**August 2026**

**Dear Parent/Guardian,**

**Welcome to the 2026-2027 school year!**

**We, at Forsyth Elementary, welcome the opportunity to serve students in the elementary building. The staff and faculty will do our best to ensure a quality education and maintain a safe environment for your child. We sincerely want each and every child to be successful in school and reach his or her full potential.**

**The information in this handbook is designed to provide valuable details regarding elementary school procedures and the rights and responsibilities of elementary students in the Forsyth School District.**

**The success of our school depends on positive collaboration between home and school so we invite you to visit the school often, take part in school activities and show an interest in your child's progress. Please do not hesitate to contact your child's teacher or the office if you have any questions or concerns. It is our goal that we work together in fostering positive learning experiences for all students.**

**Best wishes for a great school year,**

**Jim Voliva**
**Elementary Principal**
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**Forsyth Elementary School**
**P.O. Box 187**

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**Forsyth Elementary School**
**P.O. Box 187**

# FORSYTH R-III SCHOOL DISTRICT
## 2026-2027 Calendar

www.forsythpanthers.org

| Aug-26 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| Sep-26 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| Oct-26 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| Nov-26 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| Dec-26 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
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| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| Jan-27 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
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| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

### First Semester

| | |
|---|---|
| TBA | New Teacher Orientation |
| August 17,18,19,20,24 | Teacher Professional Development Days |
| August 20 | Open House |
| August 25 | Classes Begin for Students |
| September 14 | Teacher Professional Learning Day |
| **October 20** | **Parent Teacher Conferences 3:30 p.m.-6:30 p.m.** |
| **October 21** | **End 1st Quarter (36 Days)** |
| **October 22** | **Parent Teacher Conferences 3:30 p.m.-6:30 p.m.** |
| **October 23** | **No School** |
| November 2 | Teacher Professional Learning Day |
| November 25-27 | Thanksgiving Break |
| December 7 | Teacher Professional Learning Day |
| **December 18** | **End 1st Semester (69 Days)** |
| Dec 21-Jan 4 | Christmas Break |

### Second Semester

| | |
|---|---|
| January 4 | Teacher Professional Learning Day |
| January 5 | Classes Resume |
| February 1 | Teacher Professional Learning Day |
| **March 12** | **End 3rd Quarter (41 Days)** |
| March 15-19 | Spring Break |
| March 26 | No School-Good Friday |
| April 12 | Teacher Professional Learning Day |
| **May 21** | **High School Graduation** |
| **May 27** | **End 2nd Semester (81 Days)** |
| May 28 | Teacher Professional Learning Day |

### Quarter Dates

October 21

December 18

March 12

May 27

### Full Day Schedule

8:00 a.m. - 3:25 p.m.

150 Student Days

7.00 Hours

1,050 Hours

| Feb-27 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

| Mar-27 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
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| 29 | 30 | 31 | | |

| Apr-27 | | | | |
|---|---|---|---|---|
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| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| May-27 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
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| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| Jun-27 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

### Key

**Teacher Professional Learning Days (No Students)**

School in Session

**Snow Make Up Days (1/11, 1/25, 2/22, 3/29, 4/26, 5/10)**

AMI will be implemented on the first five snow days during the 2026-2027 school year.

Summer School Session

**Note: Calendar is subject to revision by action of the Forsyth R-III Board of Education.**

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## District Mission Statement

**"**To inspire and equip every student for their next stage in life.**"**

**The Forsyth School District completed and has made public a "vision plan" for the coming years. In this process, the goal was to identify key components of teaching and learning in the district. The key components were defined as being instrumental in addressing student success. The second step of the project was to identify the guiding principles of the key components. This included the identification of specific goals and objectives of the district were identified. The final step was to identify promising practices. We used data based research in determining many possible solutions to address our guiding principles. We also developed many of the promising practices that we could measure on a yearly basis. The promising practices are implementations that address the objectives of the guiding principles.**

**The purpose of this vision was to identify where we are as a district and where we want to be.**
**We feel we have the potential to become an elite school district. We have already made several positive changes throughout the district due to the completion of this project. Our purpose is to ensure that we are doing everything in our ability to identify and improve the education of all our students. Former District Superintendent, Dr. Blevins, shared a favorite quote, "If you keep doing what you have always done, you will keep getting what you have always got." He further stated, "In my opinion, if we stop learning, we stop improving instruction for our students."**

**If you would like to read the Vision Project, it is available in the school offices or online at the district webpage: www.forsythpanthers.org**

## Communications

Ongoing communication between school and home is vitally important. Telephone calls, emails, newsletters, visits, or personal notes are all appropriate ways to communicate initial concerns about grades, behavior issues, or student success. We encourage parents to contact their child's teacher first, then, if necessary, call the elementary office at 417.546.6381 or set up a conference to discuss any questions or concerns. Elementary office hours are 7:30 a.m. to 4:30 p.m. We also have a district webpage available at www.forsythpanthers.org.

## SIS Parent Link

The SIS Parent Link provides access to student information such as attendance history, grades, and lunch account balances. To view your child's records on the Parent Link, you must have a valid email address. A unique password will be sent via email. We are unable to provide passwords over the phone. The office and/or classroom teacher may also use this email address to share information pertaining to your child.

## Emergency Information

In case of emergency, each student is required to have the following on file:

- Parent(s) or guardian(s) name(s)
- Complete, current address
- Home, work, and cell numbers
- Emergency contact number
- Physician's name and number
- Medical alert information
- Person(s) authorized to pick up

## Change of Address/Telephone

It is vitally important that every student maintain an up-to-date address and working telephone number at the office. Please notify the office immediately if you have a change during the school year. This is necessary in the event a child is injured or becomes ill at school.

## Volunteer Application

Parents and other volunteers are required to submit a Volunteer Application Form *prior* to attending field trips. The application asks the following questions: Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation, or financial exploitation of

a child in any legal proceeding? Do you currently have any outstanding criminal charges or warrants for your arrest pending against you? Are you presently under investigation for possible criminal charges? A background check will verify the information given. Our goal is to keep students safe and provide the best possible supervision on field trips.

## Admission Information

Any student who will be five (5) years old before August 1st may enter kindergarten. Any student who will be six (6) before this date may enter first grade. Any student who has been enrolled in the kindergarten program in another state for a period of not less than sixty (60) days, who will become five (5) during the school year in which he or she is enrolled in kindergarten, and whose parents or guardians establish residence in this district, may be enrolled in kindergarten upon written request by the student's parent or guardian.

Before a student can be admitted to any grade above the first grade, written evidence must be presented that he or she has been promoted to the grade in which he or she is seeking enrollment.

All students entering Forsyth Elementary for the first time must present:

- State birth certificate
- Certificate of immunization
- Proof of address
- Social security number

*Only a parent or legal guardian may enroll a student.*

## Attendance

Regular attendance is essential to the learning process of the student; therefore, absences must be kept to a minimum. A student's attendance pattern during his or her school career is determined during the elementary years. This also carries over into the adult life. A responsible child is usually a responsible adult in the workforce. Student absences present a hardship to both the student and the teacher.

If a student is absent because of an emergency or illness, please call the office before 9:00 a.m. on the day of the absence. Every absence must be followed by a note from home stating the nature of the absence. If communication with the school is not made, the principal or secretary will contact the parent. If the absence is excused by the principal or designee, the student will be permitted to make up classroom assignments. Students may be excused for absences due to personal illness, family death or emergency, major religious holidays and official school business, or extracurricular school activities.

Please send a doctor's note for documentation on each day your child misses due to an appointment or illness. New state guidelines require 90% attendance for every student. Home visits may be made if a student nears 90% with no medical verification.

When a student has excessive absences or is in nonattendance, the parent, guardian, or other responsible person is in violation of Section 167.031 of Missouri Public School Law and is guilty of a Class C Misdemeanor as provided in Section 167.061. The school district is required to enforce the Public School Laws of Missouri.

Attendance, by law, is counted in hours. Perfect attendance awards can only be given to those with perfect attendance, which means no minutes were missed from the school day.

## School Arrival and Dismissal

The school day begins at 8:00 a.m. and ends at 3:25 p.m. Students *are not* permitted in the school building before 7:40 a.m. due to the lack of supervision. Students are not permitted to remain in the building past 3:25 p.m. unless requested to do so by a teacher or principal or if participating in a supervised activity.

*Leaving School Early.* A full day's learning is planned for each child; therefore, children should not leave school before dismissal time unless an emergency occurs. Early pickup will be documented and will count against attendance. Staff members shall not excuse any student from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal or designee. In keeping with these precautions, the following procedures will be followed:

- The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal from the student's parent or guardian.
- Telephone requests for early dismissal shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Children of single parent families will be released only upon the request of the custodial parent (the parent whom the court holds directly responsible for the child and who is identified as such on the school records.)

*Arriving Late.* Any child arriving after 8:05 a.m. will be counted tardy. The child and parent or guardian MUST report to the office to explain the lateness and receive an admission slip to his or her classroom. Excessive tardiness may result in an after school detention being assigned.

*Early Dismissal.* The Superintendent of Schools may dismiss school or notify parents when Alternative Methods of Instruction (AMI) are being utilized as a result of inclement weather, mechanical

failure, or other emergencies that may arise. An ADT alert call will be made to the contact numbers on file advising parents of the early dismissal. The announcement will also be made over major radio and

television stations in Springfield and Branson. If early dismissal occurs, children will be sent home on the bus as usual. If you would like us to follow an alternate procedure, please send a note to the office. We are UNABLE to make personal phone calls due to the number of children affected.

*Change in Dismissal Procedure.* We are unable to make a change in your child's normal dismissal procedure after **2:00 p.m.** Therefore, it is very important the office is notified before that time if your child is to do something different after school. This helps to ensure that communication regarding the change is made to the appropriate staff. If a child is going home with another student, both families must send a note giving permission. No child is allowed on any bus other than his or her regular bus without a note from a parent or guardian and a bus pass authorized by the office.

## General Rules of Conduct

Students should not be in the office or other classrooms unless they have permission. Students may not bring animals to school without prior permission from the principal. Animals cannot be transported on the bus. Students may not bring electronic devices such as, but not limited to, CD players, MP3 players, iPods, and cell phones without special permission to do so. Electronic items will be confiscated and held in the office. Students should not bring toys to school without permission from the teacher. The Forsyth School District is not responsible for the damage, theft, or loss of personal property on school grounds. Students will not be allowed to chew gum in school.

## Health Regulations and Services

School personnel will check vision and hearing at scheduled times during the school year.

**MO HealthNet for Kids Program**

Information regarding MO Health Net can be found at https://www.benefits.gov/benefit/1606

## Medication Procedures

The Missouri State Board of Nursing issued an opinion for the administration of medicines in schools. Therefore, Forsyth Elementary has adopted the following policies for dispensing medications at school:

- Medications must be prescribed by a person licensed by a state regulatory board to prescribe medication.
- The prescription must be in the form of written orders, written protocols, or written standing orders and must be in the original container with the directions for administering here at school on the container.

Over the counter medications may be given with written permission from the parent or guardian. A student's need for non-prescription medication will be assessed by an RN, LPN, or delegated personnel.

- Dosage of the non-prescription medication will be administered according to the manufacturer's package instructions for age and weight.
- The parent or guardian is responsible for providing the non-prescription medication needed and it must be in the original container.
- The parent or guardian must bring the medication to school and give it directly to the nurse. Medication cannot be transported on the bus.

No student will be permitted to attend school with a contagious disease, lice, scabies, pink eye, or impetigo. The school may require a student suspected of having 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.

## Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. 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 or life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation. If you do not want these medicines administered in an emergency please notify the district in writing.

## Immunizations

The school is required, by law, to see that all students are properly immunized against Polio, Diphtheria-Tetanus, Rubella (old fashioned or hard measles), and Rubella (3 day measles.) 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. There are the following exceptions:

- A child may be exempted from immunizations for medical reasons by placing a Medical Immunization Form on file with the child's immunization record. This must be signed by a physician.
- 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. This must be signed by the parent or guardian and renewed annually.

- Students who are incompletely immunized may continue to attend school as long as they are making satisfactory progress. An Immunization in Progress Form, signed by a physician, must be on file in the child's immunization record.

## Illness

If a student becomes too ill to remain in class, we will attempt to reach you by phone and recommend that you come to school and pick up your child. It is important we have an updated and working phone number on the emergency contact list. The nurse has a temporary facility to help comfort the sick child while he or she is waiting to be picked up. Transportation cannot be provided for sick children. If your child is ill, please do not send him or her to school. Students must remain *fever free*, without medication, for 24 hours before returning to school.

## Dress Code

We expect students to maintain an appearance that is not distracting to teachers or other students or in any way disrupts the instructional program of the school. We are also concerned about clothing which may be hazardous to the health and safety of the student. Clothing which is not appropriate for school wear includes: shirts with offensive language or language that encourages drug, alcohol, or tobacco use, halter tops, spaghetti straps, or tube tops. Students should not wear shoes with wheels, or shoes with heels higher than one inch. No hats or ball caps will be worn in the building. Students may wear loosely fitting shorts that hit midway between the top of the leg and the knee or longer. Cut-off jeans are not acceptable. Girls may wish to wear shorts under skirts for physical activity. Please send appropriate outerwear with your child. Cold weather requires warm coats, gloves, and hats.

If a student's appearance is felt to be disruptive to learning, the student may be sent home to change or a parent conference will be arranged. The student may be asked to wear a school provided shirt over any shirt that is questionable.

## Educational Trips

All educational trips are supervised by school personnel. Classroom teachers may request additional parent supervision. However, other children are not allowed to accompany parents on the trip. At times, a fee may be requested for admission/food costs. Transportation is provided for students and school personnel only. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign permission forms. A student will not be allowed to attend a field trip on their first day of attendance.

## Fire and Disaster Drills

Mandated fire and disaster drills are conducted during the school year. In compliance with regulations, the Forsyth School District has established procedures to be carried out in evacuating and protecting the students. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted are sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Materials prepared by the Federal Emergency Management Agency that develops public awareness and understanding of earthquakes and explains safety measures to be taken are distributed to teachers. Emergency exiting procedures will be posted near the door in each building. Additional information on earthquake preparedness found at https://sema.dps.mo.gov/earthquake_preparedness/

## Hazing and Bullying

In order to promote a safe learning environment for all students, the Forsyth R-III School District prohibits all forms of hazing, bullying, cyberbullying, and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to, or witness of hazing, bullying, or cyberbullying are instructed to promptly report such incidents to a school official. Bullying Incident Report Forms will be available for students to record bullying information.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involved hazing or bullying. District staff will report incidents of hazing, bullying, or cyberbullying, to the building principal within two (2) school days. The principal who receives the report will investigate all complaints of hazing, bullying and cyberbullying within two (2) school days, and shall administer appropriate discipline to all individuals who violate this policy. The investigation shall be completed within ten (10) school days from the date of the written report of bullying unless good cause exists to extend the investigation. District staff who violate this policy may be disciplined or terminated. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff, and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor

at the start of the season or program. This policy shall also be posted on the District's web page (as Board Policy) and a copy shall be placed in the District Administrative Office. The address of the Department of Elementary and Secondary Education website on the Trauma-Informed Schools Initiative to parents/guardians is located at https://dese.mo.gov/traumainformed

**Definitions**

***Hazing -*** For [purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forced consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

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

***Bullying*** - is defined as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of , but not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus.

***Cyberbullying*** - means bullying as defined in the subsection through the 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.

## Insurance

It is recommended that each parent provide insurance to cover injuries sustained by their child during the school day. Student insurance is available for a nominal fee at the beginning of each school year.

## Internet and Computer Access

Forsyth Elementary offers access to networked computer resources to staff and students. The operation of the internet depends heavily on the proper conduct of its users, who must adhere to strict guidelines. If a district user violates provisions outlined in the acceptable use policy, his or her computer privileges may be suspended and future access will be restricted. Some violations may result in legal action.

## Lost and Found

Lost articles are turned in to the office. Your child needs to check with the office immediately if an article is missing. Labeling articles of clothing or other items will help in identification.

## Publication Notice

Throughout the school year, photos and videos of your child and your child's name may be used in various newspapers, newsletters, electronic media, etc. If you do not want your child's name published, please fill out a No Publication Form in the office.

## Report Cards

Report cards are distributed every nine (9) weeks. Grades reflect the child's performance against grade level objectives. Students may be retained if they do not pass basic skill objectives at their grade levels. If there are any questions about your child's report card, please contact his or her teacher immediately. Progress reports will be sent at mid-quarter to make the parent aware of a student not performing up to his or her capabilities. Grades may also be checked on the SIS Parent Link.

## Testing and Assessments

All students in grades 3 and 4 will take Missouri Grade Level Assessments which correlate to their grade level and courses of study. In grades 3-8, students take Grade Level Assessments (GLA) in the areas of English Language Arts (ELA) and Mathematics. All

students in attendance on test administration days will take these assessments with the exception of the following exemptions: · Students whose IEP teams have determined that the MAP-A is the appropriate assessment. · English Language Learners (ELL) who have been in the United States 12 months or fewer at the time of the administration may be exempt from the ELA portion. Additionally, students will take benchmark assessments throughout the year to guide instruction and provide information on academic growth. A district assessment calendar will be available at the beginning of the school year and assessment results will be made available to parents.

## School Activities

You are invited to attend school activities whenever possible. Participating enables you to become more involved with the school and lets your child know that you are interested in their education.

## Speakers at School Activities

Outside/student speakers are speaking as individuals, and their speech does not reflect the endorsement, sponsorship, position or expression of the Forsyth School District.

## School Meals

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered at reasonable prices. Breakfast will be served beginning at 7:50 a.m. each morning.

Students may buy their meals or bring them from home. No soda may be brought from home or purchased at school during school hours.

Please place your child's lunch money in a school provided envelope with the front completed or parents can pay online through the portal. Each student has a lunch ID number that is utilized daily. Students will not be able to charge lunches or extra milks. Families may request an application for free or reduced lunches in the office. Meal prices are subject to change after handbook printing.

## Meal Charges

Unless meals are provided at no charge, the district expects students to pay for meals prior to or at the time of receipt. The ability to charge is a privilege, not a right, and is subject to the limitations established in Policy ADF-AP1. Please refer to the district's website and School Board Policy ADF-AP1 on charging meals.

## Meal Prices

Breakfast:

Breakfast is free for all elementary students.
Adult $2.00

Lunch:

- PreK-4th (full price) $2.55
- PreK-4th (reduced) $ .40
- Adult $3.70
- Extra milk $ .55

## School Parties

Each classroom is permitted four parties during the year. They are Halloween, Christmas, Valentine's Day, and Easter. Room parents may be chosen and will be in charge of the organization of refreshments and games. Parties usually start at 2:00 p.m. Notes will be sent home prior to party day. Only kindergarten students are permitted to wear costumes during the Halloween party and parade.

Birthday parties are not permitted at school. However, treats may be sent. Please contact your child's teacher in advance before sending birthday treats.

## Visitors

Parents are always welcome to visit our school. Conferences and visits must be planned with at least a one (1) day notice and approved by administration. Our first priority is safety and second is instruction. Teachers and students work on a planned schedule and program. We will not allow disruption of class time or the instructional process. Preschool children are not permitted to visit the classroom unless accompanied by a responsible adult. Board Policy KK concerning Visitors to District Property/Events is enforced and may be viewed on the district website or in the Central Office.

## Destruction and/or loss of school property

As responsible citizens, students are expected to maintain and use school property appropriately. Textbooks and resource materials that are lost or damaged must be paid for by the students/parents. Students/parents will be expected to reimburse the school district for property defaced or damaged. All textbooks are furnished by the Forsyth School District. Should a textbook become lost or damaged, the student will be held responsible for the cost of replacing the book. Textbooks should be kept clean and handled carefully.

## Truancy

Truancy occurs when a student:

- Leaves the campus without permission
- Comes to school but does not attend any or all classes or authorized activities
- Is somewhere other than school when parents believe the student is at school
- Brings a parent-signed note that is forged or sets forth an invalid reason for the absence

Truant students will be allowed to make up work for reduced credit on an individual basis.

## Withdrawing from School

If it becomes necessary for a student to withdraw from school, the parent/guardian should contact the school office. Textbooks and library books must be returned and any monetary obligations must be taken care of before leaving. The school where your child will be attending will request the necessary school records once your child is enrolled there.

## Legal Notices

*Family Educational Rights and Privacy Act- FERPA*

If you do not want Forsyth RIII School District to disclose directory information from your child's education records without your written consent, you must notify the District in writing by October of the current school year. Forsyth RIII School District has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent educational

agency or institution attended, and degrees, honors, and awards received. (Note – an LEA may, but does not have to, include all the information listed above.)

*No Child Left Behind*

Our District is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our District is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent:
    - Information of the achievement level of the parent's child in each of the state academic assessments as required under this part; and
    - Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

*School Accountability*

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information.

*Protection of Pupil Rights Amendment (PPRA)*

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, antisocial, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or student's parent; or
    8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use –
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

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

Forsyth RIII School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Forsyth RIII School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Forsyth RIII School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Forsyth RIII School District will make this notification to parents at the beginning of the school year if the District has identified the specific or

approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

*Concerns and Complaints Regarding Federal Programs*

Forsyth R-III receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow statutes and regulations regarding the programs governed by the ESEA. The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution. The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy. The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

*Documentation and Release of Information*

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

*Prohibition against Retaliation*

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

*Personal Records/ Parent/Guardian Access*

In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title 1 funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.
3. Students provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

*Annual Asbestos Notification*

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress in 1987. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the USSR. Asbestos

properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

We continuously have our facilities inspected by our LEA Rep., as required by AHERA. Soon our facilities will be re-inspected by a qualified asbestos Inspector/Management Planner as required by AHERA every three years. The inspectors inspect all areas that were classified or assumed to be asbestos. The inspections to this date revealed no changes and that all areas were in good condition.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Our Asbestos Program Manager will answer all inquiries regarding this plan.

We will continue to implement the asbestos management plan. We are intent on not only complying with, but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

*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, highly mobile children, such as migrant and homeless children, children learning English as a second language 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, hearing impairment, deaf/blindness, emotional disorders, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young children with developmental delays.

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 US 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 (8:00 a.m. – 4:00 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.

*Public Notice of ADA Requirements*

The Forsyth RIII School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Forsyth School District does not discriminate on the basis of disability in its hiring or employment practices. 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 Forsyth R-III School District is an equal opportunity employer. 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.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Forsyth School District's designated ADA Compliance Coordinator:

Dr. Jarad Rinne, Asst. Superintendent
Forsyth RIII School District
PO Box 187
Forsyth, MO 65653
417.546.6384
Days/hours available-M-F 8-4:30

Individuals who need auxiliary aids for effective communication in programs and services of the Forsyth RIII School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audiotape, and in Braille, from the ADA Compliance Coordinator.

*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 stepparent, 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 417.546.6384.

*Forsyth RIII 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 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One – Principal or Immediate Supervisor (Informal and Optional – may be bypassed by the grievant) – Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the 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 grievants 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. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Title XI and Section 504 Coordinator who shall investigate the complaint and attempt to solve it. A written report from the

Compliance Office regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three – Superintendent – If the complaint is not resolved at level two, the grievants may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievants receive the report from the Title IX and Section 504 Coordinator. The grievants may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her 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 grievants 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 grievants receive the report from the Superintendent. The grievants may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievants to file formal complaints with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX, Section 504
Coordinator
Dr. Jarad Rinne
PO Box 187
Forsyth, MO 65653
417.546.6384

The Forsyth RIII School District does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or OCR.

*Standard Complaint Resolution Procedure*
*For No Child Left Behind Programs*

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

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 any 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:

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

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.

*Section 504 of the Rehabilitation Act*
*Parent/Student Rights in Identification,*
*Evaluation and Placement*

Please keep this explanation for future reference (Section 504 of the Rehabilitation Act of 1973). The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the
5. right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
6. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
7. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL94-142) IDEA or Section 504 of the Rehabilitation Act;
8. Have evaluations, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
9. Have transportation provided to and from an alternative placement setting at not greater cost to you than would be incurred if the student were placed in a program operated by the district;
10. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;
11. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
12. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
13. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
14. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child.
15. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

16. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney present for you;
17. Ask for payment of reasonable attorney fees if you are successful on your claim; and
18. File a local grievance.

(Section 504 of the Rehabilitation Act statute and regulations: 29 U.S.C. 706(7), Section 794; 34 C.F.R. Part 104, the Individuals with Disabilities Act statute and regulations: 20 U.S.C. Section 1232g; 34 C.F.R. Part 99)
The person in this district who is responsible for assuring that the district complies with Section 504 is Dr. Jarad Rinne, 417.546.6384.

*Human Sexuality Curriculum*

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

The district is required to teach students the characteristics of and ways to identify sexual predators, the safe and responsible use of the internet, including the dangers of online sexual predators, the potential consequences of inappropriate texting, and the importance of open communication with responsible adults regarding any inappropriate situation, activity or abuse. These lessons are delivered through the Guidance and Counseling Department.

*Searches by School Personnel*

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.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student

refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

*School Resource Officers*

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

*Staff/Student Relations*

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.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

## School Board Policies

The Forsyth School District operates by following board approved policies and procedures. A full listing can be found at forsythpanthers.org. Click on the Central Office tab then click on District Policies. Next to the name of the policy you will find the associated board policy code and a hyperlink to see the full policy. If you wish to have a tangible copy of this information, please contact the Forsyth School District Central Office at 417.546.6384 located at 178 Panther Road Forsyth, Missouri 65653.

## Discipline

In order for 400+ people to learn to live and work together in a productive and safe environment, appropriate behavior is necessary. The school district, the building, and each classroom has established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. The Forsyth RIII School Board has mandated an Elementary Student Discipline Policy which each family will find included in this handbook. Parents and students should read and discuss this publication. Please take note that specific guidelines are established for follow-up of infraction of these rules within the code. Minor problems are handled in a routine manner by the classroom teacher through discussions with the student. Repeated disruptive incidents will be handled by an office referral. In most cases, parents will be contacted regarding this. Your cooperation and understanding is essential.

The school's policies are established for the benefit of all students. The educational purpose of the school is accomplished best in a climate of student behavior which is socially acceptable and conducive to learning and teaching processes. Student behavior which disrupts this process or infringes upon the rights of other individuals will NOT be tolerated.

Pupils may be required to stay after regular dismissal time (detention) for the purpose of making up work or as a penalty for bad behaviors or tardiness. School personnel who assign detentions must provide parents notice 24 hours in advance for the detention. Parents are responsible for the child immediately after dismissal from detention. School personnel assume no responsibility for pupil's transportation from the school to their home.

It is the objective and policy of the school to recognize, preserve, and protect the individual rights of all students yet encourage and enforce these rights within the necessary framework of any orderly, efficient, and continuing school program. The staff and board members take great pride in the behavior and respect displayed by students, and it is expected that students will continue to behave in a positive manner in the future.

In order to guarantee your child, and all students in the classroom, the excellent learning climate they need and deserve:

- Each teacher will post the rules of acceptable behavior in their classroom,
- Each teacher will make ALL students aware of the rules the first day of school,
- Students shall be made aware of the consequences for violating classroom rules.

## Discipline Policy

*In the event that some offenses are not specifically addressed in this document, the behavior issues discussed here should serve as guidelines to determine the appropriate consequences.*

Levels of disruptive behaviors and possible consequences:

Level 1 Behaviors – (Behaviors that occur in the classroom that only affect the student.)

- Not having appropriate materials
- Sleeping
- Off-task, but not disrupting others
- Failure to turn in homework/incomplete assignments
- Plagiarism/cheating

Level 1 Consequences –

- Informal talk
- Extra assignment/report writing
- Teacher/parent conference
- Loss of privilege
- Isolation
- Behavior contract
- Principal referral
- Principal/teacher/parent conference
- In-school suspension

- Reflective analysis

Level 2 Behaviors – (Behaviors that occur in the classroom and interfere with the learning of others)

- Failure to follow reasonable request of the teacher (insubordination)
- Talking out
- Horseplay
- Disturbing other students
- Out of seat without permission
- Disrespect/defiance
- Improper equipment usage
- Inappropriate items

Level 2 Consequences –

- Informal talk
- Teacher/parent conference
- Loss of privilege
- Isolation or time out
- Confiscation of items
- Restitution
- Behavior contract
- Principal/teacher/parent conference
- Principal referral
- Detention
- In-school suspension
- Reflective analysis

Level 3 Behaviors – (Behaviors outside of the classroom that are not physically threatening and do not interfere with teaching and learning, but do negatively affect an orderly environment.)

- Disruptive behaviors outside classroom
- Attendance/skipping/truancy/tardiness
- Solicitation (sell unauthorized items)
- Inappropriate literature
- Inappropriate language
- Inappropriate displays of affection
- Stealing
- Not in assigned area of school grounds

Level 3 Consequences –

- Informal talk
- Teacher/parent conference
- Isolation or time out
- Confiscation
- Behavior contract
- Restitution
- Principal/teacher/parent conference
- Principal referral
- Detention
- In-school suspension
- Reflective analysis
- Removal from bus
- Out-of-school suspension

Level 4 Behaviors – (Behaviors that are physically threatening to others and/or illegal.)

- Weapons-possession or, use of, or threat of bringing to school
- Stealing
- Fighting – assault or battery of any kind
- Intimidation/extortion/threats
- Gross disrespect towards others
- Defiance
- Alcohol/drugs/CBD/tobacco-sale, use of, or possession
- Sexual harassment of any kind
- Arson
- Explosive devices
- Gambling
- Filing false emergency reports
- Destruction, defacement, or misuse of property

Level 4 Consequences –

- Principal referral
- Principal/teacher/parent conference
- Confiscation
- Restitution
- Referral to local agencies
- Suspension from school-related activities

- In-school suspension
- Out-of-school suspension
- Long-term suspension
- Expulsion

*Corporal Punishment*- No person employed by or volunteering on behalf of the Forsyth R-III School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

## Cell Phone Policy

In accordance with Missouri Senate Bill 68, students will not be able to have any electronic personal communications device, the bill defines an electronic personal communications device as a portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically. This will include but not limited to cell phones, tablets, smart watches, earbuds, any non-district provided headphones, handheld gaming devices, smart glasses, cell phones, or any other electronic device that is not provided by the school district.

**Where to store devices during the school day.**

All personal electronic devices must be stored in the lock box in the office for the duration of the school day.

If a student is found to be in possession of an electronic device during the school day:

1st offense of this policy will be a verbal warning and device confiscation.

2nd+ offense will result in time in the recovery room assigned by a principal.

## Telephone Use

Students are not allowed to use the telephone. In case of illness or other emergency, the school will contact the parent or guardian.

*Should a situation arise that is not covered on the previous pages, consequences shall be decided upon by the administration.*

### Alternate Method of Instruction (AMI)

The Missouri Department of Elementary and Secondary Education has given schools the ability to make up school closure for up to 36 hours without having to schedule a makeup day. This plan, called AMI or Alternative Methods of Instruction, will be utilized by the Forsyth School District in the event of inclement weather, health concern, exceptional emergency circumstances, or natural disasters.

The goal of the AMI plan is to provide uninterrupted exposure to concepts and skills that students will use to achieve mastery of objectives and standards. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge.

We will notify all parents/guardians via school outreach calls/text and social media postings in the event of school closures. In order for these AMI days to be counted for attendance and not made up, each student will be required to complete the work for that particular day.

## Suicide Awareness and Prevention

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Forsyth R-III School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. The district has established a Crisis Response Team (CRT) that will be responsible for the implementation of the district's response plan. If a student is having a suicide crisis, immediately report the situation to the school counselor and/or administration. National Suicide Prevention Lifeline (800-273-8255).

## Wellness Program

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. The district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. For more information on the district's nutrition standards see School Board Policy ADF-AP1.

## Transportation

The school buses are owned and operated by the school district and are under the jurisdiction of the Board of Education. The school administration has the authority to make necessary rules and regulations concerning the use of school buses. Student appreciation for this service can be shown by good conduct on the bus, following the directives of the driver, and also by considerate treatment of the bus equipment.

In order to insure the safest possible environment for ALL students on the bus, the following discipline policy is in effect for ALL students that CHOOSE to ride.

*Bus Rules:*

1. Obey the directives of the bus driver.
2. Be courteous: no pushing, shoving, swearing, fighting, etc.
3. No illegal substances: tobacco, drugs, alcohol, weapons, etc.
4. No eating or drinking on the bus.
5. Do not damage bus or equipment.
6. Do not litter: includes inside and outside bus.
7. Stay seated correctly and talk to your neighbors without screaming or shouting.
8. No pets, balloons, flowers, etc., on the bus. The buses are for transporting students and their school supplies.

Violations which are less severe than those examples given for Level 2 will be dealt with using the following guidelines:

- First offense: driver/student conference
- Second offense: office referral resulting in a warning
- Third offense: office referral resulting in a 1 day bus removal
- Fourth offense: office referral resulting in 2 day bus removal
- Fifth offense: office referral resulting in 4 day bus removal
- Sixth offense 8 day bus removal for each subsequent discipline notice

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More severe violations, those which create unsafe conditions on the bus, will be considered Level 2 violations, and will result in more severe consequences.

- First offense: 3 day bus removal
- Second offense: 10 day bus removal
- Third offense: 30 day bus removal
- Fourth offense: 90 day bus removal
- Fifth offense: permanent bus removal

The following are *examples* of level 2 violations:

- Insubordination
- Vandalism
- Verbal or physical abuse
- Sexual harassment
- Use or possession of illegal substance

The transportation department wants you to know we are doing all we can to make sure your child has a safe and enjoyable trip, whether it be to and from school or an activity. With your help, we can achieve these goals. The transportation department number is 417.546.6606 if you have any questions or comments.