

HARTVILLE
AND
GROVESPRING
Elementary



Student Handbook

2013 - 2014

NOTICE OF NON-DISCRIMINATION

As per Board of Education Policy adopted February 22, 1995, the Hartville R-II School District does not discriminate on the basis of race, color, national origin, sex, or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: applicants for admission and employment; employees; sources of referral of applicants for admission and employment; and all unions or professional organizations holding collective bargaining or professional agreements.

Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact the Superintendent of School, Hartville R-II School District, P.O. Box 460, Hartville, Missouri, 65667, 417-741-7676. This position has been designated to coordinate the district's effort to comply with the regulations implementing Title VI, Title IX, and Section 504.

EQUAL EDUCATIONAL OPPORTUNITY

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides and equal educational opportunities for all students.

Standard Complaint Resolution Procedure **For No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy KL:

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 by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

HARTVILLE R-II BOARD OF EDUCATION

Allen Dickinson, President
Gary Dedmon, Vice President
Dustin Arnall, Secretary
Dan Pitts, Member
Matt Ballard, Member
Brian O'Dell, Member
Jeff Ward, Member

Jennifer Arnall, Treasurer

MISSION STATEMENT

THE HARTVILLE R-II SCHOOL DISTRICT'S MISSION IS TO PROVIDE A POSITIVE, CARING AND SAFE EDUCATIONAL ENVIRONMENT FOR THE INTELLECTUAL, MORAL, PHYSICAL, CHARACTER, AND SOCIAL DEVELOPMENT OF EVERY STUDENT TO GRADUATE AS PRODUCTIVE, INFORMED, INNOVATIVE, INVOLVED, AND TECHNOLOGICALLY-LITERATE CITIZEN IN A MULTI-FACETED, EVER-CHANGING AND DEMANDING SOCIETY.

SCHOOL SONG

In the hills of old Missouri,
Stands the school we love,
Shining forth in all her beauty,
Onward Hartville High.
Proud are we of our Alma Mater,
Proud are we of thee,
Here's a toast to Hartville High School through eternity.

This handbook belongs to:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

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FACULTY AND STAFF

Administrative Staff

Mark Piper.....Superintendent
Rodney CravensH.E.S. Principal
Adam Cook.....G.E.S. Principal

Elementary Counselor

*Stacie Fohn

H.E.S. Instructional Staff

Position

Teresa Dorris	Pre-School Teacher
Areatha Mahan	Pre-School Aide
Jennifer Robertson	Pre-School Aide
Charisse Coy	Kindergarten
Linda Murr	Kindergarten
Anjeanette Howe	1 st Grade
Jennifer Jones	1 st Grade
Becky Baker	2 nd Grade
Becky Lillard	2 nd Grade
Evelyn Arnall	3 rd Grade
Rhonda Hampton	3 rd Grade
Kristi Ballard	4 th Grade
Alana Kelley	4 th Grade
Barb Palmer	5 th Grade
Rhonda Taylor	5 th Grade
Teresa Oliphant	6 th Grade
Tonya Wilson	6 th Grade
Ginger Jones-Taylor	Title I Math
Tonja Keith	Title I Reading
Linda Strunk	Title I Reading
Wilma McDaris	Spec. Ed.
Gabrielle Nelson	Spec. Ed.
*Dana Young	Speech Implementer
*Kim Bushnell	Speech Pathologist
*Sara Coleman	Vocal Music
*Kristy Norris	Instrumental/Vocal Music
Joe Garrison	Physical Education/In-school Detention
*Deborah Akers	Art
*Rhonda Jones	Parents-as-Teachers
Brett Reed	In-school Detention
Richard Driscoll	Physical Education
*Cindy Adamson	Library Media Specialist
*Meleah Keith	Library Aide
Ann Dickinson	Aide

* Hartville and Grovespring Elementary

G.E.S. Instructional Staff

Kayla Kroese
Mary Stephenson
Sheila Cravens
Laura Coday
Lana Arnall
Joan Roberts
Leta Richardson
Trish Cole
Phyllis Long

Position

Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
6th Grade
Title I Reading/Math
Spec. Ed.

CLASSIFIED STAFF

Secretarial Staff

Jennifer Arnall
Cathy Henderson
Joan Meigs
Brittany Boyer

Administrative Assistant
Superintendent Secretary
H.E.S. Secretary
G.E.S. Secretary

Cafeteria Staff

Nancy Hughes
Kathy Hensley
Rosanna James
Cindy Lansdown
Pamela Marco
Geneva Lemons
Deborah James
Elaine Young

Food Services Coordinator
Hartville Cook
Hartville Cook
Hartville Cook
Hartville Cook
Hartville Cook
Grovespring Cook
Grovespring Cook

Custodial Staff

David Rose
Linda Jordan
Jeff Helsley
Tammy Rose
Robert Thompson
Bruce Shaver

Maintenance Director
Hartville
Hartville
Hartville
Hartville
Grovespring

School Nurse

*Vickie Hilliard

Technology

*Josh Campen

Technician

* Hartville and Grovespring

WELCOME

The policies and procedures of this handbook are the result of a concerted effort by the faculty and administration. This information has been carefully prepared with the intent of being valuable in helping you adjust, as you become an integral part of Hartville Schools. We encourage you to take advantage of the academic and extracurricular opportunities available at Hartville. The more you involve yourself in school life, the more likely you will be to succeed academically and socially now and in the future. Have a great year!

AUTHORITY OF THE TEACHERS

Teachers and the Principal stand in the place of the parent during such times as students are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large, as well as in specific areas of duty assigned by the principal.

Time of supervision shall be continuous from the beginning of the teacher's arrival at school in the morning until their departure from school, not to exclude supervision of students for whom they are responsible for at extracurricular activities.

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student is expected to reprove the student(s) involved immediately and report the incident to the principal if necessary. The student is expected to accept the reprimand from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any student who strikes, slaps, kicks or curses a teacher shall be suspended from school and their parents may be requested to appear in front of the school board before readmission to school.

STUDENT RESPONSIBILITIES

It is the responsibility of the student, as a citizen of our school, to learn and obey all policies and regulations as set by the Hartville R-II Board of Education. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students, therefore, please do not ask that exceptions be made.

Remember that teachers are employed to aid and help students. Please feel free to contact them in the settlement of your problems. The student shall always remember to address or refer to his/her teachers as "Mr.," "Ms.," or "Mrs." Disrespect towards any school employee shall not be tolerated.

Students are expected to respect teachers, staff, and other students and act accordingly; be responsive to requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school-sponsored activities; refrain from any behavior that would embarrass or discredit yourself, your parents, your school, or your community.

GRIEVANCES

All grievances should be handled through the proper chain of command. If the grievance is with a certain teacher, sponsor, or coach, first set up an appointment to visit with that teacher, sponsor or coach. After the completion of that meeting, and only after that, you should contact the building level-principal. If the problem still persists, then and only then, will the Superintendent of Schools be notified. It will be the decision of the Superintendent whether to address the Board of Education with any issues concerning personnel.

SCHOOL COLORS

Royal blue and white

SCHOOL MASCOT

Eagle

SCHOOL PRIDE AND SPIRIT

“I’m Proud to be an Eagle.”

Students should remember that school life is comparable to life within a community. You should practice here the qualities of good citizenship, which are so necessary in a good community.

School spirit means many things. Some of the things it should mean and some ways students can contribute to good school spirit are:

1. Loyalty to all functions of the school.
2. Courtesy to teachers, officials, adults, fellow students, and students from other schools.
3. Sportsmanship. Being fair, courteous, generous, a good loser, and a graceful winner.
4. Keeping buildings and grounds free of litter and trash.

CHARACTER WORDS

Respect, Teamwork, Responsibility, Kindness, Trustworthiness, Self-Control, Honesty, Positive Attitude, Friendship

SCHOOL VISITORS

All persons wishing to visit any part of the school must sign in at the Central Office and receive a visitors’ pass. If at any time it is felt that a visitor is being disruptive to the school’s progress, s/he may be denied permission to visit.

BUILDING HOURS

The Hartville Elementary building will be open at 7:45 a.m. The breakfast serving line will begin at 8:00 a.m. All classrooms will be open by 8:20 a.m.; school begins at 8:30 a.m. Hartville Elementary will dismiss at 3:30 p.m.

The Grovespring Elementary building will open at 8:00 a.m.; school begins at 8:30 a.m. Grovespring Elementary will dismiss at 3:50p.m.

Do not allow your children to stay after school to wait for older siblings involved in after-school activities.

STUDENT DEPARTURE (End of the day)

The parent/guardian of each student must provide the classroom teacher with the student's after-school departure plans (ride the bus, walk home, picked-up by parent etc.). Any change in this plan, temporary or permanent, must be provided to the school in writing or by calling the office. If no information has been received regarding a change in plans, the student will follow his/her customary departure plan.

PARKING

Hartville

Parking is allowed in the yellow centerlines on the parking lot. Parents picking up students are to park in front of the gym or elementary buildings in the area marked by yellow lines or next to the playground.

Grovespring

There is no parking at the Grovespring School in the circle drive from 8:00 a.m. to 8:30 a.m. and from 3:30 p.m. to 4:00 p.m. Visitor parking is in the north parking lot.

STUDENT ATTENDANCE POLICY GRADES K-6

When a student is absent from school, the student shall have his or her parent or guardian call the school office or send a note verifying the absence with the student upon return to school. On the third absence from school without verification the student may be assigned In-School Detention.

No student shall be admitted to class without obtaining an admit/absentee slip from the office. The admit/absentee slip will need to be presented to teachers in order to obtain make up work for excused absences. Students shall obtain their admit slip from the school office **before** school starts.

If the student was absent for any of the following reasons, the student will need to bring a note or certification from that authority and present it to the school office to be inserted into the student's file.

1. Appointments for medical reasons. (Doctor, Dentist, Orthodontist, etc.)
2. Funeral services for immediate family members.
3. Confined to the hospital for injury or sickness.
4. Absences to comply with legal orders, court appearances, juvenile office, etc.

Excessive Absences

The Missouri Department of Elementary and Secondary Education require schools to maintain ninety-five percent attendance for accreditation purposes. Research indicates a positive correlation between student attendance and achievement. Five absences per semester is approximately ninety-five percent attendance. Greater than five absences are considered excessive, and could be detrimental to student success.

Upon the fifth absence for the semester, the student and parent/guardian will be notified that any further absences will result in at least one of the following actions by the principal:

1. Loss of privileges.
2. May place student on an attendance contract.
3. Shall examine each absence beyond the fifth to determine if make-up work shall be allowed.
4. May grant an extension due to extenuating circumstances.
5. May assign before/lunch/after school tutoring and/or Saturday school to make up hours of non-attendance.

In addition, if the student warrants, the principal may recommend one or all of the following to the superintendent:

1. The student receive a reduction in grades.
2. The student be assigned in-school detention.
3. The student be retained.

Upon the tenth absence for the first semester, or fifteenth for the school year the student will be reported to the appropriate authorities for educational neglect.

Any time during these proceedings, the student and/or the parents may request a hearing. All requests shall be initiated with the principal.

Excessive absences due to confirmed illness may be justified as long as the student makes every attempt to obtain his/her assignments while absent and make arrangements to make up all other work immediately upon returning to school.

Attendance Recovery

Before/after school tutoring and/or Friday Evening/Saturday School may be scheduled as deemed necessary throughout the semester to allow students the opportunity to make up hours absent for that semester. If a student misses more days than available to make-up, or if extenuating circumstances prevent the student from recovering days missed, that student, along with his or her parent or guardian, may file an appeal with the attendance committee to receive credit for days missed during the semester.

The attendance committee will consider all the facts of each case in deciding whether to grant or deny relief required. Relevant factors may include, but are not limited to, the following:

1. The reason(s) the student did not attend recovery assignment.
2. The reason(s) for the accrued or anticipated absences.
3. The extent to which the reasons for each absence were documented at the time the absence was recorded.
4. Whether all eligible make-up work was satisfactorily completed.
5. The number of times the student has requested special consideration.

Make-up Work

Teachers must provide make-up work at the request of the student for the day(s) absent. The length of time for the completion of make-up work shall be the equivalent to twice the number of days of absence (two days for every one absence). Work not completed and turned in to the teacher within that time span shall be recorded as a zero. There will be no make-up work for out of school suspensions. There may be no make-up work given following unexcused absences. All make-up work shall be completed no later than 10 days after the end of the quarter.

Attendance/School Activities

Students that are absent from school due to their approved involvement in school activities that are scheduled during the school day shall not be counted absent from classes, nor will it be recorded as an absence in the teachers' grade book. However, students are responsible for assignments or tests that occurred in class while they were gone.

Students must be in attendance at the minimum of four class periods the day of an extra-curricular activity in order to attend, participate or practice, unless prearranged through the activity sponsor and the building principal.

Attendance Reward:

Students with ninety-five percent attendance or higher will be eligible to attend a special activity as a reward for meeting the expected attendance goal. Eligibility for attendance reward activities will be determined from data drawn directly from student information systems. Excused and unexcused absences will not be taken into consideration for reward activities. An absence is an absence.

STUDENT DISCIPLINE POLICY
GRADES K-6

Student Conduct

Every pupil is expected to obey the rules and regulations, to attend school punctually and regularly according to the attendance policy, to obey the directions of the teachers, to be diligent in study, and to be respectful to staff members and schoolmates. All Hartville School District personnel responsible for the care and supervision of students are authorized and held accountable to enforce the student discipline policy, to hold students strictly accountable for any disorderly conduct in school, on any property of school, on any school bus, or any school-sponsored activity.

Thus, in situations where students display disruptive or undesirable behavior and violate the rules and regulations of the school, it is necessary for the school to impose penalties upon them.

Disciplinary Actions

- 1) **Conference:** Will be by letter, telephone, or in person with the student/parent/guardian.
- 2) **Privileges Withdrawn (PW):** This may include but is not limited to loss of recess, assemblies, parties, school activities, etc. It may also include being restricted to an assigned area on the bus, at lunch, or in class, etc... This disciplinary action can be used for any or all offenses.
- 3) **Lunch Detention:** The student will eat their lunch away from the general student population.
- 4) **Before/After School Detention (BSD/ASD):** This refers to disciplinary action before or after school. Students will be assigned to a room under a teacher's supervision to complete a detention assignment.
- 5) **School Clean-up:** Student will clean up grounds or facilities.
- 6) **Restitution:** This refers to the student repairing or paying for the repair or cleaning of school equipment that has been damaged, vandalized, or misused.
- 7) **In School Detention (ISD):** Refers to a program of isolation, discipline, and work on school and ISD assignments for the designated school day. Students shall report directly to the ISD room upon arrival at school and will remain until being released by the building administrator. All students must follow ISD rules and regulations and complete all assignments to the satisfaction of the teacher and principal before allowance to return to the natural school setting will be granted.
- 8) **Documentation in Student File:** Severe disciplinary issues will be reported to the student's permanent file. This information will remain in the file for an unlimited time and will not be subject to change.
- 9) **Suspension (OSS):** This is the most serious disciplinary action that can be taken by the principal. During suspension, students are not allowed to be at school functions or on school property. The superintendent of schools may decide to lengthen suspensions for up to 180 school days, and the Board of Education may choose to lengthen suspensions for 180+ days. Suspensions interrupted by inclement weather will be extended to include the next school day(s). Students may not make up work during a suspension.
- 10) **Contact Authorities:** Local law enforcement agencies will be notified to intervene under severe circumstances in which the violation is also a violation of state law, or is a continuous disruption to the school environment.

- 11) **Expulsion:** This disciplinary action requires action by the Board of Education. When a student is expelled, s/he is dropped from enrollment and may not return to Hartville School for any reason.

Discipline Offenses Definitions

***Arson:** Starting or attempting to start a fire or causing or attempting to cause an explosion.

***Assault:** Attempting to cause injury to another person: placing a person in reasonable apprehension of imminent physical injury: physically injuring another person. Attempting to kill or cause serious physical injury to another.

***Bullying/Threats/Harassment/Intimidation/Extortion:** Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group. Threatening or intimidating to obtain money or anything of value.

BSD/ASD/ISD Violation: Failure to attend or complete detention to the satisfaction of the teacher/administrator.

Cell Phones/Electronic Devices: These are a distraction to the school environment and should remain off and out of sight during the instructional day, 8:00 a.m.-3:30 p.m..

***Cheating/Forgery/Lying:** Any unauthorized help on any assignment or responsibility, falsifying notes or documents.

Disparaging or Demeaning Language: Verbal, written, pictorial, or symbolic words or gestures meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

Disruptive Speech or Conduct: Conduct or verbal, written, pictorial or symbolic language that materially and substantially disrupts classroom work, school activities or school functions.

Dress Code: Violation of district's dress code. See page 23.

***Drugs/Alcohol:** Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

Excessive Tardiness (6+): Cumulative tardiness six or more times within a semester.

Failure to Meet Conditions of Suspension: Coming within 1000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of district's discipline policy.

False Alarms: Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

***Fighting/Violence:** Mutual combat in which both parties have contributed to the conflict either physically or verbally. If an aggressor can be determined, that student may receive more severe punishment.

Hazing: Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to a grade level, student organization or

school-sponsored activity. Hazing may occur even when all students involved are willing participants.

Incomplete/Missing Assignments: Students that have zeros or incomplete assignments for any class.

Insubordination/Disrespect: Verbal, written or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate to public settings.

PE No Dress: After a student has not dressed out in appropriate PE attire five or more times for the semester.

Profanity/Lewd Gestures/Language: Conduct or speech (whether verbal, written, gestured or symbolic), which is directed towards a staff member, student, or visitor and is deemed to be offensive by teacher/supervisor.

Public Display of Affection (PDA): Physical demonstrations of affection are deemed inappropriate for a school setting, including but not limited to kissing, groping, hugging, or hand holding.

School Bus Misbehavior: Any behavior that qualifies as any behavior offense in the regular school setting.

***Sexual Harassment/Assault /Immoral Conduct:** Unwanted sexual comments, gestures, or touching directed toward another student or staff member. This includes exposure of self. Physical contact that is sexually harassing.

Technology Misconduct: Attempting, regardless of success, to gain unauthorized access to a technology system or information, use district technology to connect to other systems in evasion of the physical limitations of the remote system, copy district files without authorization, interfere with the ability of others to utilize district technology, secure a higher level of privilege without authorization, introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology, or evade or disable a filtering/blocking device. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops, or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. Use of audio or visual recording equipment in violation of Board policy KKB.

***Theft/Possession of Stolen Property:** Having anything that has been reported as stolen or being caught in the act of stealing another student, teacher, or staff member's belongings.

Tobacco/Smoking/Paraphernalia/Incendiary Devices: The possession or use of tobacco, tobacco products, or matches, lighters, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff, by students is prohibited on the Hartville R-II property or while on a Hartville R-II School sponsored activity.

Tuancy/Away from Designated Area: Absence from school without the knowledge and consent of parent/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; or leaving school without properly signing out in the school office, being any place that a student does not have permission to be, or not being in assigned room or area.

***Vandalism:** Any damage to school property

***Weapon/Dangerous Device:** Any device or instrument used for attack or defense or any instrument or device used to inflict harm to another person.

Wellness Policy Violation: Any direct violation of the wellness policy.

*** “Safe Schools” or other state law violation:** All acts that violate the “Safe Schools Act” see Board policy JGF, or state law will be documented in the student’s file and law enforcement authorities will be notified.

Student Discipline

The following is a list of punishments for various offenses encountered in the school setting. A subsequent offense punishment may be implemented even on the first offense depending on the circumstances. The punishment may also vary if the student has committed a first offense in one category, but has committed previous violations in other categories. All rules apply to any and all sanctioned school activities. The principal reserves the right to punish behavior, which adversely affects the school even though it may not be specified in the following written rules.

Elementary Discipline Table

<u>Offense</u>	<i>First Offense</i>		<i>Subsequent Offense</i>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
*Arson	ISD	OSS Documentation in student file Contact parents/authorities Restitution	OSS Documentation in student file Contact parents/authorities Restitution	Expulsion
*Assault	10 days OSS	10 Days OSS Recommend 45+ OSS/ISD Contact parents/authorities	10+ OSS Recommend 45+ OSS Contact parents/authorities	Expulsion Documentation in student file Contact parents/authorities
BSD/ASD/ISD Violation	OSS Additional BSD/ASD/ISD	Additional BSD/ASD/ISD	ISD	OSS
*Bullying/Threats/Harassment Intimidation/Extortion	ISD/BSD/ASD,	ISD/OSS Documentation in student file Contact parents/authorities	ISD/OSS Contact parents	OSS Documentation in student file Contact parents/authorities
Cell Phones/Electronic Devices	Lunch Detention Device confiscated.	Lunch Detention Device confiscated, returned to parent	ISD, Device Confiscated and returned to parent	ISD/OSS Device confiscated indefinitely
*Cheating/Forgery/Lying	Failing grade Student conference	ISD, Failing Grade	ISD Failing grade Parent conference	OSS Contact parents/authorities
Disparaging or Demeaning Language:	Warning, ISD	1-10 Days OSS	BSD/ASD/Lunch Detention	1-180Days OSS, Expulsion, Documentation in student file
Disruptive Speech or Conduct	Warning	BSD/ASD/ISD	BSD/ASD/ISD	OSS Contact parents
Dress Code	Warning	Change clothes	BSD/ASD/ ISD	OSS Contact parents
*Drugs/Alcohol	1 Day ISD/OSS, Documentation in student file, contact parents/authorities	180 days ISD/OSS Documentation in student file Contact parents/authorities	45-90 days OSS Documentation in student file Contact parents/authorities	Expulsion
Excessive Tardiness	Lunch Detention (6 th)	ISD (7 th)	ISD (3 days) (8 th)	ISD (5 -10 days) (9+)
Failure to Meet Conditions of Suspension	Warning	1-180 OSS, Expulsion	Warning	1-180 OSS, Expulsion
False Alarms	ISD Restitution	OSS Documentation in student file Contact parents/authorities	OSS Documentation in student file Contact parents/authorities Restitution	Expulsion Documentation in student file Contact parents/authorities Restitution
*Fighting/Violence	ISD	OSS Documentation in student file Contact parents/authorities	ISD/OSS Documentation in student file Contact parents/authorities	OSS Documentation in Student file Contact parents/authorities

Hazing	Student Conference Lunch Detention/ISD	OSS Documentation in student file Contact parents/authorities	ISD/OSS Documentation in student file Contact parents/authorities	OSS Documentation in Student file Contact Parents/authorities
Incomplete/Missing Assignments	BSD/ASD	BSD/ASD/ ISD	BSD/ASD	BSD/ASD/ISD Withdrawal of privileges
Insubordination/Disrespect	ISD/BSD/ASD,	ISD/OSS Contact parents	ISD/BSD/ASD, Lunch Detention	OSS Contact parents, Expulsion, documentation in student file
Parking/Driving	N/A	N/A	N/A	N/A
PE No Dress	ISD	ISD	Rest of semester ISD and F for Semester	Rest of semester ISD and F for Semester
Profanity/Lewd Gestures/Language	BSD/ASD/ISD/	ISD/OSS Contact parents	ISD/OSS	OSS Expulsion
Public Display of Affection (PDA)	Warning	1-180 OSS, Documentation in file	BSD/ASD	1-180 OSS Contact parents, Expulsion, Documentation in file
School Bus Misbehavior (Student may be punished on bus and at school for specific offense)	Warning	ISD/BSD/ASD Removed from bus	BSD/ASD/ISD Removed from bus	ISD/OSS Removed from bus indefinitely
*Sexual Harassment/Assault Immoral Conduct	Warning/ISD/OSS	ISD/OSS/Expulsion	ISD/OSS/ Expulsion	Expulsion Documentation in student file Contact parents/authorities
Technology Misconduct	ISD	Loss of computer use for 8 weeks Restitution 1-180 OSS	ISD	Loss of computer use for remainder of year Restitution 1-180 OSS, Expulsion Documented in file
*Theft/Possession of Stolen Property	ISD, Restitution	1-180 OSS Documentation in student file Contact parents/authorities Restitution	ISD/OSS Documentation in student file Contact parents/authorities Restitution	1-180 OSS Documentation in student file Contact parents/authorities Restitution
Tobacco/Smoking/Paraphernalia	ISD/OSS	ISD/OSS Campus Cleanup Contact parents	ISD/OSS (3 + days) Campus Cleanup Contact parents	OSS Contact parents
Truancy/Away from Designated Area	BSD/ASD	ISD Contact parents Loss of credit for assignment	ISD	OSS Contact parents Loss of credit for assignment
*Vandalism	ISD Campus Clean-Up Restitution	ISD/OSS Campus Clean-Up Documentation in student file Contact parents/authorities Restitution	ISD/OSS Documentation in student file Contact parents/authorities Restitution	OSS Documentation in student file Contact parents/authorities Restitution

*Weapon/Dangerous Device	ISD/OSS	OSS/Expulsion Documentation in student file Contact parents/authorities	11-180 OSS Documentation in student file Contact parents/authorities	Expulsion Documentation in student file Contact parents/authorities
Wellness Policy Violation	Confiscation	Confiscation	Confiscation	Confiscation

* “Safe Schools” (see Board policy JGF) or other state law violation: All acts that violate the “Safe Schools Act” or state law will be documented in the student’s file and law enforcement authorities will be notified.

RESTROOM USE

Students will be encouraged to follow four simple restroom rules:

1. GO
2. FLUSH
3. WASH
4. LEAVE

Any activity, which does not fall directly into one of these categories, will be subject to discipline.

GENERAL INFORMATION

Age Requirements for Enrollment

A child must turn 5 before August 1 in order to be eligible to enroll in kindergarten. A child must turn 6 before August 1 in order to enroll in first grade. Senate Bill CCS HCS SB572 repeals laws requiring schools to evaluate the readiness for early entry effective July 1, 1997.

Immunization

According to Board of Education policy, JHCB, all students attending the district’s schools shall be immunized in accordance with law.

Administration of Medicine

Medications will be administered according to Board of Education Policy, JHCD.

Accidents or Illnesses

In the event of a minor injury or illness, the school nurse will administer first aid. In the interest of the child, the nurse will contact the parent or guardian if the situation warrants. If the parent cannot be reached, the nurse or designee will contact the alternate person provided on the emergency card.

School Insurance

The Board recommends that all students have accident insurance for both their own protection and their parents’/guardian’s protection. Although arranging for such insurance is the responsibility of the student and parents/guardian, the Board will name an insurance carrier each year to offer group rates. Participation in the group plan is optional. The parents/guardians and student will deal directly with the insurance carrier.

Check-out Procedures/Leaving School

Parent/Guardians wishing to check out his/her student during the school day need to report directly to the elementary office. At this time the student will be contacted and sent to the office to be signed out. **We ask that you refrain from going directly to the classroom to pick-up your student. Doing so may disrupt student learning.**

School Cancellation Because of Weather or Other Conditions.

It is necessary at times to cancel school due to unforeseen weather conditions. These cancellations are announced on all Springfield television stations, K-JEL Radio 103.7, and School Messenger. Please refrain from calls to the school personnel regarding weather. If classes must be dismissed early after the school day has started, an announcement will be made at school and on all radio and televisions previously mentioned and a message sent out through our School Messenger system.

Telephones

All calls must be made through the office. The calls should be limited to emergencies. **Cell phone usage is not permitted during school.**

Assemblies

Attendance at all school-sponsored assemblies is compulsory. Although there is no set pattern or number of assemblies, they are designed to be entertaining and educational. All students are to conduct themselves in a manner that will not disturb others who wish to enjoy the assembly. Disruptive students will be disciplined accordingly.

Building Use After School Hours

Arrangements should be made with the principal for all activities that need to use the building after hours. The teacher sponsoring the activity or organization should make arrangements. No student should be in the building after school hours unless working with a teacher, sponsor, or coach.

Calendar of Activities

A calendar of activities is kept in the principal's office. To eliminate conflicts, sponsors are urged to schedule events as early in the year as possible. All dates should be approved by the building principal before they are entered upon the calendar, hopefully (1) one week in advance. In the event of a conflict, the event placed on the calendar first will take priority.

School Pictures

School pictures will be taken during the fall and spring and are paid for by the students. Students are not required to purchase pictures, but will need to have picture taken for the yearbook. Students that miss school the day of pictures will have another opportunity on picture make-up day.

Student Valuables

Students are cautioned not to bring valuables or large amounts of money to school or on school field trips. If you wear glasses, watches or rings, keep track of them at all times. Students, not the school, are responsible for personal property. If it is necessary to bring a considerable amount of money to school, leave it in the office for safekeeping. **IF IT IS NOT ON YOUR SCHOOL SUPPLY LIST THE SAFEST THING TO DO IS LEAVE IT AT HOME.**

Textbooks

Students are responsible for all the books they are issued and are expected to take care of them until turned in at the end of the school year.

Fire, Tornado, Earthquake, and Intruder Drills

Emergency procedure drills will be performed in order to be prepared in the event of an emergency or natural disaster. All classrooms have diagrams of procedures to take in this event.

Fire - Intercom Warning short intermittent bells.

Tornado - Intercom Warning Long continuous bell.

Earthquake – Intercom Warning, “We are now conducting an earthquake drill please proceed accordingly.”

Intruder/Lockdown - Intercom Warning, “There is intruder in the building.”

Transfers

The district will respond to a request for records from another school district enrolling a student within five business days of receiving the request. Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police, or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense listed in 167.115.1, RSMo. The notification of disposition of such case will be forwarded to the superintendent of the new school district in which the student has enrolled.

LIBRARY/MEDIA CENTER

The Library is available to all students K-12. Library hours are from 8:00-4:00PM. All students are encouraged to use this resource center. Books issued to students for study or home use are charged at the loan desk. Books are issued for 10 days and may be renewed. Students are responsible for books they have damaged or lost. Students repeatedly ignoring request to return an overdue book may be refused library privileges until library regulations have been met.

STUDENT DRESS CODE

All students are expected to come to school clean and neat in appearance. Students should dress in a manner that is safe and that does not attract undue personal attention or distract others from the learning process.

Students dressed inappropriately will be sent home or to the nurse's office to change. Repeated occurrences of inappropriate dress will be dealt with as insubordination as outlined in the disciplinary code.

The following list of clothing will be considered inappropriate:

1. Halter-tops, open mesh shirts, or any shirt that exposes the midriff.
2. Shirts that do not cover the back, chest, or bra straps.
3. Any tank top or muscle shirt should be tight around the arms as to not expose under clothing or torso.
4. Any item of clothing that promotes alcohol, tobacco, drug products, any sexual innuendoes, or offensive language shall not be worn at school or during any school sponsored activity home or away.
5. Jeans, shorts or slacks with inappropriate or revealing rips or tears in them from the waist to the knees.
6. No headgear shall be worn in the building at any time. This includes but is not limited to hats, bandannas, or headbands.
7. Shorts or skirts that are excessively tight or short.
8. Shoes are to be worn at all times.
9. Jeans, shorts, or slacks must fit at the waist and be size appropriate.

STUDENT SERVICES

Counseling Services

A well-rounded guidance service is essential in today's schools. A counselor is available to students for a variety of guidance and counseling services. All students are encouraged to make good use of this service. Problems related to school, personal life, or the future may be discussed with the counselor who is trained to help students with their problems.

Special Needs

A specially trained staff is here to assist with students with special needs. Any student who feels they are not being assured of an appropriate education should contact the principal or counselor for an evaluation.

Cost of Meals

Cafeteria Prices (Adult/JH &HS/Elementary)	
Breakfast	\$1.30/\$1.00/\$.90
Reduced Breakfast	\$0.30
Lunch	\$1.90/\$1.55/\$1.45
Reduced Lunch	\$0.40
Extra Milk	\$0.30

Free and Reduced Meals

Children attending schools within the district that participate in the National School Lunch and Breakfast programs will be provided nutritionally acceptable meals at no cost or at a reduced cost if they are unable to pay the regular price, as determined by the federal income guidelines. Applications for free or reduced price lunches are available at the principal's office upon request by the student or parent/guardian. Every precaution will be taken to protect the anonymity of students receiving free or reduced price meals.

Meals on Credit

Students in elementary school will be allowed to charge meals up to \$25.00. If no reimbursement has been received, the student will be provided a sandwich and milk or other drink thereafter until payment is received. Original privilege returns on a payment.

End of School Year Payments

No charges will be accepted beginning May 1st of each year to allow for accounts to be cleared, with all payments received before the close of the school year.

Grading System

A student must be enrolled for 22 days before any grade can be issued. Each student will receive a grade card every 9 weeks. Students are required to return grade cards. It is their responsibility to see that their parents or guardians get their report cards. Hartville R-II Schools' reporting system uses the following codes where letter grades are applicable:

- A - excellent progress (90-100 percent)
- B - superior progress (80-89 percent)
- C - average progress (70-79 percent)
- D - below average (60-69 percent)
- F - failing to make progress (below 60 percent)

In addition, students are rated for their cooperation, preparation, attitude and class participation.

DRUG AND ALCOHOL STATEMENT

Hartville R-II Schools is a Drug-Free School and has adopted and implemented a program to prevent unlawful possessions, use or distribution of illicit drugs and alcohol according to statutory requirements. The use of illicit drugs and the unlawful possession of alcohol are wrong and harmful.

All medications prescribed by a physician, as well as all nonprescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with established school policies.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy, shall be subject to suspension, expulsion or other discipline as provided in the district's discipline policy. Students may also be referred for prosecution. Strict compliance is mandatory. All controlled substance shall be turned over to the local law enforcement agency.

The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The districts 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 and students shall annually be provided with a copy of this policy.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education of the United States Department of Education, the district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

BUS RULES AND REGULATIONS

Students are expected to behave themselves on the bus and refrain from actions endangering other passengers and the safety of the bus. Students are subject to the rules and regulations of the school while coming and going from school to their homes.

Students not attending school are not eligible to ride the bus without an excuse from the Superintendent. Bus drivers are instructed not to admit such students. Visitors will not be admitted on the bus.

The same standards of conduct apply on the bus as in the classroom. The driver of the bus is interested in your safety and welfare. Please cooperate with him/her by observing the following:

1. Be on time so there will be no delay.
2. Notify the driver ahead of time when you plan not to ride the bus.
3. Wait until the bus stops before moving toward it to enter.
4. Be in your seat when the bus is in motion.
5. Wait until the bus stops before getting off to leave.
6. Upon leaving the bus, students should cross in front of bus.
7. Scuffling, teasing, throwing any object, use of tobacco, use of foul language is forbidden on the bus.
8. Keep arms and head in bus at all times.
9. The aisle of the bus must be clear at all times.
10. The rear door is an emergency door; students should refrain from opening it.
11. Students are not to bring radios, cassette players, disc players, MP3 players, iPODS, toys, candy, pop, etc. on the bus without permission from the driver.
12. Balloons or anything that obstructs the view of the bus driver will not be allowed on the bus.
13. Any student who refuses to obey the driver may be asked not to ride the bus and refused admittance until he/she agrees to do so.
14. Conduct yourself as a lady or gentleman while riding the bus so there will not be a necessity for seating boys and girls separately.
15. The student(s) causing the damage must pay for any damage to a bus by a student or group of students.
16. Bus drivers may assign seats.

Homework Policy

Homework is primarily intended to teach students responsibility in taking an assignment home, completing it and returning it to school. Additionally, homework promotes parental involvement at home so that each student gets individual attention and supplementary practice in daily lessons. Parent support with homework is absolutely necessary throughout elementary school. All parents and guardians should check with their students daily to guarantee that homework is completed. Communication with the teacher is actively encouraged if there are questions about homework.

Hartville R-II Schools

2013-14 Calendar

Aug. 12&13	Back to School Professional Development
Aug. 13	Open House: PK, HES, GES, HJH, HHS
Aug. 14	First Day of Student Attendance
Sept. 2	Labor Day (No School)
Oct. 14	Summit PD Day (No Students)
Oct. 18	End of First Quarter
Oct. 22 & 24	Parent-Teacher Conferences 3:45-7:45 pm
Oct. 25	Fall Break (No School)
Nov. 11	Veteran's Day (No School)
Nov. 27-Dec.1	Thanksgiving Holiday (No School)
Dec. 19	End of Second Quarter
Dec. 20	Teacher Work Day (No Students)
Dec. 23-Jan.5	Christmas Break
Jan. 6	Classes Resume
Jan. 20	Martin Luther King Day (No School)
Feb. 17	President's Day (No School)
Feb. 25 & Feb. 27	Parent-Teacher Conferences 3:45-7:45 pm
Feb. 28	Winter Holiday (No School)
Mar. 13	End of Third Quarter
Mar. 14	Eagle Spirit Day (No School)
Mar. 31-May 16	Student Assessment Window
Apr. 18-21	Easter Break (No School)
May 16	Last Day of School-End of Fourth Quarter
May 17	Graduation

Potential Snow Make Up Days

1st: 12/20	4th: 1/20	7/8th: 2/17	13/14 th : 5/22
2nd: 1/3	5th: 5/19	9/10th: 4/21	
3 rd : 1/2	6th: 5/20	11/12th: 5/21	