

INTRODUCTION

Welcome to Gainesville Elementary School. The school staff wants the best education possible for our children, and we know that can only come about by striving to meet high ideals. It cannot become a reality without the support of the parents and the patrons of this district.

Since good schools are an important part of our community, it is important that we realize that only through cooperation and effort on the part of all concerned can good schools be achieved. We, the school staff, wish to cooperate with you, the parents and guardians, so that your child will receive the benefits which result from parent-teacher cooperation.

With this thought in mind, this handbook has been prepared to help answer any questions which you might have concerning school policies and the school life of your child. Please read it over and feel free to discuss it with any of the school personnel. The complete policy manual can be found in the office.

Your interest in the school is appreciated. We invite you to visit your school and consult with the staff at any time.

GAINESVILLE ELEMENTARY STAFF

"QUALITY LEARNING TODAY FOR TOMORROW"

BOARD OF EDUCATION REORGANIZED SCHOOL DISTRICT R-V

President	Jabet Wade
Vice-President	Robby Walrath
Member	Heather Bushner
Member	Mason Eslinger
Member	Corey Hillhouse
Member	Dakota Nash
Member	Marti Warden

DISTRICT MISSION AND GOALS

Education is central to the quality of life. It is at the heart of economic strength and security, creativity in the arts and letters, invention in the sciences, and the perpetuation of cultural values. Education is the key to successful and enjoyable lives. Graduates of Gainesville High School must be knowledgeable, well-trained, competent, and inventive. Therefore, the mission of the Gainesville R-V School District shall be "Quality Learning Today for Tomorrow."

SCHOOL WEBSITE

<http://gainesvillebulldogs.com>

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ELEMENTARY FACULTY AND PERSONNEL

Superintendent	Justin Gilmore
Principal	Ben Hopper
Preschool	Brandi Miller
Title I Preschool	Crystal Bartles
Kindergarten	Candice Collins, Hailey Hand, Tina Poe
First Grade	Rachel Canape, Rachel Hogan, Jessica Overcast
Second Grade	Sharon Belk, Abby Hobbs, Brianna Johnson
Third Grade	Julie Johnson, Candi Lundry, Whitney Miller
Fourth Grade	Randi Hubbard, Kristi Walker
Fifth Grade	Heidi Gaulding, Sheryl Lawson
Sixth Grade	Stacy Garrison, Ralena Roberts, Misty Souder
Counselor	Nicole Wallace
K-12 Special Education Coordinator	Stephenie Asher
Title I Reading	Haley Cooper, Vickie Adair
Art	Sheila Thomas
K-6th Music	Julie Kiger
P.E.	Misti Eslinger
Computer Coordinator/Librarian	Becky Grisham Elementary
Special Services	Jana Gauley, Sherri Kyle, Marvalee Nantz
Speech Language Pathologist	Amanda Williams
Elementary Computer Lab,	Michele Strain
Elementary Acellus Contact, Edmentum Admin.,	Michele Strain
and Spelling/Math Bee Coordinator	Michele Strain
Challenge Class	Haley Cooper
PAT Educator	Hailey Hand
School Nurse	Catrina Hawkins
Secretary	Emmy Ellison
Custodians	Brittany Barnett, Zac Luna
Preschool Aides	Renee Hambelton, Valerie Wylie
LD Aides	Barb Taylor, Edwina Welch
Student Aides	Lillie Johnston, Wendy Simpson, Brianna Souder, Jennifer Winrod
Cooks	Megan Lynne-Food Director,
	Tonya Kropp, Christina Midcap, Misty Uchtman, Julie Vaught
Bus Drivers	Jody Argabright, Debbie Eslinger, Elmo Hambelton,
	Jerry Beasley, Vickie Oxley, Deb Hinrichs, Richard Miller,
	Michele Strain, Justin Hubbard, Halbert Smith, Vicki Smith,
	Brenda Warren

OFFICE HOURS 7:55-4:30 Monday through Thursday

GAINESVILLE R-V SCHOOL DISTRICT

2024-2025 SCHOOL CALENDAR

Dates	Events
August 13	Teacher In-Service
August 14	Teacher In-Service
August 15	Teacher In-Service
August 19	First Day of School for Students
September 2	Labor Day (no school)
September 27	Teacher In-Service
October 11	End of First Quarter - School In Session
October 18	Parent/Teacher Conference 12:00 – 7:00
November 8	Teacher In-Service
November 25-29	Thanksgiving Vacation
December 19	End of 1st Semester - School In Session
Dec. 20-Jan. 5	Winter Break (no school)

Second Semester

January 6	Begin 2nd Semester
January 20	Martin Luther King, Jr. Day (no school)
January 31	Teacher In-Service
February 17	Presidents' Day (no school)
March 7	End of third quarter - School In Session
March 10-14	Spring Break
March 28	Teacher In-Service
April 11	Teacher In-Service
May 15	End of fourth quarter - School In Session
May 16	Teacher In-Service

Weather Makeup Days if Necessary: January 17, 20, & 31, February 7, 14, 17 & 28,
Fridays in March may be used if necessary



Gainesville R-V School District BACK TO SCHOOL PLAN

Gainesville R-V School District will use Level Indicators to define health and safety restrictions to provide guidelines for students, staff, parents, and community stakeholders.

This plan has been created based on team decision with input from medical professionals and the Ozark County Health Department and may be adjusted as restrictions change throughout the area and information about the virus continues to be modified.

Traditional School

All classes will take place in school buildings. Staff and students will maintain normal routines and school safety/security procedures. Parents, visitors, and guests follow all normal school security protocols.

LEVEL 1 2 3

All classes will take place in school buildings. Extra cleaning and safety protocols for staff and students will be followed. There are restrictions on visitors and traveling in the buildings.

All classes will take place on campus in their classrooms. Students will eat meals in classrooms with sanitization occurring between all movements and transitions to new areas in the building. Sanitization stations will be placed throughout the buildings and on all school buses. Temperature checks will occur upon entry into the buildings. Water bottles will be strongly encouraged.

Learning may potentially be transitioned to AMI (Alternative Methods of Instruction). Teachers will be available for students both by appointment in person and online to aide in instruction. Zoom, Remind, and Class Dojo may be utilized in the instructional process.

REGISTRATION OF NEW STUDENTS

To be eligible to enroll in kindergarten a child must be 5 years of age before August 1 on the year of entrance. Any child who has completed the kindergarten year shall not be required to meet the age requirements for entrance into first grade. Special consideration is given to transfer students as to age requirements in other states. A birth certificate and/or Social Security Card, enrollment forms, and immunization records are required for pupils entering school for the first time. Immunization records must be provided before students are admitted to school. Immunization records must be up to date before students are allowed to attend school.

IMMUNIZATION

Missouri law states it is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria, measles, mumps and rubella. It is the parents/guardians responsibility to make sure their children have up-to-date immunizations before they can attend Gainesville R-V School District. Kindergarten students will be required to have Hepatitis B shots. Recent legislation eliminated the 30-day grace period.

STUDENT WITHDRAWAL FROM SCHOOL

Parents of children who are leaving the district should notify the school within 3 days prior to the last day of attendance. A withdrawal sheet must be filled out in the office. All library books, texts, and other school property must be returned to the proper teachers. The student may be asked to pay for books or equipment lost or damaged. Failure to do so may make it difficult for a student to be enrolled in another school.

ATTENDANCE

Students are required to maintain a good attendance record. There is a direct relationship between school attendance and achievement, citizenship and success in school, as well as success in the future workplace. **Please contact the main office by 8:00 A.M. if your student will be absent.**

It is sometimes very difficult to make up material covered when a student is absent, if that material can be made up. The student still loses something by not being included in classroom participation. Students will be allowed the number of days missed to make up assignments that were given during their absence.

It is hoped that parents will emphasize the importance of good attendance, as well as punctuality, with their children and will do everything they can to make it possible for a child to be in school each day.

Student recognition activities are provided to reward punctual, regular attendance. All absences will count against a student's days absent. Early dismissals and tardies will count against a child's perfect attendance.

We recognize that parents, school, and community share the responsibility to assist students in developing habits of regular, punctual attendance. Students are tardy after 8:00. Five (5) tardies make one (1) absence.

It is the philosophy of the Board of Education that every student's attendance in class every day is vital in order for the maximum benefit of day-to-day instruction to be derived. Therefore, the following policy has been adopted.

Students are allowed to miss up to six days of school in a semester. An absence with a Doctor's note will still be unexcused. It is understood that transitioning to a four-day week should allow ample time for parents to schedule doctor and dentist appointments during the off day of the week. These notifications will be taken into consideration should an attendance appeal be requested.

Parents will be notified in writing after the fourth absence and again after the 5th. After the sixth absence, DFS and/or law enforcement may be notified. After the sixth absence, students may appear before an appeal committee. If the appeal committee denies the student's request, the student may file a written request to the Superintendent to appear before the Board of Education for an appeal.

Please note: Students must be in physical attendance at school for at least 4 hours a day in order to participate in extra/co-curricular activities.

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

- The reason(s) for the accrued or anticipated absences;
- The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal;
- The distribution of absences during the semester, i.e., whether scattered throughout the semester or occurring as consecutive absences;
- * The duration of each period of absence;
- The pattern of attendance prior to the accrual of absences in question;
- Whether all class work has been satisfactorily completed; and the extent to which class essential learning outcomes have been mastered for that course.

The appeal committee will take into consideration valid absences. It is the parent or guardian's responsibility to provide appropriate written documentation for the appeals committee to consider absences. Written documentation must be from a licensed provider of services, parent letters are not appropriate documentation. The appeal may be submitted on the district's Attendance Appeal Form provided to the parent or guardian, or

in other written or typed form that provides the following information:

- Date of appeal.
- A complete explanation of the reason(s) why the appeal should be granted.
- Any and all appropriate documentation.
- Signature of the parent or guardian.

Within one (1) week of the Appeal Committee's final decision, the student, parent or guardian will be notified. If the parent or guardian does not agree with the final decision of the Appeal Committee, he or she may appeal the matter to the Superintendent.

All make up assignments will be completed within a reasonable time frame to be determined by the teacher.

TARDIES

Any student not in their room at the ringing of the bell (8:00) shall be considered tardy unless previously excused by the teacher or principal. Students are not counted tardy when buses are late. The student must report to the office and be signed in when they arrive after 8:00. Students leaving after 3:00, but before dismissal bell will also be counted tardy and must be signed out in the office. Five (5) tardies equal one (1) absence.

Excessive tardies (4 or more)--school personnel will contact the parents or guardians.

SUPPLIES

To guide parents, each grade has compiled a suggested list of items that a student might need for various levels of school work such as crayons, glue, pencils, papers, etc. These lists are available from the office.

EXCUSED ABSENCES FOR TRIPS

Students may be excused, in certain instances, for trips during the school year. However, parents requesting such an excuse must contact the principal's office and obtain a "Request for Excused Absence Due to Out-of-Town Trip" form. This form must be completed and returned to the principal's office at least one week prior to the trip. To be approved, the request must meet the following criteria:

1. No more than one trip per student per year will be approved
2. The trip cannot exceed five (5) school days.
3. No trips will be approved during the last two weeks of school.
4. The trip must be judged by the principal to have educational value.
5. Students who are excused must complete all missed homework.

6. The principal will have final authority to approve or not to approve excused absences for trips.

PARENT RESPONSIBILITY

The Board of Education has shown support for House Bill 207 (Holding parents responsible for damages done by their dependents to public buildings and equipment). Any student found with explosives in their possession or lockers, which pose a danger to personnel or property or a threat to disrupting the academic process shall be removed immediately from school premises and the notice and hearing shall follow as soon as practical thereafter.

PUPILS LEAVING SCHOOL GROUNDS

Once students arrive at school they are not permitted to leave until school is over unless a parent/guardian comes to the office and picks up their child. Students must leave the playgrounds after school. Students are to be supervised at all times and will not be allowed to play on the playground after school hours unsupervised.

Parents are asked to send a note of explanation to the school if their child is to go anywhere other than their normal destination at the end of the school day. Otherwise, the child will be put on the bus as usual.

A student planning to leave the school to spend the night away from home should present a note from his parents to inform his teacher of the plans. His host should present a note from his parents approving of the visit.

VISITATIONS

Patrons and parents are welcome to visit classes, preferably after school has been in session for a few weeks. It is recommended that the teachers be informed prior to such visits. Children not enrolled in the school are not permitted to visit. All visitors should report to the principal's office for assistance.

CURRICULUM

In the elementary school, basic skills are taught in the following areas:

Communication Arts— Reading instruction is a significant part of the Communication Arts curriculum. There are seven strands of reading which incorporate a part of all the language arts skills. The reading strands are decoding, vocabulary, comprehension, writing, study skills, language, and literature. Students at the primary levels receive instruction in phonics.

English, spelling, and handwriting are incorporated in the writing process. Students sharpen their skills through various forms of writing including the writing of sentences,

paragraphs, short stories, informal letters, and simple reports. These skills are also enhanced through the reading process.

Mathematics— The elementary mathematics program uses concrete objects to develop understanding of the mathematics concepts as well as teaching the basic computational skills. The understanding of the concepts and the computational skills enhance the teaching of problem-solving and thinking skills. This means that students will be able to apply basic mathematics to real life situations.

Science— Science is an integration of concepts, processes, and attitudes. This integration is developed through a combination of “hands on” experiences, reading discussions, and demonstrations. Students receive these experiences as individuals, in small groups, and in total class activities.

Social Studies— Social studies is an area within the school curriculum that draws ideas from a variety of areas. Areas of study include history, the social sciences, the humanities, and citizenship education.

Art— Imagination, originality, and resourcefulness are higher forms of human thought. Art education addresses those concepts. Weekly art instruction is provided by a subject area specialist. This instruction establishes the base upon which children develop an appreciation of their own work, the work of their peers, and the work of other artists.

Library— Students receive regular instruction to develop the skills necessary to retrieve information. A high priority is to develop reading skills and reading appreciation.

Music— Both vocal and instrumental music are taught as follows.

Vocal Music— Students receive weekly instruction in vocal music from a music specialist. In addition to developing skills necessary to sing, students learn to appreciate music in general as one of the arts.

Physical Education— Students receive complete and coordinated physical education instruction from a certified physical education teacher on a weekly basis. The classes provide students with growth in the development of motor skills and physical fitness. The units involved include rope jumping, movement education, locomotor, and nonlocomotor skills, rhythms, low-organized and organized games, and physical fitness activities. **Students will not be allowed to sit out from PE more than one day without a doctor's excuse.**

Health— The classroom health education is a sequential curriculum for the elementary grades. The overall goal is for students to learn how their actions affect their health and, thus, begin to take more responsibility in caring for their health. Areas covered are personal/dental health, physical fitness, mental and social health, growth and development, safety/first aid, nutrition, consumer health, substance abuse, diseases and disorders, and community and environmental health.

CURSIVE HANDWRITING GUIDE

Goal: To provide continuity through the grades with the teaching of cursive writing.

Teachers will monitor students' work for correct formation of letters, fluency, and legibility. It is also important for students to be able to read cursive writing.

Grade Level Guidelines:

2nd: * Introduce, model, and teach all lower and upper case cursive letters (beginning 3rd qtr.) by the end of the year

- * Students will be able to write first and last name in cursive

3rd: * Review and practice all lower and upper case cursive letters

- * Names in cursive on daily work

- * Beginning 3rd qtr., students will be writing their spelling words in cursive

- * All hall work and finished projects will be done in cursive

4th: * Review and practice all lower and upper case cursive letters

- * Names in cursive on daily work

- * Students will be practicing their spelling words in cursive

- * Spelling test will be in cursive all year

- * All hall work and finished projects will be done in cursive

5th: * Continue to review, monitor and correct all lower and upper case cursive letters

- * Names in cursive on daily work

- * Students will be practicing their spelling words in cursive

- * Spelling work and tests will be in cursive from start of the year

- * Gradually work in most other subjects will be done in cursive

- * All hall work and finished projects will be done in cursive

6th: * Continue to review, monitor and correct all lower and upper case cursive letters

- * Names in cursive on daily work

- * Students will be practicing their spelling words in cursive

- * Spelling work and tests will be in cursive from start of the year

- * Gradually work in most other subjects will be done in cursive

- * All hall work and finished projects will be done in cursive

SPECIAL PROGRAMS

Parents As Teachers— The Parents As Teachers Program is designed to help parents understand more about how their children grow and develop during the first five years of life. Children learn more during the preschool years than at any other time in life so parents have an important role as a child's first teacher. The Parents As Teachers program is free and available to all families residing within the Gainesville School District

beginning during pregnancy and continuing until the child enters kindergarten.

Specially trained parent educators meet with parents in home visits to give guidance and support in fostering children's intellectual, language, social, and motor development. Group meetings are also provided to allow parents to share experiences and discuss topics of interest. Annual developmental screening informs parents of their child's developmental progress.

The program helps parents feel more confident in their parenting role, promotes children's eagerness to learn so that they can be successful when they reach kindergarten, and begin a home-school partnership as early as possible.

Preschool— The Preschool program is designed to help four year olds become acquainted with a structural setting in the school environment. The Preschool program is provided for four year olds for a full day, four days a week, Monday through Thursday. Parents are responsible for transportation to and from preschool. Excessive absences will automatically dismiss the student from the Preschool program.

The same format is followed in the Preschool program as in the Parent As Teachers program only focusing on the four year old developmental stages.

Counseling— The district provides comprehensive counseling services for students of all grade levels.

The elementary school is served by a counselor who is specially trained to help students realize their fullest potential as unique human beings. Depending on the students' needs, the school counselor may help them academically, socially, or emotionally. The counselor may work with students individually or in groups.

At times, all children have developmental concerns. Counselors are trained to help them manage developmental concerns. Counselors help students discover talents and abilities, understand and cope with feelings and attitudes they are experiencing, learn skills for managing their use of time, and develop positive relationships with adults and other children. Elementary counselors work closely with teachers to develop educational and behavioral plans to meet the individual needs of students. Counselors also help to prepare educational activities related to such topics as self-understanding and career exploration.

Counselors place a high value on the contribution parents make to their child's progress in school and welcome contact from parents.

TELEPHONE AND STUDENT VISITING

If you desire to telephone the teacher or your child, your message will be accepted at the office and forwarded to the classroom so a return call can be made when they are free. Students are denied the use of the school telephone to gain permission from parents to go home with a friend or take a friend home with them. Such visiting plans must be arranged with parents before children arrive at school. Please make your plans as far ahead as possible with your child before they come to school. Do not call the school to deliver a message which could be taken care of before the child arrives at school.

Receiving calls and delivering student messages is very time consuming for the office secretary and often it is impossible to deliver the message. **Please send a note to the teacher with any special instructions rather than calling the office. Transportation changes need to be made before 2:00 p.m.**

USE OF DRUGS

The use of tobacco, alcohol, or drugs in any form by students is prohibited on any part of the school campus or in a school bus. It is also illegal to come on the school grounds at any time while under the influence of drugs or alcohol. Violation will result in administrative discipline and may include expulsion.

SMOKE-FREE

All buildings and property are smoke-free. This means that smoking is prohibited in the buildings or in/on school property. This action was taken to not only protect the health of employees, children, and patrons but to also provide modeling for young people. Please help us in this effort by not smoking while at school or when in/or on school property.

BICYCLES

Bicycle privileges are limited to children nine and older. Children are not to ride double, must walk bikes across major crossings and on the school grounds. They are not to be ridden on sidewalks. They are vehicles and must observe traffic rules. Bicycles must be parked upon reaching school and not ridden again until pupils go home.

PLAYGROUND

Students are expected to go out for play time unless a note is sent from the home. Appropriate clothing should be worn for outside activities.

Activity on the playground is organized and supervised to provide safe recreation. **All playground equipment, including balls, will be provided to the students. No toys will be allowed to be brought from home..** Hardballs are not permitted because of the hazard they present.

PLAYGROUND RULES

1. Do not jump from the swings.
2. Do not climb up the slide the wrong way.
3. Do not go over the hill or outside the fenced area.
4. Do not play tag--this turns into hitting and pushing.
5. Do not throw anything besides a ball.

CELL PHONES, ELECTRONIC DEVICES, TRADING CARDS, ETC.

Cell phones/electronic devices and trading cards will be prohibited in the school building, during the school day, unless they are turned into the school office at the time of student arrival. Cell phones/electronic devices and trading cards that students turn into the office, may be picked up by the student at the end of the school day. All playing cards are not allowed on the bus or at school or at school events. Cell Phones and electronic devices may be brought on extracurricular trips to communicate with parents/guardians but must be turned into the trip supervisor. Smart watches can be confiscated if students are caught texting, calling, or taking videos or pictures. Students who fail to comply with the cell phone/electronic device and trading card policy will have their cell phone/electronic device and trading cards confiscated, in which a parent/ guardian must be the individual to pick up the cell phone/electronic device and trading cards. Any cell phone/ electronic device and trading card offense thereafter will result in suspension and parent/guardian pick-up.

BREAKFAST/LUNCH

A hot lunch, including milk, is served in the cafeteria. The cost is \$2.15 per meal for students and \$3.30 for adults. Extra milk may be purchased for 45 cents. Payment for lunches is made weekly or daily. You may pay ahead of time by sending a check for an entire month or by paying a sum of money on your child's account. Excessive lunches may not be charged without permission from the principal. All children are expected to eat lunch each day, either a served lunch or sack lunch. Breakfast is served free for all students. Forms for free and reduced lunch will be sent home with each child.

Each grade will have a 25-minute lunch period. Students may talk quietly while in line and when they are seated. If students remain too loud after being warned, the teacher on duty may require individual students, or an entire class, to not talk.

Children wishing to bring their lunch are required to eat in the lunchroom, and milk may be purchased if desired. Children on free and reduced lunches bringing their lunch are responsible for purchasing milk. When bringing their own drink, it is recommended that thermos bottles be filled with water so that proper nutrition rules are followed. Flavored water is not allowed. Do not bring pop.

Per board policy - a student with a negative balance that exceeds \$30.00 will not be able to participate in extracurricular activities until the student's account is reduced to under \$30.00 or a payment plan has been established. For more information on payment plans please call the Food Service Director at 679-4200. (Extracurricular activities include any activity before school, after school, weekends or any activity that would remove the student from instruction time.)

FOOD ALLERGIES

Any child who has a food allergy and requires a substitution for that food must get a physician's statement. State forms for the physician may be picked up in the office. A new form must be provided each year before the food substitution can be made.

WEATHER EMERGENCIES

School will not be open when it is considered too dangerous for buses to travel. Announcements will be made through the courtesy of radio, TV stations, and on the School District's Facebook Account, if school will be closed. No announcement will be made if school is to be in session. Listen to your radio or TV for announcements concerning dismissal for weather emergencies. Please have arrangements made in advance as to where your child is to go or what they are supposed to do in case school is turned out early unexpectedly. Do not depend upon the child calling home to find out what to do as there is not sufficient time for everyone to call.

TV Channels -- KYTV 3, KOLR 10, Fox KDEB, KSPR Ch. 8

KTTS -- 1260 AM and 94.7 FM

KWTO -- 560 AM

KMAC -- 99.7 FM

KKDY -- 102.5 FM

KTXR -- 100.5 FM

**Automated Call System

<p>**School Reach - Gainesville R-V provides an automated phone service that allows parents to be contacted in case of a school closing or other special circumstances. Each child will be given a form to sign up for this free service.</p>
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DRESS CODE & PERSONAL GROOMING

The following has been adopted by the Board of Education as personal grooming regulations for all students. Students are expected to abide by these regulations unless specific exception is granted by the Board.

1. Students are to dress in clothes appropriate for school. Clothing not appropriate for school would include shorts, or skirts that are shorter than fingertip length with the arm and hand extended totally downward, half tops, tube tops, oversized tank tops, and shirts that would expose undergarments. No spaghetti straps will be allowed. Any type of clothing inappropriate will be determined by the building principal.
2. Shirts must be buttoned.
3. Sweatshirts and T-shirts should be plain or contain writing that is not considered obscene or offensive by the administration.
4. All students should have clean hair which is cut and combed neatly. Combing should be taken care of outside the classroom.
5. Sunglasses are not to be worn in the building.
6. Head cover of any type should not be worn inside the building during school hours.
7. Face painting is permitted only on elementary spirit days.

8. No shorts during the months of November through February.
9. Please remember that students have recess daily and PE 1-2 times per week. It is important for students to have proper shoes for activities that they will be participating in. Flip-flops frequently cause problems for students at school. They cause many slips/falls and often break while students are at PE and during recess.
10. Rips in jeans no higher than fingertips are allowed.
11. When wearing leggings, shirts must cover the student's front and back.

HEAD LICE

All elementary students will be checked by the nurse or teacher for head lice a minimum of three times per year or as needed. Throughout the year, three scheduled head lice checks will occur. The student cannot ride the bus or be readmitted to school without being rechecked. The student shall be free of nits and lice before he or she can be readmitted to school.

GRADE CARDS

Grade reports are emailed to elementary parents at the end of each quarter with the teacher's evaluation of a child's academic and behavioral progress. They **will not** need to be signed and returned to school.

Midterm reports will be emailed for parent review during each quarter in grades 4-6.

Some typical criteria used in determining a student's progress are (1) performance on tests given in the class; (2) quality of written work; (3) participation in and contribution to class activities; (4) promptness and thoroughness in completing assignments, and (5) a general grasp of knowledge and skills in a particular subject. Both teachers and parents should emphasize a variety of factors. These include such things as regular attendance, cooperation in the group, attentiveness, accuracy in following directions, habits of effective study, initiative of work with self-direction in worthwhile activities, and other traits listed on the student's report card.

PARENT--TEACHER CONFERENCES

Each fall parents are encouraged to schedule a conference with their child's teacher during Parent-Teacher Conference Week. In these conferences, parents receive their child's grades.

Other conferences may be held during the year to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should call the school to make an appointment. Conferences may be scheduled before school,

after school, or during the teacher's planning time.

GRADE SCALE

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

Art, Music and P.E.—Students will earn a Satisfactory (S), Improving (I) or Unsatisfactory (U)

Please note kindergarten and first grade adopt grade level appropriate grading scales.

PARENT PORTAL

Parents are able to complete a form with contact information that will allow them to access their child's grades, lunch fees, absences, etc. through the school district's website.

HONOR ROLL

Honor Roll -- Average from 80 to 100 with no grade below 80

HOMEWORK

Few homework assignments are given in the lower grades but as students advances through the grades, more homework may be expected. More reading other than the basic bookwork should be done at home. Teachers try to present new materials, instructions and assignments in such a way that the student will know what is expected of them. Schools have found that parent-teacher-student teamwork paves the way to successful homework. Some suggestions are offered for parents in helping with homework:

1. Provide a suitable place for work or study.
2. Have appropriate resources readily available.
3. Assist with drill and routine work.
4. Give encouragement and show interest, but avoid undue pressure.
5. Exercise patience in helping the student.
6. Work out a schedule of family activities and study time so that they do not interfere with each other.
7. See that the student uses their time wisely while studying.
8. Provide assistance and encouragement without doing the work for the

student.

Beginning in 3rd grade, students who receive six incomplete assignments in a semester will have an hour of after school detention. Students will receive an after school detention after the sixth, ninth, and twelfth incomplete assignments. An incomplete assignment consists of a student receiving below 50% on the assignment or 50% of the assignment is completed. Parents/guardians will be notified after each missing assignment with a slip of paper stapled to the assignment for parents/guardians to sign.

ASSIGNMENT BOOKS

Assignment books will be provided in grades fourth through sixth for all students free of charge. Students will be responsible for writing down assignments and other information from their teachers in the assignment book. If the student loses the assignment book, a fee will be charged to get a new one.

PROMOTION AND RETENTION OF STUDENT

The Gainesville Board of Education is committed to the continuous development of students enrolled in the district's schools. A student's achievement of the skills and competencies required at the current grade assignment shall determine his/her promotion to the proper grade level.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the student's teacher(s) and building principal, they are in the best educational interest of the student's involved. Exceptions will always be made after prior notification and explanation is given to each student's parents/guardians with the final decision resting with the building principal. In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The principal will direct and aid teachers in evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will be assigned a classroom for the following year based on the criteria listed below. All of these factors combined will be taken into consideration. Although parent requests will be considered, the final placement will rest with the building principal based on what he/she feels is in the best interest of the student after considering all criteria. Those criteria are as follows:

1. Balance of boys/girls
2. Balance of ability levels
3. Teacher-student compatibility
4. Student-student compatibility

5. Teacher recommendations
6. Placement of siblings in a common grade

READING RETENTION LAW

Senate Bill 319 states that any student who is reading one grade level below after completing the 3rd grade will possibly be retained. The district will identify students who are reading below grade level, notify the parents, and provide special services to these students. If the student continues to stay behind and not show any progress that student may be retained in possibly the 4th, 5th, or 6th grade.

FIRST AID

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered. Parents will be notified of more serious accidents. Be sure the school has an emergency telephone number to call in the event of an accident or illness with your child.

MEDICATION

If under exceptional circumstances a student is required to take medication during school hours and the parent cannot be at school to administer the medication, **a student may be given prescription medicine only if it has been brought from home in the original container with the pharmacy label with a note from the parent accompanying the medicine.** The school nurse will administer the medicine at the student's lunch period unless a doctor has ordered a specific time. Please arrange your medication schedule at home accordingly.

If a student is vomiting or has a temperature, please keep them at home. It is our policy that students having a temperature of 100° or higher must remain fever free for 24 hours without medication before returning to school. If a student has been diagnosed with a contagious illness and is prescribed antibiotics, they must be on their medication for 24 hours before returning to school.

If at school, the student's temperature should reach 100° or above, we will be sending them home. Please make sure your emergency numbers are current. We ask that you arrive as quickly as possible or make arrangements to have your child picked up.

SPECIAL SERVICES

Special Education Services

Resource Room - Three full-time teachers and two aides

Challenge - One part-time teacher

Additional Services

Math Improvement - One instructional assistant

Library - Fully equipped library with a full-time librarian

School Nurse - One certified nurse

Early Childhood Education (Birth to 3 years) - PAT Educator

Preschool Program - 4, and 5 year olds with students entering kindergarten in the next school year given priority.

Counselor - Individual, small group and classroom programs

Reading Improvement - One full time reading teacher

SCHOOL INSURANCE

The school makes available through an insurance company a low-cost accident insurance policy. This is voluntary on the part of the student. The school encourages the students to take advantage of this service. Applications should be mailed to the company.

LIBRARY

Students who have any overdue library books will no longer be able to check out additional library books until that overdue book is returned to the library or returned to the library and renewed. Books that have been overdue for one month or more will have to be turned in to the library and not renewed.

The above policy applies to overdue books only. Students may need to keep a book for longer than one month in order to finish reading it, but they need to bring them in every so often so that we can renew them to prevent the book from becoming overdue.

We also have a policy for lost or damaged books which states that any book or books that have been lost or damaged must be paid for before students will be allowed to check out additional books from the elementary library.

Our policies have been put in place to help us better serve all of our students and keep our materials available and in good condition.

Overdue Notices are sent home with students around the first of each month and students are reminded of overdues in the library on a weekly basis when they visit us to check out new books.

LOST AND FOUND

PLEASE LABEL ALL OF YOUR CHILD'S POSSESSIONS THAT ARE USED OR WORN TO SCHOOL. This applies to all age groups. Articles found on the grounds are turned in at the office. Articles not claimed within 4 weeks will be donated to charitable organizations.

ROOM PARTIES / INVITATIONS

Due to hepatitis concerns all treats or snacks must be pre-packaged. The teachers will be responsible for organizing refreshments for Fall Festival and Valentine's Day parties. Winter parties will be at the discretion of the teacher. However, parents may arrange a birthday pre-packaged treat for their child by consulting with the classroom teacher ahead of time. Parties or treats are recommended to be after lunch. Please do not send your child with personal invitations to a party to pass out at school. Personal invitations need to be delivered without school involvement.

SNACKS

Students may bring snacks to school to eat during recess. However, suckers, gum and carbonated drinks are not allowed in class or at recess. Healthy snacks are encouraged.

CARE OF SCHOOL PROPERTY BY STUDENTS

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the building principal in accordance with the replacement cost of the lost or damaged item. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and may be subject to additional disciplinary action. Failure to pay for damages shall result, after due notification of parent or guardian, in the student being suspended from school with readmission only upon approval of the superintendent or the Board.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism loss or damage caused by their children up to an amount of \$2000.

In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

DISCIPLINE

1. Teachers shall have the authority to develop rules and regulations regarding student behavior in the establishment of the instructional climate. The Assertive Discipline Plan will be sent home to each parent for their signature acknowledging they have read and understood the plan.
2. Punishment - The Principal has the right to use corporal punishment upon a student if such punishment is necessary to maintain order and discipline in the school.
3. After school detention or suspension from school may be used by the

- principal when- ever it is deemed necessary.
4. The third suspension will constitute permanent expulsion from school when approved by the Board.

SEXUAL HARASSMENT

Sexual harassment of students is strictly prohibited in the school district. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made to a student. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

HAZING / BULLYING

In order to promote a safe learning environment for all students, the Gainesville R-V School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

This is the district's annual notification to inform students, parents, district staff and volunteers that hazing and bullying is prohibited; please see Board Policy JFCF for complete policy. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

WEAPONS

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school in accordance with the Safe School Act of Missouri.

In accordance with federal law, any student who brings or possesses a firearm on school property will be suspended from school for at least one calendar year. This suspension may be modified on a case-by-case basis upon recommendation by the superintendent or the Board of Education. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school in accordance with the Safe Schools Act of Missouri.

ASSERTIVE DISCIPLINE PLAN

We are pleased to have your child in the Gainesville Elementary School. To guarantee your child and all the other students in school the excellent learning climate they deserve, the following discipline plan will be followed.

CLASS RULES

1. Keep hands, feet, and all other objects to yourself.
2. No teasing or name calling.
3. Be respectful to others.
4. Follow any staff member's directions.
5. Come to class prepared and hand in assignments on time.
6. Listen and follow directions the first time they are given.
7. Stay in seat.
8. Raise hand to speak and wait to be called upon.

IF A STUDENT CHOOSES TO BREAK A RULE:

Students who behave appropriately will be positively rewarded with praise, hugs, stickers, stamps, positive notes sent home, free time, bonus points and/or other special privileges. When students choose to break a rule, the following consequences will be imposed:

Daily	K--2nd	3rd--6th
First Time	Warning	Warning
Second Time	5 minutes of time out	10 minutes of time out recess detention
Third Time	10 minutes of time out or recess detention	20 minutes of time out recess detention
Fourth Time	15 minutes of time out or recess detention and contact parents	20 minutes of recess detention and contact parents

Fifth Time	Send to principal, after-school detention	Send to Principal, after-school detention
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Severe Clause	Send to Principal	Send to Principal
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CONSEQUENCES OF BEING SENT TO THE PRINCIPAL

1st time - student conference and notify parent or guardian

2nd time -student behavior contract or one missed recess and parent/guardian

notification 3rd time - notify parent or guardian and a serious consequence.

4th time - teacher, principal and parent conference; a serious consequence.

5th and subsequent times will be determined on an individual basis but may include any of the above, swats, or out-of-school suspension.

*Serious consequences include: missing special classes, lunchroom isolation, after-school detention, or all day grade-level appropriate isolation.

Repeat offenses could result in the principal going directly to the last consequence with suspensions being extended with each repeat offense.

Severe behavior (such as fighting, verbal abuse, or destruction of property) may result in the principal going directly to the last consequence. Fighting, punching, purposely tripping and shoving will be dealt with as a severe consequence and the person initiating the action will have a more severe consequence if that can be determined.

There will be zero tolerance for violent language, violent behavior, defiance, or disrespect to staff members. All specific threats will be thoroughly investigated and could result in suspension.

Recess Detention

Recess is considered a social time for students and when appropriate the social aspect of recess will be taken away from students. When students serve recess detention they will continue to engage in physical activity but will do so in isolation, away from their classmates.

Lunch Detention

Students may receive a detention to be served during their lunch period. All students who serve lunch detention will be required to sit and eat their lunches in isolation without talking to other students.

INCOMPLETE ASSIGNMENTS

Incomplete assignments are kept on a quarterly basis. Infractions will follow the assertive discipline plan, in addition to this section. An incomplete assignment is any assignment not turned in and/or acceptable presented at the time it is needed for the teacher. The student will still have an opportunity to complete the assignment, but it will be considered an incomplete assignment,

1. Parent/Guardian will be notified by the teacher after three incomplete assignments.
2. After six incomplete assignments, parent/guardian will be notified and the student will have after-school detention.
3. After nine incomplete assignments, the parent/guardian will be contacted for a conference and the child will have after-school detention.
4. After twelve incomplete assignments, the parent/guardian will be contacted for a conference with the teacher and the principal, and the student will have after-school detention until 4:45 P.M. Students earning more than twelve incompletes per quarter could result in in-school suspension, swats or out-of-school suspension.

The principal has the right to interpret policy for items not specifically written in this hand- book or in special circumstances. Students with an I.E.P. will be treated according to their written I.E.P.

PRE-SCHOOL DISCIPLINE PLAN

Gainesville preschool will adapt the Assertive Discipline plan to an age appropriate level of four and five-year-olds.

Daily

First offense	warning
Second offense	warning and reminder
Third offense	Time out for number of minutes equal to age of child
Fourth offense	Time out for double the number of minutes equal to the age of child and note home
Fifth offense	Time out during all of recess or another appropriate activity and note home
Sixth offense	Send to principal
Severe Clause	Send to principal

Consequences of being sent to principal

First time -- conference with student and note home Second time -- office detention/time

out and note home

Third time -- principal will contact parents and consequence could result in spending time in office, being sent home, or swats

Repeat offenses --Students sent to the office more than twice in one week could result in the principal going directly to the severe clause

The principal has the right to interpret policy for items not specifically written in this hand-book or in special circumstances. Students with an IEP will be treated according to their written IEP.

PRE-SCHOOL ATTENDANCE

In an effort to serve as many students as efficiently as possible, any student missing more than four consecutive days without contacting the school will lose his/her slot. Student missing more than three unexcused absences per quarter will lose his/her slot.

PARTICIPATION IN STUDENT ACTIVITIES

Participation in student activities is a privilege and not a right. Creditable citizenship will be required from each participant in all school activities. Creditable citizenship includes such things as regular and punctual attendance, maintain satisfactory grades, and a quality of conduct which promotes the best interests of the school, in school and away from school. Therefore, students will exhibit standards of behavior which will bring credit to the student, the activities, the school and community. Any student who misses over half a day on Friday will not be allowed to participate in weekend activities, without prior approval from the administration.

BUS SERVICE

Only those students who meet eligibility requirements by means of residence or superintendent approval will be permitted to use school bus transportation for the purpose of travel to and from school. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may lose his or her privilege.

SCHOOL BUS SAFETY REGULATIONS

1. PREVIOUS TO LOADING

- A. Pupils must be on time! The bus cannot wait beyond its regular schedule for those who are tardy.
- B. Bus riders should conduct themselves in a safe manner while waiting for the bus.
- C. Be careful in approaching bus stops. Wait until the bus comes to a complete stop before attempting to enter the school bus.

2. BUS RULES:

- A. The driver has the same authority over the students on the bus as the

teacher has in the classroom.

- B. No excessive noise and disruption--lack of courtesy and respect.
- C. No fighting or scuffling on the bus.
- D. Bus riders are to stay seated on their bottoms.
- E. Deliberate delay of loading or unloading the bus will not be tolerated.
- F. Deliberate defiance or refusal to cooperate with the bus driver will not be tolerated.
- G. No obscene and unacceptable language, gestures, remarks, signs, or indecent exposure.
- H. No throwing items of any kind inside the bus, at the bus, or out of the bus window.
- I. No smoking, chewing, or possession of tobacco.
- J. No lighting matches.
- K. No destruction of property.
- L. No extending hands, arms, or any portion of the body out of the bus window.
- M. No tampering with equipment or controls--deliberate vandalism.
- N. No use or possession of a controlled substance.
- O. Keep books, packages, coats, feet, and all other objects out of the aisle.
- P. No pop in cans, cups, or bottles on the bus.
- Q. No eating on the bus without the driver's permission.

3. AFTER LEAVING THE BUS:

- A. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus), then cross only when the driver signals it is safe. The pupils then should look to be sure that no traffic is approaching from either direction.
- B. The bus driver will not discharge riders at other places than the regular bus stop at the home or at the school, unless a note from parents or school officials is presented to the driver.

4. EXTRA-CURRICULAR:

- A. The above rules and regulations would apply to any trip under school sponsor- ship.

VIOLATIONS OF BUS RULES

1st offense - warning by driver

2nd offense- warning by driver, student conference, and notification of parents by driver

3rd offense - 1st written office referral, principal/student conference, notification of parents,
and recess detention

4th offense - 2nd written office referral and after school detention

5th offense - 3rd written office referral and loss of bus privilege for unlimited time (usually 1 or 2 days at first with more days for continued bus disruption)

STUDENTS NOT RIDING A BUS

Students not riding a bus should plan to arrive at school no earlier than 7:40 a.m. Students should go to a designated room and work on homework or other instructional activities. To keep our students safe, please do not back into loading traffic until students have finished loading.

Parents may pick their children up at 3:25 p.m. in the front of the building. Please do not pick-up or drop off students in the back of the building. A safety patrol may be out front directing traffic for the children's safety. Please follow their instructions.

BUILDING REGULATIONS

1. Students should not arrive before 7:40 A.M.
2. School will begin at 7:55 A.M. and dismiss at 3:35 P.M.
3. Students damaging or defacing any school property shall pay in full for all damages caused thereby. Failing to do so, they shall after due notification of parent or guardian, be suspended from school and shall be readmitted only by approval from the Board of Education.
4. There will be no running in the halls at any time.
5. No traffic will be permitted behind the school building during school hours.
6. Noise level in the halls should be conducive to learning.
7. Public display of affection is unacceptable behavior at school or school activities.
8. All visitors must report to the office and pick up a visitor's pass before going down to the classrooms.
9. All students must follow all district rules when in buildings or on school property.
10. Permission must be granted for any student to use the gym after school hours and be supervised by an adult.

LOCKED DOORS

All doors will remain locked from the outside except the doors by the office. All visitors must report to the office before going to the classrooms.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

The district must evaluate student progress after the initial assessment and report the progress in the aggregate at the building level as part of the annual report issued to patrons of the district. The district is required to report only the scores of students meeting the district's attendance policy, and no report shall disclose student achievement data in such a manner that would personally identify any student. The district may establish a system of rewards and punishments designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment established by law.

TESTING PROGRAM

The purpose of the district wide testing program is to facilitate and provide information for student achievement, student counseling, instructional change, and school and district assessment. Achievement tests will be administered to kindergarten through sixth grade.

RELEASE OF EDUCATION RECORDS

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions:

1. The district may disclose education record information without consent when the disclosure is:
 - 1) To school officials who have a legitimate educational interest in the records. A school official is:
 - > A person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff.
 - > A person elected to the School Board.
 - > A person employed by or under contract to the district to perform a special task, such as an attorney, auditor, medical consultant, therapist, etc.
 - > A person who is employed by the school district's law enforcement unit.
 - > A student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school/official in performing his/her tasks.

A school official has a legitimate educational interest if the official is:

- > Performing a task that is specified in his or her position description or by a contract agreement,

- > Performing a task related to a student's education.
 - > Performing a task related to the discipline of a student.
 - > Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
 - > Maintaining the safety and security of the campus.
- 2) To officials of another school, upon request, in which a student seeks or intends to enroll.
 - 3) To authorized representatives of state and local educational authorities.
 - 4) School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. @ 1232g (b)(1)(E).
 - 5) To accrediting organizations to carry out their accrediting functions.
 - 6) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
 - 7) To parents of a student who is not an eligible student or to the student.
 - 8) To comply with a judicial order or a lawfully issued subpoena.
 - 9) In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 - 10) To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
 - 11) To appropriate parties in a health or safety emergency.
 - 12) To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99.

2. The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student. This paragraph does not apply if the request was from or the disclosure was to:
 - > the parent or eligible student,
 - > school officials within the district who have a legitimate educational interest in the student's education records,
 - > a party with written consent from the parent or eligible student,
 - > a party seeking "Directory Information," or
 - > a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

Appeals Procedures

Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of education records:

1. Parents or the eligible student must ask the school district to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the custodian of records, as designated in Section H of this regulation.
2. The school district will decide whether it will amend the record as requested within a reasonable time after receiving the request. If it decides not to amend the record as requested, the district will notify the parents or eligible student of the decision and inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the school district will hold a hearing within a reasonable time after the request is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested

party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals of his or her choice, including an attorney.

5. The school district will prepare a written decision based solely on the evidence presented at the hearing within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the school district decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student of the amendment in writing.
7. If the school district decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.
9. Types, Locations and Custodians of Education Records

The following is a list of the types of school records that the district maintains, their location, and their custodians.

Types	Location	Custodian
Cumulative School Records, including discipline records (Current students)	School principal's office	School principal
Cumulative School Records, including discipline records (Former students)	School principal's office	School principal
Health Records	School principal's office	School principal
Occasional Records (Student education records not identified above, such as those in superintendent's office, in the school attorney's office, or in the possession of teachers.)	as appropriate for specific record	School principal

DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which:

- A. Are obscene to minors.
- B. Are libelous.
- C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- D. Advertise any product or service not permitted to minors by law.
- E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (A) through (D) to any student is prohibited. Distribution on school premises of material in categories (E) and (F) to a substantial number of students is prohibited.

Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or his or her secretary 24 hours in advance of desired distribution time, together with the following information:

- A. Name and phone number of the person submitting request.
- B. Date(s) and time(s) of day of intended display or distribution.
- C. Location where material will be displayed or distributed.
- D. The grade(s) of students to whom the display or distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted. If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions as submitted above.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions as submitted above.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Time, Place and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place and manner as follows:

- A. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school.

Definitions

The following definitions apply to the following terms as used in this policy:

- A. *"Obscene to minors"* is defined as:
 - 1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors, of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or

perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or

3. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- B. *"Minor"* means any person under the age of 18.
- C. *"Material and substantial disruption"* of a normal school activity is defined as follows:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- D. *"School activities"* means any activity of students sponsored by the school and includes by way of example, and not by way of limitation — classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- E. *"Unofficial"* written material includes all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, posters and underground newspapers, whether written by students or others.
- F. *"Libelous"* is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
- G. *"Distribution"* means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

Disciplinary Action

Distribution by a student of unofficial written material may be treated as a violation of the student discipline code.

NONDISCRIMINATION AND ANTI-HARASSMENT

A. Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

B. Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- (2) Aiding, abetting, inciting, compelling or coercing discrimination; and
- (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

C. Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy districtwide:

(Compliance Officer)

422 Bulldog Drive, Gainesville, MO 65655
Phone 417-679-4200 Fax 417-679-4270

D. Reporting and Complaint

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: Superintendent Justin Gilmore, 422 Bulldog Drive, Gainesville, MO 65655, Phone 417-679-4200, Fax 417-679-4270, who will assume the coordinator's duties for the purpose of that complaint.

E. Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

F. Confidentiality and Records

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

G. Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

H. Limitations

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or 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). You may contact your local district, if you wish to review the requirements provided to FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child

with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnam-ese or any other language as may be necessary.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In 1986 President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. In 1987 the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Gainesville R-V School District conducted a complete inspection of its facilities in May 2000, utilizing the services of Mead Environmental. The results of this inspection have been included in a management plan which is available in the administrative offices of this district during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The district may charge a reasonable fee to make copies of management plans. Periodic surveillance is required every six months. A reinspection of our facilities is required every three years and was conducted on May 3, 2000. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

Parents are encouraged to examine the management plan that affects their children. The purpose of the federal and state regulations is to protect the health and well-being of all persons entering the buildings of the district for any reason. This district takes very seriously the recommendations made in the management plan.

The person in the district trained to oversee asbestos activities and ensure compliance is the superintendent. As required in the Rule, the superintendent is the single contact for the public to obtain information about asbestos-related activities in the district.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

(Model Notification of Rights under the Protection of Pupil Rights Amendment)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give consent before students are required to submit a survey that

concerns on (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education.

- a. Political affiliations or beliefs of the student or student’s parent.
 - b. Mental or psychological problems of the student or student’s family.
 - c. Sex behavior or attitudes.
 - d. Illegal, antisocial, self-incriminating or demeaning behavior.
 - e. Critical appraisals of other individuals with whom respondents have close family relationships.
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
 - g. Religious practices, affiliations or beliefs of the student or the student’s parent.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of the funding source.
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision and scoliosis screenings.
 - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing the information to others.
3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor.

The Gainesville School District has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity

or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. Parents will also be provided notification of surveys and activities scheduled after the start of the school year.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official:

Superintendent of Schools

Gainesville R-V School District

**422 Bulldog Drive
Gainesville, MO 65655
417-679-4260**

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D. C. 20202-5901**

ANNUAL NOTIFICATION OF DIRECTORY INFORMATION

"Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information": student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose not to have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent, including in print and electronic publications of the school district.

"Directory Information" is considered a "public record" which must be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010 -.030, RSMO.

IMPORTANT PHONE NUMBERS

Superintendent of Schools	417-679-4260
High School/Junior High Office	417-679-4200
High School/Junior High Nurse	417-679-4200
Elementary Office	417-679-4416
Elementary Nurse	417-679-4416
Director of Transportation	417-679-4260 Special Education
Director	417-679-4200 ext. 225
Food Services	417-679-4200 ext. 228

HOTLINE

The students' safety is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of school staff. If you are uncomfortable bringing this situation to the attention of an adult, please call the Missouri School Violence Hotline at 866-748-7047. Your call will be anonymous.



GAINESVILLE ELEMENTARY SCHOOL DISCIPLINE PLAN

--PARENT CONFIRMATION--

Please sign and return this portion indicating that you have read and understand the discipline plan as outlined in the attached material.

Child's Name _____

Grade/Teacher _____

Date _____

Parent's Signature

Comments:

PLEASE COMPLETE, SIGN, AND RETURN TO YOUR TEACHER

Gainesville Elementary
Student/Teacher/Parent Compact

It is our goal that the home and school work together to provide the best education possible to our students. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party.

As a PARENT, I will...

See that my child is punctual and attends school regularly.
Show respect and support for my child, the teacher, and the school.
Establish a time for homework and review homework regularly.
Provide a home environment that encourages my child to learn.
Talk with my child about his/her school activities every day.
Read with my child and let my child see me read.
Monitor my child's TV viewing

Optional Goal: _____

Parent/Guardian Signature _____

As a Student, I will...

Show respect for others, my school and myself
Always try to do my best in my work and in my behavior.
Come to class on time and be prepared to work.
Spend time daily, studying or reading at home.
Obey the school and bus rules.

Optional Goal: _____

Student Signature _____

As a Teacher, I will...

Show respect for each student and his/her family
Help each student grow to his/her fullest potential,
Provide an environment conducive to learning.
Come to class prepared to teach.
Supply clear evaluations of student progress and achievement to students and parents.
Use special activities in the classroom to make learning enjoyable.
Provide meaningful and appropriate homework activities.
Maintain open lines of communication with students and their Parents.
Enforce school and classroom rules fairly and consistently.

Optional Goal _____

Teacher Signature _____

PLEASE COMPLETE, SIGN, AND RETURN TO YOUR TEACHER

MARTY WARDEN, President
JABET WADK, Vice President
ALISA WEST, Secretary
HEATHER BUSCHICK, Member

MASON ELLINGER, Member
CORY HELLGUTH, Member
JERRY HINES, Member
ROBBY WALRATH, Member

Gainesville R-V School District
421 BULLDOG DRIVE
GAINESVILLE, MO 65655-7459

JUSTIN GILMORE
SUPERINTENDENT
417-679-4260
Fax: 417-679-4270

CLINT HALL
JR HIGH/HS SCHOOL PRINCIPAL
417-679-4200
Fax: 417-679-4290

TRAVIS HINES
ASSISTANT JR/HIS PRINCIPAL
417-679-4200
Fax: 417-679-4290

BEN SWIFFORD
ELEMENTARY PRINCIPAL
417-679-4416
Fax: 417-679-2077

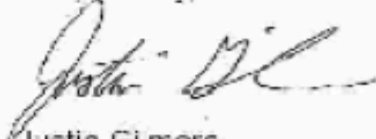
Virtual Learning

In 2018, state law changed to require school districts to advertise and pay for virtual courses approved in the Missouri Course Access and Virtual School Program (MOCAP). MOCAP (formerly MOVIP) is operated by DESE. As required by the law, DESE screens course vendors and lists courses available for students to take. If an eligible student selects a course in MOCAP, the district is required to negotiate a contract and pay for that course.

A student is eligible to enroll in a course through the district if the student resides in and is enrolled in the district full-time, and the student attended a public or charter school at least one semester immediately prior to enrolling in the MOCAP course. However, a student is excused from the requirement that he or she be enrolled in a public school for the previous semester if the student has documented medical or psychological diagnosis or condition which prevented him or her from attending school during that semester. A student may be denied enrollment in a virtual course if it is not in the best educational interest of the student.

Parents and students interested in learning more about virtual courses can contact their building principal. A list of MOCAP course providers and a course catalog can be found at <https://mocap.mo.gov/catalog/>. The Gainesville R-V School District Virtual Course Policy can be accessed here ([Virtual Courses](#)). If you have any other questions related to virtual courses you may contact Dr. Richard Wylie at 417-679-4200 or Ben Hopper at 417-679-4416.

Respectfully,



Justin Gilmore
Superintendent
Gainesville R-V District

"Quality Learning Today for Tomorrow"

**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	
General Information <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

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.

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V Revised 4/17 ²In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Board Policy Manual

Gainesville R-V

Policy EHB: Technology Usage

Status: Adopted

Original Adopted Date: 10/20/2008 | Last Revised Date: 11/20/2017

The Gainesville R-V School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; 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 technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.



**Gainesville Elementary School
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Gainesville, Missouri 65655
(417) 679-4416
Justin Gilmore, Superintendent
Ben Hopper, Elementary Principal**

SCHOOL, PARENT AND FAMILY ENGAGEMENT POLICY

All check boxes marked in this policy indicate an assurance on the part of the school.

Type of Title I.A program

☒ Schoolwide

☐ Targeted

☒ This school parent and family engagement policy is developed jointly with, distributed to, and agreed on with parents of participating children, including parents of migrant and EL children. *Section 1116 (b)(1)*

Describe how the school seeks and obtains the agreement of parents to the parent and family engagement policy.

Review engagement plan in the fall and spring parent meeting. Distribution of the LEA parent and family engagement policy is handed out during the elementary open house before school as well as being in the student handbook, and available in the building office.

☒ Parents are notified of the policy in an understandable and uniform format. *Section 1116(b)(1)*

☒ The school parent and family engagement policy is provided in a language the parents can understand. *Section 1116(b)(1)*

POLICY INVOLVEMENT

☒ At the beginning of the school year, the school convenes an annual meeting, at a convenient time, to which all parents of participating children are invited and encouraged to attend. *Section 1116 (c)(1)*

☒ The agenda reflects that the purpose of the meeting is

☒ To inform parents of their school's participation in the Title I.A program

☒ To explain the requirements of Title I.A

☒ To explain the right of parents to be involved.

Section 1116 (c)(1)

☒ The school offers a flexible number of meetings. *Section 1116 (c)(2)*

☒ Using Title I.A funds, to promote parental involvement the school provides (check all that apply)

☐ Transportation

☐ Child care

☐ Home visits

☒ Funds will not be utilized for these purposes

Section 1116 (c)(2)

The school involves parents in an organized, ongoing, and timely way:

☒ In the planning, review, and improvement of the Title I.A program and if applicable Schoolwide program plan in the school. *Section 1116 (c)(3)*

Describe how parents are involved in the planning, review, and improvement of the Title I.A program and if applicable Schoolwide program plan in the school.

Review engagement plan in the fall and spring parent meeting. Distribution of the LEA parent and family engagement policy is handed out during the elementary open house before school as well as being in the student handbook, and available in the building office.

☒ In the planning, review, and improvement of the school parent and family engagement policy. *Section 1116 (c)(3)*

Describe how parents are involved in the planning, review, and improvement of the school parent and family engagement policy.

Review engagement plan in the fall and spring parent meeting. Distribution of the LEA parent and family engagement policy is handed out during the elementary open house before school as well as being in the student handbook, and available in the building office.

The school provides parents of participating children:

☒ Timely information about the Title I.A programs. *Section 1116 (c)(4)(A)*

☒ Describe plans to provide information about the Title I.A programs.

Meeting in the fall and spring where we share students progress,
MAP Data
STAR information
AR reports
classroom assessments

☒ A description and explanation of the curriculum in use at the school, the forms of academic assessments that are used to measure progress, and the achievement levels of the MAP assessment.

Section 1116 (c)(4)(B)

Describe methods and plans to provide a description and explanation of the curriculum, academic assessments, and MAP achievement levels.

Fall and spring meeting: provide a description and explanation of schools curriculum, review state and district-wide assessment information; provide information on academic assessment used to measure student progress; provide information on the proficiency levels students are expected to meet.

☒ Opportunities, as appropriate, to participate in decisions relating to the education of their children. *Section 1116 (c)(4)(C)* ☒ Responses to their suggestions as soon as possible. *Section 1116 (c)(4)(C)*

SHARED RESPONSIBILITY FOR HIGH STUDENT ACHIEVEMENT

School-Parent Compact

The School-Parent Compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. *Section 1116 (d)*

☒ The school jointly develops with parents of Title I.A served children the school-parent compact.

The school-parent compact will

☒ Describe the ways in which all parents will be responsible for supporting their children's learning. *Section 1116 (d)(1)*

As a Parent:

See that my child is punctual and attends school regularly.
Show respect and support for my child, the teacher and the school.
Establish a time for homework and review homework regularly.
Provide a homework environment that encourages my child to learn.
Talk to my child about his/her school activities everyday.
Read with my child and let my child see me read.
Monitor my child's T.V. viewing.

☒ Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment. *Section 1116 (d)(1)*

Show respect for each student and his/her family Help each student grow to his/her fullest potential,
Provide an environment conducive to learning. Come to class prepared to teach. Supply clear evaluations of student progress and achievement to students and parents.
Use special activities in the classroom to make learning enjoyable.
Provide meaningful and appropriate homework activities. Maintain open lines of communication with students and their Parents.
Enforce school and classroom rules fairly and consistently.

☒ Addresses the importance of communication between teachers and parents on an ongoing basis through, at a minimum

- ☒ Conducting parent-teacher conferences at least annually, during which the compact shall be discussed
- ☒ Issuing frequent reports to parents on their children's progress
- ☒ Providing reasonable access to staff, opportunities to volunteer, and observation of classroom activities
- ☒ Ensuring regular two-way, meaningful communication between family members and school staff, and, in a language that family members can understand

Section 1116 (d)(2)(A) (B),(C),(D)

BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school

☒ Provides assistance to parents, as appropriate, in understanding

- o the Missouri Learning Standards,
- o the Missouri Assessment Program,
- o local assessments,
- o how to monitor a child's progress, and
- o how to work with educators to improve the achievement of their children.

Section 1116 (e)(1)

Describe plans to provide assistance.

Fall and spring meeting: provide a description and explanation of schools curriculum, review state and district-wide assessment information; provide information on academic assessment used to measure student progress; provide information on the proficiency levels students are expected to meet.

☒ Provides materials and training to help parents work with their children to improve achievement. *Section 1116 (e)(2)*

Describe plans to provide materials and training.

Send books home weekly
Monthly learn as we learn night.
Parent family nights.

☒ Educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of

parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. *Section 1116 (e)(3)*

Describe plans to educate school personnel regarding working with parents.

Review plan in fall and spring.

Professional Development on parent involvement

Weekly newsletters, teacher websites

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school

☒ To the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. *Section 1116 (e)(4)*

Describe plans to coordinate and integrate.

Family Learn as we Learn nights

Parent and Teacher conferences

Back to School night.

Family reading nights.

Family fun nights.

☒ Ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, in a language the parents can understand. *Section 1116 (e) (5)*

☒ Provides reasonable support for parental involvement activities under this section as parents may request. *Section 1116 (e)(14)*

Optional additional assurances

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school: (optional; check if applicable)

☐ Involves parents in the development of training for teachers, principals, and other educators to improve the effectiveness of parent involvement training. *Section 1116 (e)(6)*

☐ Provides necessary literacy training from Title I funds if the local educational agency has exhausted all other reasonably available sources of funding for literacy training. *Section 1116 (e)(7)*

☐ Pays reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions. *Section 1116 (e)(8)*

☐ Trains parents to enhance the involvement of other parents. *Section 1116 (e)(9)*

☐ Arranges school meetings at a variety of times, or conducts in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend conferences at school, in order to maximize parental involvement and participation. Adopts and implements model approaches to improving parental involvement. *Section 1116 (e)(10)*

☐ May adopt and implement model approaches to improving parental involvement. *Section 1116 (e)(11)*

☐ Establishes a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I programs. *Section 1116 (e)(12)*

☐ May develop appropriate roles for community-based organizations and businesses in parent involvement activities. *Section 1116 (e)(13)*

ACCESSIBILITY

In carrying out the parent and family engagement requirements of the Title I program, the school, to the extent practicable,

☒ Provides opportunities for the informed participation of parents and family members, including:

☒ Parent and family members who have limited English proficiency.

- ☒Parent and family members with disabilities.
- ☒Parent and family members of migratory children.
- ☒Provides information and school reports in a format and, in a language parents understand. *Section 1116 (f)*