

Harry S. Truman Elementary

1001 East 18th Street

Rolla, MO 65401

Phone: 573-458-0180

<https://www.rolla31.org>

Principal: Rob Hauck

STUDENT HANDBOOK 2023-2024



This handbook belongs to:

Name_____ Grade_____

Principal's Welcome

Dear Parents and Guardians,

Welcome to the 2023-2024 school year at Truman Elementary School. We are thrilled to have the opportunity to work with you and your child! We hold the belief that each child has the potential to succeed, and we invite you to partner with us in helping your child reach their full potential.

At Truman, we are committed to creating a nurturing, inclusive school climate where all individuals feel respected, supported, and safe. Your active involvement is welcomed and encouraged. In partnership with family and community members, we'll engage students in meaningful, active learning and empower them to do and be their best.

Before the start of the school year, please familiarize yourself with the student handbook, which contains policies and guidelines followed at Truman and within our school district. Once familiar with the content, please share critical information and student expectations with your child. If you have any questions regarding the handbook, contact us at 573-458-0180.

Once again, welcome to Truman Elementary School, and thanks for being part of the team. We look forward to a phenomenal year filled with learning, collaboration, and fun!

Best,

Rob Hauck
Truman Elementary Principal

ROLLA PUBLIC SCHOOLS

MISSION

The responsibility of the Rolla School District is to provide, in partnership with the community, the best educational opportunities possible for our students through a commitment to excellence in personnel, facilities, curriculum, and instruction.

BELIEFS

We believe that all students:

- should be prepared to compete and excel in a global society.
- should be prepared to become lifelong learners and responsible citizens.
- deserve a safe and nurturing learning environment.
- deserve the opportunity to realize their potential through early learning opportunities and intervention.
- deserve the best educational opportunities possible through a community-wide commitment to excellence.
- deserve the best teachers, and the school district is responsible for attracting and retaining high-quality educators.
- deserve a stable educational environment provided by secure fiscal management of the school district.

TRUMAN ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Truman Elementary School is to Promote Achievement With Students (PAWS).

GOALS

Goals are important and influence teachers' decisions. We agree that the best way to create interest in a subject is to render it worth knowing. Organizing the principles of thinking into clearly defined goals; will allow us to facilitate our mission, validate district goals, and reflect school needs and priorities.

1. Student performance on state and local assessment measures will continue to improve.
2. Student attendance will meet expected performance standards.
3. Students will improve their citizenship skills and individual character traits.
4. Student graduation rates will increase for the school district to 90% or better.
5. Teachers will enhance instruction through the use of technology.
6. Parent involvement and communication through the district will improve.
7. Career and Technical Education will maintain its regional influence through excellence in programming and job placement.

STAFF

Office:

Principal	Mr. Hauck	18010
Counselor	Mrs. Hauck	18030
Nurse	Mrs. Rhodes	18020
Secretary	Mrs. Burris	18001
Secretary	Mrs. Young	18002

PK:

Mrs. Dablemont	18101
Mrs. Zalis	18101

Kindergarten:

Mrs. Hoffman	18106
Mrs. Sneed	18108
Mrs. Swyers	18105
Mrs. Yarbrough	18107
Ms. Twidwell	18109

First Grade:

Mrs. Bell	18110
Mrs. Callen	18103
Mrs. Edwards	18204
Mrs. Halaz	18104
Mrs. Lonning	18202
Dr. Lukefahr	18201

Second Grade:

Mrs. Barnes	18203
Mrs. Cross	18208
Mrs. Day	18205
Ms. Ruder	18206

Third Grade:

Mrs. Bahr	18211
Mrs. Carpenter	18210
	18111
Mrs. Green	18209
Mrs. Hoffman	18212
Mrs. Miller	18207

Specials:

Music	Mrs. Wolff	18311
Art	Mrs. Robinson	18310
P.E.	Coach Pitts	18309
Library	Mrs. Hook	18040
	Mrs. Goff	18040

Title:

Math	Mrs. Heimbaugh	18102
	Mrs. McKnight	18102
Reading	Mrs. Ledbetter	18104
	Mrs. Johnson	18401
Comm. Arts	Mrs. Hoss	18104
	Ms. Griffith	18401

Special Services:

Proc. Coord.	Mrs. Neef	18026
Teacher	Mr. Eller	18301
	Mrs. Laney	18301
Teacher	Mrs. Reed	18304
	Ms. Engemann	18304
Teacher	Mrs. Brookshire	18303
	Mrs. Nelson	18303
Teacher	Mrs. Parr	18305
	Ms. Ellis	18305
	Ms. Hepburn	18305
	Ms. White	18305
Speech	Mrs. Moreland	18302
ELL	Ms. Erenmemis	18401
	Ms. Craft	18401
Behavior	Mrs. Ransom	18111
	Ms. Brown	

Custodial:

Day Custodian	Mr. Tucker	18123
Custodian	Mr. Schuh	18123
Custodian	Ms. Kilbert	18123

Food service:

Manager	Mrs. Houston	18050
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ROLLA PUBLIC SCHOOLS CALENDAR

To leave a message for your child's teacher during the day, please call 458-0101 and enter the extension number.



2023-2024 Rolla Public Schools Calendar

JULY S M T W TH F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4: Independence Day 2023	AUGUST S M T W TH F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 10, 11, 14: New Teacher Orientation 15, 16, 17, 18: Teacher Workdays 21: Professional Development 22: First Day of School 2023	SEPTEMBER S M T W TH F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 4: Labor Day (NO SCHOOL) 22: Professional Development EARLY RELEASE (1 pm) 2023
OCTOBER S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 18: End of 1st Quarter 27: Parent/Teacher Conferences (NO SCHOOL) 2023	NOVEMBER S M T W TH F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 6: Professional Development (NO SCHOOL) 22 - 24: Thanksgiving Break (NO SCHOOL) 2023	DECEMBER S M T W TH F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 19: End of 2nd Quarter / Dismiss at 1:00 20 Dec - Jan 2: Winter Break (NO SCHOOL) 2023
JANUARY S M T W TH F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 2: Teacher Workday/Professional Dev. (NO SCHOOL) 3: Classes Resume 15: Martin Luther King Day (NO SCHOOL) 2024	FEBRUARY S M T W TH F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 16: Professional Development (NO SCHOOL) 19: Presidents Day (NO SCHOOL) 2024	MARCH S M T W TH F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 8: Prof. Dev/EARLY RELEASE (1 pm) 25-29: Spring Break (NO SCHOOL) 8: End 3rd Quarter 22: Parent/Teacher Conf. (NO SCHOOL) 2024
APRIL S M T W TH F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1: Classes Resume 22: Professional Development (NO SCHOOL) 2024	MAY S M T W TH F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 21: Last Day of School (Dismissed at 1:00)* 22: Teacher Workday 27: Memorial Day 2024	JUNE S M T W TH F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 June 3-28: Summer School 2024

✓ Holiday - No School * T New Teacher Orientation ⊗ TW/Prof. Dev. - No School ⊙ TW/Prof. Dev. 1 pm Release ➡ End of Quarter ✕ Break - No School □ Classes Begin/End/Resume

* INCLEMENT WEATHER

Inclement weather days are now built into the calendar, as the Rolla 31 School district far exceeds the state minimum number of required hours. No days are expected to be added to the end of the calendar due to inclement weather.

Adopted by Board of Education: January 5, 2023

JUL 4: Independence Day
AUG 10, 11, 14: New Teacher Orientation
AUG 15-18: Teacher Workdays
AUG 21: Professional Development
AUG 22: First Day of School
SEP 4: Labor Day (NO SCHOOL)
SEP 22: Professional Dev. Dismiss @ 1pm
OCT 18: End of 1st Quarter
OCT 27: Parent Teacher Conf (NO SCHOOL)
NOV 6: Professional Dev. (NO SCHOOL)
NOV 22-24: Thanksgiving Break (NO SCHOOL)

DEC 19: End 2nd Quarter / Dismiss @ 1:00
DEC 20 - JAN 2: Winter Break (NO SCHOOL)
JAN 2: Teacher Workday/Professional Dev. (NO SCHOOL)
JAN 3: Classes Resume
JAN 15: Martin Luther King Day (NO SCHOOL)
FEB 16: Professional Dev. (NO SCHOOL)
FEB 19: Presidents Day (NO SCHOOL)
MAR 8: Professional Dev. Dismiss @ 1 pm
MAR 8: End of 3rd Quarter
MAR 22: Parent Teacher Conf (NO SCHOOL)

MAR 25-29: Spring Break (NO SCHOOL)
APR 1: Classes Resume
APR 22: Professional Dev. (NO SCHOOL)
MAY 21: Last Day of School (Dismiss @ 1 pm)
MAY 22: Teacher Work Day
MAY 27: Memorial Day
JUN 3-28: Summer School

Inclement Weather Information Line: 458.0101 (#2) | www.rolla31.org

DAILY SCHEDULE

7:35 a.m.	Building doors open for students to enter. Breakfast is served until 8:00 a.m.
7:35 a.m.	Buses start arriving
8:05 a.m.	Tardy bell
8:05 a.m.	Announcements
10:50-12:40	Lunch periods (continuous)
11:10-1:00	Lunch Recess periods (continuous)
3:15 p.m.	Dismissal begins for "early buses," car riders and walkers
3:25 p.m.	Remainder of bus riders dismissed from classrooms

All Truman Students Are Expected To:

Be Respectful
Be Responsible
Be Ready to Learn



Character Education Monthly Themes:

August: Be on Time
September: Be a Hard Worker
October: Be Polite
November: Make a Difference
December: Be Caring and Share
January: Be a Goal Setter
February: Be Healthy
March: Be Prepared
April: Be Confident
May: Be Your Best



Expectations⇒ Settings ↓	Be Respectful	Be Responsible	Be Ready to Learn
Classrooms/ Specials	<ul style="list-style-type: none"> • Stay in personal space • Be honest • Invite others to join in • Use kind words 	<ul style="list-style-type: none"> • Turn in completed assignments on time • Stay seated and raise your hand for permission to get up • Bring needed materials to class 	<ul style="list-style-type: none"> • Be prepared • Make good choices
Cafeteria	<ul style="list-style-type: none"> • Use kind words and actions • Be considerate of others sitting around you • Use a quiet voice 	<ul style="list-style-type: none"> • Stay seated and raise your hand for permission to get up • Eat your own food • Put trash in trash cans 	<ul style="list-style-type: none"> • Be polite • Use “please” and “thank you”
Restrooms	<ul style="list-style-type: none"> • Allow for privacy of others • Clean up after self • Use one paper towel and one pump of soap 	<ul style="list-style-type: none"> • Wash hands with soap and water • Keep water in the sink • Flush the stool or urinal • Clean up after self • Place trash in trash can 	<ul style="list-style-type: none"> • Use bathroom quickly and quietly • Wait your turn patiently • Return to class promptly
Playground	<ul style="list-style-type: none"> • Invite others to join • Share equipment • Enter/exit building SSS • Use kind words • Freeze on signal 	<ul style="list-style-type: none"> • Use equipment appropriately • Keep rocks on the ground 	<ul style="list-style-type: none"> • Be a problem solver • Learn new activities • Respond appropriately
Assemblies	<ul style="list-style-type: none"> • Keep eyes on the speaker • Sit criss-cross applesauce, hands in lap 	<ul style="list-style-type: none"> • Be a good listener • Sit quietly • Applaud with appreciation • Be courteous and polite 	<ul style="list-style-type: none"> • Stay silent during presentation • Raise hand to ask or answer questions
Hallways	<ul style="list-style-type: none"> • SSS-short, straight, silent lines • Stay on the right side of the hall • KAFHOOTY 	<ul style="list-style-type: none"> • SSS-short, straight, silent lines • Stay on the right side of the hall 	<ul style="list-style-type: none"> • SSS • Carry items appropriately • Be considerate at the water fountain • Return to class promptly
Bus Room	<ul style="list-style-type: none"> • Stay in assigned area • Use quiet voice 	<ul style="list-style-type: none"> • Face forward • Keep backpack closed at all times and in lap or on back • Listen for announcements 	<ul style="list-style-type: none"> • Enter/exit with a quiet voice

Bus	<ul style="list-style-type: none"> ● Follow directions ● Use kind words ● Stay seated ● Respect personal space and property of others ● Use quiet voice 	<ul style="list-style-type: none"> ● Take all belongings when exiting ● Be ready to get on and off the bus ● Give all bus passes to the driver immediately ● Go directly home 	<ul style="list-style-type: none"> ● Make good choices ● Practice all bus rules
All Settings	<ul style="list-style-type: none"> ● Treat others the way you want to be treated ● Be an active listener ● Follow adult directions ● Use polite language ● KAFHOOTY 	<ul style="list-style-type: none"> ● Stay in personal space ● Allow others to resolve own problems ● Accept outcomes of your behavior ● KAFHOOTY 	<ul style="list-style-type: none"> ● Include others ● Be an active participant ● Give full effort ● Be a team player ● Do your job as a student

ATTENDANCE

Regular school attendance is required by Missouri Law and an important factor in a child's academic progress. Unless a child is ill, he/she should be in attendance. Please call the office at 458-0180 on the morning of your child's absence.

Students absent for medical appointments should furnish the office with a note from the doctor, dentist, or other medical authority. If possible, doctor appointments should be made after school to promote attendance and increase achievement.

Once a student has five absences, a letter will be sent to the parent/guardian informing them of the district's attendance policy and concerns for the student's progress. If a child has had 15 absences, the matter will be referred to the Department of Family Services or the Phelps County Juvenile Office.

If you have a question about whether to send your child to school, please see the Student Health Services section in this handbook. (See Board Policy JED)

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes a loss of instruction time. Any child who arrives at school after 8:05 is considered tardy. Tardiness will prevent a child from having perfect attendance.

A student arriving late must be signed in at the school office by their parent or an adult.

ARRIVAL AND DISMISSAL

CAR RIDERS

Arrival: East Parking Lot

School begins at 8:05 A.M. each day. Students who are brought to school by private vehicle should not arrive at school prior to 7:35 A.M. Please do not drop off children any earlier as there will not be supervision. All students arriving late or being dismissed early must be signed in or out through the school office by their parents or an adult.

Parents dropping off students by private vehicle are asked to pull through the drop-off lane to unload. To keep traffic flowing, please pull forward as far as possible, and unload in a timely manner. For safety purposes, students should only exit the vehicle from the passenger side.

There is no parking in the drop-off lane during morning arrival times. Do not attempt to pass a vehicle that is unloading – this is not a safe practice. For safety purposes, the bus lane is designated and reserved for buses only. Please do not use this lane for private vehicles.

Pre-K parents will park in the Main Lot and walk their students directly to the Pre-K doors.

Dismissal: East Parking Lot

Parents are not allowed to park and pick up their children. During dismissal, adults should remain in their vehicle pulling forward into the loading zone. A staff member will walk your student to the car and assist with loading. Please be patient during the first two weeks, as everyone is learning a new routine. Once established, the car rider line will move quickly and efficiently.

The school-provided vehicle tag should be displayed in the vehicle window. The staff on duty have been instructed to require the tag for the release of a student. If you or the person you have designated to pick up your child does not have the tag, you or he/she will have to come to the office and present a picture ID.

- All grade levels will use the pick-up lane in the back parking lot off the east side of the building.

WALKERS

For safety purposes, Kindergarten students are not allowed to walk. There may be an exception if they have an older sibling present. Otherwise, Kindergarten students must ride the bus or be picked up in the car rider line.

Children that walk to school should never be in the parking lot, as a sidewalk to 18th Street has been installed for their safety. A crossing guard is located on 18th Street, in front of the school. Students arriving from the south of 18th Street should plan their walking route so that they will cross where the guard may assist them. Children walking along the north side of 18th Street should always use the sidewalk.

CHANGES TO DAILY DISMISSAL

Please inform the office if there is a change to your student's routine. If it becomes necessary for a permanent change in routine, please notify the school in writing.

EARLY DISMISSAL

If weather conditions make it necessary to close or cancel school, parents may use several options to check if the school will be in session:

- Visit our website homepage at www.rolla31.org. You will find a pop-up notification regarding school closure.
- Download the Rolla Public Schools app from your app store for free.
- Check us out on social media. We place closure information on Facebook, Twitter, and Instagram.
- Go to cancellations.com, enter our zip code, and read the latest posting from our Superintendent regarding school cancellations for the district.
- Call 573.458.0101 and press "2" to hear the latest recording regarding school cancellations for this district.

Parents are requested to develop a plan for early dismissal so that students will know what to do when this occurs. All irregular dismissals will be given as much advance notice as possible. In case of an emergency or an unexpected early dismissal, parents and patrons can also check the [District website](#).

FIELD TRIPS

Field trips may be planned and aligned with the grade-specific curriculum during the year. These trips are for instructional purposes and often are the highlight of the student's year. Parents and grandparents may be asked to accompany the class on the trip as a chaperone. However, this is at the discretion of the teacher. No siblings or relatives (non-parents) are allowed to come on the field trip. If the parent drives their vehicle, no other children except the driver's own child may ride in a private vehicle. A parent must provide written authorization to the Principal to allow a child to be transported by a non-custodial adult. On field trip days, the students must report to school for attendance, or they will be reported absent.

CHAPERONE POLICY

If you would like to chaperone any field trips or school activities (Field Day, classroom parties, etc.), please know that the Rolla Public School District now requires a background check to ensure the safety of all students. You can register with [FCSR online](#) or in person at the RPS Administration Building. Information can be found by selecting the volunteer program found in the community dropdown menu on the District website. Questions can also be answered by contacting Truman Elementary. Only those approved through Central Office will be permitted to chaperone students.

GRADING AND REPORTING

Teachers regularly send home graded papers so parents are informed about a child's progress in school. In some subjects, students work in groups based on individual levels of functioning and ability so that each child has the opportunity to be successful. Each "grade" must be interpreted in light of all other information on the report card. Questions about grading criteria should be directed to the child's teacher. A separate grading and reporting system is used for kindergarten. This is explained to kindergarten parents through material given to them throughout the year.

RECESS

Weather permitting, students are given recess each day. Shorter outside recess times are scheduled on very cold or hot days. A decision to have outside recess during extreme weather depends upon the temperature, the wind chill factor, or the feels-like temperature. Students will have supervised indoor recess on days when inclement weather prevents outside recess. All students must be on the playground during outside recess. (Please inform your child's teacher or the office by written note if there are special needs that prohibit your child from going outside.) After three consecutive days, a written doctor's note must be provided.

SAFETY DRILL PROCEDURES

Fire, tornado, earthquake, and intruder drills are held regularly throughout the school year. Students receive appropriate instructions for these procedures in each class. In case of an emergency, parents and patrons will be notified by school messenger or through local and regional media outlets and on the [District website](#).

STAFF CONTACT

Parents are encouraged to contact the school staff any time there is a question or concern. Appointments may be arranged by calling the school office at 458-0180 or leaving a voicemail message for the teacher. In addition to the parent-teacher conferences scheduled at the end of the first and third quarters, teachers welcome contact with parents.

The Board of Education's policy for addressing complaints related to a student states the concern must first be expressed to the child's teacher. If satisfaction is not achieved at that level, the principal may become involved, then the Assistant Superintendent, Superintendent, and finally, the School Board. Board policy KL addresses the proper procedure for making a complaint. This policy can be found on the [District website](#) under Board policies.

VISITORS

Parents/Guardians and patrons of the district are welcome to visit schools and attend district events; however, all visitors must report to the office, sign in and receive a visitor's pass before proceeding elsewhere in the buildings. When visiting the classroom, arrangements should be made with the appropriate teacher(s) prior to the visit. (Board policy KK). This policy can be found on the [District website](#) under Board policies.

VOLUNTEERS

Parents and community members are encouraged to volunteer in classrooms, programs, and extracurricular activities. Please contact the Coordinator of Volunteer Services at 458-0100 or visit the [District website](#) if you are interested in volunteering.

CAFETERIA

The cafeteria opens daily at 7:35 am. All breakfast and lunch menus meet the National School Breakfast/Lunch Program guidelines.

2023-2024 Free & Reduced School Meal Applications

Please apply online at <https://www.myschoolapps.com/Application>

Returning students must apply before the cutoff date in September, or meals will automatically be charged at full price. Payment will be due for any meal charges accrued prior to application approval.

Daily Meal Prices for the 2023-2024 school year are

Breakfast – \$1.65 full price /.30 reduced price

Lunch - \$2.35 full price /.40 reduced-price

Lunch Milk may be purchased by students who bring their lunch from home. (**.50 per carton**)

Students must have money in their cafeteria account to make lunch milk purchases.

Snack Milk is served in grades K-3 classrooms. (25-count tickets are available at \$12.50 ea.)

Payment Options

- **Online Payment – set up your account at – www.mySchoolBucks.com**

All parents/guardians are encouraged to open an online account. Its free features will help you to monitor your student's cafeteria account: low-balance email alerts, current balance, transaction and purchase history. A \$2.75 convenience fee applies only when making a payment.

- **Send cash or check with your child in a labeled envelope.** Include the child's full name, ID#, & teacher.

Specify if you are purchasing meals and/or snack milk tickets. Write the student's name or ID # in the memo section of the check.

Students may charge meal purchases only. The charge limit is \$10.80

School Meal Balance Notifications are sent by email. You may initially need to release these items from your Spam/Junk folder. Charge letters are sent home with students whenever email information is unavailable. Please check backpacks daily and send payment the following day. If your payment is late, please provide meals from home until money for meals can be sent. Once the maximum charge limit is reached, we will offer our choice of an alternate item and milk at no cost. Students may not purchase *extra items when their account balance is negative. (*snack milk & lunch milk)

All cafeteria balances automatically roll over at the end of the year.

Your student's balance transfers with them to the next grade level and district school.

Refund Checks

For balances of \$5 or more, call 458-0101 (ext.11110). Leave a message with your name, phone number, and your new mailing address. Any fees owed will be deducted first. Checks are mailed. Please allow 4-6 weeks for processing.

All students in grades K-3 who eat school meals or purchase lunch milk should *memorize* their 5-digit ID#.

MEDICAL DIETARY NEEDS

Students with health issues requiring special dietary needs must submit a completed Medical Statement for Student Requiring Meal Modification form to the school nurse before any meal accommodations will be considered. The form must state the medical reason, list the food(s) to be omitted, name substitutions, and be signed by the child's doctor and a parent or guardian. Updated forms will be required when changes to the information on file are necessary. USDA guidelines obligate public schools to furnish substitutions only for those dietary

issues which are deemed disabling or severe and only when the required documentation has been submitted. The nurse will notify the cafeteria staff when a completed form is submitted. Appropriate meal replacements may be provided as directed by the Dept. of Elem. & Secondary Education (DESE) and/or as indicated by the child's doctor. Forms are available from the school nurse and on the district website.

Please see the District Website www.rola31.org to find monthly menus, online payment information etc.

LIBRARY

CHECKOUT

The library is open for checkout during the school day, and students may be sent individually as needed. Students check out books during one of their weekly library visits. The number of books students check out varies by grade level: Kindergarten - one book, first grade - two books, second and third - 3 books. The loan period is one week. Students with overdue books are not allowed to check out additional books.

BOOK CARE

Students are expected to take good care of library materials and to be careful about where the book is kept. Checking out a book is an agreement to take care of it, so other students will be able to use it in the future. Books are checked for damage both during check-in and check-out. Students should also check through books as they are checking out and report any problems they see at that time.

FINES

Charges will be assessed if a book is returned damaged beyond normal wear and tear. Damage that requires fines includes liquid damage, missing pages, broken bindings, food stains, ripped Mylar or missing covers, labels damaged or removed, attempts made to repair the book that damages the book further, and destructive treatment of the book. Students are expected to pay fines promptly. A student with a fine will be restricted in the number of books they may checkout.

STUDENT HEALTH SERVICES

HEALTH SERVICES

Health Policies and Student Health Services and Requirements are included with the Board Policy and may be viewed online. (See Policy JHC and JHCD)

We want your child to be in the best of health and ready to learn. We can do this together by following this division of responsibility:

- Parents have primary responsibility for their child's health.
- The school nurse is responsible for emergency treatment and sudden illness at school.

In an effort to keep all children safe at school and to prevent the spread of illness, please observe the following policies:

EMERGENCY INFORMATION

It is of utmost importance that we have someone to contact should an urgent or emergency situation arise. Please keep your personal and emergency contact information up to date, as well as your student's health forms.

CHRONIC DISEASES

If your child has a chronic condition (diabetes, asthma, seizures, etc.), please speak to the building's nurse to ensure all appropriate forms, action plans, and doctor's orders are on file and up to date.

FEVERS

Students with a temperature of 100.0 will be sent home. The child may return if they have been fever free for at least 24 hours without using fever-reducing medications. A child sent to school before the 24-hour fever-free period or who has been given fever-reducing medication will be sent home immediately.

GASTROINTESTINAL SYMPTOMS:

Please contact the school nurse prior to sending your child to school with vomiting or diarrhea, as they may need to be kept home for observation for 24 hours. The causes of gastrointestinal symptoms (vomiting/ diarrhea) can be highly variable (stress/ anxiety, sinus drainage, food, medication, or virus related). Students who have vomiting or diarrhea at school will be sent home at the discretion of the school nurse. Nurses may require a note from a physician to confirm non-illness-related reasons for a student's symptoms.

LICE

To avoid unnecessary exclusion of students from school, only students with head lice will be excluded and only to the minimum extent necessary for treatment. When returning to school, the child must be accompanied by a parent/guardian while the nurse re-checks for lice. If nits are found, the parent will be notified, and advice for treatment will be given. Healthy students with nits will not be excluded from school, but a parent/guardian will be notified about infestation and treatment and will be re-examined in 7 days and repeat processes as necessary. (JHC-AP(2))

OTHER COMMUNICABLE ILLNESSES AND DISEASES

Students that pose a risk of transmission to others will be managed as required by law and in accordance with the guidelines provided by the Department of Health and Senior Services (DHSS), the CDC (center for disease control), and the local health departments. Examples of these include, but are not limited to - chicken pox, influenza, COVID, conjunctivitis (pink eye), strep throat, etc. Any student suspected of having a communicable illness/ disease will be sent home by the nurses and may be required to be out for 24 or more hours and/or have a doctor's note to return to school.

IMMUNIZATIONS

Students are required to be up to date on immunizations per state law in order to attend school or have an exemption on file. Medical exemptions require certification by a licensed physician. A religious exemption requires written certification from a parent/ guardian that immunizations violate his/ her religious beliefs. Students not in compliance with immunization laws should be excluded from school. (JHCB)

MEDICATION ADMINISTRATION

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse or their delegate. (See Policy JHCD)

1. The first dose of medication will not be given at school because of the potential for adverse reactions.
2. Medications will be kept in a secure, locked location in the nurse's office.
3. Before a medication can be administered, a parent or guardian must submit a Rolla Public Schools Medication Permission form.
4. The school district retains the discretion to reject a request for the administration of medication.
5. The school will maintain documentation of administration.
6. The parent/guardian assumes the responsibility of informing the school nurse of any change in the child's health or medication.
7. Medication will never, under any circumstances, be shared with another student.
8. **Prescription medications must be delivered to the school nurse by an adult and in a current pharmacy-labeled prescription container. (They CAN NOT be sent with students, in backpacks, or on the bus!)**
9. Inhalers/epi-pens must be kept in the nurse's office unless appropriate forms are submitted to the nurse.

10. The school nurse can only dispense certain over-the-counter (OTC) medication under the guidelines of the standing orders written by the Rolla Public School's Medical Director. All other OTC medications will require a doctor's note with directions and implications for administration.

HEARING AND VISION SCREENINGS

Students will be screened by the end of third grade at least once while at the MS, JH, and HS. Screening times and dates will be announced prior, and students may opt-out with a written request by a parent or guardian. A parent or teacher may request a screening if there is a concern, and screenings are done as needed for IEP/504 evaluations and renewals. A referral will be sent home to notify parents of any child found to be outside normal parameters for either hearing or vision.

DIETARY NEEDS

Students who have allergies or other health issues requiring special dietary needs must submit a completed Medical Statement for Student Requiring Meal Modification form to the school nurse before any meal accommodations will be considered. The form must state the medical reason, list the food(s) to be omitted, name acceptable substitutions, and be signed by the child's doctor and a parent/ guardian. Forms are available from the school nurse and on the district website.

RELEASE OF HEALTH INFORMATION

Schools will only release student health information in accordance with HIPAA and FERPA guidelines. Parents have the right, pursuant to the Protection of Pupil Rights Amendment (PPRA), to receive notice of any surveys, exams, or screening administered by the district or its agent. This notice does not apply to hearing, vision, or scoliosis screenings or any screening permitted by state law. (See Policy JHDA)

The information listed above is not all-inclusive. If you have any questions, please contact the school nurse at 573-458-0180.

SPECIAL PROGRAMS

ACCELERATED READER

AR is a reading practice program that allows students to select and read library books that are written at a level that is appropriate for them. Each student takes a STAR test in the fall that determines the reading level. Library books are labeled with colored stickers that identify the various reading levels. Students then 1) select and read a book, 2) take an AR reading practice quiz, and 3) the computer adds the quiz results to its database and generates a report for the student and teachers.

Individual goals are set, and progress is rewarded throughout the school year. You can find a complete title/author/reading level listing of Accelerated Reader books [here](#).

GUIDANCE AND COUNSELING

Truman's guidance program provides important benefits to all students by addressing the needs of students as they encounter and deal directly with issues concerning their self-concept, interpersonal relationships, character education, educational development, and beginning career exploration. The program revolves around structured Guidance Curriculum Classroom Activities presented every two weeks in all classrooms, grades Kinder through third, by the guidance counselor.

The counselor at Truman works with all students, parents, teachers, administrators, and the community. Responsive Services, including personal counseling, crisis counseling, agency referral, and consultation for parents, teachers, and other professionals, are all available on an as-needed basis. If you have any problems or concerns you would like to discuss concerning your student at any time, please feel free to contact the guidance counselor at Truman.

LEARNING DISABILITIES

Students who attend the resource room come for particular subjects they need help with. Subjects that are addressed in the resource room are reading math, and written language, which includes spelling. For a student to be placed in the Learning Disabilities program, the school must have the parent's permission to test the child to see if they qualify under specific state guidelines. The diagnostic team meets with the parents to review testing and discuss the child's scores. If the child meets the state guidelines for the program, then an Individual Educational Program (IEP) is developed with the parents. The parents must agree to the IEP and sign a permission form to have them in the program. The students come and work in small groups. Modifications are made for them, and they work on a level where they can be successful. The classroom has a full-time aide, so there are two adults in the room to work with the students in small groups or on an individual basis.

SPEECH/LANGUAGE THERAPY

The Speech/Language Pathologist works to help students with speech and language disorders to eliminate or minimize their problems. There are four main areas of concern in the school setting: Articulation is the way we say our speech sounds. There is a developmental age range for each sound we acquire. Language includes receptive (understanding) and expressive vocabulary and grammar. Fluency is the flow or rhythm of our speech. Voice is the pitch, quality, and loudness of our speech.

Students in kindergarten and first grade are screened annually for misarticulations. Parental permission is required before diagnostic testing can begin. If they meet the criteria for the program, parental permission is required, and an IEP is developed before the student begins receiving speech/language services. Students attend this class in 15 to 30-minute blocks of time periodically throughout the week.

REMEDIAL CLASSES

Title I Math, Reading, and Communication Arts are federally funded remediation programs. The purpose is to help qualified students learn the necessary skills and concepts that will allow them to work on grade level. At each grade level, the students most in need are served first.

PUBLIC NOTICE

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Rolla Public School District #31 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, intellectual disability, 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 Rolla Public School District #31 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 Rolla Public School District #31 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 Rolla Public School District #31 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 Monday through Friday at the Rolla Public Schools Administration Building at 500A Forum Drive, between the hours of 8:00 a.m. and 5:00 p.m.

This notice will be provided in native languages as appropriate.

PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS

The Board of Education believes that the education of each student is a responsibility shared by the school as well as the family. The Board recognizes the need for a constructive partnership between districts and families that will provide for two-way communication and foster educational support for students and families.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

In keeping with these beliefs, it is the intention of the district to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. The district will:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents in the educational process, including
 - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, family members should be given opportunities to:
 - Provide input into district policies.
 - Volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
5. Perform regular evaluations of parent involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practicable, provide information in a language understandable to parents.

TITLE I PARENT INVOLVEMENT

District Policy

Pursuant to federal law, the district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy. This policy will describe how the agency will accomplish the following:

- Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Build the schools' and parents' capacity for strong parent involvement.
- Coordinate and integrate Title I parental involvement with those of other educational programs.
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in

- activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
- Involve parents in the activities of the schools served.

TITLE I: RESOURCE LABS PARENT INVOLVEMENT POLICY

At Truman, we believe that parent involvement and meeting individual needs of students are essential to student success. Truman Elementary will continue to develop and create an environment in which parents feel welcome and needed, as well as to continue reaching out in new ways to connect with all parents. Parents are encouraged to actively participate in their child's education by supporting their school and realizing the important role they play in their child's achievement.

The following Parent Involvement Plan was developed and agreed upon by the Title I Advisory Council, which included both staff members and parents. Information received from parent evaluations and informal parent feedback will be used in reviewing the plan and, if appropriate, revising the plan annually. This plan, in addition to a description of the Title I program, will be discussed at an annual fall meeting. The plan can be found in the school's Title I handbook. This handbook will be sent home with students participating in the program and/or available upon request.

The Title I Program, national educational standards, Missouri educational standards, state and local assessment tools, and the school's performance profile showing progress toward meeting the learning goals will be communicated to parents in a variety of ways that include:

- Annual fall meeting with an explanation of the Title I program, requirements and rights
- PTO meetings
- Title I Parent Handbook
- Parent-Teacher Conferences

Truman Elementary will provide opportunities for parents to be involved and share in appropriate decision making through:

- Classroom visitations
- Parent Involvement Nights
- Title I Advisory Council – this committee will provide opportunities for parents to be involved in the planning, review, and improvement of the school's Title I program and the Parent Involvement Plan
- PTO
- An annual survey to determine what services and information the program can provide that would be of the most assistance to participating families.

Truman Elementary uses a curriculum that is aligned with the Missouri Learning Standards. This curriculum is available for parents' review, upon request, at the school.

Parents will be notified about their child(s) progress and student assessment results through:

- Progress Reports and Report Cards from classroom teachers
- Conferencing – school, home, phone, and/or letters

A Parent-School Compact has been developed and approved by the Title I Parent Advisory Council and outlines the responsibility of parents, staff, and students for improving student achievement. The Parent-School Compact describes the following:

- Responsibilities of student to support learning
- Responsibilities of parent to support learning
- Responsibilities of teacher to support learning
- Responsibilities of principal/administrator to support learning

Effective parent involvement and partnerships among the school, parents, and community will be ensured by:

- Providing information needed to supply parents the resources necessary to improve the achievement of their child. Parent Involvement activities will be held at various times to accommodate as many parents as possible.
- Coordinating and integrating Title I strategies with other parent community programs such as Parents as Teachers, Head Start, and various other programs.
- Developing appropriate roles for community organizations and businesses in parent involvement activities.

Each year, during the final quarter of the school year, an annual review meeting will be held. This meeting will be in the form of a celebration also honoring the hard work that has been accomplished by the student. The meeting will provide a forum to assess and evaluate the entire Title I program, not just the parent involvement component. All parents are invited and encouraged to attend this meeting and provide valuable feedback on the outcomes of the program.

Title I funds may be used to pay for necessary and reasonable expenses associated with parent involvement activities including but not limited to childcare and transportation.

Truman staff will, to the greatest extent possible, communicate with parents in the most appropriate manner and language. Additionally, other reasonable support for Title I parental involvement will be provided as requested by parents.

SCHOOL-PARENT-STUDENT COMPACT

This agreement is a pledge to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

Student Agreement

As a student, I pledge to:

- Attend school regularly and on time.
- Have a positive attitude towards self, others, school, and learning.
- Know and obey all school and class rules.
- Be respectful of my schoolmates and the adults that help me learn.
- Ask for help and ask questions when I don't understand something.
- Work as hard as I can and complete all assignments on time.
- Limit my TV viewing and do learning activities instead.
- Discuss with my parents what I am learning in school.

Parent/Guardian Agreement

As a parent/guardian, I pledge to

- Respect, love, and encourage my child, their ideas, and their growth
- See that my child attends school regularly and on time.
- Support the school in its effort to maintain proper discipline.
- Establish an uninterrupted study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Find out how my child is progressing in school by attending conferences and reviewing schoolwork.
- Respond to communications sent home.
- Limit my child's TV viewing and encourage learning activities instead.

Teacher Agreement

As a teacher, I pledge to:

- Respect, love, and encourage children, their ideas, and their growth.
- Find out what techniques and materials work best for each student.

- Vary techniques, materials, and pace of instruction to ensure all students master the desired outcomes.
- Expect students to master the desired outcomes by focusing on achievement.
- Be available to explain or answer questions about the curriculum.
- Provide necessary assistance to parents so their children can be successful learners.
- Communicate regularly with parents and students regarding progress in learning and behavior.

Principal Agreement

As a principal/administrator, I agree to:

- Create a welcoming environment for students and parents.
- Communicate the school's mission and goals to students and parents.
- Maintain a positive and safe learning environment.
- Reinforce the partnership between parents, students, and staff members
- Provide appropriate in-service training for staff members and parents.

ROLLA SCHOOL BOARD POLICIES & NOTICES

Please visit the [2023-24 Handbook Addendum](#) for Board adopted policies, notices, and current administrative procedures related to student success.

STUDENT DISCIPLINE

The district disciplinary policies are designed to foster student responsibility, and respect for the rights of others and to ensure the maintenance of an atmosphere where orderly learning is possible and encouraged. No code can be expected to list each and every offense which may result in the use of disciplinary action; however, it is the purpose of this code to list certain offenses which if committed by the student, will result in the imposition of a specific penalty, the severity of which may vary according to the age and grade level of the student.

Although this code lists progressively more stringent penalties for violations of each offense, the building administration shall prescribe an individual corrective plan for any student who is in frequent violation of discipline policies. This plan will include progressively more stringent consequences for failure to comply with various rules and policies and may eventually lead to expulsion. The following is a condensed version of Board policies regarding student discipline. You may view the policies, some of which are not listed here, on the district website. All student discipline matters, and resolutions follow Board policies. Note: Removal of any pupil who is a student with a disability is subject to state and federal procedural rights as provided for in the Rolla 31 School District Discipline Policy. Due to the seriousness of offenses any or all of the following actions may be taken:

Violations Against Persons:

Assault to Students: Causing or attempting to cause injury to another by physical acts or with the use of a device that can cause bodily harm; placing a person in reasonable apprehension of imminent physical injury.

- First Offense: Administrative conference, up to a ten (10) day suspension, notification to law enforcement officials, and documentation in the student's discipline record.
- Second Offense: Administrative conference, up to 180 school day suspension, notification to law enforcement officials, and documentation in student's discipline record.
- Third Offense: Expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Assault to Staff: Physically causing injury, threatening to cause injury to a staff member either by verbal or physical acts or with the use of a device that can cause bodily harm.

- First Offense: Ten (10) day suspension up to expulsion.
- Second Offense: Expulsion

Verbal Abuse to Staff: Disrespectful, profane or sarcastic language directed to any staff member.

- First Offense: Staff/student conference, up to a ten (10) school day suspension
- Second Offense: 1 to 180 school day suspension
- Third Offense: Expulsion

Bullying (see Board policy JFCF): Intimidation or harassment on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

- First Offense: Administrator conference, detention, and up to 180 days out-of-school suspension.
- Subsequent Offense: Expulsion

Fighting: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

- First Offense: Administrative conference up to five (5) school day suspension and possible documentation in the student's discipline record.
- Second Offense: Administrative conference, up to a ten (10) school day suspension and possible documentation in the student's discipline record.
- Third Offense: 10-180 school day suspension and possible documentation in the student's discipline record.

Hazing: (See Board policy JFCF)-Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

- First Offense: Administrator conference and up to 180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Weapons (see Board policy JFCJ): a. Possession or use of any instrument or device other than those defined in 18 U.S.C. 921 or 571.010 RSMo., on school property or at a school sponsored event, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

- First Offense: In school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

b. Possession or use of a firearm as defined in 18 U.S.C. §921 or any instrument or device defined in §571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. §930(g)(2), on school property or a school sponsored event.

- First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
- Subsequent Offense: Expulsion

Harassment, including Sexual Harassment (see Board policy AC) : a . Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

- First Offense: Administrator conference, detention and up to 180 days out-of-school suspension, or expulsion.
- Subsequent Offense: Administrator conference and up to 180 days out-of-school suspension, or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature. Examples include but are not limited to touching or fondling.

- First Offense: Administrator conference and up to 180 days out-of-school suspension, or expulsion.
- Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

Violations Against Public Health and Safety: Drugs, Drug Paraphernalia, Alcohol—Use of, presence under the influence of, or possession of alcoholic beverages, controlled substances, substances represented to be such controlled substances, or drug paraphernalia. (Policy JFCH)

- First Offense: Ten (10) school day suspension with provisions for reduction to five (5) days, notification to law enforcement officials and documentation in the student's discipline record.
- Second Offense: 180 day suspension to expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Distribution or attempt to distribute Drugs, Drug paraphernalia, alcohol, or Substances Represented to be such.

Sale:

- First Offense: 10-day suspension to expulsion
- Second Offense: Expulsion

Distribution Other than Sale:

- First Offense: Up to expulsion, notification to law enforcement officials and documentation in student's discipline record.
- Second Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Tobacco Possession/Use: In all instances tobacco will be confiscated.

- First Offense: Detention, up to a one (2) school day suspension
- Second Offense: Up to a two (4) school day suspension
- Third Offense: Up to four (10) school day suspension
- Fourth Offense: Up to ten (180) school day suspension

Incendiary Devices or Fireworks: Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

- First Offense: Confiscation, conference, up to out-of-school suspension
- Subsequent Offenses: Confiscation, up to 1-10 days out-of-school suspension

Violations Against Property:

Extortion: Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.

- First Offense: Conference, up to a ten (10) school day suspension
- Second Offense: Conference, up to 180 school day
- Third Offense: Expulsion

False Alarms: Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

- First Offense: Restitution. Ten (10) school day suspension.
- Second Offense: Restitution. Expulsion

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP):

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

- First Offense: Restitution. Principal/Student conference, suspension or loss of user privileges, detention, or up to 180 days out-of-school suspension.
- Second Offense: Restitution. Suspension or loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Theft: Stealing or attempting to steal private or school property. In addition to school penalties, the school will notify legal authorities if the value of the item exceeds \$25.00.

- First Offense: Return of or restitution for property. Principal/student conference, up to a ten (10) school day suspension.
- Second Offense: Return of or restitution for property and 1 to 30 school day suspension.
- Third Offense: Return of or restitution for property and ten (10) school day suspension to expulsion.

Vandalism- Willful damage to School Property: Willfully causing damage or attempting to cause such damage to any property, real or personal, belonging to the school or participating in the littering of the school property. The school will notify legal authorities if the value of the damage exceeds \$50.

Any student who is found by the school principal or designee to have willfully damaged or destroyed school property or participated in the littering of school property will be subject to the following actions:

1. The parents or guardians will be notified.
2. If the student is 17 years of age or older, the police may be notified if the incident is serious enough to warrant it. The juvenile officer will be notified if the student is under 17 and the incident is serious enough to warrant it.
3. Students may be suspended from school up to ten (10) school days for the first offense and up to 30 school days for the second offense. Expulsion will be recommended to the board of education for a third offense.
4. Students or their parents or guardians will be requested to make specific arrangements to reimburse the school district for expenses incurred in cleaning up litter or repairing or replacing damaged or destroyed school property. If such arrangements are not voluntarily made by the student, parents or guardians, the superintendent is authorized to institute a civil suit on behalf of the school district either directly against the student or against the parents and guardians pursuant to 537.045, RSMo., 1979.
 - First Offense: Arrangements for restitution and conference, up to a ten (10) school day suspension.
 - Second Offense: Arrangements for restitution and 1 to 30 school day suspension.
 - Third Offense: Up to expulsion.

Attendance Policy and the procedures for reporting absences and completing missed work (see policy JED and procedures JED-AP1 and AP2 on the school web site www.rolla.k12.mo.us).

Truancy: Absent from school or class without permission (policy JEDA)

- First Offense: Parent conference, up to a one (1) school day suspension
- Second Offense: Up to two (2) school day suspension
- Third Offense: Up to five (5) school day suspension
- Fourth Offense: Up to ten (10) school day suspension
- Fifth Offense: Up to 180 school day suspension

Violations Against Public Decency and Good Order:

Use of Obscene Language: use of words or gestures which are offensively lewd and indecent and do not have a serious literary, artistic, political or scientific value.

- First Offense: Parent conference, up to a three (3) day suspension
- Second Offense: 1 to 5 school day suspension
- Third Offense: Semester suspension

Use of Language that is Disparaging or Demeaning: Words which are spoken or written solely to harass or injure other people, such as threats of violence, defamation of a person's race, religion or ethnic origin.

- First Offense: Parent conference, up to a three (3) school day suspension
- Second Offense: 1-5 school day suspension and possible documentation in the student's discipline record
- Third Offense: Semester suspension and possible documentation in the student's discipline record.

Use of Disruptive Speech or Conduct: Conduct or speech, verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions.

- First Offense: Parent Conference, up to a three (3) school day suspension
- Second Offense: 1-5 school day suspension and possible documentation in the student's discipline record
- Third Offense: Semester suspension and possible documentation in the student's discipline record.

Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP): Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation riding privileges may be suspended or revoked.

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus-and only at that time-does he or she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself or herself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

- First Offense: Driver will talk to student personally unless infraction breaks other school discipline policy; i.e., fighting.
- Second Offense: Driver will call parents about the problem and assign the student to the front seat for 10 school days unless the infraction breaks another school discipline policy; i.e. fighting.
- Third Offense: Deny bus privilege for 3 school days or other action the principal deems appropriate
- Future Reports: Deny bus privileges for 10 school days or other action the principal deems appropriate.

Other Violations of Good Order, Which may Result in suspension or Expulsion from Classes or School Functions:

1. Participation in unauthorized or unscheduled activities.
2. Habitual absences.
3. Falsifying or forging names on excuses, passes or progress reports.
4. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the school district.
5. Unauthorized entry into or use of school district facilities.
6. Disobedience or disrespect to a teacher or school official.
7. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities on school district premises.
8. Off-campus misconduct of a serious nature which may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substance, assault).
9. Any other conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils, including the following: those students who have shown by their actions and achievement not to be interested in school and who are causing disturbances during class, or at other times during the school day, and who, after repeated counseling and warning by teachers and administrators and notification to parents, are showing no progress may be suspended.

Suspension shall be subject to review and final action of the Board in accordance with 167.161, 161.171. RSMo.

Students shall have the right to appeal suspensions of more than ten (10) days to the Board of Education. All rulings of the board of Education shall be final.

All school board policies are listed on the District [web page](#)