

PARENT – STUDENT HANDBOOK
Mountain View - Birch Tree R-3
Elementary Campuses



2026 – 2027
Mrs. Lanna Tharp, Superintendent
Mrs. Angie Jester, Principal
Mr. Wade Marriott, Assistant Principal
Mrs. Miranda Tharp, Assistant Principal

VISION STATEMENT

Two communities working as one to develop caring and responsible citizens.

MISSION

Mountain View-Birch Tree District's mission is to empower and inspire all students to be successful before and after graduation. We strive to improve the quality of life through rigor, relevance, and relationships.

Dear Parents, Guardians, and Students,

Welcome back! We hope you had a wonderful summer filled with joy and relaxation.

At Mountain View-Birch Tree Elementary Schools, we believe that success is a collaborative effort between students, parents, guardians, teachers, and staff. Together, we can create an environment where every child can thrive academically, socially, and emotionally.

We want to reassure you that your child's well-being and education are our top priorities. Our dedicated team of educators is committed to providing a nurturing and stimulating learning environment where every student can reach their full potential.

As we begin the school year, we want to remind everyone of the importance of familiarizing themselves with our school procedures and rules outlines in the handbook and on our website. These guidelines are designed to ensure the safety, well-being, and success of all students. By adhering to these policies, we can create a positive and respectful learning environment for everyone.

Once again, welcome to the 2026-2027 school year at MVBT Elementary Schools! We are excited about the journey ahead and look forward to working together to make this a memorable and successful year for all!

Sincerely,

Mrs. Angie Jester: Elementary Principal

Mr. Wade Marriott: Elementary Assistant Principal

Mrs. Miranda Tharp: Elementary Assistant Principal

POLICIES AND PROCEDURES

In the event of a discrepancy between handbooks and other written district materials, Board policies and administrative procedures will take precedence. All MVBT Board policies and administrative procedures can be found [here](#).

The student handbook is designed to provide important information to students and parents about the policies, expectations, and procedures in our district. We are committed to creating a safe, respectful, and conducive learning environment for all students. Please take time to read through this document and familiarize yourself with the rules and resources available to you.

District Contact Information:

- **Address:** Mountain View-Birch Tree R-3 School District, 502 N. Elm St. Mountain View, MO 65548
- **Phone:** 417-934-5408
- **Website:** [MVBT website](#)

ENTRANCE REQUIREMENTS

- A pupil must be five before August 1.
- Immunizations must be up-to-date before entering school or an exemption must be on file, according to state law.
- The student must be a resident of the school district.
- Students entering school must be toilet trained. In the event an accident happens, you will be called to come to school to attend to your child.

Emergency Information for Students

- Parent(s) or guardian(s) name(s).
- Complete and up-to-date address.
- Home phone and each parent/guardian's work phone (connected and working).
- Two emergency phone numbers of relatives or friends.
- Physician's name and address.
- Medical alert information.
- Authorized person(s) allowed to pick up the child.

Custody Order Procedures

The school **MUST** have a copy of the current court order on file regarding custody; otherwise either parent may check the child out of school with proper identification. It is not the school's responsibility to interpret the judgment regarding the parenting plan of any student enrolled in our school.

SCHOOL ARRIVAL AND DISMISSAL

School Arrival Procedures

- Teachers arrive at 7:20 a.m.
- Classes begin at 7:50 a.m.
- (MVE) The main entrance is a bus drop-off ONLY, from 7:00 - 7:49 am.
- (BTE) The main entrance is a bus drop-off ONLY, from 7:20 - 7:30 am.
- Students in kindergarten through fifth grade will get off the buses at the designated entrance and report directly to their homeroom.
- Parents/guardians of students not riding the bus must drive or park in the designated drop-off/pick-up areas, and students will use designated entrances. There will be early staff supervision of students in the cafeteria from 7:00 - 7:20 am in the cafeteria.
- (MVE) No students are to be dropped off at the main entrance by parents/guardians before 7:50.
- (MVE) Crossing guards will be located at all crosswalk areas from 7:00 - 7:30 am.

School Dismissal Procedures

- Students being picked up by parents/guardians and walkers will be dismissed at 3:20.
- Parents/guardians of students not riding the bus must drive or park in the designated drop-off/pick-up areas.
- Crossing guards will be located at all crosswalk areas from 3:15-3:40 p.m.
- Bus riders will be dismissed to the buses at approximately 3:40

School personnel will assist with drop-off and pick-up. Parents/Guardians should be courteous, and patient, and remain in line or designated until asked by school personnel to pull forward and/or around. If you need to exit your vehicle to assist your child, please pull over to the parking spaces to allow the line to continue. Please utilize the school-issued car tag when picking up children.

School Safety and Supervision

Parents are reminded to ensure students arrive on time. Supervision is provided during school hours. The district will not be responsible for supervising students outside the stated times. Parents cannot drop off or leave children at the school during unsupervised periods.

Parent or Guardianship After School

CHILDREN MUST HAVE A WRITTEN NOTE FROM THEIR PARENT OR GUARDIAN IF THEY INTEND TO GO HOME WITH SOMEONE OR TO RIDE A DIFFERENT BUS OTHER THAN THEIR REGULAR BUS.

Student Early Dismissal

A parent/guardian should give advance notice if a student is leaving for an appointment. Any child who leaves the school for any reason must be checked out through the office. Students signing out early will be counted absent for time missed. Students are expected to be present in the classroom until the normal dismissal time at the end of each day. Parents/guardians are discouraged from picking up their children early to "beat the rush". This practice is disruptive and may result in the student missing important information and/or assignments. A full day's learning experience is planned for each child. Therefore, children should not leave school before dismissal time unless it is an emergency.

To ensure the safety of each child and to share the responsibilities of school staff for that safety, individuals must report to the office before children may be released from school. Parents/guardians must inform the front office, in writing, of a specific person(s) not allowed to take their children from school.

Emergency School Closing

In the event of extreme weather, every effort will be made to announce the closing using the phone system, social media outlets, and informing KY3 and KOLR 10 in Springfield, MO.

ATTENDANCE POLICY

Promptness and regular attendance are imperative for students to receive the full benefits of the school program. The educational loss resulting from absences from class, which cannot be adequately measured or entirely regained through makeup work, is the rationale for this attendance policy.

Students who are absent and/or tardy are not able to participate in class discussions, small group activities, or class experiments, which cannot be made up; they miss explanations of concepts and ideas that will appear on homework assignments and tests. Poor attendance can result in poor work habits, lower grades, reduced self-esteem, and a lack of self-discipline.

The parent or guardian has the responsibility to decide times and reasons why a student should not come to school. However, it is the school's responsibility to set limits concerning attendance because of the high correlation between attendance and success in school.

Please refer to the district website for the full district attendance policy. [K-8 Attendance Policy](#)

NUTRITION AND MEAL POLICIES

Free and Reduced-Price Lunch Eligibility The district follows federal guidelines for free and reduced-price lunch eligibility. See "Eligibility Criteria for Free and Reduced Price Meals" at <https://dese.mo.gov/financial-admin-services/food-nutrition-services/free-and-reduced-price-information>

Past-Due Meal Charges The district has procedures for addressing past-due meal charges, as outlined in Procedure EF-AP1. [Click here to read policy EF-AP1](#)

Nutrition Standards for Food Brought by Parents and Students The district has specific nutrition standards for food brought from home. Policy ADF, Procedure ADF-AP1

MO HealthNet for Kids Program Information regarding the MO HealthNet for Kids Program is available from the district. <https://dssmanuals.mo.gov/wp-content/uploads/2022/01/health-care-brochure.pdf>

SCHOOL MEAL PRICES

Students:

Lunch \$3.00

Breakfast \$1.55

Adult:

Lunch \$3.76

Breakfast \$2.28

VISITORS

All visitors to the school must check in at the front office. Non-essential visitors will not be allowed in the building. Instructional time is very important and we do limit the number of interruptions to the classroom.

CONFERENCES AND CORRESPONDENCE

Conferences with parents/guardians are held at the end of the first quarter. We urge parents/guardians to come to the conference. Appointments will be scheduled for parent/teacher conference days.

If a conference is desired at other times during the year, please call and make an appointment with the teacher during his/her planning time. Teachers will not be called out of their classrooms to confer with a parent during instructional time.

NURSE

The nurse is responsible for taking care of all health needs, checking immunization records, giving medicine prescribed by doctors, checking height, weight, hearing, vision, and keeping accurate health records on all students. She is also available for emergencies that might arise.

If students are required to take medication during school hours, a request must be filled out in writing by the parent. All medications must be checked in with the school nurse.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

Students who have a fever, vomiting, or diarrhea should remain home from school. Students must be fever-free for 24 hours without the use of medication and free from vomiting/diarrhea for 24 hours before returning to school, at the school nurse's discretion. This helps keep all students and staff healthy.

Prescription Medications

Prescription medications must be brought to school in a container properly labeled by a pharmacy including the child's name, name of medicine, dosage, directions for administration, and doctor's name. Your pharmacy will give you an extra-labeled container for school use if requested. The school nurse will not administer the first dose of any medication.

Over-The-Counter Medication

Parents/guardians may not send nor are students permitted to bring over-the-counter medicines to school. Over-the-counter medicines include Tylenol, ibuprofen, cough syrup, antihistamines, topicals, etc. The only over-the-counter medicines that will be administered by the school nurse (or any other school personnel in her absence) are those that are listed in the doctor's protocol or the ones that have prior approval from the parent/guardian. The school will provide these over-the-counter medicines.

Physical Education (P.E.)

Any limitations or modifications for a student's activity in P.E. must be specifically explained in a doctor's note that will be filed with the school nurse.

Head lice Information and Treatment Procedure

School personnel shall actively pursue the prevention and control of head lice in the district's schools by developing a consistent screening and follow-up program for all students. To support such a program, the following will be implemented: If the school nurse or teacher should discover head lice/nits on a student the parent/guardian of that student will be notified, and the student will be removed from school. Other students who reside with the infected student will also be checked. The school nurse 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 eradicated. **The student should not return to school for 24 hours after the discovery of the head lice/nits to allow for treatment and removal of the head lice/nits.**

To be readmitted to school a student must be examined by the school nurse and determined to be free of live head lice/nits. Within six to ten (6-10) days after being readmitted, a student will be examined again by the school nurse. If live head lice/nits are found at that time, the parent/guardian will again be called and reinstructed concerning the treatment of the head lice/nits. **The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice/nits.**

The school nurse will keep accurate and confidential records of students infected with head lice/nits. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment, and prevention of head lice/nits for staff, students, parents/guardians, and the community.

AFTER-SCHOOL-EXTENDED LEARNING

After-school tutoring will be offered. Details will be sent home by your child's classroom teacher.

INAPPROPRIATE ITEMS

Students are discouraged from bringing personal articles such as toys to school. Guns or knives (either real or toy) are not allowed. Students are not allowed to have digital devices at school including cell phones, smartwatches, and games. All inappropriate and electronic items will be confiscated and left in the office until a parent or guardian can pick them up or other arrangements are made with the administration.

CELEBRATIONS

Parents/guardians will be notified of scheduled Holiday activities. Students who do not participate in celebrations for religious or other reasons will be provided with an alternative activity during party time. Parents/guardians are expected to inform their child's teachers of this and any other special requirements prior to the celebrations or other activities.

Parents/guardians may send pre-packaged treats for birthday children. **NO ORGANIZED BIRTHDAY PARTIES ALLOWED. NO PERSONAL BIRTHDAY PARTY INVITATIONS WILL BE HANDED OUT IN SCHOOL.**

FIELD TRIPS

Field trips and participation in extracurricular activities are privileges, not rights. Students are expected to demonstrate appropriate behavior and maintain good standing throughout the entire school year in order to participate in these activities. Student conduct, including discipline referrals, suspensions, and overall behavior, may result in the loss of eligibility to participate in field trips and extracurricular activities.

Excessive disciplinary referrals and/or multiple suspensions will automatically result in a loss of eligibility for participation in extracurricular activities and field trips. Additional disciplinary concerns may also result in loss of eligibility at the discretion of the building principal.

Parents/guardians will be notified of any field trips and permission slips will be required.

Field trips held at locations open to the public may be attended by parents or guardians; however, students must remain with the school group at all times. Parents may not check students out from the field trip unless prior approval has been granted by the principal.

PLAYGROUND RULES

Students are expected to demonstrate safe, respectful, and responsible behavior on the playground at all times. Rough play, fighting, pushing, inappropriate language, throwing rocks/dirt and unsafe use of equipment are prohibited. Students must follow playground rules, use equipment appropriately, and respond respectfully to all staff members and peers. Failure to follow playground expectations may result in disciplinary consequences and/or loss of playground privileges.

PLATFORM STRUCTURES

Go down slide feet first.
Do not climb up slides.
No games of tag, etc., on slides.

BALL GAMES

Keep clear of swings and other equipment.
Do not go outside the fence to retrieve balls.

SWINGS

No twisting or swinging sideways.
Wait until the swing stops to get off.
No jumping from swings.
No bumping or jerking of swings by people on the ground.
Do not swing with more than one person in a swing.
The handicap swing is reserved for handicapped children only.

CAFETERIA RULES

Remain seated unless permitted by school staff
Keep your personal space; hands and feet to yourself
Do not yell or speak to others at other tables
Do not share or trade food/drinks
Pick up all food and trash when leaving the table.

MVBT staff will not be responsible for heating students' lunch

CLASS ROSTERS

The principal, counselor, and teachers spend many hours making sure all classes are equitable in gender, ability, and needs with the goal of creating heterogeneous groups that work well together with an assigned teacher. If you, the parent or guardian, have information about your child that we need to take into consideration as we make class lists (such as not being placed in the same classroom as a relative or if you, as a parent or guardian, would not work well with a teacher because of a prior incident) you will be asked to place this information in writing to the elementary principal, not the counselor.

STANDARDS OF CONDUCT FOR AN ORDERLY ENVIRONMENT

In order to protect a positive, orderly school climate, standards of conduct will be understood by everyone and enforced consistently. All faculty members share responsibility for maintaining orderly student conduct throughout the school and at all school-related activities. In addition, all students and staff are expected to take responsibility to be accountable for their actions. This district will use the code of conduct below. Parents/guardians, students, and staff have supplied input into these policies and procedures.

Student Code of Conduct

The Student Code of Conduct is designed to encourage students to accept responsibility, respect the rights of others, and ensure the orderly operations of the elementary schools. No discipline policy can cover all offenses. This discipline policy is to be used as a guide in dealing with the most common types of offenses. The principals reserve the right to modify the punishment to fit the offense when appropriate. It is the school's goal to be as fair as possible to all students. Occasionally, the teacher or principal may be forced to make a judgment call on a situation. The teacher or principal will listen to all sides involved and weigh all the evidence presented before making such a call. Parents/guardians and students are asked to understand that no one is perfect and that they may not always agree with the decision made by the teacher or principal. Every attempt will be made to be as fair and just as possible. Students with disabilities are expected to adhere to the same code of conduct that applies to all other students. The applied consequences may be modified to accommodate the tenants of the Individuals with Disabilities in Education Act (IDEA) as reauthorized in June of 1997.

Students are expected to abide by the Student Code of Conduct at all school-sponsored activities. Students who do not follow the code of conduct may be required to; leave the activity, may be barred from future activities, and will be accountable for other consequences as directed in the Student Code of Conduct.

Dress Code

Students will be required to dress in a manner in keeping with good taste and as established by the School Board Regulations. No headwear, including hats and hoods, shall be worn inside the building during school hours. Articles of clothing that display inappropriate advertising or messages will be considered improper attire. Students may wear shorts. However, the shorts should be no shorter than the fingertips when the arms are hanging at the sides of the body.

Holes in clothing must be appropriate.

Students not dressing in a manner in keeping with good taste will be asked to wear something from the nurse's office or will be asked to have their parent or guardian bring another item of clothing to wear.

Discipline

The Student Code of Conduct includes both inappropriate student conduct (Offenses) and the specific punishments for inappropriate conduct (Consequences). Specific consequences are listed on the district website.

Harassment- Words and/or actions directed toward an individual that intimidates and/or harasses that individual based on a person's sex, race, religion, or ethnic origin are considered harassment.

Bullying- In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. [Policy JFCF. Bullying](#)

Cyberbullying- A form of bullying committed by 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 has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Suspension- may be either in-school or out-of-school

In-School Suspension- A student is isolated from his/her peers at school. He/she will be supervised by a certified adult. The student will be expected to do all additional assignments given, as well as regular daily assignments given to the rest of the class. He/she will not be allowed to participate in or attend any curricular or extracurricular activities during the suspension. Parents/guardians will be notified when ISS is assigned.

Out-of-School Suspension- A student is not allowed to come to school. He/she will not be allowed to participate in or attend any curricular or extracurricular activities during the suspension. Parents/Guardians will be notified when OSS is assigned.

Fighting- Fighting is mutual combat in which both parties have contributed to the conflict by physical action. All fights of a serious nature occurring at school will be reported to the proper authorities.

1st offense: 5-10 days in-school suspension or out-of-school suspension.

2nd offense: 10 days out-of-school suspension

3rd offense: Long-term suspension (1-180 days)

Firearms- Any student who brings or possesses a firearm, as defined by 18 U.S.C. 921 (pursuant to Gun Free Schools Act of 1994), on school property will be suspended/expelled from school for at least one calendar year. In addition, the student will be referred to the appropriate legal authorities.

Weapons- (Policy JFCJ) - A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C., 921
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these are defined in 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4, and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Possession and/or Use of Tobacco/Vaping/Controlled Substances/Paraphernalia- The use and/or possession of controlled substances, tobacco, chewing tobacco products, smoking devices or paraphernalia will not be permitted in school buildings, on school premises, or at school-sponsored activities. Any of the mentioned items will be confiscated and turned over to the parents/guardians or proper authorities.

Electronic Devices and Electronic Communication:

The district has a policy on use of electronic communication devices and audio and visual recording equipment. (Procedure EHB-AP1 and Policy KKB) Notice of the district's policy on electronic communication between staff members and students. (Policy GBH)

MVE Code of Conduct Offenses and Consequences

Offenses	Consequences
Level A: Assault on Student or Staff Fighting (see below) Major/Violent Threats Towards Student/Staff Possession of a Deadly Weapon or Explosive Device Possession of an Imitation Weapon with the Intent to Scare or Intimidate Possession, Use, or Distribution of Controlled Substance/Paraphernalia	Level A: 1st Offense: 10 Days of OSS, Meeting with Superintendent Notification of Proper Authority 2nd Offense: Long Term Suspension, Meeting with Superintendent Notification of Proper Authority 3rd Offense: Long Term Suspension, Meeting with Superintendent Notification of Proper Authority Some 1st Offenses could automatically require a long term
Level B: Aggressive Behavior Bullying False Alarm or False Accusations Harassment Inappropriate/Unwanted Touching of a Student or Staff Major Technology Misconduct Major Theft: \$100 or more (restitution) Minor Threats Towards Student/Staff Possession of a Weapon or Imitation Weapon Possession, Use, or Distribution of Tobacco Products/Paraphernalia Possession, Use, or Distribution, of Obscene or Offensive Material	Level B: 1st offense: Notification of appropriate authority and/or parents/guardians, 2- 3 day suspension. 2nd offense: Notification of appropriate authority and/or parents/guardians, 3- 5 days of suspension. 3rd offense: Notification of appropriate authority and/or parents/guardians, 5- 10 days suspension and parent conference required 4th offense: Notification of appropriate authority and/or parents/guardians, long term suspension and parent conference required
Level C: Academic Dishonesty/Cheating Carelessness that Leads to Injury or Destruction of Property (restitution) Destruction of School/Personal Property (restitution) Excessive Horseplay Inappropriate Display of Affection Minor Theft: Less than \$100 (restitution) Provoking a Fight or Disruption Truancy Bathroom Behaviors/Creating Excessive Mess Use of Vulgar, Demeaning, Racially Offensive or Obscene Language or Gestures	Level C: 1st offense: 1 day suspension 2nd offense: 2-3 days suspension 3rd offense: 3-5 days suspension 4th offense: 5-7 days suspension and parent conference required 5th offense: 7-10 days suspension and parent conference required
Level D: Defiant Behavior Dishonesty Disrespectful Behavior Disruptive Behavior Minor Technology Misconduct Possession or Use of Cellular Phone during normal school hours	Level D: 1st offense: Warning or 1 day of suspension 2nd offense: 1-2 days suspension 3rd offense: 2-3 days suspension 4th offense: 3-4 days suspension and parent conference required 5th offense: 4-5 days suspension and parent conference required

Note: Disciplinary consequences will be determined based on the student's age and the severity of the offense. The elementary principal reserves the right to use alternative forms of discipline when deemed appropriate. Parents/guardians will be notified whenever a student is referred to the principal for a discipline matter and disciplinary consequences are assigned. Corporal punishment permission slips are available upon parent/guardian request.

Accumulated C-o-C (Code-of-Conduct) Offenses and Consequences

(The consequences are in addition to the individual consequences for the specific offense.)

3rd C-o-C offense: All consequences will be dealt with on second offense or higher level.

4th+ C-o-C offense: Suspension until parent conference with assistant principal or principal, counselor, and teacher(s)

Bus Code of Conduct

The safe transportation of district students to and from school is of primary concern to school officials in the administration of the school bus program of the school district. Drivers, students, and district personnel will observe all state laws and regulations pertaining to the safe use of school buses.

The driver is in charge of the students and the bus. Students must obey the driver promptly. Once a pupil enters a bus, his/her safety becomes the responsibility of the school and he/she must not leave the bus while en route to or from school unless parents/guardians give written permission and assume responsibility for his/her safety. The parents/guardians are responsible for the conduct of their children while en route to and from school, and will be required to pay for any damage created by their children while passengers are on the bus, such as damage to the bus, public, or personal property.

Students will go immediately to their seats and remain seated facing the front while the bus is in motion. The driver cannot proceed until students are seated.

Normal classroom conduct is expected of bus passengers. Loud or unusual noise that may distract the driver's attention is prohibited. Foul language or actions will not be tolerated.

Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy. Unnecessary conversation with the driver is prohibited.

Students must observe the directions of the driver when leaving the bus.

Students who must cross roads upon leaving the bus shall do so in front of the bus and shall cross only on orders of the driver.

Students must not extend their arms or heads or throw objects out of windows.

The school or driver will not be responsible for items lost or destroyed on the bus but will make a reasonable effort to see that items are found.

Any damage to the bus should be reported at once to the driver.

Chronic discipline problems or violators of safety rules will be denied bus transportation privileges. **Food, drinks, balloons and glass vases are not allowed on buses.** We ask for your cooperation in instructing your children about these regulations. School transportation may be denied to the pupil who has a chronic discipline problem or who has flagrantly violated any of the safety rules outlined above.

Bus Misconduct

Riding a district-owned or contracted bus is a privilege. Any offense committed by a student while riding the bus shall be addressed as if the offense had occurred at school and will be subject to disciplinary action under the Student Conduct Code.

This may include, but is not limited to, suspension of bus riding privileges.

Because bus safety is critical, consequences for misconduct will be determined by administration and may vary depending on the nature and severity of the offense, the student's age, prior incidents, and other relevant factors.

Examples of possible administrative responses include, but are not limited to:

- Assigned seating by the driver
- Student conference or parent contact
- Lunch detention
- In-School Suspension (ISS)
- Suspension of bus riding privileges (short or long-term)

Repeated or severe offenses may result in progressive consequences, including long-term suspension from the bus.

Note: The principals reserve the right to treat offenses that occur on the bus as regular code of conduct offenses if he/she deems it more appropriate (i.e. Fighting, using Obscene Language, etc.).

Bus Misconduct Consequences may also be added to any other Code of Conduct Consequences that are imposed as a result of the offense occurring on a bus.

BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit it to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary actions will be taken as warranted.

Date Filed: _____ Your Name: _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

You are a : _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name of Student(s) subject to bullying: _____

Person(s) alleged to have committed the bullying or harassment: _____

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use the back side of the form if necessary. _____

Names of Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No. If so who? _____

*Signature of Complainant: _____

***Student have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This Section is for use of District Administration

Date Received by Principal: _____

Investigative Action taken:

Result of investigation/Action taken:

Signature of Principal: _____

NOTIFICATION OF RIGHTS & DISTRICT POLICIES

FERPA Notice:

The Family Educational Rights and Privacy Act (FERPA) provides certain rights regarding educational records. The district may release directory information, including the student's name, address, and telephone number, to military recruiters and institutions of higher education unless the parent/guardian requests otherwise. Policy JO, Procedure JO-API

Protection of Pupil Rights Amendment (PPRA): Parents have the right to privacy regarding surveys, non-emergency physical exams, and the collection of information for marketing purposes. Policies JHC, JHDA, KI

Immunization Exemptions: The district must notify parents of children in preschool, daycare, or nursery schools about immunization exemptions. The district will not release specific details but will confirm if there is an exemption on file. Policy JHCB

Notification and Documentation:

After a reading grade level is determined in early fall, parents/guardians will receive notification regarding those students who are considered at risk for retention. Notification will include steps required for intervention and remediation. Individual parent conferences will be scheduled quarterly to provide information for parents/guardians to reinforce reading skills at home.

Notice regarding searches, including:

- a. Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.
- b. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- c. The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.
- d. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law.
- e. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
- f. The details of extracurricular drug testing, if applicable.
- g. (Fourth Amendment of U.S. Constitution, Policy JFG and JFCI when applicable)

Non-Discrimination Notice:

The Mountain View-Birch Tree School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, or disability in its programs, activities, or employment practices. [Policy AC](#)

Special Education:

The district will provide special education and related services to children ages 3 to 21. (Missouri State Plan, Policy IGBA) See "Public Notice" at <https://dese.mo.gov/special-education/compliance/special-education-forms>

Reporting Discrimination or Harassment:

If you believe you have been subjected to discrimination or harassment, you are encouraged to report the incident to the district's compliance coordinator. The district prohibits all forms of discrimination and harassment.

- **Harassment:** Unwelcome conduct that creates an intimidating, hostile, or offensive environment based on race, color, religion, sex, national origin, ancestry, or disability.
- **Discrimination:** Unfair treatment based on the same factors.

Title IX Notice:

The district does not discriminate on the basis of sex in its educational programs or activities. For inquiries about Title IX, contact the Title IX Coordinator or the U.S. Department of Education. [Click here to read Policy ACA](#)

Technology Usage:

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee. Policy EHB-AP1

Suicide Awareness:

This policy outlines key protocols and procedures the district will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of the district is to help students, including students receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. [Policy JHDF](#)

Title I:

Parents may request information regarding: Whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction. Whether the student's teacher is teaching under emergency or other provisional certification status. Whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. For more information, *contact the district Superintendent (502 N. Elm St., Mountain View, MO 65548 - 417-934-5408)*

Statewide Assessments:

The district's policy on student participation in statewide assessments is made available in the district's office for public viewing. This should include who is expected to participate, a list of statewide assessments the district participates in (MAP, NAEP, LEP, EOC, etc.) and dates on which those assessments are given, if known. The notice will reference district Policy IL and must include information on whether a parent/guardian can opt a student out of an assessment and the process for doing so. (Currently state law does not allow for students to opt out of statewide assessments.) (20 U.S.C. §6312, §160.570, Policy IL)

Annual Performance Reports:

District and Building Accountability Report Cards The district and building accountability report cards are available for public viewing. Please refer to Procedure KB-AP1 for more information.

Notice on Filing Complaints Regarding Federal Programs:

If you would like to file a complaint regarding certain federal programs under the district's jurisdiction, please refer to Policy KLA for the procedures on how to submit a formal complaint.

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 the district Superintendent (502 N. Elm St., Mountain View, MO 65548 - 417-934-5408)

Notice Regarding Asbestos:

In compliance with 15 U.S.C. §2643, the Mountain View-Birch Tree R-3 School District is required to provide a notice regarding the presence of asbestos and any inspections, re-inspections, surveillance, and post-response actions taken.

https://www.ourayschool.org/apps/pages/index.jsp?uREC_ID=2126371&type=d&pREC_ID=2156564

ANNUAL NOTIFICATION OF DIRECTORY INFORMATION

1. "Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information:" student's name, parent's name, date and place of birth, grade level, bus assignment, enrollment status (e.g., full-time or part-time), participation in school-based activities and sports, weight and height of members of athletic teams, dates of attendance, honors, and awards received, artwork or coursework displayed by the district, most recent previous school attended, and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
2. The district shall annually notify parents/guardians of students currently in attendance and eligible students currently in attendance of the "Directory Information" the district will release annually. Parents/guardians or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.
3. "Directory Information" is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law, section 610.010 - .030, RSMo.
4. At various times throughout the school year "Directory Information" will be used and released in the making of extra-curricular and co-curricular pamphlets and programs (such as a basketball tournament program). If such a program is sold to the patrons attending the event, then the information will be used for marketing purposes.

PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as faculty, principals, superintendent, or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field questions from parents/guardians or the public. **To file a formal complaint, click [here](#).**

Policy Assessment Program

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - b. Help the professional staff formulate and recommend instructional policy.
 - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

The Missouri General Assembly in 2001 required school districts under section 167.645 RSMo that if a student's reading level is more than one grade level behind, additional steps must be taken to help insure success.

The Mountain View – Birch Tree Schools have implemented reading programs based on a belief in the need to provide early and ongoing assistance to students who are at-risk. Our aim must be that all students have the reading skills critical for success in school and life. In response to 167.645 RSMo the Mountain View Elementary School and the Birch Tree Elementary School have established the following process to determine compliance to state law.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

Click here for a full listing of all...

[MVBT School District Policies and Notices](#)

[MVBT Handbook Policies and Notices \(quick reference\)](#)

IMPORTANT CONTACT INFORMATION

For any concerns or to get in touch with coordinators or administrators, refer to the contact details for:

The board designates the following individual to act as the district's compliance officer:

Superintendent, Title IX Coordinator, Homeless Coordinator, English Language Learner Coordinator

Lanna Tharp

502 N. Elm St.

Mountain View, MO 65548-8472

Phone: 417-934-5408 / Fax: 417-934-5404

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

John Daniels, High School Principal

502 N. Elm St.

Mountain View, MO 65548-8472

Phone: 417-934-2020 / Fax: 417-934-5404

MVBT Elementary Schools
Student Handbook Signature Form

Student Name (Please Print)

Grade

STUDENT HANDBOOK RECEIPT

This is to acknowledge my receipt of a copy of the Mountain View-Birch Tree elementary school student handbook, which includes informational items, the technology usage agreement, and the student code of conduct. By signing below, I agree to all policies and procedures listed herein.

Student Signature

Date

Parent/Guardian Signature

Date

Please return this completed sheet to your homeroom teacher.