops, or any other accidental event. Theft: Covers loss due to theft provided that a police report has been filed. Fire: Covers loss or damage to the device as a result of fire; the claim must be accompanied by an official fire report from the investigating authority Electrical Surge: Covers damage to the device as a result of an electrical surge Natural disasters: Covers loss or damage caused by natural disasters.	Exclusions Dishonest, Fraudulent, Negligent, or Criminal Acts: Damage or loss is not covered when it occurs in conjunction with any dishonest, fraudulent, intentional, negligent, or criminal act by the student. In this case, the student/parent/guardian will be responsible for the full cost or repair or replacement. Consumables: AC adaptor (\$15) Cosmetic damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken ports or port covers. "Jail breaking" or otherwise voiding the manufacturer's warranty by altering the software or hardware.
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Bevier C-4 Schools Chromebook Policy Handbook Sign-Off and Student Pledge

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.

- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Bevier C-4 School District.
- I will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school **as well as** outside the school day.
- I will file a police report in case of theft or damage caused by fire and immediately report to IT dept.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of the school year.

Bevier C-4
District Wellness Program

The primary goals of the Bevier C-4 Schools District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide implementation of the district wellness program.

Nutrition Guidelines

All foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the nutrition standards established by the U.S. Department of Agriculture (USDA). These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district- sponsored fundraisers (which encompasses fundraisers conducted by district-sponsored and student-initiated groups), unless an exemption applies. For the purposes of the procedure the school day is the time period from the midnight before to 30 minutes after the official school day.

Fundraising Exemption to Nutrition Guidelines

Unless otherwise prohibited by Board policies or limitations on marketing, the following are exemptions to the rule requiring that foods sold as fundraisers meet USDA standards:

1. Foods sold off campus, outside the school day or to nonstudents do not have to meet the USDA standards.
2. Distribution of order forms for and delivery of foods that do not meet USDA standards and are not intended for consumption at school are permitted during the school day to the extent it otherwise complies with district policies and procedures.
3. Each school building within the district may hold up to one fund raiser per class per school year on district property during the school day that involves the sale of foods that do not meet USDA standards.

Water and Milk

Students will have access to free drinking water during mealtimes in the places where meals are served. Lunches served by the district will include a variety of fluid milk options consistent with the most recent Dietary Guidelines for Americans. Food and fluid milk substitutions will be provided to students in accordance with law and Board policy.

Nutrition Education

The district's nutrition education goal is to integrate sequential nutrition education with the comprehensive health education program and, to the extent possible, the core curriculum taught at every grade level in order to provide students with the necessary knowledge and skills to make healthy nutrition decisions. In order to achieve the nutrition education goal, the district will:

1. Provide students at all grade levels with adequate nutrition knowledge including, but not limited to :
 - ☐ The benefits of healthy eating.
 - ☐ Essential nutrients.
 - ☐ Nutritional deficiencies.
 - ☐ Principle of healthy weight management.
 - ☐ The use and misuse of dietary supplements.
 - ☐ Safe food preparation, handling and storage.
2. Provide students with nutrition-related skills that minimally include the ability to:
 - ☐ Plan healthy meals.
 - ☐ Understand and use food labels.
 - ☐ Apply the principles of the USDA's Dietary Guidelines for Americans and MyPlate.
 - ☐ Critically evaluate nutrition information, misinformation and commercial food advertising.
 - ☐ Assess personal eating habits, nutrition goal-setting and achievement.
3. Provide instructional activities that stress the appealing aspects of healthy eating and are hands-on, behavior based, culturally relevant, developmentally appropriate and enjoyable. Examples of activities include, but are not limited to: food preparation, contests, promotions, taste testing's, farm visits and school gardens.
4. Encourage district staff to cooperate with local agencies and community groups to provide students with opportunities for volunteer work related to nutrition, such as in food banks, soup kitchens or after-school programs.
5. Ensure that school counselors and school health services staff consistently promote healthy eating to students and staff, are able to recognize conditions such as unhealthy weight, eating disorders and other nutrition-related health problems, and , when appropriate, provide information about these conditions, including available treatment options.

6. Coordinate the food service program with nutrition instruction. Food service staff should also work closely with those responsible for other components of the school health program to achieve common goals.

Nutrition Promotion

The district will promote the importance of good nutrition in its schools and in the community through one or more of the following activities:

1. Offering healthy eating seminars for parents/guardians.
2. Providing nutrition information to parents/guardians via newsletters, handouts, presentations or other appropriate means.
3. Posting nutrition tips on district websites.
4. Providing opportunities for parents/guardians to share their healthy food practices with others in the school community.
5. Disseminating information about community programs that offer nutrition assistance to families.
6. Posting links to research and articles explaining the connections between good nutrition and academic performance.

If practical, the district will provide information in a language understandable to the parents/guardians.

Physical Activity

Moderate Physical Activity – Low-impact to medium-impact physical exertion designed to increase an individual's heart rate to rise to at least 75 percent of his or her maximum heart rate. Examples of moderate physical activity include, but are not limited to, running, calisthenics or aerobic exercise. Time spent in recess and physical education counts as moderate physical activity.

Recess – A structured play environment outside of regular classroom instructional activities that allows students to engage in safe and active free play.

The district's physical activity goal is to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring that every student has the opportunity to develop the knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness and regularly participate in physical activity. In order to achieve the physical activity goal, the district will:

1. Develop a sequential program of appropriate physical education for every student. The elementary program will provide for:
 - ☐ 45 minutes of recess per day. Recess may be incorporated into lunch period and held outdoors when possible.
 - ☐ An average of 180 minutes of moderate physical activity each five-day school week or an average of 45 minutes per school day. The program will also provide for 50 minutes per week of physical education under the supervision of a certified physical education instructor.

The middle school program will provide for 180 minutes of moderate physical activity during each school week and 3,000 minutes of physical education per year.

All activity will:

- ☐ Emphasize knowledge and skills for a lifetime of regular physical activity.
 - ☐ Meet the needs of all students, especially those who are not athletically gifted or who have special needs.
 - ☐ Provide a variety of activity choices, feature cooperative as well as competitive activities, and account for gender and cultural differences in students' interests.
 - ☐ Prohibit exemptions from physical education courses on the basis of participation in an athletic team, community recreation program, ROTC, marching band or other school or community activity.
 - ☐ Be closely coordinated with the other components of the overall school health program.
2. Provide opportunities and encouragement for students to voluntarily participate in before- and after-school physical activity programs such as intramural activities, interscholastic athletics and clubs by:
 - ☐ Providing a diverse selection of competitive and noncompetitive, as well as structured and unstructured, activities to the extent that staffing and district/community facilities permit.

3. Strive to provide joint school and community recreational activities by:
 - ☐ Actively engaging families as partners in their children's education and collaborating with community agencies and organizations to provide ample opportunities for students to participate in physical activity beyond the school day.
 - ☐ Working with recreation agencies and other community organizations to coordinate and enhance opportunities available to students for physical activity during their out- of-school time.
 - ☐ Working with local public works, public safety, police departments and/or other appropriate state and federal authorities in efforts to make it safer and easier for students to walk and bike to school.
4. Discourage periods of inactivity that exceed two or more hours. When activities such as mandatory school-wide testing make it necessary for students to remain indoors for long period of time, staff should give students periodic breaks during which they are encouraged to stand and be moderately active.
5. Provide opportunities and encouragement for staff to be physically active by:
 - ☐ Planning, establishing and implementing activities to promote physical activity among staff and providing opportunities for staff to conveniently engage in regular physical activity.
 - ☐ Working with recreation agencies and other community organizations to coordinate and enhance opportunities available to staff for physical activity during their out-of- school time.

Other School-Based Activities

The district's goal for other school-based activities is to ensure an integrated whole-school approach to the district's wellness program. The district will achieve this goal by addressing the areas itemized below.

Community Involvement

Staff will collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families. Guest speakers invited to address students will receive appropriate orientation to the relevant policies of the district.

The wellness program shall make effective use of district and community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences of gender, cultural norms, physical and cognitive abilities and fitness level.

Family Involvement

The district will strive to engage families as partners in their children's education by supporting parental efforts to motivate and help their children with maintaining and improving their health, preventing disease and avoiding health-related risk behaviors. Strategies the district may implement to achieve family involvement may include, but are not limited to:

1. Providing nutrient analyses of district menus.
2. Providing parents/guardians a list of appropriate foods that meet the district's nutrition standards for snacks.
3. Providing parents/guardians with ideas for healthy celebrations, parties, rewards and fundraising activities.
4. Encouraging parents/guardians to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the district's nutrition standards
5. Supporting efforts of parents/guardians to provide their children with opportunities to be physically active outside of school.
6. Providing information about physical education and other school-based physical activity opportunities available to students before, during and after the school day.
7. Sharing information about physical activity and physical education via the district's website, newsletter, other take-home materials, special events or physical education homework.
8. Working with families to provide consistent sun safety information that includes an overview of the district's sun safety program, an explanation of how parents/guardians can reinforce the program at home and how they can become involved with and support the district's program.

If practical, the district will provide information in a language understandable to parents/guardians.

Marketing and Advertising

Marketing in district facilities will be consistent with the goals of the district's wellness program and comply with Board policy. The district will strive to promote the wellness program and educate parents regarding the quality of district foods.

Tobacco advertising is not permitted on district property, at district-sponsored events or in district-sponsored publications. Food and beverage marketing will be limited to the promotion of foods and beverages that meet the nutrition standards adopted by the Board. Other examples of marketing and advertising the district will scrutinize include, but are not limited to: pricing strategies that promote healthy food choices, audiovisual programming, educational incentive programs, scoreboards, book covers and vending machine displays.

Mealtimes

Students are not permitted to leave school campus during the school day to purchase food or beverages. Mealtimes will comply with the following guidelines:

1. Mealtimes will provide students with at least 15 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
2. Activities such as tutoring or meetings will not be held during mealtimes unless students may eat during such activities.
3. At the elementary level, lunch periods will follow recess periods.
4. Free drinking water will be available to students during meals in the meal service area.
5. Students will have access to hand-washing facilities before they eat meals or snacks.
6. The district will take reasonable steps to accommodate the tooth brushing regimens of students.
7. Students will be allowed to converse during meals.
8. The cafeteria will be clean, orderly and inviting.
9. Adequate seating and supervision will be provided during mealtimes.

Outdoor Air Quality

The principal or designee of each school will be responsible for daily monitoring of Air Quality Index (AQI) information provided by local authorities.

1. When the AQI is “code orange” (unhealthy for sensitive groups of people), students with a history of reactions to ozone exposure will be permitted to reduce their outdoor exertion level or time spent outdoors, and the staff will arrange alternative indoor physical activities. Appropriately trained staff responsible for student supervision will monitor such students for symptoms of respiratory distress.
2. When the AQI is “code red” (unhealthy), students with a history of reactions to ozone exposure will remain indoors and participate in indoor physical activities. Appropriately trained staff responsible for student supervision will monitor such students for symptoms of respiratory distress. All other students will be allowed to engage in no more than one hour of heavy exertion (i.e., activities that involve high-intensity exercise such as basketball, soccer and running) while outdoors.
3. When the AQI is “code purple” (very unhealthy) or “code maroon” (hazardous), all students will be kept indoors and participate in indoor physical activities. Appropriately trained staff

responsible for student supervision will monitor all students for symptoms of respiratory distress.

Staff Development and Training

All staff will be provided with ongoing training and professional development related to all areas of student wellness. The pre-service and ongoing in-service training will include teaching strategies for behavior change and will focus on giving teachers the skills they need to use non-lecture, active learning methods. Staff responsible for nutrition education will be adequately prepared and regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Staff responsible for implementing the physical education program will be properly certified and regularly participate in area-specific professional development activities.

Qualified nutrition professionals will administer the district meal programs and will receive ongoing, area-specific professional development. The district will provide continuing professional development for all district nutrition professionals. Staff development programs will include appropriate certification and/or training programs for child nutrition directors, school nutrition managers and cafeteria workers, according to their levels of responsibility.

Staff Wellness

The Bevier C-4 School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district will offer staff wellness programs that include education on nutrition, healthy eating behaviors and maintaining a healthy weight for optimal health. The district will establish and maintain a staff wellness committee composed of at least one staff member; wellness committee member; registered dietitian, school nurse or other health professional; employee benefits specialist; and other appropriate personnel. The staff wellness committee will serve as a subcommittee of the district wellness committee. The staff wellness committee will develop, promote and oversee a multifaceted plan to promote staff health and wellness. The plan will be based on input solicited from district staff and will outline ways to encourage healthy eating, physical activity, sun safety and other elements of a healthy lifestyle. The staff wellness committee will provide a copy of its plan to the wellness program committee.

Sun Safety

“Sun Safety” describes a range of behaviors that include wearing appropriate clothing, applying sunscreen and limiting sun exposure. The sun safety program will focus on outdoor behavior and will be developmentally appropriate, active, engaging and taught in lessons that emphasize the positive benefits of sun safety. Sun safety education will be designed to assist students with:

1. Knowledge about the harmful effects of the sun and ways to protect skin.
2. Sun-safe skills, including the correct use of protective clothing, hats, sunglasses, sunscreen and lip balm as well as seeking shade and limiting sun exposure when possible and practical during the hours of peak sun intensity.
3. Knowledge about how to assess personal sun safety habits, set goals for improvement and achieve these goals.

Tobacco

Tobacco use prevention education will focus on all grades with particular emphasis on middle school and reinforcement in all later grades. Instructional activities will be participatory and developmentally appropriate. Tobacco use prevention education programs will be implemented in accordance with Board policy, relevant administrative procedures and law.

Oversight and Evaluation

The wellness program coordinators are responsible for monitoring implementation of the districts wellness program by:

1. Assuming responsibility for the assessment of existing policies and procedures.
2. Prioritizing wellness goals and writing work plans for each goal.
3. Measuring implementation of the district wellness policy and procedure.
4. Ensuring that the district meets the goals of the wellness policy and procedure.
5. Reporting to the Board on compliance and progress.

Monitoring

The food service director/authorized representative will monitor compliance with the district's nutrition guidelines and will report on this matter to the wellness program coordinators.

Policy Review

The wellness program coordinators will provide policy revision recommendations to the Board as part of the periodic report. The recommendations will be based on analysis of the compliance indicators and comparison of the district's policy to model policies provided, recommended or referenced by the USDA. The Board will revise the wellness policy as it deems necessary. Administrative procedures will be revised accordingly.

Bevier C-4 Student Handbook Permissions Page
Turn into the Bevier C-4 Office by Friday, September, 3rd 2021

FIELD TRIPS

My child has my permission to participate in school field trips. I will not hold the Bevier C-4 R School responsible in case of an accident. In the case of a medical emergency, I give the authorized sponsor permission to take whatever action would be deemed necessary for the Health, Safety, and Welfare of my child. I have reviewed all the rules and have discussed them with my child.

_____ (Parent Initial)

TECHNOLOGY USAGE

I have read the Bevier C-4 School District's Technology Usage policy, administrative regulations, and etiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school. I understand that my use of the district's technology is not private and that the school district may monitor the use of district technology, including but not limited to accessing browser logs, email logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

_____ (Student Initial) _____ (Parent Initial)

CHROMEBOOK INSURANCE COVERAGE **(Policy on page 100-102)**

✕ Yes I want Coverage for my Student. \$25 per student/\$50 per Family

OR

✕ Opt-out...I acknowledge I am opting out of insurance, and will be financially 100% responsible for any damages or lost/stolen items of Bevier technology.

CHROMEBOOKS

I have read the Chromebook Policy handbook and Student Pledge on **Page 102**

_____ (Student Initial) _____ (Parent Initial)

✕ My student will bring his/her Chromebook home after school and on weekends.

OR

✕ My student will NOT bring his/her Chromebook home and will store it in the appropriate location at school.

Bevier C-4 Student Handbook Signature

We have reviewed the Parent/Student Handbook. We understand it has been approved and adopted by the Bevier C-4 School District Board of Education and it will be followed and enforced.
