

SUCCESS R-VI

SCHOOL DISTRICT



HAWK PRIDE

Student Handbook
2020-2021

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MISSION STATEMENT

The Success R-VI School District believes education requires the commitment of the community, parents, students, faculty, and staff. The role of the school is to support the family by guiding students in acquiring the skills, knowledge, and character traits that will prepare them to function as competent adults in a free society. We believe in the ongoing process of helping students to develop positive character attributes that will assist them in becoming responsible, respectful, thoughtful, participating members of our families, schools and community.

VISION STATEMENT

Success School is a supportive school community, committed to academic, behavioral excellence and integrity. We provide instruction in a respectful, responsible and safe learning environment, responsive to each student, in joint effort with families and the community.

DISCIPLINE PHILOSOPHY

Success School's discipline philosophy is a proactive model which teaches socially appropriate behaviors. Our students and staff will demonstrate respect, responsibility, and contribute to the positive school climate. A supportive system is in place to assist students who may present challenging behaviors.

Success R-VI School District

BOARD OF EDUCATION

Benny Bean
Stephanie McKinney
Lanny Cline
Alva McCown
Beth McNew
Whitney Page
Liz Revelle

President
Vice-President
Treasurer
Member
Member
Member
Member

ADMINISTRATION

David Russell
Melanie Elliott
Josh Kumpula
Cheta Shelton

Superintendent/Principal
Administrative Assistant/Finance
Assistant Principal/ISS-ASD
Director - SELP

FACULTY

Chellsi Hicks
Cheta Shelton
Julia Pounds
Courtney Coen
Rebecca Malam
Jennifer Scott
Brittney Keaton
Kim Brannan
Kim Huff
Josh Kumpula
Donna Blankenship
Lynn Blackwell
Kristin Gullic
Mary McCarthy

Preschool Teacher
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Middle School Math/Science(6-8)
Middle School ELA/Social Studies (6-8)
Health/PE/Art/ Music - Assist.Admin
Title 1 - English Language Arts
Title 1 - Math and PLTW Lead Teacher
Counselor
Special Education

STAFF

Taylor Holland
Anthony Newsome
Jenna Kiser
Christine Linden
Sharon Greathouse
April Ellis

Para-Professional/ECSE Preschool
Para-Professional/Resource Room
Para-Professional/Resource Room
Para-Professional/Library
Para-Professional/ Support/PAT
School Nurse

TRANSPORTATION

Russell Garrison
Dawnita Kuhn
Jeremiah Alkire
Bill Nemyer

Driver
Driver
Driver
Sub-Driver

FOOD SERVICE

Kim Sperlazza

Head Cook

CUSTODIAL/MAINTENANCE

Jeremiah Alkire
Jerry Postlewait
Christina Alkire

Custodian/Maintenance
Custodian
Custodian

HISTORY OF SUCCESS R-VI SCHOOL

On May 29, 1959, the newly constructed Success School building was officially dedicated. Several area schools: Ellsworth, Ellis Prairie, Gladden, Dunn and Timber Ridge, consolidated to form the new school district, Success R-VI. The cost of the construction for the new school was \$90,000. Members of the community serving as board members were: Roy Huff, Wilbert Smith, Howard Wade, Wilford Sliger, Clifford Jackson, and Jasper Garrett. In August 1959, Success School opened its doors to approximately 120 students. With only six classrooms, many of the classes were combined. Faculty consisted of Ronnie Stallcup, Dora Mace, Elizabeth Corbit, and Ruth Massey. Clea Smith worked as the secretary. The school colors and mascot were chosen by the student body. In December 1959, the Hawks were invited to the Houston Basketball Tournament for the first time. The Hawks defeated Houston (33-30) to win the championship. Members of the team were: Butch Cummins, Jerry Bay, Roger Shelton, Roger Bolderback, Earl Price, Dewayne Hayes, Albert Foxworthy, Larry Huff, Terry Huff, and Ronnie Stallcup, coach. The first school carnival and pie supper was held on November 16, 1959, with proceeds benefiting the school. Many improvements have been made to the school over the years including new classrooms, a cafeteria, principal's office, bus barn, and a new roof. Originally, the school had only six classrooms. Today the school has twelve classrooms, a library, a cafeteria and 110 students enrolled. Since 1959, there have been hundreds of students who have graduated from Success R-VI. Some have moved across the United States, even the continent, while others have stayed close to home.

CHANGE OF INFORMATION

Please notify the school of any changes in telephone numbers or addresses. Telephone numbers to call in case of emergency are most important. Current information in the event that a child is injured or becomes very ill can reduce the time required to appropriately address your child's problem.

STUDENT DIRECTORY INFORMATION

We (office, staff, and administration) will not release any information about you or your child, except that which is required by state law. This is for your safety as well as your child's. Board of Education policy does allow "directory information" to be supplied for newspaper articles regarding awards received, photographs and other similar information without the consent of the parents/guardians. *Parents/guardians have **the right to refuse to permit the release of any and all directory information to any outside source.*** The request must be made in writing addressed to the building principal. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in activities, weight and height of athletes, dates of attendance, awards received, previous school attended, and photographs.

CURRICULUM

The program in grades 6 through 8 is a departmentalized instructional system. Students will change classrooms and teachers. Basic courses consist of reading, arithmetic, spelling, language, social studies, science, art, writing, vocal music, technology instruction, careers, library, and physical education. Scheduling for special instruction is done at a time when students will miss the least amount of educational interaction in the regular classroom to respect the least restrictive environment mandates.

IMMUNIZATIONS

As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parents or guardian of every pupil hereafter entering public school, to furnish to the building principal upon enrolling satisfactory proof that the pupil has been immunized, or that the immunization process is being accomplished in accordance with the rules and regulations of the State Department, or within such time, to furnish the principal his/her written objection to the immunization of the pupil based on the physician's notice or due to the students religion. **No student infected with a contagious disease will be permitted to attend school.**

MEDICATION RESTRICTIONS

School personnel are not permitted to give any medication to any child unless written parental permission is presented to the school. Clear dispensing information is to be provided by the parent or doctor. (For example: name of child, name of medication, dosage to be given). Nurse or front office only!

MEALS

Our school provides a nutritionally balanced meal, which meets federal standards and includes one half-pint of milk. Our school participates in the Community Eligibility Program. In the 2019-2020 school year **all students who attend our school will be provided with a free breakfast and lunch daily.**

We are required to serve a Type A lunch (scheduled hot lunch) to all students unless they have been exempt from eating certain foods. To be excused from being served required foods, a student must have an exemption form signed by a doctor.

Preschool and Kindergarten Snack Milk

Preschool and Kindergarten students will be eligible to receive a snack milk for a charge of .35 cents per day. **Students must be paid 1 week in advance** to receive the snack milk. **Students who do not have money paid in advance will not receive snack milk until payment is made.** **Snack milk will begin being served on August 24, 2020.**

PARENTS AS TEACHERS

Parents As Teachers (PAT) is a free and voluntary early-learning program for parents and guardians with children, birth to age five, offered through Success School District. PAT offers personalized visits, group meetings, information and guidance, periodic screenings, and a resource center. All parents and guardians are encouraged to participate in this program. We believe these types of experiences and activities can help your child develop skills necessary for successful entry into Kindergarten. For further information about this program, please contact Sharon Greathouse at 967-2597.

PHYSICAL EDUCATION

All students are required to participate in physical education activities unless excused by a physician. Parents or guardians may temporarily excuse a student from participating on a daily basis. Required physical education credit must be achieved by participating appropriately in class activities and following class rules. If a student does not receive a passing grade, they may not be promoted without the state required physical education credit. Students may be required to wear proper gym shoes on the gym floor and dress out for gym class.

TECHNOLOGY

Part of the school district's responsibility in preparing our students for the 21st century is to provide them with access to the tools they will be using as adults. We accept the responsibility for teaching your student about his or her role as a "network citizen" and the Appropriate Use Policy involved with the new global community. Please review the agreement with your student, sign and return it to the school. *Each student must have the Internet Acceptable Use Policy Release on file in the office.* If you have any questions, please contact the school at 967-2597.

TRANSPORTATION POLICY

The bus driver has complete charge of the bus and the students riding. **The bus driver's authority is comparable to that of the teacher in the classroom.** The right of any student to ride the bus depends upon his or her behavior and observing of rules and regulations. Pupils **must** be on time since the bus cannot wait in order to stay on schedule. Students also need to keep safety in mind and remember to stay off the road while waiting for the bus. Revised bus rules as follows:

- Seats will be assigned. Assignments will be based on COVID 19 ACTION PLAN
- Siblings will be assigned to the same seat.
- Remain properly seated until the bus comes to your stop. Do not reach over or under seats.
- Keep your hands and head inside of the bus.
- Nothing will be thrown from the bus, while parked or while moving.
- Treat other people with respect, keep your hands, feet, and objects to yourself.
- Bus property will be replaced by students (or their parents) when it is vandalized or destroyed.
- No gum, candy, food, or drink allowed on the bus unless authorized by the driver.
- Do not leave your trash on the bus.
- Do not distract the driver with loud talking, distracting behavior or noise from electronic devices such as games or cellphones.
- No Photos shall be taken by use of a cell phone, camera or any other device while the bus is in operation.
- No tobacco products (or other unauthorized substances) are allowed on the bus.
- Students who ride the bus to Success School before or after school will not be permitted to exit bus and take rides with other parties.
- No abusive language / bullying / hazing.
- No verbal or non-verbal obscenities.
- No unnecessary roughness/ horseplay.
- No public displays of affection (inappropriate behavior includes, but is not limited to: - touching, kissing, sexual talk of any kind, sliding down in the seat where a driver cannot see you, etc.).
- Insubordination (backtalk or attitude) will be punishable.
- Non-defiant failure to carry out directions will be punishable.

If a student chooses to break any of the rules, the following revised consequences will be applied depending on the severity of the incident:

- **First incident** consequences will be dealt with by a verbal warning, change of seating, written notification to parents.
- **Second incident** consequences will be dealt with by a written notice to parents and bus privileges suspended for at least 3 days (or 3 swats may be given with parental consent) at the administrator's discretion.
- **Third incident** consequences will be dealt with by a written notice to parents and bus privileges suspended for at least 10 days.
- **Final Offense** consequence will be loss of bus privileges. Parents will have to make other arrangements for student to be transported to school.

Additional Information:

Each student is classified according to state law as a "bus rider" or a "walker." Students living over 1 mile from the school are "bus riders." The student will always be sent home via the normal way and will not be allowed to get on or off the bus except at their regularly designated place unless the parents send different instructions to school in writing or by phone, preferably before 2:00 p.m. **Any request for change of destination after 2:30 will not be allowed.**

Notice to Students and Parents Regarding the Use of Video Recorders on School Buses:

The district has installed video-recording equipment on all school buses to monitor school transportation and will be videotaping on bus routes during the school year. Students found in violation of the district's bus conduct rules will be notified and disciplinary action will be initiated under the Board mandated transportation policy above. Videotapes will be treated as protected student records under the Family Educational Rights and Privacy Act. Parents who wish to view a videotape in response to disciplinary action taken against their child may request to view the videotape at the administrator's discretion. Persons unrelated to a disciplinary incident will not be permitted to view bus videotapes.

STUDENT GRADES

GRADING SCALE

A	=100-96	C	=76-73
A-	=95-90	C-	=72-70
B+	=89-87	D+	=69-67
B	=86-83	D	=66-63
B-	=82-80	D-	=62-60
C+	=79-77	F	=59-00

HONOR ROLL

Third through eighth grade students are eligible for the honor roll. For the Principal's List, students must maintain a Grade Point Average (GPA) of 3.75 to 4.0 in core subjects. For the Honor Roll, students must maintain a GPA of 3.0 to 3.74 in core subjects. Only grades in the following core subjects will be considered: Spelling, English, Reading, Math, Science, and Social Studies. Citizenship and attendance may also be taken into account. **The valedictorian will be chosen using the GPA from the student's 7th and 8th grade years.**

CONFERENCES

Conferences are held in the fall so that parents may visit with the teachers about first quarter grades. We always look forward to seeing all parents and hope that if there are questions about grades, these may be answered at that time. Parents are encouraged to contact teachers at any time during the year if they have questions. All of our teachers welcome communication and parental involvement in the classroom year-round.

STUDENT ATTIRE

All clothing should be neat, clean, and proper. The appearance of students should be based on good taste and in accordance with the standards of our school and community. Students should dress in a manner conducive to good behavior and the creation of a good educational atmosphere in the school. *The school administration shall have the right to designate which types of dress or appearance disrupt or detract from the educational program and may be a potential safety hazard.* The dress code will include the following:

- The wearing of shirts and blouses appropriately buttoned in accordance with the design of that shirt or blouse. Transparent, see-through tops, bare midriff, strapless, low-cut clothing or tops, or outfits that provide only minimal coverage will not be allowed. Tank tops and muscle shirts that are designed for athletic activities not allowed unless worn over a t-shirt.
*Exception – Pre-k through third grade students will be allowed to wear tank tops in appropriate weather.
- Shorts must be hemmed and at least fingertip length or to mid-thigh (teacher/administrator discretion)
- Students must make sure they are dressed appropriately for the weather.
- The wearing of hats in the building is prohibited.
- No baggy pants will be allowed that show undergarments. If undergarments are showing, the student attire is unquestionably inappropriate.
- Clothing containing slogans or advertising, which by their controversial or obscene nature disrupts the educational setting, is prohibited. Example – t-shirts that advertise beer.

The administration shall retain the authority to grant exceptions for special occasions and/or conditions.

- Minimum consequence: Parent /principal /student conference; change of clothing.
- Maximum consequence: 1-3 days after school detention

ATTENDANCE

- **Attendance policies during the COVID 19 pandemic will be followed according to the COVID 19 Action Plan.**
- Attendance incentives have been removed for the regular school term. Mandatory attendance protocol is relaxed during the pandemic.
- Students will be provided instruction through AMI procedures, Homebound, or other Alternative methods if physically attending school is not an option. Students participating in alternative forms of instruction will be counted present.

Staying Home When Appropriate

- Staff and families will be educated about when they/their child(ren) should stay home and when they can return to school.
- Employees and students who are sick or who have recently had close contact with a person with COVID-19 are encouraged to stay home. Sick leave policies for staff and procedures for students will be enforced to encourage sick employees and students to stay at home without fear of reprisal. Attendance incentives have been removed and virtual learning and telework options will be utilized as feasible.
- Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms. These individuals will be directed by the Texas County Health Department and in consultation with our school nurse.

Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

- **After the COVID 19 State of Emergency is lifted, attendance policy will be followed according to the previous policy listed below:**
- **Regular attendance is required and in accordance with policy, attendance credit is required for promotion regardless of grades. Parents should notify school officials by phone at 967-2597 prior to 9:00 a.m. the morning of the absence.** Written verification will be accepted from students who have no phone. If no contact has been received by 9:00 am, parents may be contacted at home or work to verify the absence.
- **Attendance is recorded by the number of minutes** a student attends each day the school is in session.
Therefore we strongly discourage students being checked out early unless it is a necessity.

It is understood that a few absences from school may be necessary throughout the course of a school year. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences to an absolute minimum. When a student misses a day of school, despite the reason for the absence, the educational loss from missed instruction and classroom discussion cannot be entirely made up. **The district will provide students who are absent from school the same number of days to make up work as the number of days absent. Reasonable consideration will be given to encourage completion of work.** Parents, guardians, students, teachers and administrators continually work together to ensure the policies and procedures adopted for the district are carefully planned and fairly, consistently, equitably administered and routinely evaluated. Should concerns develop during the school-year, the principal will schedule a conference with all concerned parties to resolve the issue.

“Excessive absences” is defined as 7 absences in a single semester or 14 absences in one school year. To keep the student and their families informed the following procedures will be implemented to ensure compliance.

1. **5 absences per semester: a letter will be sent to parents** informing them of the number of days their child has missed and outlining the district attendance policy.

2. **7 absences per semester: a second letter will be sent to the home stating the student will be required to attend the next date for Saturday School.** A parent conference is suggested at this time. The Board of Education will be notified during the next board meeting of the student's attendance record.
3. **When absenteeism reaches 16 days per school year,** the student's situation shall be turned over to the attendance committee for future action.

At the request of Texas County Juvenile Office, the parent or guardian shall be reported to their agency for non-compliance with the Missouri Compulsory Attendance Law 167.031, unless there are special circumstances in which the administration or attendance committee grants a waiver. Additionally, the student must attend assigned Saturday School days and may be assigned to pass summer school to move to the next grade level. The Attendance Committee has the ability to waive summer school if the absences were due to major medical problem and the student is at grade level in all areas.

TRUANCY

Truancy is when a student does the following:

- Is absent from school without the knowledge and consent of their parents/guardians and school administration.
- Comes to school, but does not attend classes or authorized activities
- Leaves a classroom without teacher permission.
- Leaves school grounds without parent and school administration permission.
- Obtains permission from a teacher or the office to go to a certain place on campus, but does not go there.
- Brings a parent-signed note that is forged or gives a false reason for the absence.

Minimum consequence: 3 Days ISS

TARDINESS -

Classes begin at **8:00 a.m.** We ask that parents and guardians help to see that students are here on time.

Departmentalized Classes Grades 6-8

COVID 19 Plan - Students will be on a Departmentalized schedule but will not be changing classes. Teachers will rotate between classrooms. Once the COVID 19 State of Emergency is lifted, students will resume the normal policy as stated below.

Grades 6-8 will have 3 minutes to change classes, use the restroom, get a drink etc. Students who are excessively late to class will be considered tardy and asked to get a pass from the office to return to class. When a student receives 2 tardies in a 5 day period, they will be assigned to afterschool detention.

1. 2 Tardies - 1 Afterschool Detention - Notice sent home

In addition, consequences for tardiness will be managed as outlined in the Discipline Policy of the District.

LEAVING SCHOOL

Authorized persons wishing to pick up or communicate with a student who is in class must report to the office. Office personnel will call the student to the office from the classroom. This is designed to protect the rights of every student from disruptions to their instructional time. Safe schools such as ours allow only school personnel throughout the building during the school day. Parents and guardians must check in at the office before proceeding into the school. Students cannot be pulled from educational time for non-emergency phone calls. A message will be taken and, if necessary, the student will be allowed to return the call during his or her break time.

Anyone requesting that a student be released to them during school hours must sign the student sign-out sheet. Prior notice of student pick-ups is appreciated. Students will be released only to a parent/guardian, or a person designated (in writing) by the parents.

ARRIVAL/DISMISSAL AT SCHOOL

During the COVID 19 State of Emergency - Parents may drop off their children at the side entrance of the building beginning at 7:45 a.m. Staff will be assigned to meet the students at the door and walk them to their classroom. Parents will not be permitted to walk students into the building. Pickup will be at 3:25 and students will be brought out to the vehicle.

Our busses arrive at 7:45 a.m. and leave at 3:30 p.m. Between these times we have a teacher assigned to supervise students. Teachers are not available to supervise before or after these times. **Students should not arrive at school before 7:45 a.m. and should be picked up by 3:25 p.m.** Upon arrival students will report to their classrooms for breakfast. Class begins at 8:00 am.

SELP- Pickup and Drop off

***Students who participate in the Afterschool Program will be on different schedules and procedures. Students dropped off for the before school program will enter through the front doors and report to the Resource Room. Students who will be picked up for the Afterschool Program will need to sign them out at the front doors. Busses will leave at approximately at 5:25 each day.**

TRANSFERS

If during the school year it becomes necessary for your child to transfer from Success School to another school, please notify the school office as soon as possible. Your child's records will be sent to the new school upon request, but you should take a copy of the immunization records. Missouri law requires proof of proper immunization before a child is allowed to attend school.

DISMISSAL OF SCHOOL-Inclement Weather/COVID 19/Other

The Superintendent of School may dismiss school due to inclement weather or other emergencies. Please prepare your children with instructions for early dismissals. Dismissals will be announced through our School Reach Program. It is important that you provide a current phone number where you can receive these messages. In addition we will post cancellations on the Springfield TV stations (KY3 and KOLR10), Big Country 99 in Houston, Rolla radio station KZNN. Notification will occur as soon as a decision is made.

ALTERNATIVE METHODS OF INSTRUCTION- (AMI)

AMI plans are developed to provide instruction that meets state requirements in the event the school is forced to shut down due to any circumstance which includes COVID 19.

AMI plans have been submitted to the Department of Elementary and Secondary Education and approved for the 2020-2021 School year.

Success School promotes in school classroom seated instruction as the best practice, but in the event of a cancellation of classes due to any circumstance, alternative plans will be implemented to continue the learning process for our students during a shutdown.

Refer to AMI plan for further details.

USE OF BOOKS / USE OF SCHOOL PROPERTY

Each student will receive textbooks for instruction. Students are responsible for taking care of their textbooks. Lost or damaged books should be reported as soon as possible. Students may be asked to replace, at their expense, a lost or damaged book. School property belongs to the tax-payers of this district. Pupils are responsible for equipment or other property used by them, and students will be expected to replace that which is lost or damaged.

USE OF ELECTRONIC DEVICES

CELL PHONE POLICY

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, interruption, and a method of illegal exchange of information. The ringing of the cell phone during class or the text-messaging takes away from the valuable time needed for instruction and most importantly, student learning.

We do recognize that cell phones can be a safety/security tool; however, they can be a detriment in the event of a building emergency and in our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone (967-2597) to relay any messages that may be urgent in nature to their child. We will do our best to relay any urgent information to your child. With this in mind the following changes to previous policy been approved but the Success Board of Education and will be implemented.

Cell phones must be off AND checked in the office as a student enters the building.

A Cell Phone locker will be assigned for students cell phone for safe keeping while school is in session.

No student will be allowed to possess or use a cell phone during the hours of 7:30 a.m. to 3:30 p.m.

If a student is found to be in possession or use of a cell phone, the phone will be confiscated, placed in a labeled envelope, and delivered to the office. The consequences will be as follows:

1st offense: • Cell phone will be held in office, parents notified and student assigned to afterschool detention.

2nd offense: • Cell phone will be held in office, a parent or guardian will come and sign for the phone. Student will be assigned to 2 afterschool detentions.

3rd offense: • Cell phone held in office, parent or guardian will sign for the cell phone and the student will be suspended for 3 days.

Additional offenses will be considered an act of insubordination. Additionally, a student that refuses to comply with a request to surrender their cell phone by any member of the faculty or staff and/or administrator, will be considered insubordinate. Rules governing insubordination will apply as outlined in the student handbook.

EXTRACURRICULAR ACTIVITIES

Any students desiring to participate in extracurricular activities (sports and clubs) must meet the following criteria:

- Students must be in class for 4 full hours on the day of an event to play, participate, or attend unless approval by the principal has been granted. Students who miss class on the date of a contest without being excused by the school Principal will not be considered eligible on that date.
- Students must be in class for 4 full hours on Friday in order to play, participate or attend an activity on Saturday unless approval by the principal has been granted. Students who miss class on the Friday before the activity on Saturday without being excused by the school Principal will not be considered eligible on that date.
- **Students that have absences that exceed 7 days per semester will not be eligible to participate in extracurricular activities without prior approval from the Principal.** (*ex. illness, family problems, death of near relative*)
- **Students in grades 5,6,7,8 who have any grades lower than 70% in any class will not be permitted to participate in games. Grades will be checked on each Monday during the sport season.**
- All students must have satisfactory physical examinations from a doctor on file with the school.
- Student participants must be covered by accident insurance provided by parents or guardians, and policy information must be on file before students will be allowed to participate.
- **Students who have more than 4 discipline referrals per semester will not be allowed to participate in any extracurricular activities until such time as citizenship has improved.**
- **Students who have been assigned to serve in ISS, OSS, Afterschool Detention, or Saturday School will not be permitted to participate in any extracurricular activities until they have served their time.**

Ball players and cheerleaders are to ride the bus to away games. Any student wishing to ride home with his or her parents may do so by simply having the parent or guardian inform the sponsor **and** sign the sponsor's sign-out sheet. Arrangements for students riding home from

away games with anyone other than parents or guardians must be made through the central office prior to 3:00 p.m. on the day of the event with parents/guardians providing written, signed permission.

STUDENT SUPERVISION AT EXTRACURRICULAR ACTIVITIES

For safety and security reasons, *all students must remain inside the building* after arriving for a game or activity. Children should be supervised at all times by parents and not allowed to roam the halls or playgrounds. Children will not be allowed to block entrance/exit areas, congregate in halls, restrooms or outside the building. If students are unable to follow these rules, they will be asked not to attend future events.

DELIVERY OF ARTICLES TO SCHOOL

Parents who wish to bring a forgotten item to school should deliver the item to the office. Parents are asked not to deliver articles directly to the classroom as this interrupts the student's instruction. Students may pick up delivered items from the office between classes or at recess time.

EMERGENCY DRILLS

Emergency drills are held periodically during the school year. Teachers will give instructions regarding places of safety or shelter and the emergency route to use. All students are to remain with their class during a drill and are to walk in an orderly fashion to their designated area of safety.

USE OF TELEPHONE

The primary purpose of the school telephone is to conduct school business. The lines must be kept open. Students are not allowed to use the phones unless there is an emergency, and the student has approval of the principal. Students are responsible for supplying all needed items for school prior to their arrival on the premises. Please allow your child to handle the consequences of forgotten books, assignments, etc. This helps the child develop responsibility and learn accountability.

GENERAL CLASSROOM RULES

STUDENTS ARE NOT TO DISRUPT THE TEACHING – LEARNING PROCESS IN ANY WAY AT ANY TIME.

Disruptions of the learning process will not be tolerated. Mild disruptions will be handled by the classroom teachers by such methods as rearrangement of seats, informal conference, assignments of additional work, removal from the group, etc. If disruptions continue, the Principal will be contacted, a discipline referral written, and parents notified. The Principal will have the right to enforce after-school detention, Saturday school detention, in school suspension and out-of-school suspension. Snacks and other food items will not be allowed unless authorized by the classroom teacher. Water bottles will be allowed if they are managed properly.

COVID 19 CLASSROOM PROCEDURES

- Students should be allowed to wash/sanitize their hands before entering the classroom.
- Hand Sanitizers are installed at all classroom doors, students will use hand sanitizer prior to entering the classroom.
- Seating arranged to minimize student contact.
- During group activities adequate spacing will be provided to maintain social distancing as much as possible
- Measures will be taken so that persons exposed can be more easily traced if needed.
- Provide time for classes to use the restroom and allow only 2 students at one time in the restroom.
- Disinfect desks, chairs, etc. often throughout the day.
- When possible no sharing of pencils, pens, markers, etc. - gloves may be used if sharing is needed. Items shared will be disinfected between class periods.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The Board of Education believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

- The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- Civil rights -- including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.
- The right to due process of law with respect to suspension, expulsion, and decisions that the student believes injure his or her rights.
- The right to privacy, which includes privacy with respect to the student's school records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights, and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation, subject to an appeal.

Schools must be places where students are encouraged to learn. Standards of conduct are established by the Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents or guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and

responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

NOTICE OF NONDISCRIMINATION

Applicant for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and or employment with Success R-VI School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admissions/access to or treatments/employment in its programs and activities.

GRIEVANCE PROCEDURE

Students, parents of students, or employees have the right to file a formal complaint alleging noncompliance with regulation outlined in Title VI of the 1964 Civil Rights Act, (not required by federal regulations but recommended as good administrative policy), Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One:

Principal / Superintendent (Informed and Optional, may be by-passed by the grievant.)
Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the sole objective of resolving the matter informally. A student of parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator.

Level Two:

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator(s). The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator(s). A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator(s) shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three:

Board of Education. If the complaint is not resolved at Level Two, the grievant may proceed to Level Three by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may also request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education's action. This procedure in no way denies the right of the grievant to file formal complaints with the Missouri Civil Right Commission, the Office for Civil Rights or other agencies available for mediation or recertification of rights or grievances, or to seek private counsel for complaints of alleged discrimination.

COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Dept. of Education personnel. Any parent or guardian, 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 with the central office and the resolution pursued in accordance with district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the MO Dept. 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, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved should contact the office.

SAFE SCHOOLS ACT IN MISSOURI

Success R-VI School District adheres to all Missouri Statutes as they apply to the Safe Schools Act for public education. These statutes can be accessed by going to the Department of Elementary and Secondary Education website at www.dese.mo.gov

JUVENILE CRIME LAW

House Bill 174 requires all local school districts to provide information about the major provisions of the new legislation to all students on the first day of classes. One major provision of the new laws mandates a **180 day suspension of any student who brings a firearm to school**. Should additional information concerning other provisions of the bill be of interest to you or your child, please call the office and ask for the Juvenile Crime Brochure.

SUCCESS R-VI SCHOOL DISTRICT

HANDBOOK AGREEMENT FORM

I hereby declare that my child and I have been given a copy of the 2020-2021 Success Student Handbook. We have read and understand we are accountable for the information given concerning school topics, rules, and regulations. We will work with the school to create a better learning environment for all students by following the guidelines set down in this handbook. If at any time throughout the year I have issues or concerns not covered in this handbook, I have read and understand the proper procedure for resolving issues or grievances.

Student Signature

Parent Signature