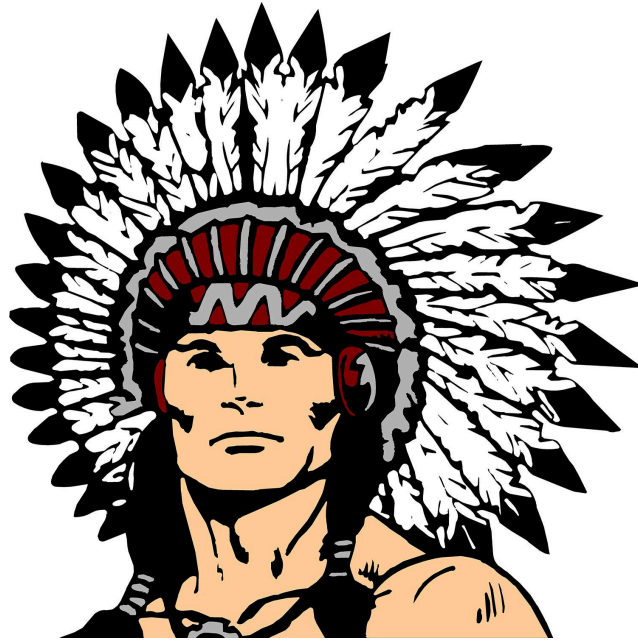


Strafford R-VI School District



Early Childhood Handbook

2024-2025

Dear Parents and Students,

On behalf of the staff at Strafford Early Childhood Center, we are happy to welcome you to the 2024-2025 school year! We are excited to learn and grow with **OUR TRIBE** as we continue our seventh year as a **LEADER IN ME** school. We are looking forward to a great partnership with you to ensure our children can achieve their highest potential. As partners, we share the responsibility for our children's success and want you to know we will do our best to carry out our responsibilities. We ask that you guide and support your child to **LEARN, LEAD and SUCCEED** by helping them with the following:

- 1) Attending school daily and arriving on time, ready for the day's learning
- 2) Reading daily to develop a love for reading and to improve literacy skills
- 3) Sharing school experiences with you so you are aware of his/her school life
- 4) Understanding that you want him/her to be successful

In this handbook, you will find a copy of our school procedures, policies and rules so that you and your child can review them together. Please refer to the district website, www.straffordschools.net, under the early childhood tab to access the handbook at any time. If you have any questions about the rules and expectations, please feel free to contact us or discuss them with your child's teacher.

Please consider being involved in the Strafford Early Childhood Booster Club, as our students can greatly benefit from your involvement and contributions to the school's program.

Our parents, staff and students are all a part of **OUR TRIBE** and we feel privileged to be a part of a school family that is focused on inspiring the leaders of tomorrow. We thank you for your support throughout the school year as we work to continue the tradition of being **#straffordstrong!**

Sincerely,

Bailey Owens

Miss Bailey Owens
Early Childhood Principal

Early Childhood Handbook

The following procedures are in place to help us maintain a safe, secure, efficient atmosphere for all students. We appreciate your support of these procedures.

**Early Childhood Center Office
(417)736-7000 x1100**

The Early Childhood Center is located at 218 W. McCabe. Our center has the unique opportunity for children to begin in the Early Childhood Building as early as 6 weeks old and stay in the same facility through Kindergarten. This allows each child to build a strong educational foundation in familiar surroundings with familiar people. Our children build positive relationships with each other and the adults; this promotes a sense of well-being and belonging which in turn provides each student the positive and ongoing support that encourages his/her complete development.

Program: Preschool

The Strafford R-VI Early Childhood Center provides quality and developmentally appropriate preschool education for children who are four years old before August 1. Eligibility may be determined through the screening process. Each day's session will include both teacher and self-directed activities. Developmentally appropriate activities will be used to ensure an appropriate readiness program to enhance educational success. Children must be potty trained in order to enroll in Preschool. If classes are full, students will be placed on a waiting list.

Program: PACE

PACE (Preparing All Children Educationally) is an innovative and outstanding Early Childhood program. PACE is a transitional full day program that is designed for kindergarten eligible students who may not be quite ready to make the leap from preschool to kindergarten. The determination of a child's qualifications for PACE is based upon results of the Kindergarten Screening Assessment as well as other factors. In order to maintain the excellence and success of our PACE agenda, the student-teacher ratio remains low; this ensures being able to individually address student needs in preparation for the kindergarten experience. It offers a special opportunity for those students who need an extra boost in development before entering the kindergarten classroom. The PACE classroom will include teacher and self-directed activities. In addition, PACE incorporates a hands-on, student-centered learning style. Developmentally appropriate activities will be used to ensure an appropriate readiness program to enhance educational success.

Program: Kindergarten

Kindergarten provides your child with an educational experience that is appropriate to his/her stage of development and which will help him/her build a solid foundation for the years ahead. The Kindergarten program provides learning experiences that meet individual and group needs, interests, and developmental levels.

Philosophy/Goals/Curricular Objectives:

We believe the foundation for learning includes the total development of the child. Our goal is to provide developmentally appropriate activities, which meet the social, emotional, physical and intellectual needs of the individual child. Believing that children learn through play, we plan our curriculum within a caring and creative environment. The curriculum is designed to enlarge the child's repertoire of knowledge and skill, to increase self-confidence and to promote social skills. Weekly objectives cover the following areas: social and emotional development, self-help skills, fine and gross motor skills, language development, pre-reading and pre-math skills, as well as other objectives. Children are encouraged to express themselves through creative art, dramatic play, storytelling, singing, and other hands-on activities.

Hours:

The Strafford R-VI Early Childhood Programs are five-days a week. School hours are 8:00AM-2:50 PM daily. Students may be dropped off starting at 7:40AM and must be picked up promptly by 2:50PM. The Strafford Early Childhood Center follows the same calendar as the district, including inclement weather policies.

Arrival and Dismissal:

School bus services are not available for preschool students; therefore parents will be responsible for providing transportation to and from school each day.

School bus services are available for all PACE and Kindergarten students.

Arrival: Parents of students not riding the bus **must use drop and roll**. All students will be dropped off in front of the ECC building. We provide Drop & Roll every morning from 7:40 a.m. - 8:00 a.m. This is a service we are proud to provide our students. Teachers will be available at curbside to help students out of the vehicle and will ensure they get into the building safely. If arriving between 7:40 a.m. and 8:00 a.m., students should report to the cafeteria. Please help us keep our children and staff safe by staying off your cell phone and being alert during pickup. **If you arrive after 8:00 a.m. and supervised drop off personnel are not outside, please bring your child inside the ECC.** Parents will need to stop at the office and sign-in their child. The child will receive a tardy pass which will allow them to go to class.

NOTE: Students are not allowed to be dropped off prior to 7:40 a.m.

Dismissal: Our Pick Up & Go service will be provided from 2:35-2:50. Families will be given a car tag at Open House. This will need to be hung from your rear view mirror when entering the PU & Go car line. Teachers will load students into cars at curbside, while students are waiting safely inside the building. Students being picked up by older high school siblings, will need to be picked up from POWWOW. Students will need to be picked up in a timely manner after the sibling is dismissed from high school. Any student not picked up promptly will be charged a daily POWWOW fee.

If a student's after school schedule should change, please notify the office by sending a note to the teacher or calling the ECC office. This should be communicated at the beginning of the day. If the school does not receive a note or a call, we will follow the regular schedule.

NOTE: On the first day of school, parents should park cars and escort students to their classrooms. This will help to ensure familiarity with the teacher and building. **Curbside drop off and pick up will start the second day of school.**

Early Dismissal of Students

For the safety of each child, the parent/guardian **must come to the office in person** to initiate an early check out. **Students will NOT be checked out through the office after 2:30 PM.** Parents needing to pick up students after 2:30 PM or later MUST utilize the PU & Go Lane. Parents are not allowed to go to the classroom. Students will be called from the classroom upon your arrival, please be sure to allow sufficient time for checkout.

Bus Policy:

All birthday parties/sleepovers with 2 or more additional bus riders must be approved by the building office prior to the party date. The hosting parents should contact the office to make sure other transportation arrangements will not be required. If approved, additional students will still be required to bring a note from their parents stating their child is allowed to ride a different bus for the day.

Bus Discipline Policy:

Disruptions will be reported to the bus supervisor or principal by the bus driver at the completion of the route. After the principal discusses the disruption with the student, the principal is the one responsible for disciplining the student.

- 1st Written Notice: Warning notice describing incident to parent. The student will sit in an

assigned seat for 10 days. (Days in which the student does not ride the bus does not count toward the 10 days.)

- 2nd Written Notice: Warning notice and suspension from riding the bus. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.

(Severe infractions will result in automatic suspension of bus riding privileges.)

After School PowWow:

Our mission is to provide students with a safe and nurturing environment. We will offer age appropriate activities and recreational time. We will promote the importance of education and make it exciting for the children to expand their knowledge on many topics. Enrollment is limited and not guaranteed.

Our hours of operation will be Monday through Friday from 2:35-6:00 p.m. We will not be in session when the district is closed or on snow days. **If school is dismissed early due to inclement weather, we will close early also.** Failure to pick up your child by 6:00 p.m. will result in a late fee of \$1.00 per minute. If late pick up becomes repetitious, services may be discontinued. All late fees must be paid before the child can return.

Cafeteria/Child Nutrition Program:

A nutritious breakfast and a hot lunch program are provided for those students who desire this service. All students who qualify for free meals qualify for both free breakfast and free lunch. A family may fill out an application for free or reduced-price lunches on our website. The determining official must approve any free or reduced-price lunch applications. The school uses a computerized meal system where an account is set-up for each student and is updated daily as they purchase lunch or breakfast. Meal pre-payment envelopes are available from the teacher, the early childhood office or you may pay online through the parent portal. You are encouraged to pre-pay weekly or monthly. Notices will be sent out regarding charges and also when the account obtains a zero balance. Please return a payment envelope with a check or cash enclosed to your child's teacher. Don't forget to include all the appropriate information on the outside of the envelope. Breakfast is served beginning at 7:40 A.M. each day of school for students attending preschool, PACE, and Kindergarten; please make every effort to have your child at school by 7:45 to allow time for breakfast.

Custody Order Procedures:

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

Student Security:

Our priority is to maintain the safety of all students at all times. If someone other than a custodial parent is picking up a student, the office must be informed. Any person other than the parents picking up a student should be reminded the teacher or office personnel will ask for identification to ensure the child's safety. If there are any restrictions on the rights of a child's non-custodial parent which pertain to his/her normal parent activities in the school, we must have court ordered documentation on file.

The Early Childhood building will be locked from 8:00 a.m. to 6:00 p.m. Entrance into the building during these times will require the use of our intercom/camera and buzz-in system. The first set of doors to the early childhood will be open, however the second set of doors will remain locked. To be admitted into the building, please check in through the front office staff. Please note: you may be asked to present a form of identification.

Attendance:

Regular attendance benefits both the children and our program. Please call the Early Childhood Office by 8:30am if your child will be absent. For your child's safety, if we do not receive a call, the school will call home to verify the absence.

NOTE: Due to limited enrollment in the Preschool program, students who have repeated unexcused absences will be dropped.

Open House:

Making a smooth transition into the early childhood programs is an important task for students and his/her family. Prior to the school year beginning, parents/guardians will be invited to attend an Open House. This will allow the students and parents to meet the teachers, see the classrooms and discuss the schedule, curriculum and procedures. It also gives the students an opportunity to become familiar with their new surroundings.

Supplies:

There is a \$35 supply fee for all Early Childhood students. This fee covers your child's school supplies for the year. The supply fee should be paid the night of Open House (cash or checks will be accepted; checks should be made payable to: Strafford Schools).

Also, all Early Childhood children should have **one full size backpack (with name)** for transporting teacher/parent communication and student work to and from school. Please remember to check your child's backpack for messages and work each day.

Donation items are always welcome and include: Clorox wipes, baby wipes, boxes of tissues, small plates, plastic forks, plastic spoons, small cups, glue sticks, Crayola broad tip markers, crayons, etc.

Food:

Parent participation will be requested in bringing snacks on a rotation basis. The teacher will provide a monthly snack calendar. On your child's snack day, you will need to provide enough snacks and drinks for all children in your child's class. The school encourages healthy snacks and drinks should be 100% real juice or milk. All snacks must be store bought and in the original packaging.

Clothing:

On the first day of attendance, parents should bring a complete change of clothing (including socks) in a Ziploc bag to be kept in the students' backpack throughout the year. Spills and accidents do happen and a change of clothes can come in handy. Dirty clothes will be sent home in a plastic bag to be washed. If your child has to change clothes for any reason during the day please be sure to send a new set of extra clothing to school the next day.

Children should be dressed in play clothes. They will be playing and working on the floor, outside, and with some art materials that may stain. Children will be much more comfortable in clothing that allows freedom of movement and something they do not have to worry about getting dirty. Children should be dressed for the weather, as there will be outdoor play when possible. Children should also have shoes they can run, climb, and play in without worrying about slipping and falling.

Parent Involvement:

Our primary goal is to provide your child with the best available Early Childhood experience. In order to achieve that goal, your involvement as a parent will be actively encouraged. We recognize and appreciate the trust and confidence you have placed in us and offer you the opportunity to share in the joys of learning to play and work in the school setting. Laughter, hugs, sharing, and discovery are what "being a child" is all about. Your participation as a partner in your child's learning will be a positive experience for us all. A strong partnership between the Strafford Early Childhood Center and parents is of primary importance to the healthy development of the children. A key factor in this partnership is communication. Teachers will provide communication to parents through notes, newsletters, phone calls, emails and parent/teacher conferences. We encourage parents to allow time to visit with teachers on a regular basis. Parent involvement will serve to strengthen our program. Another way to keep a strong partnership is participation in our **Parents As Teachers program**. We require all preschool parents to be involved in this organization. Parents as Teachers promotes the optimal early development, learning and health of children by supporting and engaging their parents and caregivers. We invite every parent to find meaningful opportunities to participate. If parents have a question or concern about their child or the program, we encourage them to go to the teacher and/or principal to express their concerns so they can be addressed.

Parent-Teacher Conferences:

The administration and faculty are available to meet with parents for a conference whenever the parent or school staff member feels it would be beneficial. Early Childhood teachers will schedule conferences twice during the calendar year (October & April) and additionally on an as-needed basis.

Enrichment:

Each day, students will have a 50-minute special class time. During this time, students will participate in the following activities: Library, Art, Music, PE, STEM. On library day students will check out a library book to be taken home. Each week the library book needs to be returned before another book can be checked out.

NOTE: Lost books will need to be paid for OR be replaced with an equivalent valued book.

Health and Emergencies:

A copy of the child's immunization record must be on file before the first day of school or prior to beginning the program.

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending the Cogdill Early Childhood Center may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the school nurse and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

A nurse will be available to assist with your child's health needs. If a child becomes ill or injured after arriving at the Early Childhood, the parent will be notified. If a child needs immediate medical attention, the parent and the child's physician will be called. The teacher will notify the parents of all known minor injuries or possible symptoms of illness.

Children will be observed for signs of contagious disease or illness, not only upon arrival, but throughout the day. Children who are suspected of being ill will not be able to attend school that day and the parent/guardian will be called.

1. If children exhibit any of the following symptoms, they must be sent home:
 - Diarrhea - more than one abnormally loose stool. **(See #2)**
 - Severe coughing - if a child gets red or blue in the face or makes high-pitched croup or whooping sounds after coughing.
 - Headache and stiff neck.
 - Difficulty breathing or rapid breathing.
 - Yellow skin or eyes.
 - Pinkeye - tears, redness of eyelid lining, irritation followed by swelling, discharge or pus. **(See #2)**
 - Unusual spots or rashes.
 - Sore throat or difficulty swallowing.
 - An infected skin patch - crusty, bright yellow, dry, or gummy areas of the skin.
 - Fever of 100.4 degrees (taken orally) or above. Fever reducing medications will not be administered so a child can remain at school while ill.
 - Vomiting **(See #2)**
 - Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of head lice or scabies. If a child is sent home due to the presence of head lice, the child must be nit free and see the nurse to be readmitted.
 - See Student Handbook for additional information about school policies regarding health and illnesses.

2. In order to return to school after an illness, a **child must be symptom free for 24 hours without the aid of Tylenol or Ibuprofen**. If questionable symptoms are present, a note must be obtained from a licensed physician stating that the child is free of contagion and able to participate in school activities.

3. Any medication to be given should be given to the Early Childhood office in the **original** container. A medication form must be completed by the parent and given to the office or school nurse.
4. Parents must notify the center if their child has any allergies, especially food allergies.
5. If the child is well enough to come to school, we will assume the child is well enough to participate in all regular activities, both inside and outside.
6. Parents must notify the center when their child has been exposed to any communicable disease so other parents may be informed to observe their child for symptoms.

Safety:

Periodic drills are conducted at school to teach children what to do in the event of a fire, tornado, or crisis situation. Teachers and students practice proper procedures regularly to ensure preparation in the case of an emergency.

School Cancellation:

In case of inclement weather or other school emergency situations, the school-wide emergency notification system will be utilized. It will also be posted on local radio, television stations, the school website, and social media pages.

AMI Days:

WHAT DOES ALTERNATIVE METHODS OF INSTRUCTION (AMI) MEAN? - AMI simply allows for the continuation of learning when students miss days of regular instruction due to district closure. Students will have the opportunity for skill reinforcement, remediation and enrichment through electronic or conventional paper lessons. The Missouri Department of Elementary and Secondary Education has granted the Strafford R-VI School District days this school year on which students will be expected to continue learning off-site (home, etc.). Some benefits of an AMI day include: assisting in eliminating gaps in learning by providing learning activities and reducing the need for days to be added at the end of the school calendar.

How Will AMI Days Work?

- We will continue to communicate a snow day as we have in the past, however on certain days, it will be announced that we are not having school due to weather but we are having an AMI Day. It will be announced as AMI Day 1, 2, 3, etc.
- Teachers will use online resources or AMI packets, depending upon the grade level, containing lessons to be completed on AMI days.
- Instructions and information will be provided by your child's teachers, and students are expected to complete and submit learning activities within three (3) days of returning to school. If you have questions about learning activities, please do not hesitate to contact your child's school or teacher through email as teachers will be monitoring their emails during regular school hours.

IMPORTANT POINTS TO REMEMBER FOR AMI DAYS AT Strafford R-VI:

- Students will NOT attend school on an AMI day. All students will have instructional activities to be completed at home on AMI days.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete and submit AMI assignments, within three (3) days of returning to school, will be marked absent for the related AMI day.
- The Missouri Department of Elementary and Secondary Education has allowed five AMI days (36 hours) for the school year.
- As we implement this new method, we anticipate that we will learn lessons along the way and make necessary adjustments to improve our AMI plan to best meet the needs of our students. If you have further questions or concerns, please do not hesitate to phone or email your child's school.

SNOW ROUTES:

On occasion when weather conditions make it impossible to follow the normal routes, it will be necessary that our bus drivers ask some students to meet them at a selected place. The students will be contacted by their bus driver as to where they will be picked up. Those students whom the bus driver

cannot pick up due to road conditions will also be contacted.

SCHOOL COUNSELING SERVICES:

School counseling services are available for every early childhood student in school. School counseling activities take place in the classroom on a regular basis. Services also include study help, help with home, school and/or social concerns, or any questions or problems the student may wish to discuss with the early childhood guidance counselor. Individual and small group counseling services are available to the student with permission from the parent. Outside counseling services: If a student receives counseling services outside the district, it must be done outside school hours unless it is arranged by the parent/guardian with the building principal.

Technology

INTERNET PUBLISHING GUIDELINES

Our school's web page is a valuable tool in communicating events, awards, and general news. At times we may want to recognize student accomplishments or post exemplary student work for a global audience to view. This material will only be used for activities related to the school's web site.

Publications:

All students will be included in Strafford Early Childhood media publications (which may include: district, building and classroom newsletters; district website;; yearbook; Facebook and other district means of promoting student achievement). **Parents must notify the early childhood office in writing any time before Friday, September 1st if their child should be excluded from publications.**

Grievance Procedures:

School Board Policy JFH states: Alleged acts of unfairness or decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances.

- The principals shall schedule a conference with a student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Title IX/Non-Discrimination Public Notice:

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

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above

listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Michelle Gardner Title IX Coordinator
218 West McCabe Street, Strafford, Missouri. 65757
417-736-7000. Ext. 1500
michelleg@straffordschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation ACA. Policy and Regulation ACA shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

Student Discipline:

It is essential that the district maintains a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety, and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The Board encourages the superintendent to recommend changes to Board policy related to student discipline as needed.

Discipline Code

To assist district staff in maintaining the necessary education environment, the Board of Education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, JG-R1, JGA, JGB, JGD, JGE, JGF, and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The code of conduct will be distributed to all students and their parents/guardians at the beginning of each school year, which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations, and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

Equity

All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. District staff who increase or decrease the consequences for student misconduct based on individual circumstances must document the reasons for the variance. The superintendent or designee will regularly review district discipline data to determine whether district policies are being equitably enforced and, when necessary, make recommendations to

the Board for policy changes, training or resources to further the district's goals for providing equitable education to all students. FILE: JG Critical

Discipline for Off-Campus Misconduct

Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction (not a juvenile court). The Board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with, or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

Immediate Removal

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

Enforcement

Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with Board-adopted discipline policies and regulations. Teachers have the authority and responsibility to make and enforce necessary rules for discipline in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All District staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses.

Training

All district employees shall annually receive instruction related to the specific contents of the district's comprehensive code of conduct and any interpretations necessary to implement its provisions including, but not limited to, confidentiality requirements and the approved methods for dealing with acts of school violence and disciplining students with disabilities.

Adopted

Revised: March 18, 2010/September 19, 2020

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation AH, Use of Tobacco Products and Imitation Tobacco Products ECD, Traffic and Parking Controls EGAAA, Reproduction of Copyrighted Materials GBH, Staff/Student Relations IGBD, At-Risk Students IKFB, Graduation Exercises ILA, Test Integrity and Security **MSIP Refs:** I-8 **Legal Refs:** § § 160.261, 167.117, .161, .171, 171.011, RSMo Beussink v. Woodland R-IV Sch. Dist., 30 F.Supp 2d 1175 (E.D. Mo. 1998)

Student Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses, which if committed by a student, will result in the imposition of a disciplinary action that is appropriate to the age and developmental level of the child. These disciplinary actions may range up to the consequences listed. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences, including corporal punishment, that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In addition, placement in an alternative education setting, in keeping with the Safe Schools Act, may be used by administrative decision. This code of conduct is in force on all school property, on school buses, and at school activities regardless of whether or not the school is in session. In extraordinary circumstances where the minimum consequences is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including: playgrounds, parking lots, district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by the law (House Bill 1543).

Reporting to Law Enforcement

It is the policy of the Strafford R-VI School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operations of the schools in accordance with the law and policy JGF.

Conditions of Suspension, Expulsion, and other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for, or be required to, forfeit any honors and awards as a disciplinary consequence.

In accordance with law any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defines by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibition of this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level; administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students within the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. Academic Dishonesty- Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitation academic dishonesty; and other misconduct related to academics.
 - a. First Offense- No credit for the work, in-school suspension
 - b. Subsequent Offense- No credit for the work, grade reduction, course failure, in-school suspension.
2. Arson- Starting or attempting to start a fire causing or attempting to cause an explosion.
 - a. First offense- Detention, in-school suspension, 1- 180 days out-of-school suspension or expulsion. Restitution if appropriate.
 - b. Subsequent Offense- 1- 180 days out-of-school suspension or expulsion. Restitution if appropriate.
3. Assault
 - a. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death

or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative, or any other act that constitutes criminal assault in the third or fourth degree.

- i. First Offense- Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - ii. Subsequent Offense- In-school suspension, 1-180 days out-of-school suspension or expulsion.
 - b. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.
 - i. First Offense- 10-180 days out-of-school suspension or expulsion.
 - ii. Subsequent Offense- Expulsion.
4. Automobile/Vehicle Misuse- Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on school property.
 - a. First Offense- Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
 - b. Subsequent Offenses- Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
5. Bullying and Cyberbullying (see Board policy JFCF)- Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, putdowns, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pager.
 - a. First Offense- Detention, in-school suspension or 1-180 days out-of-school suspension.
 - b. Subsequent Offense- 1-180 days out-of-school suspension or expulsion.
6. Bus or Transportation Misconduct (see Board policy JFCC)- Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.
 - a. First Offense- Written warning notice describing the incident to parents. The student will sit in an assigned seat for 10 days. (Days in which the student does not ride the bus do not count toward the 10 days.)
 - b. Second Offense- Written notice and a suspension from riding the bus for a minimum of 5 days. Total number of days will be determined by the seriousness of the offense. Further violations will equal increased suspension to expulsion from riding the bus.
7. Computer Use-
Restricted computer use means that students may only use the computers for required assignments when supervised directly by a teacher. Suspended from computer use means no use at all for a specified period.
 - a. Damaging Equipment
 - i. First Offense- Responsible for any cost to affect repair and suspension from computer use except for class assignments when directly supervised by the teacher for one quarter.
 - ii. Second Offense- Responsible for costs and suspension from computer use for one semester.
 - iii. Third Offense- Suspension from computer use.

- b. Writing Profanity (inappropriate language)
 - i. First Offense- Copy to parents, restricted use as above.
 - ii. Second Offense- 2 days after school detention.
 - iii. Third Offense- 1 day Saturday School, suspension from computers for one semester
 - iv. Directed at Staff- 5 days out-of-school suspension.
 - c. Unauthorized Access (stealing or cheating from files or unauthorized use of equipment)
 - i. First Offense- Restricted computer use for one quarter, one day of After School Detention.
 - ii. Second Offense- Suspension from computers for one semester, one day of Saturday School.
 - d. Tampering with Files
 - i. First Offense- Restoration of files if possible; restricted computer use for one semester.
 - ii. Second Offense- Restoration of files if possible; restricted computer use for one semester, two days of After School Detention.
 - iii. Third Offense- Suspension from computers for one semester.
 - e. Logging Into Network as Someone Else Without Teacher's Permission (cheating, stealing, or vandalism to files)
 - i. First Offense- Restricted computer use for one quarter.
 - ii. Second Offense- Restricted computer use and two days of After School Detention
 - iii. Third Offense- Suspended from computer use for one semester and three days of After School Detention
 - f. Inappropriate Use (sending notes to other students, etc.)
 - i. First Offense- Restricted computer use for two weeks.
 - ii. Second Offense- Restricted computer use for one quarter.
 - iii. Third Offense- Restricted computer use for one semester and two days of After School Detention.
8. Dishonesty- Any act of lying, whether verbal or written, including forgery.
- a. First Offense- Nullification of forged document. Principal/Student conference, detention, in-school suspension, and/or 1-10 days out-of-school suspension.
 - b. Subsequent Offense- Nullification of forged document. Detention, on-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.
9. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)- Verbal, written, pictorial, or symbolic language or gestures that are directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.
- a. First Offense- Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
 - b. Subsequent Offense- Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
10. Drugs/Alcohol (see Board policies JFCH and JHCD) The STrafford R-VI School District may conduct drug and firearm searches on all premises of the district during the school day or during extra curricular events.
- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
 - i. First Offense- In-school suspension and/or 1-180 days out-of-school suspension.
 - ii. Second Offense- 1-180 days out-of-school suspension or expulsion.
 - b. Possession of or attendance while under the influence of or soon after consuming any authorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances 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 of the Controlled Substances Act.

- i. First Offense- In-school suspension or 1-180 days out-of-school suspension.
 - ii. Subsequent Offense- 11-180 days out-of-school suspension or expulsion.
 - c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under scheduled I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.
 - i. First Offense- 1-180 days out-of-school suspension or expulsion.
 - ii. Subsequent Offense- 11-180 days out-of-school suspension or expulsion.
11. Electronic Devices/ Cell Phones- Cell phones, pagers, and other electronic devices such as CD players, headphones, etc. are not to be brought to school.
 - a. First Offense- Confiscate, parent conference, and in-school suspension.
 - b. Subsequent Offense- 1-3 days out-of-school suspension.
12. Extortion- Threatening or intimidating any student for the purpose of obtaining money or anything of value.
 - a. First Offense- Principal/student conference, detention, in-school suspension, and/or 1-10 days out-of-school suspension.
 - b. Subsequent Offense- In-school suspension, and/or 1-180 days out-of-school suspension or expulsion.
13. Failure to Care for or Return District Property- Loss of, failure to return, or damage district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.
 - a. First Offense- Restitution. Principal/student conference, detention, or in-school suspension.
 - b. Subsequent Offense- Restitution. Detention or in-school suspension.
14. Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences- Violating the conditions of a suspension, expulsion, or other disciplinary consequence including, but not limited to, participating in or attending any district sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.
 - a. First Offense- Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
 - b. Subsequent Offense- In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
15. False Alarms (See also "Threats or Verbal Assault")- Tampering with emergency equipment, setting off false alarms, making false reports: communicating a threat or false report for the purpose of frightening, or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.
 - a. First Offense- Restitution. Principal/student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.
 - b. Subsequent Offense- Restitution. In-school suspension, and/or 1-180 days out-of-school suspension or expulsion.
16. Fighting (see also, "Assault")- Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

- a. First Offense- Principal/student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension.
 - b. Subsequent Offense- In-school suspension and/or 1-180 days out-of-school suspension, expulsion.
- 17. Gambling- Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.
 - a. First Offense- Principal/student conference, loss of privileges, detention, or in-school suspension.
 - b. Subsequent Offense- Principal/student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
- 18. Gangs- The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit the existence of gangs and gang activity as follows:
 - a. No student on or about school property or at any school activity:
 - i. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
 - ii. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
 - iii. Shall use any speech or commit any act or omission in furtherance of the interests of any gang activity, including, but not limited to:
 - 1. Soliciting others for membership in any gang;
 - 2. Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - 3. Committing any other illegal act or other violation of school district policies;
 - 4. Inciting other students to act with physical violence upon any other person.
 - b. First Offense- Principal/student conference, 1-3 days in-school suspension, 1-10 days out-of-school suspension, documentation in student’s discipline file.
 - c. Subsequent Offense- 10-180 days out-of-school suspension, expulsion, and documentation in student’s discipline file.
- 19. Harassment, including Sexual Harassment (see Board policy AC)
 - a. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.
 - i. First Offense- Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - ii. Subsequent Offense- In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - b. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breast or undergarments, regardless of whether touching occurred through or under clothing; or pushing or fighting based on protected characteristics.
 - i. First Offense- In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - ii. Subsequent Offense- 1-180 days out-of-school suspension or expulsion.

- c. Students who believe they have been victims of or have witnessed sexual harassment should report the incident (s) to any teacher, guidance counselor or school administrator. The staff member who received the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.
 - i. First Offense- Principal/student conference, detention, in-school suspension, and/or 1-180 days out-of-school suspension, or expulsion.
 - ii. Subsequent Offense- In-school suspension and/or 1-180 days out-of-school suspension or expulsion.
20. Hazing (see Board policy JFCG) - 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 district-sponsored activity. Hazing can occur even when all students involved are willing participants.
 - a. First Offense- In-school suspension or 1-180 days out-of-school suspension.
 - b. Subsequent Offense- 1-180 days out-of-school suspension or expulsion.
21. Incendiary Devices or Fireworks- Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.
 - a. First Offense- Confiscation. Warning. principal/student conference, detention, or in-school suspension.
 - b. Subsequent Offense- Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
22. Nuisance Items- Possession or use of items such as toys, games, portable media players that are not authorized for educational purposes.
 - a. First Offense- Confiscation. Warning, principal/student conference, detention, in-school suspension.
 - b. Subsequent Offense- Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
23. Public Display of Affection- Physical contact that is inappropriate for the school setting including, but not limited to, kissing, groping, inappropriate hand holding and intimate hugging.
 - a. First Offense- principal/student conference, detention, in-school suspension and/or 1-180 days out-of-school suspension.
 - b. Subsequent Offense- Detention, in-school suspension, and/or 1-180 days out-of-school suspension or expulsion.
24. Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material- Students may not possess or display electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.
 - a. First Offense- Confiscation. Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - b. Subsequent Offense- Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

25. Sexual Activity- Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
 - a. First Offense- Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - b. Subsequent Offense- Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
26. Tardiness- When a student arrives late to school after the first period has begun, he/she must go directly to the building office to receive disciplinary action for lateness. The student is tardy if he/she is not in his/her classroom when the tardy bell rings. With proper planning, the student should not be tardy.
 - a. First Offense- Write up to the office, student receives one (1) after school detention.
 - b. Second Offense- Write up to the office, student receives two (2) after school detentions.
 - c. Third Offense- Write up to the office, in-school suspension.
 - d. Subsequent Offense- Write up to the office, out-of-school suspension.
27. Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)
 - a. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use direct 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.
 - i. First Offense- Restitution. Principal/student conference, loss of user privileges, detention, in-school suspension and/or 1-180 days out-of-school suspension.
 - ii. Subsequent Offense- Restitution. Loss of user privileges and/or 1-180 days out-of-school suspension or expulsion.
 - b. Using, displaying, or turning on pagers, phones, personal digital assistants, personal laptops, or any other personal electronic devices during the regular school day, class change time, meal times, or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.
 - i. First Offense- Confiscation, principal/student conference, detention, or in-school suspension.
 - ii. Subsequent Offense- Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
 - c. Violations, other than those listed in (a) or (b) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.
 - i. First Offense- Restitution. Principal/student conference detention, in-school suspension, and/or 1-180 days out-of-school suspension.
 - ii. Subsequent Offense- Restitution. Loss of user privileges and/or 1-180 days out-of-school suspension.
 - d. Use of audio or visual recording equipment in violation of Board policy KKB.
 - i. First Offense- Confiscation. Principal/student conference, detention, or in-school suspension.
 - ii. Subsequent Offense- Confiscation. Principal/student conference, detention, in school suspension, or 1-10 days out-of-school suspension.
28. Theft- Theft, attempted theft, or knowing possession of stolen property
 - a. First Offense- Return of or restitution for property. Principal/student conference, detention, in-school suspension and/or 1-180 days out-of-school suspension.
 - b. Subsequent Offense- Return of or restitution of property. 1-180 days of out-of-school suspension or expulsion.

29. Threats or Verbal Assault- Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
 - a. First Offense- Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
 - b. Subsequent Offense- In-school suspension, 1-180 days out-of-school suspension or expulsion.
30. Tobacco-
 - a. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any distinct activity. Nicotine patches or other medications used in tobacco cessation program may only be possessed in accordance with district policy JHCD.
 - i. First Offense- Confiscation of prohibited product. Principal/student conference, detention, in-school suspension.
 - ii. Subsequent Offense- Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
 - b. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, transportation, or at any district activity. Nicotine patches or other medications used in tobacco cessation program may only be used in accordance with district policy JHCD.
 - i. First Offense- Confiscation of prohibited product. Principal/student conference, detention, in-school suspension and/or 1-3 days out-of-school suspension.
 - ii. Subsequent Offense- Confiscation of prohibited product and/or in-school suspension and/or 1-10 days out-of-school suspension.
31. Trips- Students given permission to attend school-sponsored activities must understand that their responsibility is to represent the STrafford School District in a positive manner. Any violation of school policies, failure to follow sponsors' instructions or breaking the law in any way will result in not being allowed to participate in future activities where representing the school is involved. The school bus is the recommended means of transportation for trips. Students making any type of school-sponsored trip must return by the same means. Only by direct request of a parent or guardian and only to ride in the car with parent or guardian will be the exception to this policy.
32. Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2)- 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.
 - a. First Offense- Principal/student conference, detention, or 1-3 days in-school suspension.
 - b. Subsequent Offense- Detention or 3-10 days in-school suspension.
33. Unauthorized Entry- Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public: entering or assisting any other person to enter a district facility through an authorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
 - a. First Offense- Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - b. Subsequent Offense- 1-180 days out-of-school suspension or expulsion.
34. Vandalism (See Board policy ECA)- Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.
 - a. First Offense- Restitution. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
 - b. Subsequent Offense- Restitution. In-school suspension and/or 1-180 days out-of-school suspension or expulsion.
35. Weapons (see Board Policy JFCJ)
 - a. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930 (g)(2) or § 571.010, RSMo.
 - i. First Offense- In-school suspension, detention, or 1-180 days out-of-school suspension or possible expulsion.

- ii. Subsequent Offense- 1-180 days out-of-school suspension or expulsion.
- b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in Section 571.010, RSMo. (a blackjack, a cancelable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife) or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930 (g)(2).
 - i. First Offense- One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
 - ii. Second Offense- Expulsion.
- c. Possession or use of ammunition or a component of a weapon.
 - i. First Offense- In-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - ii. Subsequent Offense- 1-180 days out-of-school suspension or expulsion.

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Revised: December 21, 1995/November 21, 1996/July 22, 1997/November 20, 1997/September 24, 1998/ February 18, 1999/March 18, 1999/May 16, 2001/April 19, 2004/February 16, 2005/May 15, 2008/March 19, 2009/May 19, 2011/March 26, 2013/November 17, 2016

Strafford R-VI School District, Strafford, Missouri

NOTICES

Notice of Nondiscrimination

Applicants for admission and employment, students, parents of students, employees, source of referral of applicants for admission and employment, and all unions or professional agreements with Strafford R-VI District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in , its programs and activities. Any person having inquiries concerning compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Supt. Mark Hedger, 201 W. McCabe, Strafford, Missouri 65757. Telephone number (417) 736-7000. Supt. Mark Hedger has been designated by the Strafford School District to coordinate the institution's efforts to comply with the regulations implementing both Title VI, Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights. U.S. Department of Education, regarding the institution's compliance with regulations implementing P.L. 83-112, P.L. 94-142, Title VI, Title IX, or Section 504.

Public Notice on Free and Appropriate Education

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Strafford R-VI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young children with a developmental delay.

The Strafford School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education of the Missouri Department of Elementary and

Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Strafford School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Strafford School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contained the Strafford R-VI School District's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the Strafford R-VI School District's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Strafford R-VI School District's Central Office, 201 W. McCabe, Strafford, Missouri 65757, from 8:00am to 3:00pm, Monday through Friday.

Local school districts in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1st of each year. This information is treated as confidential and must include: name of the child, parent/legal guardian's name/address, birth date and age of child, the child's disability, and the services provided to the child. If you have a child with a disability who is not attending a public school, please contact the Strafford R-VI School District at (417) 736-7000.

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent, or a person acting as a parent, to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step-parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The Strafford School District is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The Strafford School District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the Strafford R-VI School District. This notice will be provided in native languages as appropriate.

Public Notice on Student Records

In compliance with P.L. 90-247, the Strafford R-VI Schools wish to notify parents and patrons that the district maintains psychological, educational progress, diagnostic, standardized test, inventory, attendance, and medical immunization records of all students enrolled. Parents may request to review the records that are kept on their children by inquiring at the principal's office.

Upon written request of an educational institution, certifying or contemplating the enrollment of the student in question, the student's records will be forwarded to the appropriate institution after appropriate signatures have been secured. For purposes such as student directories and programs relating to school events, including yearbook and newspapers, student information regarding items such as the following may be released: Name, address, grade level, telephone number, date and place of birth, pictures, dates of attendance, honors and awards received, participation in officially recognized activities, weight, and height, if members of athletic teams. If a parent does not wish such information be released, a signed written notice to that effect should be provided to both the sponsor of the depicted activity as well as the school principal before September 1 of each school year.

Upon graduation, supplementary information no longer needed to provide educational services to the student will be destroyed. However, a permanent recording containing the student's name, address, phone number, grades, attendance record, test scores, classes attended, grade level completed, and year completed will be retained without limitation.

Parents who feel that the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students will be provided an opportunity for the correction or deletion of such data. In such a case, a request for a hearing to challenge the content of their child's school clarification, review, interpretation, or complaints may be resolved or responded to by writing to the Family Educational Rights and Privacy Act Office (FERPA), Department of HEW, 330 Independence Ave. S. W., Washington, D.C. 20201.

Board policies in regard to the release of student records may be viewed at the office of the Superintendent of schools, Strafford, Missouri.

Senate Bill 319 Retention of Students

The Strafford R-VI School District is committed to the continuous development of students enrolled in the district's schools, and for a student's achievement of the skills for the current grade assignment, to pass to the higher grade.

Senate Bill 319 requires that students not be promoted to the next grade level unless they have a "reading level at or above one grade level below the student's grade level." Students with Individual Education Plans (IEPs) are exempt from this requirement, as well as students included in a 504 Education Plan, those with limited English proficiency, and those who have been determined to have an insufficient cognitive ability which prohibits them from meeting this criteria. To ensure that our students have every opportunity to become successful readers, the following policy and procedures have been adopted by the Strafford R-VI School District.

Summer school will be offered to all students, K-12, who are reading below grade level; however, all students with Reading Improvement Plans will be required to attend summer school classes that include reading instruction as part of the class. Students will be assessed at the end of summer school with the STAR. Those who score below grade level will be required to attend a minimum of 30 hours of additional reading instruction outside the regular school day during the next school year and will be enrolled in a remedial reading class.

Student Complaints and Grievances

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board will be final. All persons are assured that they may utilize this procedure without reprisal.

Public Complaints

All persons are assured that they may utilize this procedure without reprisal.

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

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

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

programs. In that case, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education. The Board considers it the obligation of the profession and support staff of the district to field the questions of parents/guardians or the public.

Public Participation at Board Meetings

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

1. Grievance through Established Policy and Procedure
 - a. Students, employees, and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators, and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.
2. Written Correspondence
 - a. Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two (2) pages or less are encouraged.
3. Agenda Items
 - a. Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the superintendent or designee. The request must be submitted pursuant to Board policy and received five (5) business days prior to the scheduled meeting. The item will then be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons, and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item for the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.
4. Public Hearings
 - a. From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.
5. Public Comment
 - a. A specifically designated time will be set aside for public comments at regular meetings of the Board of Education. The following rules will be applied to the public comment portion of the meeting:
 - i. The Board will establish a time limit for the public comment period
 - ii. No individual will be permitted to speak more than once during this period
 - iii. The Board will establish a uniform time limit for each speaker
 - iv. Only items from the posted agenda may be discussed

Parents Right to Know

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

1. Whether your student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether your student's teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
4. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title funds must provide to each individual parent:

1. Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
2. Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Parent Involvement & Resource Information

The Strafford Public Schools are required to assist parents with parental organizations by informing them of the Parental Information and Resource Center (PIRC) and their purpose. The PIRC program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis. PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to expand or operate early childhood parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to:

- Serve both rural and urban areas
- Use at least half of their funds to serve areas with high concentrations of low-income children
- Use at least 30 percent of the funds they receive for early childhood parent program

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents understand the date for such things as opportunities for supplement services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs- one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

| Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents | |
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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

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

A complaint filed with the Department must be a written, signed statement that includes:

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

Strafford R-VI School District Charging Policy

The Board of Education will allow students to charge up to \$-10.00. Once a student reaches \$-10.00 they will be offered an alternative meal. Please make regular deposits into your student's account to maintain a positive balance and to prevent them from receiving an alternative meal.

The alternative meal consists of a peanut butter and jelly sandwich and student's choice of milk.

- The alternative meal is offered up to five consecutive days
- The alternative meal is offered only at lunch time. It is received at the point of service.
- Payment Options:
 - 1.) In person- You may bring your student's deposit to the office of any building or send it in with your child.
 - 2.) Pay Online: Going through your parent portal and using credit card. (\$2 transaction fee)
 - 3.) Pay by mail: send to 201 W. McCabe, Strafford, Mo. 65757
- Balance on account is checked prior to a student purchasing anything "extra" in order to keep charges at the limit.
- Households are notified the same day their student's account reaches the charging limit via automated messenger and/or by email notification.
- Reminder envelopes are sent home weekly. Notices begin at \$5 and down.
- Students' balance and meal purchases can be viewed at any time on your Parent Portal.
- In May, approximately one week prior to the last meal served, no charging will be allowed. This helps ensure that there are no outstanding negative balances at the end of the school year. During this time the alternative meal is offered and provided for students with any negative balance.
- The afternoon milk offered daily at snack time, cost \$0.40. This cost is the same for all students whether free, reduced or full-pay. This milk is not a part of the National School Breakfast Program or the National Lunch Program. Charging policies apply to this afternoon milk.
- Regarding delinquent debt- All fines are to be paid by the end of each school year. Account balances must be below the charging limit to attend Field Trips.

This institution is an equal opportunity provider.

Snack ideas for Holiday Parties and Birthday Recognition

Childhood obesity is increasing rapidly in the United States, affecting children of all races, ethnicities and income levels. Since 1980, the percentage of overweight children aged 6-11 has more than doubled and the percentage of overweight adolescents aged 12-19 has tripled. Reversing the obesity epidemic will require a long-term, well-coordinated approach to reach kids where they live, learn and play. At Strafford Early Childhood we would like to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. We encourage parents and teachers to limit soda and candy to no more than 50% of the foods offered at special holiday parties and birthday recognitions. The remaining 50% of party food offered should meet at least two of the following recommended standards:

1. provide 3 grams or more fiber
2. provide 35% or less calories from fat or less than 10% calories from saturated fat
3. provide less than 16 grams sugar per serving
4. make a significant nutrition contribution as defined by: providing 20% daily value of one or more of calcium, vitamin A, vitamin C or iron OR 5 grams or more of protein

Ideas for Holiday Parties and Birthday Recognition

| | | |
|---|--------------------------------------|---------------------------|
| *Fresh Fruit | *Oreo 100 cal. Snack pk. | *LaChoy Fortune Cookies |
| *Fresh Vegetables-carrots, *Celery, etc. | *Kellogg Grahams-several flavors | *Salsa Cup |
| *Raisins | *Trix Cereal Bar | *Dill Pickles |
| *Frozen Fruits | *Cheerios Cereal Bar | *Gatorade |
| *Scooby Doo Bones Grahams | *Munchies Kid Mix | *Applesauce |
| *Fruit Popsicles | *Chips Ahoy 100 cal. | *Austin Zoo Crackers |
| *Yogurt | *Granola Bars | *Nestea |
| *100% Fruit Juices | *NutriGrain Yogurt Bars | *Powerade |
| *Shape-ups | *Cheese Nips 100 cal. | *Lipton Tea |
| *Beef Jerky | *Quaker Quakes | *Red Diamond with Splenda |
| *Doritos-Reduced Fat | *Snapple 100% juice drinks | *Sugar free Jello |
| *Lay's Baked Potato Chips | *Scooby Doo Snacks | *Keebler-Elf Grahams |
| *Sun chips | *Fruit Roll Up | *Crystal Light |
| *Pretzels | *JJ Pretzels with fillers | *Baked Cheez-its |
| *Bosco Mozz Stix | *Gogurt | *Otis Low Fat Muffins |
| *Kellogg Rice Krispie Treats | *Special K cereal bars | |
| | *Otis Spunkmeyer-Reduced Fat Cookies | |

