

**SPARTA ELEMENTARY SCHOOL
2021-2022
522 State Hwy 125 N.
Sparta, MO 65753**

**Tel: (417) 634-3223
Fax: (417) 634-5256**

**Mrs. Ashley Parent
Elementary Principal**

Email: aparent@sparta.k12.mo.us



“Learning is a constant, time is a variable”

School Website: <http://www.sparta.k12.mo.us/>

School Twitter: @SpartaTrojans

STUDENT HANDBOOK

VISION

*Cultivating a tradition of excellence
in teaching and learning.*

MISSION

*Sparta R-III School District,
together with our families and community,
will inspire excellence through
high impact teaching and rigorous learning opportunities.*

CORE VALUES

◆ *Student Focus* ◆
Collaboration
Commitment
High Expectations
Relationships

AREAS OF FOCUS

Effective Teaching and Learning
Leadership
Climate and Culture

This agenda belongs to and we agree with the terms and policies:

Student's Name: _____

Parent's Name: _____

Class: _____

****Keep this page for your records.**

SPARTA R-III SCHOOL DISTRICT

Website: www.sparta.k12.mo.us

Sparta Elementary School

HANDBOOK FOR PARENTS & STUDENTS

Landon Gray
Superintendent

Ashley Parent
Principal

Elementary Academic Goal

Our vision at Sparta Elementary School is to improve learner achievement, promoting partnership among students, parents, staff, and community. Sparta Elementary focuses on learner’s setting self-pacing goals and standards; using data, diagnostics, and focused curriculum of the highest rigor. Nurturing responsible behavior of learners at all ages and encouraging respect among learners to the diversity among people and cultures.

~ Ashley Parent ~

Email: aparent@sparta.k12.mo.us

Student/Parent Handbook

The purpose of this handbook is to give a better understanding of the rules, policies, and procedures which are part of everyday life at Sparta Elementary School. It will also help to explain our instructional programs, school activities, and student expectations. Please take time to review this handbook so you will be aware of the many educational opportunities available at the Sparta Elementary School. The most up to date handbook may always be found online under >Schools>Sparta Elementary School>Student Handbook. The complete list of School Board policies may be found on the school website at www.sparta.k12.mo.us under >District>Board of Education>Board Policy.

Phone Numbers

District Office Number	634-4284
Sparta Elementary	634-3223
Sparta Elementary fax	634-5256
Sparta Middle School	634-5518
Sparta High School	634-3224
Transportation	634-4284

Ashley Parent, Principal	Ext. 126 @ 634-3223
Kristy Paine, Secretary	Ext. 127 @ 634-3223
Kate Kisse, Counselor	Ext. 168 @ 634-3223
Lindy Clayton, Elem. Nurse	Ext. 130 @ 634-3223
Alissa Beeler, Pre-School	Ext. 122 @ 634-3223
Anna Heriford, Special Services	Ext. 112 @ 634-3223
Laurent Watts-Food Service	Ext. 176 @ 634-3223
Nicole Humble-Curriculum	Ext. 128 @ 634-3223

Other:

Emily Winkle, Activities Director	634-3224
Scott Taylor, Transportation Director	Ext. 101 @ 634-3223
Ashley Parent, Homeless Liason	Ext. 126 @ 634-3223
Ashley Parent, Foster Care Liason	Ext. 126 @ 634-3223

Student Safety

To ensure the safety of our children, all outside doors, except the main entrance, will be kept locked at all times. All parents, visitors and students arriving late [after 8 a.m.] must sign in at the office before proceeding to a classroom. Visitors will be issued a visitor's pass at that time if needed. We will conduct various drills throughout the year according to School Board Policy EBC. We appreciate your cooperation in keeping our students safe.

SECTION I: GENERAL INFORMATION

Student Enrollment

In compliance with Missouri state law, any child whose fifth birthday occurs BEFORE the first day of August may enroll in kindergarten [Section 160.051 RSMo]. The age of enrollment in the first grade will comply with regulations and policies set forth by the State Department of Education. To enroll a child, the parent/guardian must provide the school with a state issued birth certificate, current immunization records, and proof of residency. A new student will be permitted to attend class the day AFTER enrollment is successfully completed. This will ensure that our teachers have the necessary materials ready to welcome the child to his/her new classroom.

Class Placement

Each class includes a wide range of academic abilities, personalities, and a balance of boys and girls. Specific parental requests for classroom placements are not normally considered. Each year our teachers, principal, and counselor are involved in the placement of students for the following year. Countless hours are spent discussing and deciding the appropriate placement for each individual child. We ask that parents trust the school's decisions in placing students. It is almost impossible to prepare class lists while working within the constraints of parent requests. We have a dedicated staff that will provide the same quality of learning experiences for all students. The teachers within each grade level plan cooperatively so as to maintain like instructional programs, common formative assessments, and common summative assessments.

Attendance Policy

Promptness and regular attendance are imperative for students to receive the full benefits of Sparta Elementary School's educational programs. The educational loss resulting from absences, which cannot be adequately measured or entirely regained through make-up work, is the rationale to strive for excellent student attendance. The parent or guardian has the responsibility to decide times and reasons a student should not come to school, but it is the school's responsibility to set limits on a student's absences from school. This is important because of the high correlation between attendance and academic success as well as the development of punctuality and responsibility needed for future success beyond the elementary school. A responsible child is usually a responsible adult in the work force.

It is understood that a few absences from school may be necessary throughout the course of a school year. However, every effort must be made by students, parents/guardians, teachers and administrators to keep absences to an absolute minimum. The State of Missouri does not excuse absences. Students are either present or absent.

Notification of Absence

In the event of an absence, the parent/guardian is asked to call the school [634-3223, ext. 127] between 7:00 AM and 8:30AM on the day of the absence, give the student's name, grade, teacher and reason for the absence. When returning to school, the student should bring a note from the doctor, dentist, and/or parent to the teacher regarding the absence. Attendance, by law, is counted in hours instead of days. Perfect attendance awards can only be given to those with PERFECT attendance (no time missed from the school day).

Excessive Absenteeism & Tardiness (including leaving early)

Students with excessive absenteeism, or tardiness will have their attendance records reviewed to determine if steps need to be taken to improve their attendance. State agencies such as Children's Division or Juvenile Authorities will be utilized when needed. These agencies generally feel that failure to ensure your child's regular attendance constitutes educational neglect. To help prevent excessive absences, parents are encouraged to make medical, dental, and other appointments after school hours when possible. Appointment notes verifying these visits will need to be turned into the office for our records. NOTE: (excessive early pick up time is also deemed absent and will accumulate due to instruction time that is being missed). Teachers cannot grant permission for a child to leave school grounds. A child will be released only to the parents or those persons designated by the parent as having permission to pick up the child, through written request. Phone requests may be granted but extra verification steps may be involved. The end of the school day can be very hectic. We ask that you call before 2:00 if you need to change your child's normal after school routine.

Make-Up Assignments

Students are held accountable for any missed work while absent. Teachers will work with your child to ensure they complete all assignments.

DAILY PROCEDURES

Arrival & Dismissal

School begins at 7:55 AM and the building is open at 7:30 AM each day. Students should not arrive before 7:30 AM because the building will still be locked. Students will report directly to their classroom. Free breakfast will be served to all students in the classroom. Students arriving after 7:55 AM are required to be checked in at the office by a parent/guardian. The student will be given a tardy slip to ensure that he/she is not counted absent that day. An accumulation of 405 tardy minutes will result in one full day absence.

Any child being picked up early must be checked out through the office by a parent/guardian; at that time we will call for the student. (Excessive early pick up time also accumulates as lost instruction time and counts towards an absence).

School Hours of Operation

7:55-3:11, Full Day

Student Drop-off and Pick-up

For the safety of our children, PLEASE observe the bus loading & unloading zones. We ask that you drop off or pick up your child in the loading and unloading zones between 7:30 AM-7:55 AM and 3:10 PM-3:25 PM. Student drop off and pick up is located on the south side of the building.

Walkers, Bicycles, and Skateboards

Due to the demographics of our parking lot and highway frontage, students may not ride their bikes, skate boards or walk to and from school to aid the regulations for safety of all our students.

2021-2022 Elementary Master Schedule

	7:55	8:00	8:05	8:10	8:15	8:20	8:25	8:30	8:35	8:40	8:45	8:50	8:55	9:00	9:05	9:10	9:15	9:20	9:25	9:30	9:35	9:40	9:45	9:50	10:00	10:05	10:10	10:15	10:20	10:25	10:30	10:35	10:40	10:45	10:50	10:55	1:00	1:05	1:10	1:15	1:20	1:25	1:30	1:35	1:40	1:45	1:50	1:55	2:00	2:05	2:10	2:15	2:20	2:25	2:30	2:35	2:40	2:45	2:50	2:55	3:00	3:05	3:10
K	ELA RTI (7:55-8:30)		Literacy 8:30-9:25 (55 min.)				Recess 9:25-9:40		Literacy 9:40-10:40 (60 min.)				Lunch 10:40-11:05		Literacy 11:05-11:30 (25 min.)		Writing 11:30-12:00 (30 min.)		Specials 12:00-12:25		Specials 12:25-12:50		Math 12:50-1:55 (65 min.)				Recess 1:55-2:15		WTW / Snack 2:15-2:40 (25 min.)		Math RTI 2:40-3:11																																
1	ELA RTI (7:55-8:30)		Literacy 8:30-9:50 (80 min.)				Specials 9:50-10:15		Specials 10:15-10:40		Recess 10:40-10:55		Literacy 10:55-11:40 (45 min.)		Lunch 11:40-12:05		Math 12:05-12:55 (50 min.)		Recess 12:55-1:15		Math 1:15-2:05 (50 min.)		Writing / Snack 2:05-2:40 (35 min.)		Math RTI 2:40-3:11																																						
2	ELA RTI (7:55-8:30)		Writing 8:30-9:15 (45 min.)		Math 9:15-10:45 (90 min.)				Specials 10:45-11:10		Specials 11:10-11:35		Lunch 11:35-12:00		Recess 12:00-12:15		Literacy 12:15-2:20 (125 min.)				Recess 2:20-2:40		Math RTI 2:40-3:11																																								
3	ELA RTI (7:55-8:30)		Math 8:30-10:00 (90 min.)				Recess 10:00-10:15		Writing 10:15-11:05 (50 min.)		Lunch 11:05-11:30		Literacy 11:30-12:35 (65 min.)				Recess 12:35-12:55		Specials 12:55-1:20		Specials 1:20-1:45		Literacy 1:45-2:40 (55 min.)		Math RTI 2:40-3:11																																						
4	ELA RTI (7:55-8:30)		Recess 8:30-8:45		Math 8:45-10:15 (90 min.)				Literacy 10:15-11:10 (55 min.)		Lunch 11:10-11:35		Literacy 11:35-12:35 (60 min.)				Writing 12:35-1:30 (55 min.)		Recess 1:30-1:50		Specials 1:50-2:15		Specials 2:15-2:40		Math RTI 2:40-3:11																																						

SECTION 2: STUDENT INFORMATION

Change of Address/Phone Numbers

It is essential that we have current information for all students. In the event of a move, please provide proof of residency for your new address. If you need to change a home number, cell number or work number, you may change those at any time using the parent portal. Another option is to call the building secretary for any necessary updates.

Emergency Information

Each child must have at least two emergency phone numbers, other than the parents, on file at school. It is essential that we be able to contact someone in case of an emergency.

Transportation Changes

To ride a different bus, the student must bring a note signed by the parent stating the date, destination, and reason for the change. Any change in bus or bus stop must be approved with a note from the parent. **We ask that you notify the secretary before 2:00 to ensure proper changes can be made. Your child's safety is important to us and we want to make sure we have ample time to inform all students of their afternoon destination.**

* If an address change requires a permanent bus change, the parent should contact the school office.

Transfers

Parents of children who are leaving the school district should notify the school office a few days in advance. All library books and texts must be returned and charges paid before records can be transferred to another school. Our school's staff will complete a transfer form with academic and immunization information which you may hand carry to the new school. All other records will be mailed to the new school upon receipt of a request for records from your child's new school district.

School Property

The school district furnishes books to all students. Reasonable wear is expected as a result of daily use. If a textbook or workbook is damaged or lost, the student and parents will be responsible for replacement. New books cost between \$30 -\$60 and will need to be replaced at 100% value. Books that are in very good condition will be assessed at 75%; books that are in good condition assessed at 50%; and books that are in fair condition will be assessed at 25% value. If a book is abused and deteriorates in quality in more than one category, the student will be assessed 25% of the replacement cost. Library books which are lost must be replaced at full replacement cost.

Vandalism is everyone's problem. We ask everyone in our community to help watch our school. Please report any acts, suspicion of planned acts, or information that will help apprehend vandals to the school authorities or the police department as soon as possible. Vandalism to our school costs everyone!

Inclement Weather

Weather conditions may force an early dismissal of school. If this should happen, all students will be sent to their regular destinations. On such a day, our phone lines often become jammed and cannot be relied upon for special instructions. Be prepared in advance by letting the teacher know of any changes in transportation due to early dismissal. All extra-curricular activities at the elementary school will be canceled if school is not in session due to inclement weather. If it becomes necessary to dismiss school because of inclement weather, the announcement will be made on our automated phone line, school website and on **KTTS (94.7fm)** radio and Springfield TV channels 3, 10, and 33. Anyone enrolled in our text messaging or email emergency system will be notified.

Recess Policy

School personnel believe all students should go outside to recess with their classmates as much as possible. If you would like for your child to remain inside for recess, please provide your child's teacher with a request in writing. Permission to miss recess for an extended period of time will only be granted if accompanied by a request from a doctor. Children with written excuses will spend recess time in the duty room. If you feel that your child is too ill to go outside for recess, then your child should not be sent to school. On days when the temperature and/or wind chill are too severe, below 32 degrees, all students will have an indoor recess.

Homework

Homework (specific practice) is an important part of the instructional program. The purpose of homework (practice) assignments is to reinforce classroom learning, encourage self-direction and good study habits, and to stimulate independent thinking. Parents can help their children by taking an interest in what the student is doing, as well as by providing encouragement and guidance where appropriate. It is important to have the necessary resource materials and a good workplace for the student. Parents may also check work for neatness and to see that directions have been followed. Parents should talk with the teacher if help seems to be needed.

Homework (practice) may be assigned at all grade levels and will normally be no longer than the times listed

below. Of course this is just a guide. We understand that all children learn at different rates. **”Learning is a constant, time is a variable.”**

Kindergarten	5 min. per night per subject
Grade 1	10 min. per night per subject
Grade 2	15 min. per night per subject
Grade 3	20 min. per night per subject
Grade 4	25 min. per night per subject

Student Support Team

The Sparta Elementary Student Support Team [SST] provides a support system for any child having problems at school. The child’s teacher, parents, or any other concerned staff member may request a Student Support Team meeting for a child’s benefit. The SST is comprised of those staff members who work with the child: the counselor, the principal, other grade level representatives.

Student Dress

Extremes in wearing apparel or personal appearance which interfere with the learning environment, health, safety, or general welfare will NOT be considered as acceptable school dress as determined by the school administration. Clothing should be clean, safe and appropriate for learning in an educational setting. The following rules shall apply:

1. Students may not wear bare midriffs, tube tops, tank tops, see-through blouses/shirts, halter-tops or off the shoulder tops. They may not wear excessively tight or incomplete attire. No excessive, plunging necklines. Sleeveless tops must have at least two-inch wide shoulder straps. Students may not wear boxer shorts, short shorts (shorts must also be within \$ bill length from the knee), or biker shorts.
2. Clothing, especially pants, which have been ripped, torn or cut, may not be worn to school. “Sag & Bag” clothing, or clothing that is too large for the student wearing them, is not appropriate for school.
3. Students may not wear sunglasses, house shoes, spurs/spur attachments, roller blade shoes [wheelies], hat/caps, gloves, scarves, (unless weather appropriate and then only for outside activities), bandanas, large sports type headbands, or other headwear to school or on the school buses.
4. Any apparel that could cause injury to others will not be permitted. Body piercings that distract the learner are not allowed. Examples: wallet chains; extreme earrings/ rings/necklaces or spiked bracelets/necklaces, etc.
5. Appropriate footwear must be worn at all times. Students will need tennis shoes for physical education class. High heels and/or sandals without straps are discouraged for safety reasons. Sharp toed cowboy boots are also discouraged.
6. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendoes, or satanic inferences. Students may not wear anything that would be considered insensitive to any nationality, ethnic group or gender.
7. Face painting, writing or drawing on the skin, and unnatural hair coloring are considered distracting and not allowed at school. Exceptions may be allowed for special *announced* school events only.
8. Students are to be neat and clean upon entering school. If we are not able to help the situation at school, we may call home for further assistance.

Articles from Home

The following items shall not be brought to school unless students have obtained prior teacher permission: Radios, MP3s, iPod/iPad, game boys, trading cards, laser lights, cell phones, pagers, headwear, etc. This list includes any other item which will attract attention to that item and distract from the educational process. If items of this nature are brought to school without prior permission, they will be confiscated. Students may bring rubber balls, nerf balls and jump ropes to play with at recess. However, students must realize personal items brought to school are the sole responsibility of the student. The school district does not carry insurance on student’s personal property and lost items will not be replaced by the school district.

Of course, weapons (toys and otherwise), sharp objects, matches, lighters, drugs, cigarettes, chewing tobacco, etc. are strictly prohibited by law and will be considered in violation of the Missouri Safe Schools Act.

Lost and Found

Found articles are turned into the office and placed in the Lost & Found. To help identify lost and found articles, please label all coats, gloves, hats and personal belongings with your child’s name. All unclaimed items will be donated to a charitable organization at the end of each quarter.

Telephone Use

Students may use the telephone for EMERGENCIES ONLY. The student must have permission from the teacher to use the phone, and then come to the office to make that phone call. NO calls should be made by students in the classroom, unless it is an early release due to weather. Leaving instruments, homework or books at home does not

constitute the right to call home. Cell phones for students are highly discouraged and if seen out during the school day will be removed from the child and kept in the office for parent pickup on first offense. If a cell phone is for the child's safety and welfare before and after school, they need to make arrangements to give the cell phone to the teacher for the school day and it will be returned at the end of the day. Continued misuse will be dealt with accordingly.

Parties

There are three class parties scheduled throughout the year [Halloween, Christmas & Valentine]. Parents may be asked to volunteer their help with these parties. Surprise parties are not appropriate at school. **DO NOT** bring invitations to school for private parties unless there are enough for all students within the classroom. Teachers will not allow your child to give those invitations out to only a chosen few, as this will create self-esteem issues for fellow classmates.

Field Trips

All students attending a school-sponsored field trip must have a signed permission slip in order to attend. A blanket permission slip will be sent early in the year for parents wishing to keep their permission on file for convenience.

Transportation of students to school related activities must be provided by the school. Students may only be released to the student's parent/legal guardian at the conclusion of the school activity. The parent or legal guardian must be present to sign a student activity release form provided by the sponsor at the activity. Advanced notice or pre-made arrangements should be made before the event if leaving from the field trip with a parent/guardian.

The Sparta Elementary School philosophy for field trips is based on the belief that all students are accountable for their actions and may expect reasonable positive or negative consequences for their behaviors. Field trips are a privilege to be enjoyed by all students who earn them by choosing to be responsible citizens. Students receiving disciplinary consequences through the principal's office on any occasion throughout the year may terminate their opportunity to go on the end of year class field trip.

Volunteers

We encourage everyone, especially parents, to spend time in our school. It is a big occasion when mom, dad, grandma or grandpa can come to school to help. Your child's teacher will visit further with you about our volunteer program. Past experience has shown that parental involvement is a strong key to student success.

Visitors

When visiting our school, please report to the office first, and sign in at the office. It is **important for the safety of our students** that we know who is in the building. Please do NOT approach our students on the playground at any time. Please come into the office if you need to visit with your child and we will retrieve them for you. You will be issued a visitor's pass to identify yourself to students and school personnel.

- Students will only be called out of class in emergency situations.
- Students shall not bring friends or relatives to school while school is in session.

Student Directory Information

Please be advised that the school district will release "Directory Information" concerning your child upon request, including print and electronic publications or videos. This will include the following information: The student's name, participation in officially recognized extra-curricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs, and other similar information. If you do not want this information about your child released, please indicate that on the media release form.

STUDENT/HOME CONTACTS

Parent/Teacher Conferences

Scheduled conferences are held at the end of the first and third quarters. Parents are encouraged to attend. This is a special time set aside to discuss progress, share ideas, answer questions, and plan for continued success. Additional conferences may be arranged by parents, the teacher or principal whenever necessary. **Should a problem arise, we encourage parents to contact the child's teacher first.** If the problem continues or cannot be resolved, please feel free to contact the principal. The staff at Sparta Elementary welcomes parent input.

Grading System

Our grading system at Sparta Elementary is consistent K-4, including Specials such as Physical Education, Art, Music, Science, and Library. We are a standards based grading school. Our team of teachers have defined the Power Standards necessary to master in order to be successful in the subject matter. Student grades will be broken down by each Power Standard with 4) Exceeding 3) Grade level 2) Developing 1) Beginning

STUDENT BEHAVIOR

Philosophy

The Sparta Elementary School's disciplinary policies are designed to teach student responsibility and respect for the rights of others. These policies also ensure the maintenance of a positive atmosphere where orderly learning is possible and encouraged.

When students are under the care of school officials it is necessary to have a certain degree of control for safety and to ensure that learning can take place. The rules which have been established have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students.

When behavior problems are of a minor nature the classroom teacher, or teachers on duty, will make every effort to deal with the problem and may involve the parent[s] in correcting these particular problems before it is necessary to write up an office disciplinary form. However, the seriousness of the offense will dictate the degree of action taken. Any time a student is referred to the office for disciplinary purposes parents will be contacted by phone, when possible, or by mail.

The Sparta Elementary School discipline code is of a progressive nature. Each additional office referral constitutes more stringent disciplinary action until the student is excluded from attending school. The goal of our discipline code is not to exclude students from school but to provide a system which delivers natural, appropriate consequences for inappropriate behavior. The discipline code is based on the philosophy that it is never, under any circumstances, acceptable for a student to be, or cause, a distraction in class which forces a teacher to stop the instructional process to address the problem, or remove the student from his/her classroom.

BULLYING (Policy JFCF)

General

In order to promote a safe learning environment for all students, the Sparta R-III School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff

will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

SECTION 3: STUDENT DISCIPLINE CODE

Principal Actions

Students will be allowed to experience the natural and logical consequences of their misbehavior as much as is practical. This handbook covers most school-related problems, but is not an all-inclusive list. Situations not covered in this handbook will be handled at the principal's discretion, taking into account the developmental age of the child, the seriousness of the offense and the frequency of the violations. Parents are always notified of serious or frequent disciplinary problems.

The administrative staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations and policies are of such a nature as to warrant it.

The school always reserves the right to immediately remove from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. (Policy JFG)

Disciplinary Infractions

Possible Progression of Discipline Procedures

Teacher Report of Misconduct

When a teacher has concerns about a student's behavior, and/or academic progress the teacher may complete a "Report of Misconduct" which is sent home to inform parents of the teacher's concern and will be noted on our discipline program of WebSIS.

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.

Counselor Referral

A student may be required to meet with the counselor on a periodic basis. The counselor will advise the student on ways of improving his/her behavior.

Student or Parent Conference

A formal conference may be held between the student and/or the student's parent or legal guardian and one or more school officials. During this conference, the student behavior will be examined and corrective measures will be discussed.

Student Time-Out

The student is removed from the class in which a disruption occurs and placed in an isolated area of the classroom or office area for a limited amount of time.

Office Referral

The student will be sent to the principal to conference, call parent, and any other discipline procedures will be

assigned or privileges removed.

Loss of Privileges

Extracurricular activities, such as field trips or other school activities are considered privileges which are offered to students. These privileges may be revoked.

After-School Detention (A.S.D.)

Detention is a structured study time which will be held after school on Wednesdays from 3:00-4:00. Students/Parents will be notified at least the day prior to the detention and must make necessary arrangements for transportation. Any student who fails to attend a scheduled A.S.D. session will be required to make up the session or may be scheduled for a day of In-School Suspension or Saturday School.

Saturday School Detention (S.S.D.)

Students may be required to serve a Saturday detention. Prior arrangements will be made for students serving such a detention.

In-School Detention (I.S.D.)

During in-school detention (I.S.D.), the student is suspended from attending regular classes. The student forfeits all recess privileges and will eat lunch in the in-school detention area. The student will be expected to do assignments for the day, plus additional in-school detention assignments. Refusal to complete assignments may result in being assigned additional in-school detention days.

Out-of-School Suspension (O.S.S.)

Out of school suspension is the removal of a student from the regular school environment which prohibits him/her from attending school. Students are not allowed to make up work missed when they are suspended out of school. Suspended students are not allowed to be on or around the school campus unless permission is obtained from the principal. This includes participation or attendance of any extracurricular activities sponsored by or on school grounds.

Expulsion

If any student consistently refuses to conform to school policies and regulations, as outlined in the student discipline code, the principal may recommend to the Superintendent that the student be expelled from school.

- Any violation which also violates state statutes or city ordinances may be referred to the appropriate law enforcement agency. The principal may refer students to other agencies to include, but not limited to: Christian County Juvenile Office, Division of Family Services, and other outside counseling agencies.
- Students may have disciplinary action up to and including expulsion for serious misconduct away from school and school activities outside of normal school times for serious acts of misconduct which may impact the school environment. Misconduct will generally be disciplined pursuant to the school's discipline policy as if the misconduct had occurred at school.

Insubordination/Disrespect for School Personnel

Students who do not obey school personnel are said to be insubordinate. A student showing lack of respect toward a school employee will be considered disrespectful. Disrespect will not be tolerated!

Consequences:

1. Time-out; detention; ISD; OSS
2. Detention; ISD; Parent Conference; OSS

Class Disruption/Refusal to Do Assigned Work

Disruption of class or school includes offenses such as excessive or loud talking and rowdiness, obscene language or gestures – classroom incidents are subject to teacher judgment.

Consequences:

1. Time-out; detention; ISD; OS
2. Detention; ISD; Parent Conference; SSD; OSS

Disrespect of School Property/Vandalism

This includes all areas within and around the school buildings, as well as buses.

Consequences:

- Clean up mess; financial restitution; detention; student/principal conference; parent notification; ISS; OSS; and, depending on the severity, notification of law enforcement officials

Truancy/Repeated Tardiness

Tardies will be counted as an absence situation when the student arrives too late or is picked up too early to have

meaningful participation in the class, lesson or activity.

Students who are absent from school without the knowledge and consent of their parent and the administration, or students who leave school during any session without the consent of the principal shall be considered truant.

Consequences:

- Notification of parents; regarding tardiness. Repeated offenses may result in notification of proper legal authorities
- Saturday School, ASD, or ISD.

Misconduct on School Trips/Extra-Activities or Assemblies

The same behavior is expected at school events that are expected during school hours. Students who choose to misbehave or dress inappropriately will risk losing the privilege of attending such activities in the future.

Public Display of Affection (PDA)

Public display of affection is inappropriate physical contact of a sexual nature at school or school activities.

Consequences:

1. Student/principal conference; detention; parent notification
2. Detention; ISD; parent conference; ASD; OSS

Harassment/Intimidation/Bullying (see Policy JFCF)

This includes words and/or actions which are meant to be demeaning, intimidating, and/or threatening. In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Consequences:

1. Student/principal conference; detention; ISD; or 1-180 days out-of-school suspension.
2. ASD: OSS; Notification of proper legal authorities

Sexual Harassment

Use of unwelcome verbal, written or symbolic sexual language based on gender that has the purpose or effect of unreasonably interfering with a student's educational environment, or creates an intimidating, hostile or offensive educational environment. Examples include: sexual jokes, requests for sexual favors and unwelcome sexual advances.

Consequences:

1. ISD; 1-180 days out-of-school suspension, or expulsion.
2. 1-180 days out-of-school suspension or expulsion.

Poor Choice Language (disrespectful, degrading, such as cussing)

Consequences:

1. Student conference, time-out, detention, ISD, OSS
2. ISD, ASD, SSD, 1-180 days OSS, or expulsion.

Disciplinary consequences will depend on the severity of the situation and the developmental age of the child. (Possible notification of law enforcement officials)

Fighting/Assault/Hitting Others

Assault is defined as attempting to cause injury to another person. Fighting is defined as mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Hitting others is physical contact that occurs with one person against another [due to rough-housing or horseplay].

Consequences:

1. Student conference, time-out, detention, ISD, OSS
2. ISD, ASD, SSD, 1-180 days OSS, or expulsion.

Disciplinary consequences will depend on the severity of the situation and the developmental age of the child. (Possible notification of law enforcement officials)

Theft/Stealing

Theft is defined as willfully taking items belonging to another. Probable cause will result in search of back packs and desks, etc. Offenders are subject to legal prosecution.

Consequences:

Financial restitution and possible notification of legal authorities; Additional disciplinary consequences will depend on the severity of the situation and the developmental age of the child.

Consequences:

1. Student conference, time-out, detention, ISD, OSS
2. ISD, ASD, SSD, 1-180 days OSS, or expulsion

Dishonesty

Any act of lying, whether verbal or written, including forgery can result in the following:

1. Nullification of forged document. Principal and Student conference, detention, ISD or 1-10 days out-of-school suspension.
2. Nullification of forged document. Detention, ISD or 1-180 days out-of-school suspension, or expulsion.

Any act of Cheating on assignment or tests:

Consequences:

- Student will receive a zero on the assignment and re-do the assignment without points.
- Possible extra detentions may be given depending on the situation such as: ASD, ISD, and Saturday School.

Arson

Arson is defined as starting a fire or causing an explosion with the intention to damage property or building.

Consequences:

- 11-180 days OSS or expulsion and notification of law enforcement officials; Documentation in student record.

Drugs/Alcohol

Drugs/Alcohol offense is defined as possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic, substance, counterfeit drug. This includes possession of drug related paraphernalia.

Consequences:

- ISD; OSS 1-180 days or possible expulsion

Disciplinary consequences will depend on the severity of the situation and the developmental understanding of the child. (Possible notification of law enforcement officials)

Extortion

Extortion is defined as threatening or intimidating any student for the purpose of obtaining money or anything of value.

Consequences:

1. Student conference, detention, ISD
2. Detention, ISD, ASD, SSD, OSS

* Repeated incidences may result in notification of proper legal authorities.

False Alarms

False alarms are defined as tampering with emergency equipment, setting off false alarms, and/or making false reports.

Consequences:

- Student/principal conference; ISD; 1-180 days OSS; Parent notification; Expulsion; documentation in student's record; notification of legal authorities.

Technology Misconduct

Attempting, regardless of success, to gain unauthorized access to a technology system (hacking); to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/ destructive programs, onto or using district technology; or to evade or disable a filtering/blocking device.

Consequences:

1. Loss of computer privileges and/or Restitution. Detention; ISD; or 1-180 days out-of-school suspension.
2. Restitution. Loss of user privileges, 1-180 days OSS, or expulsion.

*also see computer usage policy within this handbook.

Tobacco

Tobacco offense is defined as possession or use of any tobacco product on school grounds, bus, bus stop, or at a school activity.

Consequences:

- Student/principal conference; ISD; OSS; parental conference

Weapons

Weapons offense is defined as possession or use of any device which can be used to inflict physical injury to another person. This includes knives and sharp items.

Consequences:

- ISD; 1-180 days OSS; parent conference; possible expulsion and documentation in student's record; notification of law enforcement officials

Firearms and other explosive devices which might be considered a weapon or weapon look-alike will be punishable by not less than one year of suspension from school. This is in accordance with Board policy and Missouri State law.

The disciplinary consequence selected will depend upon the severity of the situation and the age or developmental understanding of the child.

Bus Conduct

Bus transportation is a privilege. Misconduct on the bus endangers everyone. Bus drivers are school employees and school buses are school property. Bus drivers have the responsibility for the safety of their passengers, and have the authority to make and enforce rules of conduct for ensuring that safety. With that in mind, the consequences for student misbehavior on the school bus will be strictly enforced.

Bus Regulations

1. The driver is in charge of students on the bus. Students must obey the driver promptly and cheerfully.
2. Students must be on time at stops; the bus cannot consistently wait beyond its' regular schedule for those who are tardy.
3. Students must not stand in the road while waiting for the bus.
4. Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation.
5. Students must not, at any time, extend hands, arms, or heads out of bus windows.
6. Students must not try to get on or off the bus or move within the bus from seat to seat while the bus is in motion.
7. Students are expected to keep the buses clean and dispose of any trash.
8. Students must observe directions of the driver when riding and leaving the bus. This includes seating charts.
9. Any damage to the bus should be reported to the driver at once.
10. Lanes or turn-around must be kept open or bus drivers need not pick up children at the point of pickup until conditions have been corrected.
11. Students may not get off the bus except at regular stops at home or at school. Exceptions must have written parental permission that is approved by the office.
12. Students riding the bus to school may not get off the bus at school and then go to town or get into cars driven to school by older students.

Consequences:

- 1st Offense: Warning notice describing incident to parent. If action is severe enough, the student may be suspended from riding the bus at any time.
- 2nd Offense: A suspension from riding the bus for a minimum of 3 days. The number of suspension days will be in relation to the seriousness of the offense.
- 3rd Offense: A suspension from riding the bus a minimum of 5 days.
- 4th Offense: A suspension from riding the bus a minimum of 10 days.
- 5th Offense: A suspension from riding the bus a minimum of 20 days.
- 6th Offense: Loss of bus riding privileges the remainder of the year.

Vandalism: Willful damage or the attempt to cause damage to a school bus; or leaving a school bus in disarray (i.e. trash, food, etc.)

1st OFFENSE: Principal/Student Conference, Cleaning Bus and/or Suspension.

The total numbers of suspension days will be determined by the seriousness of the offense. Suspensions may carry over to the next school year. Further violations will result in increased suspensions to the point of expulsion from riding the bus.

Note: A serious offense may result in immediate bus suspension and parent, student, principal, transportation director conference required.

A Report of Bus Misconduct Warning form may be used by the Bus Driver as an alternative to a disciplinary referral to the office when the disciplinary infraction is considered less severe.

Please remember that bus transportation is a privilege, not a right. Students who do not respect this privilege will lose it. It will then be the parents' responsibility to transport their child to and from school.

SECTION 4: STUDENT SERVICES

Health Regulations & Services

School personnel will check vision and hearing at scheduled times during the year. No medication will be administered at school without the written consent of the parent or guardian. The Sparta School nurse may administer medication to students only when necessary to permit the student to attend school, and in compliance with the school policy. We define medication to mean all drugs, including prescription and over-the-counter medication.

Medication Procedures:

1. Medication should always be in the prescribed bottle/container.
2. A signed quantity slip should always accompany prescribed medication.
3. State what the medication is and why the child is taking it.
4. PARENTS will deliver the medication and permission slip to the nurse and report to the nurse at the proper time to take the medication.
5. For long term, or on-going medication, a written request from the physician/dentist is necessary.
6. All medication, prescription and over-the-counter, must be supplied in the original container which is properly marked with instructions. Your pharmacist will provide an additional container that is properly labeled.
7. The school nurse may administer Tylenol at her discretion, only with parent/guardian permission. The school will provide no other medications. You may sign one permission slip each school year to cover the administration of Tylenol. Only students who have obtained prior permission from the nurse or principal may administer and/or carry their own medication. Asthma inhalers should be kept in the nurse's office, unless a doctor's note is provided stating the child has shown competence in using it by him/herself and is approved by the school nurse.
8. Cough Drops – will be kept in the classroom and the nurse's office and given as needed. If you do not want your child given cough drops, please send a note stating they cannot have cough drops.

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Immunizations

All students must meet Missouri Law requirements. As mandated by Missouri law, the name of any parent who neglects or refuses to permit a non-exempted child to be immunized will be reported to the Missouri Division of Health upon enrollment. Immunization records are to be up-to-date before the first day of school. If an immunization record is incomplete, a child will not be able to start school unless one of the following applies.

Exemptions:

1. A child may be exempted from immunization for medical reasons by placing a Medical Immunization Form on file with the child's immunization record. This must be signed by a physician.
2. A child may be exempted for reasons of religious tenets by placing a Religious Immunization Exemption Form on file with the child's immunization record.
3. Students who are incompletely immunized may continue to attend school as long as they are making satisfactory progress in getting their shots. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law and exclusion will be initiated immediately. An Immunization "in progress" form, signed by a physician, must be on file in the child's immunization record.

Head Lice

Students will be screened for head lice at the discretion of the building administrator and health office. If lice is present, a student must be treated and re-evaluated by the school nurse before returning to school.

Student Illness During the School Day

If a student becomes ill during the school day, the school nurse will evaluate the student's health and determine if the student can remain in the building or if the student should be sent home. Should the student be sent home, all efforts

will be made to contact parents/guardians by phone. If parents/guardians cannot be reached, emergency contacts will be notified.

Communicable Disease Policy

A student shall not attend school while afflicted with any contagious or infectious disease or while liable to transmit such a disease after having been exposed. Contagious or infectious disease includes, MRSA, scabies, pink eye, impetigo or a temperature of 100 degrees or above. The school may require a student suspected of having such a disease to be examined by a physician and to provide a written statement of health before re-entering school. Any student not complying may be excluded from school.

Food, Cafeteria and Prices.

The cafeteria serves a nutritionally balanced breakfast and lunch daily. Breakfast will be served in the classroom. Students may also bring their lunch and buy milk. Students bringing their lunch may bring a drink from home as long as it is in a thermos or other tightly sealed container. **Cans and bottles of pop are not allowed.** Cafeteria rules are posted and students are expected to follow them. The cafeteria is supervised at all times. Young students often become so socially engaged during lunch that they “forget” to eat. To help our young students remember to eat their lunch first, there will be a ten minutes “dim lights eating time.” This is not a punishment but rather a reminder that our lunchtime is limited.

A closed lunch hour is maintained; no child may go home for lunch or leave the school grounds. Students are encouraged to pay for lunches in advance, either weekly, bi-weekly, monthly, by the quarter or the semester. Charging is discouraged. When an unpaid lunch bill reaches \$10.00 students will be served an alternative lunch of sandwich and milk until the account is paid up to date. Qualifying individuals are encouraged to apply for free and reduced price meals. **Milk breaks are for Kindergarten and 1st grade students only and ALL students (regardless of free/reduced status) must pay for this milk.** Breakfast and lunch menus are sent home with the students monthly.

The school district encourages eligible families to submit an application for free and reduced price meals. Not only would free and reduced price meals help your family, it also helps the school district to qualify for increased state/federal funding. Applications for free or reduced price meals will be sent home with students on the first day of school. You may apply for free or reduced price meals at any time throughout the school year, should your financial situation change. **Milk breaks are for Kindergarten and 1st grade students only and ALL students (regardless of free/reduced status) must pay for this milk**

2021-2022 BREAKFAST/LUNCH PRICES

Breakfast and lunch is free for all students during the 2021-2022 school year.

Snack milk is 45 cents. All students, regardless of free or reduced lunch status, must pay for snack milk.

Parents now have the ability to add money to their student’s lunch account through the parent portal with a credit card.

District Wellness Program

The Child Nutrition and WIC Reauthorization Act of 2004 requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district since the beginning of the 2006-2007 school year. The primary goals of Sparta R-III School District’s wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. We request parents and/or students to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet healthy nutritional guidelines.

Elementary Guidance Counselor

The guidance program at Sparta Elementary School is a part of the district’s comprehensive, developmental guidance program. The elementary counselor is available to give assistance to students, teachers and parents.

Guidance Curriculum

The guidance curriculum consists of structured developmental experiences presented through classroom visits and structured group activities designed to respond to students’ needs. These activities may also include characteristics of and ways to identify sexual predators. (Policy IGAEB)

Individual Planning

Activities are planned and directed by the school counselor to help students plan, monitor and manage their educational, personal and career development.

Responsive Services

Services meet the immediate needs and concerns of students whether these needs/concerns require counseling,

consultation, referral or information. Responsive services are available to all teachers, school staff and community agencies regarding individual student's academic progress and personal/social concerns. Personal counseling is provided on a small group or individual basis for students expressing difficulties dealing with relationships, personal concerns or ordinary families facing emergency situations. When appropriate, referral sources are used. Referral services are provided through the guidance program to mental health professionals, Division of Family Services, juvenile services and other appropriate agencies. The expense of these services is the responsibility of the parent/guardian, not the school district, unless otherwise stated.

System Support

These management activities establish, maintain and enhance the total guidance program. This component of the guidance program is carried out by professional development, staff and community relations, consultations and outreach and advisory councils.

Positive Behavior instructional Support [P.B. i.S.]

P.B.i.S. is a building-wide behavior management process where students are taught behavior expectations for each building area [i.e. cafeteria, hallway, playground, classroom, restroom area, etc.]. All students are taught to be FOCUSED, RESPECTFUL and RESPONSIBLE in all areas of our campus.

Schoolwide Title I Services

Title I is a federally funded program which provides additional help and instruction for students. The purpose of Title I is to enable students to meet the academic challenges through the use of accelerated instructional alternatives and differentiated instruction. Upon request, parents may receive information on the professional qualifications of their child's teacher. (Policy GBL)

Assessments

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

Student Participation in Statewide Assessments (Policy IL-1)

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

- At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments
- The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

- The district will provide parents/guardians information, if available, on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

MO HealthNet for Kids Program

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

Suicide Prevention Policy

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate. For the full policy, see Policy Reference EBCA.

Screening

Vision, hearing, speech, scoliosis, lice, height and weight screenings are provided according to protocol. Parents are notified if their child needs follow-up care in these areas. Parents will be notified of any other screenings provided by the district. Parents will receive notification of screenings when an opt-out option is available.

Resource Rooms

Sparta Elementary School provides specialized services for students eligible under Public Law 94-142 (Education for all Handicapped Children Act, 1975). Students may be referred for special services evaluation by parents or by the school's Student Support Team. If a student is found eligible for services, the Educational Team (including parents) will determine an Individual Educational Plan [IEP] for that student prior to placement. Testing and placement in special services requires the written consent of the parents and parents are always a part of their child's Support Team.

Gifted and Talented Education at Sparta [GATES]

If offered, GATES is designed to meet the needs of students who have been identified as gifted and talented. The State Department of Education provides partial funding and allows a maximum of 5% of the school's student population to participate. Eligibility is determined by a variety of criteria, including testing qualifications. Further information is available from our school counselor.

Special Classes

Each student in grades Kindergarten through 4th grade will have at least one special class every day. The following special classes are offered:

- Art
- Physical Education
- Music
- Library
- Science

Sparta Pre-School

Sparta pre-school offers two half day sessions and one full day session. For more information, please visit the pre-school website online or call 634-3223 for more information.

Parent-Teacher Organization [PTO]

The Sparta Elementary PTO provides valuable support for the students and staff of Sparta Elementary School. Various sponsored fund-raising events, help support classroom parties and special activities, and provide a special link between home and school. Any link a parent has to their child and school has been shown in studies to improve their academic success tremendously. Helpful and informational meetings will be planned for you and your children to take part in via PTO. All parents are encouraged to become an active part of this important organization.

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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1. **What is a complaint?**
For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. **Who may file a complaint?**
Any individual or organization may file a complaint
3. **How can a complaint be filed?**
Complaints can be filed with the LEA or with the Department
4. **How will a complaint filed with the LEA be investigated?**
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. **What happens if a complaint is not resolved at the local level (LEA)?**
A complaint not resolved at the local level may be appealed to the Department
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 requirements 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 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 maybe made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of 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 of 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

**Standard Complaint Resolution Procedure
For Every Student Succeeds Act**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under Every Student Succeeds Act (ESSA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

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

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

Submit to:

**Landon Gray, Superintendent
Sparta R-III School District
PO Box 160
Sparta, MO 65753**

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

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

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

Programs for Homeless Students

The Sparta R-III School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

District Liaison for Homeless Students The Board designates the following individual to act as the district's liaison for homeless students (homeless liaison):

Federal Programs Director
P.O. Box 160
113 Division Street Sparta, MO 65753
417-634-5518 /417-634-3156 (fax)

The homeless liaison shall designate and train another district employee to serve as the homeless liaison in the absence of the homeless liaison.

School of Origin

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled, including a public preschool. When the student completes the final grade level served by the school of origin, the term shall then include the designated receiving school at the next grade level for all feeder schools.

Enrollment

The selected school shall immediately enroll the homeless student even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency, or other documentation, and even if the student has missed any application or enrollment deadlines during any period of homelessness. Outstanding fines, fees or absences shall not present a barrier to enrollment of the student. However, the district may require a parent/guardian of a homeless student to submit contact information.

Immediately upon identifying the student as being eligible for homeless services, the selected school shall ensure that the student is attending class and participating fully in school activities.

Placement

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. In determining the best interest of the student, the district will:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian or the student if unaccompanied by a parent/guardian.
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the homeless student's parent/guardian or the unaccompanied student.

The choice regarding placement shall be made regardless of whether the homeless student lives with his or her parents/guardians or has been temporarily placed elsewhere. If the student is unaccompanied, the homeless liaison shall assist the student in placement or enrollment decisions give priority to the views of the student and provide the student with notice of his or her right to appeal the district's decision.

If the district determines that placement should be in the school of origin, the student will continue his or her education in the school of origin for the duration of the homelessness when the student's family becomes homeless between academic years or during an academic year, and for the remainder of the academic year even if the student becomes permanently housed during the academic year.

If the district determines that it is not in the best interest of the student to attend either the school of origin or the school requested by the parent/guardian or unaccompanied student, the district shall provide a written explanation of the reasons for its determination. The explanation shall be given in a manner and form understandable to the parents/guardians or unaccompanied student and shall include information regarding the right to appeal the district's determination.

The written explanation will include:

1. A description of the action proposed or refused by the district;
2. An explanation of why the action was proposed or refused;
3. A description of any other options the district considered;
4. The reasons other options were rejected;
5. A description of any other relevant factors to the district's decision and information related to the eligibility or best interest determination, including the facts and evidence relied upon and their sources;
6. Appropriate timelines to ensure any relevant deadlines are not missed; and
7. Contact information for the local liaison and the state coordinator for homeless students (state coordinator) and a brief description of their respective roles.

Services

Each homeless student shall be provided services comparable to the services offered to other students in the district including, but not limited to, transportation services; education services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; programs in career and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for English learners. Homeless students will not be segregated in a separate school or program within a school based on the students' status as homeless.

The district will coordinate services for homeless students with local social service agencies and other agencies or entities providing services to homeless students and their families, including services and programs funded under the Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records and other inter district activities with other school districts.

Transportation

If the homeless student's school of origin, including a public preschool, and temporary housing are located in the Sparta R-III School District, the district will provide transportation to and from the school of origin at the request of the parent/guardian or homeless liaison, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two different school districts, the districts may agree on a method to apportion the responsibility and costs for providing transportation to the school of origin. If no agreement is reached, the districts will equally share the responsibility and costs for transporting the student. If a homeless student becomes permanently housed in the middle of the school year, the district will continue to provide transportation to the school of origin for the remainder of the school year. Transportation to the school of origin shall be provided even if a homeless preschooler who is enrolled in a public preschool moves to another district that does not provide a widely available or universal preschool.

Records

When a homeless student enrolls in the district or a district school, the district will immediately contact the school the homeless student last attended in order to obtain academic or other relevant records.

Any records ordinarily kept by the school for each homeless student (including immunization or other health records, academic records, birth certificates, guardianship records and evaluations for special services or programs) shall be maintained so that the district is equipped to provide the student with appropriate services, make necessary referrals and transfer records in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Educational Rights and Privacy Act (FERPA).

Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be directory information under FERPA.

Homeless Liaison Responsibilities

The homeless liaison will attend all required professional development and other technical assistance activities as determined appropriate by the Department of Elementary and Secondary Education (DESE). The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the homeless liaison. The homeless liaison will ensure that:

1. Homeless students, including homeless preschool-age children, are identified by school personnel through outreach and coordination activities with other entities and agencies.
2. Homeless students are enrolled in and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students have access to and receive education services for which they are eligible, including Head Start and Early Head Start, early intervention services under the Individuals with Disabilities Education Act, and preschool programs administered by the district, as well as referrals to healthcare services, dental services, mental health and substance abuse services, housing services and other appropriate services based on their assessed needs.
4. The parents/guardians of homeless students are informed of the educational and related opportunities available to their students and are provided with meaningful opportunities to participate in the education of their students.
5. Public notice of the educational rights of homeless students is disseminated in locations frequented by parents/guardians, youth and unaccompanied youth, including schools, family shelters, public libraries and soup kitchens, in a manner and form understandable to the parents/guardians and youth.
6. Enrollment disputes are mediated in accordance with law.
7. The parents/guardians of homeless students and unaccompanied students are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the selected school.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.
9. School personnel providing services to homeless students and their parents/guardians receive professional development and other support.
10. Unaccompanied students:
 - ▶ Are enrolled in school;
 - ▶ Have opportunities to meet the same challenging state academic standards that are established for other students; and
 - ▶ Are informed of their status as independent students under laws applicable to higher education and that they may obtain assistance from the homeless liaison in order to receive verification of this status for the purposes of applying for federal student aid.
11. Students who need to obtain immunizations or medical or immunization records will receive assistance.
12. The district collects and reports reliable, valid and comprehensive data to DESE regarding homeless students.
13. All homeless high school students receive information and individualized counseling regarding college readiness, college selection, the application process, financial aid and the availability of on-campus supports.
14. Every effort is made to enroll preschool-age homeless children in preschool if they are not already enrolled.

Disputes

Parents/Guardians or unaccompanied students may appeal district decisions regarding eligibility, enrollment or placement in accordance with the Standard Complaint Resolution Process adopted by DESE. The district will make every effort to resolve complaints or disputes at the district level. The homeless liaison will inform the parent/guardian or unaccompanied student of the district's complaint resolution process when a question or complaint arises concerning the education of a homeless student.

1. If the parent, guardian or unaccompanied student has a complaint regarding the education of a homeless student, the person (complainant) must notify the homeless liaison. The homeless liaison serves as the intermediary between the homeless student and the school the student attends. The homeless liaison shall provide a copy of or access to the district's policies addressing the education of homeless students and the district's complaint form to the complainant.
2. The complainant can file a complaint in writing with the homeless liaison. The homeless liaison will provide a written resolution of the dispute or a plan of action within five days of the date the complaint was received by the homeless liaison. The parties may mutually agree to an extension of time; however, every effort should be made to resolve the complaint in the shortest possible time.
3. If the dispute is not resolved by the homeless liaison, the complainant may file a written complaint with the superintendent or designee for review. The superintendent or designee will provide a written resolution or plan of action within five days of the date the complaint was received. The parties may mutually agree to an extension of time; however, every effort should be made to resolve the complaint in the shortest amount of time.
4. If the dispute is not resolved at the superintendent level, the complainant may file a written complaint with the Board of Education. The Board will provide a written resolution of the dispute or a plan of action within

30 days of the date the complaint was received by the Board. If the dispute is not resolved by the Board in a manner satisfactory to the complainant, an appeal may be brought to DESE in accordance with the state complaint resolution process, which the homeless liaison will provide to the complainant.

While the dispute process is ongoing, the student in question must be enrolled in school. If the dispute revolves around which school is the school of best interest for the student, the student shall be enrolled at the school to which the parent/guardian or unaccompanied student seeks enrollment while the final resolution of the dispute is pending. The student shall be allowed to fully participate in school activities and receive transportation, if requested. If the parent/guardian or unaccompanied student are English learners, use a native language other than English, or need additional supports due to a disability, the district shall make translators, interpreters or other support services available without charge and in the appropriate language

**Sparta R-III School District
Grievance Procedure
Title VI, Title IX, Section 504**

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Prohibition Against Discrimination, Harassment and Retaliation

The Sparta R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Sparta R-III School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

LEVEL ONE – Principal or immediate supervisor (informal and optional – may be bypassed by the grievant). Employees with a grievance or discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher,

counselor or building administrator involved.

LEVEL TWO – Title IX and Section 504 coordinator(s) – if the grievance is not resolved at level one and the grievant(s) wish to pursue the grievance; they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator(s). The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days after receipt of the complaint.

LEVEL THREE – Superintendent – If the complaint is not resolved at level two, the grievant(s) may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant(s) receive the report from the Title IX and Section 504 Coordinator. The grievant(s) may request a meeting with the Superintendent or his designee. The Superintendent or his designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his designee within ten (10) working days after receiving the written appeal.

LEVEL FOUR – Board of Education – If the complaint is not resolved at level three, the grievant(s) may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant(s) receive the report from the Superintendent. The Board may request a meeting with the grievant(s) to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievant(s) to file formal complaints with the Missouri Civil Rights Commission, the office for Civil Rights or other agencies available for mediation or rectification.

PUBLIC NOTICE

Individuals with Disabilities Education Act (IDEA)

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

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

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

The public school district has developed a Local Compliance Plan for the Implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours (8 a.m.–3:00 p.m.) on days school is in session, in the office of the Superintendent of Schools.

This notice will be provided in native languages as appropriate.

Parent Notification of Teacher Qualifications

In accordance with Every Student Succeeds Act (ESSA)/ PARENTS' RIGHT-TO-KNOW, this is a notification from [insert school name] to every parent of a student in a Title I school that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student's classroom teachers and/or paraprofessionals. The information regarding the professional qualifications of your student's classroom teachers/paraprofessional shall include the following: I. If the teacher has met state certification/qualification criteria for the grade level and subject areas taught; II. If the teacher is teaching under emergency or other provisional status through which state certification/qualification criteria are waived; III. The teacher is assigned in the field of discipline

of the certification; IV. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)] In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)] If you would like to receive any additional information about any of the above issues, please contact [insert contact name] at [insert telephone number].

STAFF/STUDENT RELATIONS (POLICY GBH)

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication through district-provided devices, accounts and forms of communication (such as computers, telephone numbers, e-mail address and district-sponsored webpages or social networking sites). As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

VIRTUAL COURSE ENROLLMENT (POLICY IGCD)

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

Policy KB-AP(1) Public Information Program

In addition to the information addressed in the district's communications plan and notices provided to district employees, the district will provide information to the public and the media as required by law, including the Missouri Sunshine Law. See policy KB-AP(1) for public notices regarding board meetings, accountability report cards per building, and other public notices as required by policy.

Public Information Program

Hazardous Materials

The Sparta R-III School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.

3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

SEXUAL HEALTH INSTRUCTION (POLICY IGAEB)

Notice and Opt-Out

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Sexual Abuse

In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on:

1. How to recognize sexual abuse;
2. How to report an incident of sexual abuse;
3. How to obtain assistance and intervention; and
4. Resources for students affected by sexual abuse.

Surveys

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy. (Policy JHDA)

SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated. The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's Director of Special Services at 417-779-4166.

Published on behalf of the Blue Eye R-V, Bradleyville R-I, Forsyth R-III, Hollister R-V, Kirbyville R-VI, Mark Twain R-VIII, Taneyville R-II, Plainview R-VIII, Galena R-II, Hurley R-I, Verona R-VII, Thornfield R-I, Chadwick R-I, Sparta R-III, Spokane R-VII, Shell Knob #78, Exeter R-VI, Skyline R-II school districts.

PROGRAMS FOR HOMELESS STUDENTS

The Sparta R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative

- adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
 4. Migratory children who meet one (1) of the above-described circumstances.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Mrs. Ashley Parent, ELEM Principal.

SPARTA ELEMENTARY SCHOOL 2021-2022

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**Mrs. Ashley Parent
Elementary Principal**



“Learning is a constant, time is a variable”

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