

HARTVILLE  
AND  
GROVESPRING  
Elementary



Student Handbook

2022 - 2023

## **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.

### **Standard Complaint Resolution Procedure**

The Hartville R-II School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

### **Complaint Process**

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

## **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

## **Prohibition against Retaliation**

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

## **Virtual Instruction**

In accordance with Missouri State Statute 161.670, Hartville R-II Schools offers virtual instruction through Missouri Course Access Program (MOCAP). Hartville R-II board policy IGCD provides guidance for virtual course enrollment.

Hartville/Grovespring Elementary Counselor: Victoria Hutsell 417-741-7676 ext. 123

## **Parent Involvement Policy for Federal Programs**

Hartville R-II District is a recipient of monies through Federal Programs. These funds are used in a variety of ways. Our goal is to always ensure these funds are used to provide appropriate educational opportunities for all students.

The district will encourage parents to be involved in supporting the education of their children in the following ways:

- Parents will be encouraged (at least once per year) to become involved in the integrated development of Federal Program planning, the process of reviewing the implementation of the plans, and in suggesting improvements.
- The district will provide coordination, technical assistance, and other support necessary to assist in planning and implementing effective parental involvement.
- The district will continually work to build school and parent capacity for strong parental involvement and for promoting high levels of student achievement.
- The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there are barriers to greater participation, particularly by parents who are disabled, who are migrant workers, who have limited English proficiency, limited literacy, or are of any racial or ethnic minority background.
- The district will use the evaluation findings in designing strategies for school improvement and in revising parental involvement policies and procedures at the district and building levels.

### HARTVILLE R-II BOARD OF EDUCATION

Jeff Ward, President

Jason Cryer, Vice President

Dustin Arnall, Secretary

Matt Ballard, Member

Natalia Moncada-Harris, Member

Nathan Culver, Member

Jeff Palmer, 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**

Adam Cook	Superintendent
Rodney Cravens	H.E.S. Principal
Justin Hightower	G.E.S. Principal

### **H.E.S. Instructional Staff**

### **Position**

*Victoria Hutsell	Elementary Counselor/Instructional Coach
Ashlynn Dickinson	Pre-School Teacher
Amy Campbell	Pre-School Aide
Jennifer Fletcher	Kindergarten
McKenzie Dedmon	Kindergarten
Sarah Stigall	1st Grade
Evelyn Arnall	1st Grade
Laura Coday	2nd Grade
Shana Jones	2nd Grade
Chasity Dedmon	3rd Grade
Chloe Keith	3rd Grade
Kristi Ballard	4th Grade
Alana Kelley	4th Grade
Alyssa Johnson	5th Grade
Bailey Morse	5th Grade
Tracie Wilson	6th Grade
Sonia Harris	6th Grade
Ginger Jones-Taylor	Title I Math
Tonja Keith	Title I Reading
Anjeanette Howe	Title I Reading
Misti Lowery	Special Education

Pandice Bratt	Special Education
Gabrielle Nelson	Early Childhood Special Education
*Brittany Horn	Speech Pathologist/Implementer
*Cheryl Brown	Vocal Music
*Courtney Maples	Instrumental/Vocal Music
Bradey Welsh	Physical Education
*Carlin Summers	Art
*Natalie Cook	Parents-As-Teachers
Tony Simpson	In-school Detention
Andrew Doyle	Physical Education
*Steve Sanders	Library Media Specialist
*Meleah Keith	Library Aide
Ann Dickinson	Aide
Maggie Reed	Aide
Aubrey Hardcastle	Aide
* Hartville and Grovespring Elementary	

**G.E.S. Instructional Staff**

**Position**

Kelsey Curtis	Kindergarten
Mary Stephenson	1st Grade
Sheila Cravens	2nd Grade
Jennifer Parker	3rd Grade
Leta Richardson	4th Grade
Joan Roberts	5th Grade
Tisha Foreman	Special Education/Title I
Jeanne Dugger	Aide



**CLASSIFIED STAFF**

**Secretarial Staff**

Jennifer Arnall	Admin. Asst./Bookkeeper
Tori Delcour	Superintendent Secretary
MaryAnn Potter	H.E.S. Secretary
Jennifer Robertson	G.E.S. Secretary

**Cafeteria Staff**

Tiffany Hughes	Food Services Coordinator
Linda Jordan	Hartville Cook
Cindy Lansdown	Hartville Cook
Rita Smith	Hartville Cook
Kelsey Williams	Hartville Cook
Ashley Dennis	Hartville Cook
Mindy Bel	Grovespring Cook
Elaine Young	Grovespring Cook

**Custodial Staff**

Jason Parker	Maintenance Director
Andy Trustee	Hartville
Robert Thompson	Hartville
Joey Simmons	Hartville
Blake Lansdown	Hartville
Chris Robertson	Grovespring
*Kelsey Widner	School Nurse

**Technology**

*Josh Campen	Director/Technician
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\* 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:

Loyalty to all functions of the school.

Courtesy to teachers, officials, adults, fellow students, and students from other schools.

Sportsmanship. Being fair, courteous, generous, a good loser, and a graceful winner.

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 visitor’s 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 7:40 a.m. The breakfast serving line will begin at 7:40 a.m. All classrooms will be open by 7:40 a.m.; school begins at 7:56 a.m. Hartville Elementary will dismiss at 3:32 p.m.

The Grovespring Elementary building will open at 7:30 a.m.; school begins at 8:00 a.m. Grovespring Elementary will dismiss at 3:40 p.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 elementary building in a line, stretching in front of the gym and along the street in front of the high school building.

Grovespring

There is no parking at the Grovespring School in the circle drive from 7:15 a.m. to 8:00 a.m. and from 3:30 p.m. to 3:55 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 an 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.

Appointments for medical reasons. (Doctor, Dentist, Orthodontist, etc.)

Funeral services for immediate family members.

Confined to the hospital for injury or sickness.

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 percent of students with 90% or better 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 may result in at least one of the following actions by the principal:

Loss of privileges.

Shall examine each absence beyond the fifth to determine if make-up work shall be allowed.

May grant an extension due to extenuating circumstances.

May refer the case to Truancy Court.

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

The student receives a reduction in grades.

The student be assigned in-school detention.

The student be retained.

Upon the tenth absence for the first semester, or fifteenth for the school year the student may 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.

**\*\*Due to COVID-19 the Student Attendance Policy may be subject to change.**

### **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. Make-up work for out of school suspensions will result in the student receiving a maximum of 50% credit for the work. 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.

## **STUDENT DISCIPLINE POLICY**

### **GRADES PK-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**

Conference: Will be by letter, telephone, or in person with the student/parent/guardian.

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.

Lunch Detention: The student will eat their lunch away from the general student population.

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.

School Clean-up: The student will clean up grounds or facilities.

Restitution: This refers to the student repairing or paying for the repair or cleaning of school equipment that has been damaged, vandalized, or misused.

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.

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.

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 will not receive full credit for work during a suspension. A grade reduction of no less than fifty percent will be observed based on administrative discretion.

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.

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: Placing a person in reasonable apprehension of imminent physical injury: intentionally causing physical injury to another person. Attempting to kill or cause serious physical injury to another.

\*Bullying and Cyberbullying: 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; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Threatening or intimidating to obtain money or anything of value.

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.-3:16 p.m, unless required for instruction or assignments.

\*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.

Disrespectful Conduct or Speech: Verbal, written, pictorial, or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate to public settings.

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. See Board Policies JFCH and JHCD.

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

Extortion: Threatening or intimidating any student for the purpose of obtaining money or anything of value.

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.



Nuisance Items: Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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.

Truancy/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 willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

\*Weapon/Dangerous Device: Possession or use of any weapon as defined in Board 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 may 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

Offense	First Offense		Subsequent Offense	
	Minimum	Maximum	Minimum	Maximum
*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 and Cyberbullying	ISD/BSD/ASD,	ISD/OSS Documentation in student file	ISD/OSS Contact parents	OSS Documentation in student file

		Contact parents /authorities		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 (6th)	ISD (7th)	ISD (3 days) (8th)	ISD (5 -10 days) (9+)
Failure to Meet Conditions of Suspension, Expulsion	Warning	1-180 OSS, Expulsion	Warning	1-180 OSS, Expulsion

or Other Disciplinary Consequences				
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
Incendiary Devices or Fireworks	Confiscation, warning, Principal /Student conference	LD/BSD/ASD /ISD	ISD/OSS Documentation in student file Contact parents /authorities	OSS
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
Sexing and/or Sexually Explicit, Vulgar or Violent Material	LD/BSD/ASD Confiscation	ISD/OSS Documentation in student file Contact parents /authorities	ISD/OSS Contact parents	OSS 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 /authority 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	ISD/OSS Documentation in student file Contact parents /authorities	OSS Documentation in student file Contact parents

		Contact parents /authorities Restitution	Restitution	/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

\* “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:

GO

FLUSH

WASH

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 the 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 contact list.

### **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 checkout 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, KJEL 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.

### **Phones**

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 a 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/Fire Alarm

Tornado - Intercom Warning

Earthquake – Intercom Warning

Intruder/Lockdown - Intercom Warning

### **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 8:00-3:00PM. 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 requests 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:

Halter-tops, open mesh shirts, or any shirt that exposes the midriff.

Shirts that do not cover the back, chest, or bra straps.

Any tank top or muscle shirt should be tight around the arms as to not expose under clothing or torso.

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.

Jeans, shorts or slacks with inappropriate or revealing rips or tears in them from the waist to the knees.

No headgear shall be worn in the building at any time. This includes but is not limited to hats and bandanas.

Shorts or skirts that are excessively tight or short.

Shoes are to be worn at all times.

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 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/6th Grade, JH, HS/Elementary)	
Breakfast	\$2.25/\$1.75/\$1.65
Reduced Breakfast	\$0.30
Lunch	\$3.40/\$2.35/\$2.25
Reduced Lunch	\$0.40
Extra Milk	\$0.35

### **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 online at [new.hartville.k12.mo.us](http://new.hartville.k12.mo.us) 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 upon 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 substances 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:

Be on time so there will be no delay.

Notify the driver ahead of time when you plan not to ride the bus.

Wait until the bus stops before moving toward it to enter.

Be in your seat when the bus is in motion.

Wait until the bus stops before getting off to leave.

Upon leaving the bus, students should cross in front of the bus.

Scuffling, teasing, throwing any object, use of tobacco, use of foul language is forbidden on the bus.

Keep arms and head inside the bus at all times.

The aisle of the bus must be clear at all times.

The rear door is an emergency door; students should refrain from opening it.

Balloons or anything that obstructs the view of the bus driver will not be allowed on the bus.

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.

Conduct yourself as a lady or gentleman while riding the bus so there will not be a necessity for seating boys and girls separately.

The student(s) causing the damage must pay for any damage to a bus by a student or group of students.

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 2022-23 Calendar**

Aug. 16-18	Back to School Teacher Professional Development
Aug. 23	First Day of Student Attendance
Oct. 14	End of First Quarter
Oct. 18 & 20	Parent-Teacher Conferences 3:30-7:30 pm
Nov. 23-25	Thanksgiving Break (No School)
Dec. 21	End of Second Quarter
Dec. 22-Jan.1	Christmas Break
Jan. 2	Teacher PD Day (No students)
Jan. 3	Classes Resume
Mar. 10	End of Third Quarter
Mar. 14 & 16	Parent-Teacher Conferences 3:30-7:30 pm
Apr. 3	School in session
Apr. 7	Good Friday (No School)
May 12	Graduation 7:00 pm
May 18	Last Day of School-End of Fourth Quarter
May 30	First Day of Summer School
June 23	Last Day of Summer School

