

Covel D. Searcy



Elementary School

2014—2015 STUDENT HANDBOOK

Covel D. Searcy Elementary School
Gallatin R-V School District
502 South Olive
Gallatin, Missouri 64640
Phone 660-663-2173

SUPERINTENDENT
Mr. Dennis Croy

ELEMENTARY PRINCIPAL
Mrs. Toni Cox

Dear Students and Parents,

Welcome to Covell D. Searcy Elementary School! We, the faculty and staff, will do all we can to make this a great year for you. We ask that our students be satisfied with no less than their best efforts throughout the year.

To help guide you through the academic year, we are providing this handbook to summarize and clarify the policies and procedures of the Gallatin R-V School District. **Please remember that this is a guide and not intended to address every situation and policy.**

If at any time you have questions or concerns, please feel free to contact me at the office. We welcome the opportunity to assist you as we strive to meet the educational needs of our students.

Mrs. Toni Cox
Elementary Principal

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For complete Gallatin R-V School District Board Policies, please refer to the district's web site: gallatin.k12.mo.us or visit the elementary office.

Gallatin R-V School District's Mission Statement

In a rapidly changing society, Gallatin R-V expects all students to become proficient in reading, writing, and math as defined by state and national standards. In addition, all students will be able to adapt, solve problems, communicate effectively, work in groups cooperatively, and exhibit behavior that displays a high level of values. Gallatin R-V School District is committed to a system that include collaboration and intervention to assure this outcome.

School Location and Information

Building: The Gallatin R-V Elementary School is located at 502 South Olive in Gallatin, Missouri. It has a special education pre-school, Head Start and pre-school on its premises. The building also has three kindergarten through third grade classrooms. There are two fourth through sixth grade classrooms. We have wonderful physical education, music, library, computer, and art programs.

Phone: 660-663-2173

Office Hours: 7:30 a.m. to 3:30 p.m.

School Hours: 8:00 a.m.—3:13 p.m.

School doors open at 7:40 a.m. Students should plan to arrive after 7:40 a.m. **Early arrival means students are not supervised.**

Goals for Graduation

1. Student should be able to read, locate, interpret and apply information from a variety of sources.
2. Students will experience a variety of literary forms.
3. To communicate effectively through writing in a variety of forms using standard English.
4. Use effective speaking skills to communicate for a variety of purposes.
5. Use effective listening skills for multiple purposes and understanding.

School Board Members 2010-2011

Superintendent

Dennis Croy

President

Brice Terry

Vice President

Jesse Bird

Secretary of Board/Bookkeeper

Lynda Swopes

Treasurer of Board/Secretary to Superintendent

Lesli Lin

Members

Tim Bradford

Trent Dowell

William Irby

Priscilla Whitt

Jeff Donovan



Elementary Faculty

Preschool	Julie Critten
Kindergarten	Tara Burns, Shannon McBroom, Abbey Wilson
First Grade	Lena Ishmael, Tracy Burke, Crystal Pash
Second Grade	Jennifer Adkison, Tyna Morrison, Patricia Johnson
Third Grade	Sheri Croy, Tina Herring, Kayli Warner
Fourth Grade	Lacey Carpenter, Paige DeVorss
Fifth Grade	Sarah Koenig, Kim Ray
Sixth Grade	Vilma Holt, Sheri Steinman
Special Education Services	Nancy Andrew, Carrie Cook, Anita Malo, Christy Jessen
Speech Therapy	Mandi Hemry
Guidance Counselor	Shonna Morrison
Librarian	Margaret Prewitt
Art	Kelli Milholland
Physical Education	Zack Morrison
Early Childhood Special Education	Debbie Cross
Band	Xandria Obico
Vocal Music	Sheryl Warren
Title I Reading	Debbie Sweatman, JoDean Bickford
Title I Math	Julie Rains
Title I Math & Challenge	Kim Brammer
Technology Instructor	Cindy Boles

Elementary School Personnel

Library & Computer Aide	Shelly Salisbury
Teachers Aides	Barbara Irby, Sue Bird, Vickie France, Laurie Roll Cheryl Arnold, Laura Anderson
Parents as Teachers Educator/Secretary	DeAnna Swalley
Elementary Secretary	Terri Feiden
Secretary to Superintendent/Board Treasurer	Lesli Lin
Bookkeeper/Board Secretary	Lynda Swopes
Nurse	Kelly Walker
Head Cook	Teresa Monteith
Elementary Cooks	Jennifer Redman, Kim Ness, Stacey Collins
Lunch Records	Barbara Irby
Head Custodian	David McLey
Custodian	Jim Borges

Gallatin R-V School Calendar 2014—2015



August	
14, 15 & 18	Teacher in-service days
19	First day of classes
September	
1	No school – Labor Day
15	No school – Teacher in-service day
29	No school – Teacher in-service day
October	
13	No school – Teacher in-service day
17	1 st Quarter ends
23	Parent/Teacher conferences – Dismiss at 12:30
24	No School
27	No school – Teacher in-service day
November	
10	No school – Teacher in-service day
26-28	No school – Thanksgiving Break
December	
19	2 nd Quarter / 1 st Semester Ends
22-Jan. 4	No school - Christmas Vacation
January	
5	Classes Resume – 2nd Semester Begins
19	No school (make up day)
February	
9	No school – Teacher in-service day
16	No school (make up day)
23	No school – Teacher in-service day
March	
9	No school – Teacher in-service day
13	3 rd Quarter ends
19	Parent/Teacher conferences – Dismiss at 12:30
20	No school
April	
2-6	No school – Easter Break (Apr. 2, make up day)
May	
10	Graduation
20	Last day of school – Dismiss at 12:30
21	Teacher in-service day (May 21, 22 – make up days)

School Cancellations

Announcements will be made on the following stations should school be cancelled due to inclement weather or for any reason:

KAAN	95.5 FM/870 AM	Bethany	KFMZ	1470 AM	Brookfield
KMRN/KKWK	100.1 FM/1360 AM	Cameron	KBZK	96.9 FM	
KCHI	98.5 FM/1010 AM	Chillicothe	KMZU	100.7 FM	Carrollton
KTTN	92.3 FM/1600 AM	Trenton			
KGOZ	101.7 FM	Gallatin	KCTV5	Channel 5	K.C.

If school is dismissed during the day, the first listed stations will be called first. Please listen to these stations if there is a **possibility** of school dismissal, instead of calling the school.

When school is dismissed due to bad weather, generally activities such as practices, trips, meetings, games and contests will also be canceled.

See Page 22 for information on TEXT MESSAGE ALERTS!

Attendance Policy and Procedure

State law requires that all children between the ages of seven and sixteen years of age attend some type of recognized formal schooling. State law also requires that in order for a child to be eligible to attend kindergarten, the child must turn five years of age before August 1 of the year which they attend. To be eligible for first grade, the child must turn six years of age before August 1.

REGULAR ATTENDANCE BY EVERY STUDENT IS EXTREMELY IMPORTANT.

When a child is encouraged to keep regular attendance in school, he/she is developing a habit that will likely become a part of them for life. We know there will be days when your child will be sick and not be able to attend, but do make a special effort to keep them in attendance.

Classes begins at 8:00 a.m. Students are tardy at 8:05. *Students are required to be in attendance for a minimum of a half day to be able to attend or participate in an after-school or evening activity.*

Absences

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction by the teacher and class participation. When a student is absent, he/she spends the next day "catching up" so he/she really misses two days. It is the parents responsibility to ensure the child maintains regular attendance without excessive absences or tardies. Missouri law also reflects the importance of regular attendance by establishing compulsory school attendance and enforces the law. The principal is required to report excessive absences and tardies to the Missouri Children's Division, Juvenile Office, and/or the Daviess County Prosecutor.

SCHOOL BOARD POLICY: STUDENT ABESENCES AND EXCUSES (File: JED)

The Board recognizes that:

- 1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.*
- 2. The benefits of classroom instruction, once lost, cannot be entirely regained.*
- 3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.*
- 4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.*
- 5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce the law.*
- 6. State law authorizes school boards to make all needful rules for organization and government in the district.*

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Gallatin R-V School District.

Excused Absences

On the day a student returns from an excused absence he/she is not responsible for any homework or tests that were assigned while that student was absent. *Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.*

Please notify the office prior to an absence, if possible, and pick up any assignments if it is know that a student will be absent.

The following absences will be **excused, with written excuse from parent/guardian:**

- Illness or injury of the student (Doctor/Dentist appointments require note from that office)
- Illness or injury of a member of the student's family *when the student's presence is necessary*
- Medical appointments
- Funeral
- Religious observances
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances.
- Out-of-School Suspension

Unexcused Absences

All other absences, and any absence for which documentation is not provided, are unexcused. Family vacations and personal leaves from school are unexcused absences. There are situations when it is known in advance that a student will be absent from school for an unexcused reason. Under these circumstances that absence must be planned for by presenting a written note from the parent/guardian to the Principal's office indicating the day and purpose of the absence. This note should be presented well in advance of the proposed absence. A telephone call to the office can take the place of a note. Assignments not turned in to the instructor on the day of return, or before the day they return, a grade of "0" will be recorded.

Absentee Notification Policy

- Parents are to **call the elementary school (663-2173) or send a note stating the reason** of the absence or when your child is ill or must miss classes for some reason.
- If you do not send a note or call the day of your child's absence, **a note must be sent** with your child the day he/she returns.
- Please request your child's homework when contacting the office.

Consequences for Excessive Absences & Tardies—SCHOOL BOARD POLICY: STUDENT ABSENCES AND EXCUSES (File: JED-API)

Attendance will be closely monitored by the school and intervention strategies and other actions may be necessary.

1. *Excessive absences will be defined as 5 or more excused or unexcused absences during a semester, or 6 or more tardies per semester.*
2. *Parents will be notified of the students absences each quarter on the regular student progress reports by the teacher.*
3. *When a student has accumulated excessive absences or tardies, either excused or unexcused, the Principal will notify the parent of these and request a conference to discuss the student's attendance and current level of academic performance.*
4. *Intervention strategies will be put in place to assist the family in improving the student's attendance. These strategies may include **parent conferences, required after-school study hall, or even notification of Children's Division** of the Department of Social Services for educational neglect, or the local prosecutor. See Board Policy JED for complete attendance policies and guidelines.*

Board Policy JED-API

The principal will closely monitor student attendance and implement intervention strategies and other actions when a student has accumulated the following absences:

1. Five (5) excused absences or one(1) unexcused absence in any semester.
2. Eight (8) excused absences or two (2) unexcused absences in any semester.
3. Ten (10) excused absences or three (3) unexcused absences in any semester.
4. More than twelve (12) excused absences or three (3) unexcused absences in any semester.

Admit Slip/Permit to Leave Slips

Any student who is absent, tardy, arrives late, or leave school early must stop at the office for a slip. This note assures us that our records on attendance are correct. Whenever a student is dismissed from school for **ANY** reason while the school day is in progress, we must issue a "slip" to record when the child has departed. For students who then return, such as in the case of an eye appointment, they must "check in" again so we will be able to verify the hours of attendance. (Attendance for schools is recorded on an hourly basis and checked by our auditors each summer for accuracy.)

Tardies

A tardy is considered missing *any portion* of a school day. This includes arriving after 8:05 a.m., leaving the school building prior to 3:13 p.m., or checking in/out throughout a school day. Students are considered ABSENT when they miss the entire school day. Students are considered TARDY when they are not in class for a portion of the school day, whether this is for 10 minutes or 3 hours. Attendance is reported to parents on quarterly report cards. Excessive tardies are viewed as unexcused absences, and will be monitored by the school. Intervention strategies or other actions may be necessary to improve the student's attendance.

Attendance Awards

Attendance awards will be given in two forms at the end of the school year.

- PERFECT Attendance which is self-explanatory—NO time absent or tardy from school. Although dentist and doctor appointments are excused, they still count against PERFECT attendance.
- OUTSTANDING ATTENDANCE—a student may be absent part or all of two school days.

Grade Cards & Parent/Teacher Conferences

Report cards will be issued at the end of each quarter. Parent-Teacher Conferences will be held at the end of the first and third quarters. All students must receive a grade: A, B, C, D, F for class work, or a mark of individual achievement. Notice of progress will also be sent home at the mid-term of each quarter. Additional conferences may be scheduled with a teacher at the parent's request anytime during the school year.

The grading scale is as follows:

96 - 100	A	74 - 76	C
90 - 95	A-	70 - 73	C-
87 - 89	B+	67 - 69	D+
84 - 86	B	64 - 66	D
80 - 83	B-	60 - 63	D-
77 - 79	C+	59 & Below	F

C.D.S. Honor Roll

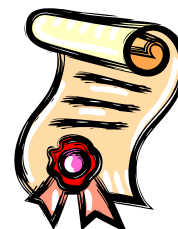
Fourth, fifth and sixth graders will participate in the Honor Roll. Students will be eligible for the “A” Honor Roll if they earn no lower than an A- in each academic class. The "B" Honor Roll will recognize those students who earn no lower than a B- in any academic class. The Honor Roll will be published in the newspaper and posted in the elementary building. Yearly Honor Roll students will be recognized at the end of the year awards assembly.

Retention Policy & Senate Bill 319

The No Child Left Behind Act requires all states to test students third –eighth grade in order to determine their reading level. The Missouri Law 167.645 states the following: *No public student shall be promoted to a higher grade level unless that student has a reading ability level at or above one grade level below the student’s grade level; except that the provisions of the subsection shall not apply to students receiving special education services pursuant to sections *162.670 to 162.999, RSMo.*

Retention of any student is not a topic to be taken lightly. There must always be a personal side of this issue with the central focus on the well-being of the child. The school will attempt to involve all people who are closely involved in order to make a decision derived from a broad information base. This group should include parents/guardians, administration, classroom and special teachers, and the nurse when applicable. Criteria shall go beyond scores and grades to include: reading level, age and size, level of maturity, social and emotional development, scores from other tests administered locally, support from home, previous and present teacher recommendations, previous retention of the child.

The school personnel shall make a reasonable effort to inform the parent/guardian of the student's problems as the year progresses and work with the parent/guardian to correct the deficiencies. Should retention continue to be a real possibility, school personnel will make a reasonable effort to meet with the committee of people above, exchange ideas, and reach a group consensus. The school administration shall make the final determination.



Special Occasion Deliveries

The elementary school would like to discourage the delivery of flowers, candy, balloons, etc. to students in our building. Although we recognize the good intentions of the sender, these articles may detract from our purpose. **WE WILL NOT TAKE THEM TO THE CLASSROOMS.** Distractions caused by helium balloons could be a safety hazard if taken on the bus.

Visitors - Parents are welcome to visit their children's classroom and get to know the teacher. While the children do not perform naturally with the parent present, it will give the parent some insight of the child's work in a classroom situation. We encourage your visitation. **Please notify the classroom teacher prior to your visit.**

Students are NOT to bring a visitor without previous permission from the teacher in the room they will be visiting AND the principal. These visits should also be limited to part of a day so as not to interfere with our main purpose. All visitors shall report to the office when entering.

Passing out NON-School information - Any organization wanting to pass out information for the students must bring the information to the office for approval by the Principal. Information should be counted out by classroom (you can get a listing of class numbers from the office, after approval) to be put in the teachers mailboxes a day or more ahead of time. We will not guarantee flyers go home the day they are brought in. Please do NOT go room to room passing out flyers.

Field Trips

Students must have a signed permission slip to participate in a field trip. Failure of the parent to sign the slip may result in that child missing the opportunity to learn from an outside experience. Teachers are encouraged to use the resources available in our community such as farms, banks, stores, factories, and the city water plant. ALL learning does not occur in the classroom. PLEASE make sure that your child is not the one to suffer because YOU failed to return the permission form.

Textbooks

Students are loaned textbooks/workbooks to be used free of charge. Textbook/workbooks that are lost or damaged will be paid for at replacement cost. Students in grades fourth through sixth will be given an assignment notebook to be used daily in class. Students losing assignment notebooks will need to purchase a new one in the office for \$3.00. (Part of the student's grade will be based on filling out the notebook on a daily basis).

Guidance Counseling Services

The Guidance program provides services to students in large group, small group and individual counseling activities. The guidance activities will be designed to assist students in their personal, educational and vocational development. Students and parents are encouraged to seek the counseling services for consultation and referral of their individual needs. The counselor can be reached at the Covell D. Searcy Elementary school at 660-663-2173 between the hours of 7:30 a.m. and 3:30p.m.

DRESS AND GROOMING

For many of the elementary students, good taste in grooming is up to the parents. Good taste in dress, as well as in actions, is necessary. Cleanliness of clothing and person is essential at all times. Students will be sent home to change clothes or provided alternative clothing from the nurse if it is felt a change is needed, by the principal. No hats or caps will be worn inside the building. Shorts that are a reasonable length may be worn in hot weather. Shirts with inappropriate words, sayings, or pictures will not be worn.

Students should be aware of the following dress code:

- Tops that expose the midriff or back are prohibited.
- Pants and shorts must be size appropriate.
- See-through clothing is not permitted
- No portion of a student's undergarments may be exposed.
- Clothing with holes in inappropriate places is prohibited.
- Clothing, jewelry and personal belongings that display alcohol, tobacco, sex, obscenity, controlled substances, or promote violence or defame any person on the basis of sex, race, color, national origin or creed not permitted.
- Clothing, jewelry, and personal belongings that indicate membership in or affiliation with or support of any gang are not permitted.
- Caps, hats, hoods, bandannas or other types of headgear are prohibited.
- No metal or chain belts or swags may be worn.
- Sunglasses are prohibited.

First Offense-The student will be warned and asked to change clothes.

Subsequent Offenses-The student will be asked to change clothes, receive one day in-school suspension or Saturday school and parent notification.

Repeated or egregious infractions of the Dress Code may result in additional discipline including out of school suspension.

Determination of dress code violations will be made by the building principal.

Dress Code Guidelines

The Student Dress Code Policy prohibits dress, which is (1) obscene, (2) libelous or slanderous, (3) indecent, lewd or vulgar, (4) advertises any product or service not permitted to minors by law, (5) injures, harasses or invades the privacy of other people including, but not limited to, speech or expression which defames any person on the basis of his/her race, sex, color, national origin or creed, or (6) will either result, or which school administrators reasonable forecast will result, in a material or substantial disruption of the orderly operation of the school and/or school activities.

Indoor P.E. And Recess Shoes - Each child **MUST** have a pair of gym shoes to wear for inside recess/ P.E. They need not be new—just a pair that has been cleaned and washed to remove all grit from the soles. Children who do not change shoes are forced to sit out. It is the responsibility of the parent to see that each child has gym shoes. Failure to have proper shoes, etc. for P.E. class will result in a student failing P.E.

Coats, gloves, hats for outdoor play - On cool days throughout the year the children play outside, so they need jackets or coats and something on their heads to cover their ears. When weather permits, all children will be allowed to go to the playground with whatever they wore to school. **IT IS THE RESPONSIBILITY OF THE PARENT TO SEE THAT THE CHILD COMES TO SCHOOL DRESSED FOR THE WEATHER.**

Discipline Policy

The purpose of discipline within the school setting is to provide an environment where students may learn without distraction or interference from behavior not related to the learning situation. We know that all parents want the best behavior from their children, and will help support the school in our efforts with maintaining appropriate behaviors. Parental support, cooperation, and expectations have proven to be the best deterrent to behavior problems.

Discipline behaviors and consequences are detailed in *School Board Policy JG-R* which details all policies related to student discipline offenses and consequences, and those regulated the Missouri Safe Schools Law. This policy is available at the school office or on the District website at www.gallatin.k12.mo.us. Consequences are based on the offense and board policy, including conference with the principal, parental contact, after-school detention, in-school suspension (ISS), out-of-school suspension (OSS), and referrals to counselor, law enforcement, and the juvenile office.

General Discipline Code

The teacher is expected to maintain classroom discipline. When it becomes necessary to send a student to the Principal's office the following procedure will be followed in most cases, unless the offense is extreme.

- 1st Offense – Counseling with the Principal, Parent contacted
- 2nd Offense – After school detention and conference scheduled with student, parent, teacher and principal.
- 3rd Offense – In-school suspension (ISS) ranging from one day to three days, depending on the severity of the incident. Credit given for work during suspension
- 4th Offense – Increased days of ISS, or out-of-school suspension (OSS)

**The Principal reserves the right to adjust the punishment of a student when she feels it appropriate.

Positive Behavior Supports (PBS)

The Covell D. Searcy Elementary has adopted a School-wide Positive Behavior Support system to establish and maintain a safe and effective school environment that maximizes academic achievement and behavioral competence of ALL students.

What is PBS? - An emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

Where is PBS? - In classrooms and non-classroom settings (such as hallways, lunchroom, buses, and restrooms).

Who is involved in PBS? – Everyone, teachers, secretaries, nurse, cooks, custodians, bus drivers, students, and parents.

How does PBS work? – The CDSE staff teaches behavior expectations in the same manner as any core curriculum subject. The school focuses on 3 behavioral expectations that are positively stated and easy to remember. In other words, rather than telling students what not to do, the school focuses on the preferred behaviors.

Major Components:

A behavior matrix which explains specific behavior expectations in each school setting (see attachments).

Direct teaching of the expectations.

Acknowledgement system to recognize appropriate behavior (Dog Dollars).

Behavior reporting forms to record and address inappropriate behaviors (Office Discipline Report/ODR).

Data collection to decide on further lessons and other interventions.

Disciplinary Behaviors and Consequences

School Board Policy (JG-R) details all policies related to student discipline offenses and consequences. Policies address:

1. *Arson*
2. *Assault (hitting, striking, or attempting to cause injury)*
3. *Automobile/vehicle misuse*
4. *Bullying and Cyberbullying (see Board Policy JFCF) - Intimidation or harassment of a student such as physical actions, violence, gestures, theft, damaging property, oral or written taunts, name-calling, put-downs, extortion, or threats, sending or posting harmful text or images using cellphones, the Internet, or other digital communication.*
5. *Bus or Transportation Misconduct*
6. *Dishonesty*
7. *Disrespectful or Disruptive Conduct or Speech*
8. *Drugs/Alcohol*
9. *Extortion*
10. *Failure to Care for or Return District Property*
11. *Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences*
12. *False Alarms-making false reports, setting off alarms, etc.*
13. *Fighting—mutual combat (also see Assault)*
14. *Gambling*
15. *Harassment, including Sexual Harassment*
16. *Hazing*
17. *Incendiary Devices or Fireworks*
18. *Nuisance Items*
19. *Public Display of Affection*
20. *Sexting &/or Possession of Sexually Explicit, Vulgar or Violent Material*
21. *Sexual Activity*
22. *Technology Misconduct*
23. *Theft*
24. *Threats or Verbal Assault*
25. *Tobacco*
26. *Truancy*
27. *Unauthorized Entry*
28. *Vandalism*
29. *Weapons (See Board Policy JFCJ)*

Cell Phones/Electronic Devices Policy

The students may **not** use cell phones, beepers, or pager devices during regular school hours. This includes text messaging, games, or pictures. Use of, display of, or activation of these devices during the school day will result in the following:

- 1st Offense - Confiscation, parent notification, returned at the end of the day.
- 2nd Offense - Confiscation, returned to parent/guardian, In-school suspension.
- 3rd Offense - Confiscation, returned to parent/guardian, 3-10 days In-school Suspension.

*This policy was adopted by the Board of Education on August 18, 2005.

If you have an **emergency**, please call the office and we will locate your child. For non-emergency needs such as a bus change, we will notify your student as we always have. Please call prior to 2:00 p.m. with a sudden change, this helps us in providing better communication, with less room for error.

POLICY ON ALCOHOL AND OTHER DRUGS

Preface - This policy and its associated guidelines are an effort by the school district to respond effectively to the potential and current use and abuse of alcohol and other drugs by members of its school population.

Statement of Policy - The school district will work through curriculum and classroom activities, administrative and faculty effort, and the disciplinary procedures to prevent and intervene in the abuse of alcohol and other drugs by members of the school population.

As an extension of this policy, the following school guidelines should be used, with reasonable judgment, when responding to alcohol and other drug-related situations.

- **School Guidelines** - These guidelines have been created as one part of the school district's discipline policy. They are intended to provide a consistent means for effectively responding to alcohol and other drug-related situations that may occur at school or at sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students and parents who may find themselves involved in such situations. The guidelines are divided according to situations that may occur at school or at school sponsored events.
- **Investigations** - Whenever there is any reasonable suspicion of use or abuse of alcohol or other drugs, the principal or the principal's designee should be involved in the investigation. The investigation may include a search. A student's locker & desk are considered school property and may be searched at any time. At times it will be necessary to search the student's belongings or person. Although the student's consent is not required when there is reasonable suspicion that the search will result in the discovery of alcohol, other drugs, or drug paraphernalia, the school official should always first request that the student volunteer any drugs, chemical substances, or drug paraphernalia. Any search should be conducted in the presence of another school staff member or the student's parent.
- **Confidentiality**- The privacy of students shall be respected. Communication regarding alcohol and other drug situations that call for referral or disciplinary action should be limited to those individuals who have a need to know.

Lice and Scabies Policy

1. To decrease the incidence of outbreaks of lice and scabies in the school, a routine screening will be done on all children in the grades K-6 each year in September and January by the school nurse and assistant if needed.
2. If 5% of the grades K-6 are found to be infested with lice or scabies, other grades may be inspected also.
3. Any student and contacts or classmates will be inspected by the school nurse if parent or teacher reports suspected case of lice or scabies.
4. If scabies or lice are felt to be present on screening, parents will be notified and the child will be sent home for effective insecticide treatment to scalp, skin, and clothing. The child may return to school when evidence of treatment has been presented to the Principal or School Nurse. Parents are expected to remove all nits from the hair. Building Principals may recommend the Division of Family Services by contacted if parents fail to abide by Board Policy Files: JHCCB.
5. Parents and teachers will be given educational information handouts to help prevent an outbreak and to recognize the problem.
6. To aid in prevention of spreading lice or scabies in the classroom, each child will have an individual hook for hanging wraps and caps each child will be encouraged to put cap or hat inside the sleeve of their coat or sweater to prevent touching or use by someone else; each child will be encouraged to avoid piling coats on top of each other. Each kindergarten student will have their own individual mat and this will be sent home to be cleaned at least monthly.

Approved: October 19, 1989
Gallatin, R-V, Gallatin, MO

* The Gallatin R-V School Board has adopted a Communicable Serious Infection Diseases (AIDS included) policy which is available for inspection at the school.

Health Services

Nurse - The school district provides a full-time nurse. The nurse's office is located across from the elementary office. Parents needing assistance with health or immunization concerns are encouraged to contact the nurse by calling the elementary office at 663-2173.

Emergencies/Illnesses - In the event of an illness, injuries or emergencies, it is important that the school office be able to contact someone if the parents cannot be reached. It is the parent's responsibility to make sure that we have the phone number of someone to contact in the event of such circumstances.

Immunizations - The state requires that students have the appropriate immunizations or release forms in order for the child to attend school. Please keep the school office up to date on your child's immunizations.

Special Health Problems - If your child has a special illness or health problem, please contact the school nurse or principal, so we may be aware of the condition. It is important that the teacher and staff working with the child be aware of any special needs or problems. In order for the school to make special plans or considerations for a child's medical or health condition, documentation from a physician is required.

Medications Rules and Regulations

1. If at all possible all drugs that can be given at home before coming to school and on return home should not be brought to school and given during school hours. Many times the scheduling can be done so this is possible. The family doctor can be consulted about this schedule.
2. The first dose of any antibiotic or other medication should be given at home in order to help prevent an allergic reaction occurring at school.
3. The nurse or the principal's designee will administer the medication in compliance with the regulations.
4. If the doctor feels that it is necessary to give during school hours a statement should be provided as to the time, the name of medicine, how often to give, also what type of reaction, if any, to expect. The statement should be signed by the doctor and also parent or guardian, authorizing the school staff to give the medication. This may also come in the form of a properly labeled prescription bottle from a pharmacy.
5. All medication should be sent to school in a properly labeled pharmacy bottle with name, dose, time to be given. It is desirable that the parents bring the medicine to school.
6. Non-prescription, over the counter drugs, will **NOT** be given unless the school receives permission from your child's physician (telephone, written or faxed order). Medication must be in original container. All medications, with permission slips, must be brought to the nurse's office and stored in a safe, appropriate place. It is the students' responsibility to report to the health room at the time that his/her medication is to be given.
7. Tylenol and a few other over the counter medications will be kept in supply at school and be given only with a signed consent by parents. This will be given only on special occasions such as headaches, toothaches, or colds. The nurse may refuse to give if she feels it is not appropriate to give due to complaint, etc.
8. All students will receive a medication permission form at the beginning of the school year. This must be completed, signed and returned in order for your child to receive any medications that the school has standing orders on.
9. Medication not within the recommended dosage in the Physicians Desk Reference shall not be given without a consultation/verification with the prescriber following which a decision will be made on the administration of the medication.

GALLATIN R-V SCHOOL DISTRICT

Authorization for Medication

Name of Student: _____
Name of Licensed Prescriber: _____
Business Telephone #: _____

Medication: _____ Dosage: _____
Frequency/ time of administration: _____
Start date: _____ Stop date: _____

_____ Date: _____
Signature of legal parent/ guardian

**MEDICATION MUST BE BROUGHT TO SCHOOL IN THE ORIGINAL CONTAINER AS
DISPENSED BY THE PHARMACY OR PHYSICIAN!**

GALLATIN R-V SCHOOL DISTRICT

Authorization for Medication

Name of Student: _____
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Medication: _____ Dosage: _____
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**MEDICATION MUST BE BROUGHT TO SCHOOL IN THE ORIGINAL CONTAINER AS
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MEALS PRICES

	<u>Full Price</u>	<u>Reduced Price</u>
Breakfast	\$1.50	\$0.30
Lunch	\$2.25	\$0.40
Extra Milk or Juice	\$0.30	
Adult Lunch	\$3.00	

Free lunch students may also have free breakfasts. Serving time will be from 7:45 to 8:00 a.m.

EXTRA MILK - Students are not allowed to charge extra milk. One carton of milk comes with each paid, free, or reduced price breakfast or lunch. Children may drink extra milk with breakfast, lunch, or in the afternoon (for K-1st), but it must be paid in advance.

CHARGING LUNCHESES - **Student meals need to be paid in advance.** Students will not be allowed to charge in excess of \$45.00 for meals. Notes will be sent home weekly with students that have *any charges*. Failure to pay for charged meals will result in your child being provided an alternative lunch.

FREE AND REDUCED LUNCHESES - Families who qualify for these programs must complete the form, which will be sent home the first week of school. Students are not automatically on free lunch just because they were last year. **YOU MUST APPLY EACH YEAR.**

LUNCH PAYMENTS - Please send your student(s) lunch and milk money in an envelope with the students' names, teachers' names, and amounts for each student clearly marked. This will enable our lunch record keeper to apply your money as you intended.

TRANSPORTATION

<u>Driver</u>	<u>Bus</u>	<u>Country</u>	<u>City Route</u>
Max Berry	#1	Northeast	Park to Swope to Franklin to Grand, west to Clay and south to Mill St., back up to Adams to Grand and west to Gallatin Estates, then to school
Doug Hubbard	#7	Northwest	Lake Viking and north of town, West Johnson Street, north-west corner of town to corners of Market Street and up Johnson Street to school
Doug Alden	#6	Southeast	North on South Willow St., east on College to Prospect and north on Prospect to Ogden and west to Clay, to Hwy 13 and up to Mill St., then back to school.
Bob Sharp	#11	West	South of town, east of Gallatin, up to corner of Richardson & Prospect, Fuller Addition back to Prospect, west on Richardson to school, Lighthouse Daycare
Dallas Engel	#9	East	O & V, East Corrine St., and up Berry St. back to Hwy 13 and Grand to Trimm Addison, then back to school.
Roger Vanatta	#3	Southwest	Altamont and into school, country routes
Marty Sharp	#10	ECSE	Early Childhood Special Education Routs

TRANSPORTATION CONTINUED

Town buses will not make stops west of a line running north and south on Water Street. Our last pickups west of highway 13 will be at Water Street. Students west of Water Street are expected to walk to school; except students may walk back one block to Water Street to get on the bus. Students living on West Grand Street will be transported.

BUS DISCIPLINE SLIPS

Minor discipline problems will be the responsibility of the drivers, but on larger infractions or when students continually break the rules and are referred to the principal's office, they will be given a form called a "Bus Conduct Report". When this occurs the parent must comply with the action on the slip or the child will not be allowed to ride the bus until such time as compliance is met. Normal order is:

- First Slip – parent read then sign and return slip to driver—signed slip is the child's ticket to ride.
- Additional Slips – bus suspension for time specified on "Bus Conduct Report" (may end in termination of bus privileges).

*Major discipline problems and safety hazards will result in alteration of this plan. Each child on the bus has an equal right to a pleasant and safe trip.

TEMPORARY TRANSPORTATION CHANGES

Students in grades **K-3** will be required to have notification to ride a bus different from their usual transportation. This applies to parties, rides to baby sitters, scouts, etc. (Those students with routine schedules for working parents need only to notify the office/ teachers of changes in that normal schedule.)

A WRITTEN NOTE WITH THE CHILD IS THE CORRECT METHOD OF NOTIFICATION.

Without proper notice, students **WILL** be placed on their regular bus.

Phone call to request changes need to be placed before 2:00 p.m. due to the hectic dismissal time at the elementary school.

ARRIVAL OF STUDENTS

- School starts at 8:00 a.m.
- DO NOT USE THE CIRCLE DRIVE DURING THE FOLLOWING TIMES DUE TO LOADING AND UNLOADING: (7:40 a.m. – 8:30 a.m. and 2:30 –3:30 p.m.)
- PLEASE use the NORTH and SOUTH commons doors to drop off and pick up your child from school. The North and South doors on the ends of the halls will be locked at 8:15 a.m. for the Safe School Policy and the safety of your student(s).
- STUDENTS ARE NOT TO GO TO THE ROOMS BEFORE THE MORNING DISMISSAL.
- Buses should not arrive at school until approximately 7:40 a.m.
- Students are not allowed in the school until 7:40 a.m. There will be no supervision until 7:45 so if you must leave for work before that time, you need to get them on the bus or make arrangements for them to arrive later (7:40 - 8:00).
- Students arriving between 7:40- 8:00 will wait in the gymnasium or on the playground on a rotating basis K-3 students will wait in the gym from 7:40 to 8:00 and 4-6 students will be on the playground. Students will rotate from the playground to the gym on a weekly basis.
- Students arriving after 8:05 will be recorded at Tardy.

DEPARTURE OF STUDENTS

- School is out at 3:13 p.m.
- ELEMENTARY STUDENTS WILL BOARD BUSES ONLY AT THE ELEMENTARY
- ELEMENTARY STUDENTS ARE NOT TO TAKE POP OR OPEN CANDY ON THE BUS.
- ELEMENTARY STUDENTS WILL NOT BE ALLOWED TO RIDE A DIFFERENT BUS WITHOUT PRIOR PARENT NOTIFICATION OF TRANSPORTATION CHANGE

AFTER SCHOOL ACTIVITIES

STUDY HALL An after school study hall may be available for students in grades 3-6 tentatively on Tuesdays and Thursdays from 3:15-4:15. It will be the responsibility of the parent to arrange transportation and to be sure the child knows where to go. This program is for those who need additional assistance with homework, and also may be required for those who have late assignments. If your child is required to attend due to late work, you will receive a letter or phone call from the teacher stating the dates.

TUTORING: The CDSE Staff will make recommendations to parents of students they feel would benefit from additional instruction through tutoring. This is not the same thing as study hall. Teachers will work with students on the academic skills in which he/she is struggling. The teacher will communicate with the parent to establish a schedule on an individual basis, or in small groups.

ELEMENTARY AFTER SCHOOL ACTIVITIES

The CDS Elementary teachers will occasionally offer after school activities for our students. Information and permission will always be sent to the parents prior to the activity day. Any student that stays after school for an activity, tutoring or study hall time will have to make arrangements for transportation when the event is over. There will be no bus transportation available. Teachers and staff are not allowed to transport students home in their own vehicles.

C.D.S.E STUDENTS AT HIGH SCHOOL ACTIVITIES

We encourage the younger students to participate and enjoy the GHS and G. Jr. High football and basketball games as well as many other activities. Parents should attend these activities with their younger students. Students are expected to follow some simple guidelines while they attend these activities:

1. Football games

- Go to the games to watch –SIT DOWN
- DO NOT bring your football because you are not here to play behind the bleachers.
- Unsupervised children will be asked to go sit with their parents.

2. Indoor activities at GHS

- DO NOT play in the hallways, commons, mezzanine, or on the stairs. The mezzanine especially contains potential hazards.
- Sit with your parents or friends on the bleachers. (Unruly students will be asked to go sit with their parents.)

NETWORKING

This organization is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the putative measures for not adhering to them. Any attempt to violate the provisions will result in disciplinary action. This organization reserves the right to amend this document at any time. The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Authorized personnel have the right to access information on the network and computing system. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the litigation process.

General Computing Policy

Once a user receives a password/ user ID to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using that password/ user ID.

Therefore:

- 1.1 Applying for a password/ user ID under false pretense is a punishable disciplinary offense.
- 1.2 Sharing your password/ user ID with another person is prohibited. In the event that you share your password/ user ID, you will be held responsible for the actions of the other person.
- 1.3 Deletion, examination, copying, or modification of files and or data belonging to another user without his/ her prior consent is prohibited.
- 1.4 Attempt to evade or change resource quotas are prohibited.
- 1.5 Continued impedance of other users through mass consumption of system resources is prohibited.
- 1.6 Use of facilities and/ or service for commercial purposes is prohibited.
- 1.7 Any unauthorized deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation regardless of system location or time duration.
- 1.8 Any use of the network to obtain, view, download, or otherwise gain access to objectionable material is prohibited.

Network Security

As a user of the network, you may be allowed to access other networks (and/ or the computer systems attached to those networks). Therefore:

- 2.1 Use of systems and/ or networks in attempts to gain unauthorized access to remote system is prohibited.
- 2.2 Use of system and/ or networks to connect other systems, in evasion of the physical limitation of the remote system/ local, is prohibited.
- 2.3 Decryption of system or user passwords is prohibited.
- 2.4 The copying of files is prohibited.
- 2.5 The copying of copyrighted materials such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- 2.6 International attempts to “crash” network systems or programs are punishable by disciplinary actions.
- 2.7 Any attempts to secure a higher level of privilege on the network systems are punishable by disciplinary action.
- 2.8 The will introduction of computer “viruses” or another disruptive/ destructive programs into the organization network or into external networks is prohibited.
- 2.9 Disks should not be brought from home. If disks are brought a computer teacher/ technology director must check them before using.

ADMINISTRATIVE INFORMATION

Gallatin R-V School District is required by law to provide parents with the following information. Please read and contact the office at 663-2171 for any questions.

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Gallatin R-V School District is required by law to provide parents with the following information. Please read and contact the office at 663-2171 for any questions.

Notice of Nondiscrimination & Anti-Harassment Compliance: Gallatin R-V School District may not discriminate in the educational programs and practices of the district. Students, parents/guardians, and community members are entitled to know appropriate procedures to file complaints of discrimination or harassment. Gallatin R-V Schools prohibits engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. Harassment, including sexual and racial harassment, whereby the school or work environment becomes permeated with intimidation, ridicule and insult that is sufficiently severe or pervasive to alter the conditions of a student's participation in the district's programs and activities, or of an employee's employment, is prohibited under policy AC. In addition, unwelcome advances, requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature can contribute to rendering an environment hostile, and thereby discriminatory, on the basis of sex. The Gallatin R-V School policies manual has defined grievance procedures to register a complaint. Copies of that policy may be obtained from the superintendent's office or any principal's office. The following individual may also be contacted to aid in resolving discrimination or harassment complaints related to Section 504 and Title IX: Superintendent of Schools, Gallatin R-V School District, 602 S. Olive, Missouri 64640.

Special Education Policy: The Gallatin R-V School District serves all students ages 3-21 who have been evaluated and identified in accordance with the provisions of PL 94-142 as disabled. The district intends to provide each identified student living in the district with a free and appropriate public education (FAPE), including appropriate special education and related services. The disabilities served include Learning Disabled, Mentally Retarded, Behavior Disorder/Emotionally Disturbed, Language Disordered, Speech Disordered, Visually Impaired, Deaf/Blind, Multiple Disabled, Autistic, Traumatic Brain Injured, and Early Childhood Special Education Delayed. Contact the building principal with your concerns about disabled students.

Teacher Qualifications: Parents may request professional qualifications of teachers including certification about teaching assignments, whether their student is served by a paraprofessional and that person's teaching assignment, degrees, and endorsements. Schools will notify parents if their student is taught by a nonqualified teacher for four or more consecutive weeks. The school will inform parents on their student's level of performance on statewide assessments.

Standard Complaint Resolution Procedure for No Child Left Behind Act Programs: This complaint resolution procedure applies to all programs administered by the 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 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 (KL) submitting to the superintendent or the secretary of the Board. 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 no evidence that the parties have attempted in good faith to resolve 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. The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-751-4212.

Parent Information and Resource Center (PIRC) is located at 1300 E. Bradford Parkway, Springfield, MO 65804
Phone: 417-269-7245 Web site: <http://www.commpartnership.org/mopirc/index.html>

STAY CONNECTED TO GALLATIN R-V

Sign up for free **TEXT MESSAGES** that will alert you to school cancellations, early dismissals, sports scheduling changes, and other important updates.



A Free Service Brought to You by
Farmers Bank
Of Northern Missouri, N.A.

Become a registered user of the Community Connection Service
Brought to us FREE by the Farmers Bank of Northern Missouri, N.A.

Community Connection is a free community service being offered by Farmers Bank of Northern Missouri. You can sign up to receive important, community-related information sent as text messages directly to your mobile phone.

The sign up is very simple. Go to Farmers Bank of Northern Missouri's website at [www. onlinefarmersbank.com](http://www.onlinefarmersbank.com) and click on "More Info" in the Community Connection information box located in the lower left hand corner of the home page. You will be asked for your name, cell phone information, email address, and zip code, then check the COPPA Compliance box. Next you will receive a code on your cell phone. This will test your phone service to see if you are text enabled. When you receive the code, you will enter it on the computer, and the process is done!

This is a free service from Farmers Bank of Northern Missouri. Please check with your cell phone provider for any incoming text message fees that may be charged by your wireless provider.

School Calendar 2014-2015

Gallatin R-V School District



August

14, 15 & 18 Teacher in-service days
19 First day of classes

September

1 No school – Labor Day
15 No school – Teacher in-service day
29 No school – Teacher in-service day

October

13 No school – Teacher in-service day
17 1st Quarter ends
23 Parent/Teacher conferences – Dismiss at 12:30
24 No School
27 No school – Teacher in-service day

November

10 No school – Teacher in-service day
26-28 No school – Thanksgiving Break

December

19 2nd Quarter / 1st Semester Ends
22-Jan. 4 No school - Christmas Vacation

January

5 Classes Resume – 2nd Semester Begins
19 No school (make up day)

February

9 No school – Teacher in-service day
16 No school (make up day)
23 No school – Teacher in-service day

March

9 No school – Teacher in-service day
13 3rd Quarter ends
19 Parent/Teacher conferences – Dismiss at 12:30
20 No school

April

2-6 No school – Easter Break (Apr. 2, make up day)

May

10 Graduation
20 Last day of school – Dismiss at 12:30
21 Teacher in-service day (May 21, 22 – make up days)

Parents as Teachers

The Gallatin R-V school district Parents as Teachers Program is available to all children in the school district. The program offers screenings, group activities, and visits for families with children under kindergarten age, including expecting parents.

The Parents as Teachers program is designed to aide parents with learning ideas for small children. An annual screening that includes hearing, vision, and development components is conducted for each child enrolled. Such screenings can detect delays that may be able to be corrected if caught at an early age.

Early childhood book orders are also sent to all PAT families. Book orders can be returned to school or placed online. Book orders are an inexpensive way to create a library for your children. Most book orders offer several dollar selections.

Enrolling your family in Parents as Teachers is simple. Visits can be scheduled to accommodate most family schedules with daytime or evening appointments available. If you would like more information, return the slip below or call the school at (660) 663-2173.

DeAnna Swalley
Gallatin R-V Parent Educator
dswalley@gallatin.k12.mo.us

My family is currently enrolled in Parents as Teachers and wishes to continue PAT services.

Contact name _____

Contact phone numbers _____

Mailing address _____

My family would like to enroll in Parents as Teachers.

Contact name _____

Children's names and ages _____

Contact phone numbers _____

Mailing address _____

School Volunteers

The Gallatin R-V School Board has adopted the following policies regarding volunteers in the school setting. This includes volunteers in the classroom and those attending field trips with students.

The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff. (Board Policy IICC)

The district will conduct a search of the Missouri Highway Patrol's criminal history database and the FCSR or the central registry of child abuse and neglect of the CD on all persons volunteering in positions where they will be left alone with a single child. If the volunteer is a sponsor, advisor or coach, he or she must satisfactorily complete the criminal background check required of employees. The superintendent or designee is directed to identify any additional volunteer positions in the district that will also require a criminal background check. The superintendent or designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position. Volunteers are responsible for the cost of the criminal background check. (Board Policy GBEBEC)

How to Register

A person may register two ways:

Online Registration with the FCSR is quick and easy. All an individual needs is Internet access, their Social Security number, and a valid credit or debit card for payment of the fee.

The fee to register online is \$11.00 processing fee. *

**Go to the website <http://health.mo.gov/safety/fcsr/>

Mail a Worker Registration Form, a photocopy of the Social Security card, and a check or money order for the \$11.00 registration fee (if applicable) to the Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO, 65102.

Mailed forms are processed in the order received.

After the background screening has been completed, you will be notified in writing from the FCSR of the results. **You will need to provide a copy of that letter to the building principal to act as a volunteer in the Gallatin R-V School District.**

If you have any questions please feel free to contact the elementary at 663-2173 or the high school at 663-2172.

