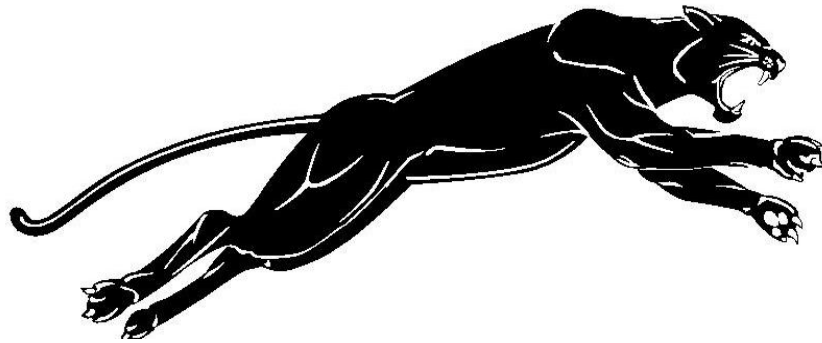


**SWEDEBORG
SCHOOL
2019-2020**

HANDBOOK



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Welcome

I want to offer a sincere and heartfelt welcome to the Swedeborg R-III School District. I am pleased to have you aboard as students and parents and you have decided to place your trust in us to help educate your children. Please let me know if there is anything you need. I will be more than happy to answer your questions and/or concerns. It is a privilege to serve the students and parents of the Swedeborg R-III School District.

Sincerely,

Doug Jacobson
Superintendent/Principal
Swedeborg R-III School District

Mission Statement

Building the Foundation for Excellence, One Student at a Time.

Board of Education

The Swedeborg R-III School District is governed by the local Board of Education. Policy is composed and interpreted by the seven member board. The Swedeborg R-III School District is also an active member of the Missouri School Board Association (MSBA). The Board of Education for the 2019-2020 school year is as follows:

Charles Boren, President
Chris Black, Vice-President
Angela Ogle, Treasurer
Joe Cargill, Member
Jeremy Frank, Member
LeAnn Huey, Member
Wes Poulson, Member

The School Board meets monthly in the Swedeborg School Auditorium. Regular session dates and times will be posted and are open to the public; every patron of the district is invited to attend.

Administration

Doug Jacobson	Superintendent
Adreanne Black	Assistant Administrator
Lesia Rees	Administrator Secretary
Jean Domingue	Secretary

Faculty and Staff

Sara Verscha	Pre-School and Kindergarten
Amanda Ament	1 st and 2 nd Grade
Rachel Alexander	3 rd - 8 th Grade Mathematics
Dalton York	3 rd - 8 th Grade English Language Arts
Connie Lund	3 rd - 8 th Grade Social Studies, History and Science
Laura Dickey	Special Services
Kristi Cargill	Title 1
Paula Cox	Art
Traci Hayes	P.E.
Meagan Domingue	Personal Aid
Kathleen Sasfy	Personal Aid
Jean Domingue	Secretary, Bus Driver
David Boyce	Music, Substitute

Support Staff

Heather Steward	Food Service Director
Claudene Wilson	Custodial / Bus Driver
Jeremy Henson	Custodial

School Hours

Doors unlock	7:30 a.m.
Warm up	7:50 a.m.
Class begins	8:00 a.m.
School dismisses	3:20 p.m.
Student Pick Up	3:20 p.m.
Bus Departs	3:25 p.m.
Doors lock	3:45 p.m.
Wednesday early release at	12:30 p.m.

School Information

17507 Highway T, Richland, Missouri, 65556
Phone: 573-736-2735
Fax: 573-736-5926

www.swedeborgpanthers.com

Swedeborg Staff Email Contact Information

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Traci Hayes	thayes@swedeborgpanthers.org
Dalton York	dyork@swedeborgpanthers.org
Kathleen Sasfy	ksasfy@swedeborgpanthers.org
Jean Domingue	jdomingue@swedeborgpanthers.org
Meagan Dominuge	mdomingue@swedeborgpanthers.org

PK and Kindergarten Grade Schedule

	Monday	Tuesday	Thursday	Friday
7:30-7:50	Breakfast	Breakfast	Breakfast	Breakfast
7:50-8:00	Daily Warm Up	Daily Warm Up	Daily Warm Up	Daily Warm Up
8:00-11:00	Classroom Work	Classroom Work	Classroom Work	Classroom Work
11:00-11:30	Lunch	Lunch	Lunch	Lunch
11:30-12:00	Recess (PK Dismiss @ 11:30)	Recess (PK Dismiss @ 11:30)	Recess (PK Dismiss @ 11:30)	Recess (PK Dismiss @ 11:30)
12:00-12:45	Classroom Work	Classroom Work	Classroom Work	Classroom Work
12:45-1:15	Classroom Work	Classroom Work	Classroom Work	Classroom Work
1:15-2:15	Music (Verscha Plan Time)	PE (Verscha Plan Time)	PE (Verscha Plan Time)	Art (Verscha Plan Time)
2:15-2:45	Wonderful Writing	Drop Everything & Read	Drop Everything & Read	Wonderful Writing
2:45-3:20	Classroom Work	Classroom Work	Classroom Work	Classroom Work
3:20-3:30	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups

First and Second Grade Schedule

	Monday	Tuesday	Thursday	Friday
7:30-7:50	Breakfast	Breakfast	Breakfast	Breakfast
7:50-8:00	Daily Warm Up	Daily Warm Up	Daily Warm Up	Daily Warm Up
8:00-11:00	Classroom Work	Classroom Work	Classroom Work	Classroom Work
11:00-11:30	Lunch	Lunch	Lunch	Lunch
11:30-12:00	Recess	Recess	Recess	Recess
12:00-12:45	Classroom Work	Classroom Work	Classroom Work	Classroom Work
12:45-1:15	Wonderful Writing	Classroom Work	Classroom Work	Wonderful Writing
1:15-2:15	Classroom Work	PE (Ament Plan Time)	PE (Ament Plan Time)	Classroom Work
2:15-3:15	Music (Ament Plan Time)	Drop Everything & Read (2:15-2:45) Classroom Work	Drop Everything & Read (2:15-2:45) Classroom Work	Art (Ament Plan Time)
3:20-3:30	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups

Third & Fourth Grade Schedule

	Monday	Tuesday	Thursday	Friday
7:30-7:50	Breakfast	Breakfast	Breakfast	Breakfast
7:50-8:00	Daily Warm Up	Daily Warm Up	Daily Warm Up	Daily Warm Up
8:00-9:45	Math	Math	Math	Math
9:45-10:45	Music (York Plan Time)	PE (York Plan Time)	PE (York Plan Time)	Art (York Plan Time)
10:45-11:45	English Language Arts	English Language Arts	English Language Arts	English Language Arts
11:45-12:15	Lunch	Lunch	Lunch	Lunch
12:15-1:00	English Language Arts	Lunch English Language Arts	Lunch English Language Arts	Lunch English Language Arts
1:00-1:20	Wonderful Writing (York)	Drop Everything & Read (York & Cargill)	Drop Everything & Read (York & Cargill)	Wonderful Writing (York)
1:20-1:35	Recess (York & Lund)	Recess (York)	Recess (York)	Recess (York & Lund)
1:35-3:20	Science & Social Studies	Science & Social Studies	Science & Social Studies	Science & Social Studies
3:20-3:30	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups

Fifth and Sixth Grade Schedule

	Monday	Tuesday	Thursday	Friday
7:30-7:50	Breakfast	Breakfast	Breakfast	Breakfast
7:50-8:00	Daily Warm Up	Daily Warm Up	Daily Warm Up	Daily Warm Up
8:00-9:45	English Language Arts	English Language Arts	English Language Arts	English Language Arts
9:45-10:45	Science & Social Studies	Science & Social Studies	Science & Social Studies	Science & Social Studies
10:45-11:45	Music (Lund Plan Time)	Science & Social Studies (Recess 11:30 -11:45 w/ Lund)	Science & Social Studies (Recess 11:30 -11:45 w/ Lund)	Art (Lund Plan Time)
11:45-12:15	Lunch	Lunch	Lunch	Lunch
12:15-1:15		PE (Lund Plan Time)	PE (Lund Plan Time)	
12:15-1:00	Science & Social Studies			Science & Social Studies
1:00-1:20	Wonderful Writing (Lund)			Wonderful Writing (Lund)
1:15-1:35	Recess @ 1:20 (York & Lund)	Drop Everything & Read (Lund, Dickey Alexander, & Black)	Drop Everything & Read (Lund, Dickey Alexander, & Black)	Recess @ 1:20 (York & Lund)
1:35-3:20	Math	Math	Math	Math
3:20-3:30	Dismissal to Bus & Pick-Ups	Dismissal to Bus & Pick-Ups	Dismissal to Bus & Pick-Ups	Dismissal to Bus & Pick-Ups

Seventh and Eighth Grade Schedule

	Monday	Tuesday	Thursday	Friday
7:30-7:50	Breakfast	Breakfast	Breakfast	Breakfast
7:50-8:00	Daily Warm Up	Daily Warm Up	Daily Warm Up	Daily Warm Up
8:00-9:45	Science & Social Studies	Science & Social Studies	Science & Social Studies	Science & Social Studies
9:45-11:30	Math	Math	Math	Math
11:30-11:45	Recess/ Journalism (Alexander)	Recess/ Journalism (Alexander & Lund)	Recess/ Journalism (Alexander & Lund)	Recess/ Journalism (Alexander)
11:45-12:15	Lunch	Lunch	Lunch	Lunch
12:15-1:15	Music (Alexander Plan Time)	PE (Alexander Plan Time)	PE (Alexander Plan Time)	Art (Alexander Plan Time)
1:15-1:35	Wonderful Writing (Alexander)	Drop Everything & Read (Lund, Dickey Alexander, & Black)	Drop Everything & Read (Lund, Dickey Alexander, & Black)	Wonderful Writing (Alexander)
1:35-3:20	English Language Arts	English Language Arts	English Language Arts	English Language Arts
3:20-3:30	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups	Dismissal to Bus & Pick -Ups

Wednesday & Half Day Schedule

	Pre-School & Kindergarten	First & Second	Third & Fourth	Fifth & Sixth	Seventh & Eighth
7:30- 7:50	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
7:50-8:00	Daily Warm Ups	Daily Warm Ups	Daily Warm Ups	Daily Warm Ups	Daily Warm Ups
8:00-8:50	Library*	Classroom	Math	English Language Arts	Science & Social Studies
8:50-9:40	Classroom	Classroom	Library * (York Plan Time)	Science & Social Studies	Math
9:40-10:30	Classroom Until 11:00	Classroom until 10:10 Typing (10:10 – 10:30)	English Language Arts	Math	Library* (Lund Plan Time)
10:30-11:20	Lunch 11:00-11:30	Recess 10:30-11:00 Lunch 11:00-11:30	Science & Social Studies	Library* (Alexander Plan Time)	English Language Arts
11:20-11:45	Classroom	Library* 11:30-12:20	Typing	Typing	Typing
11:45-12:15	Recess		Lunch	Lunch	Lunch
12:15-12:25	Classroom		Recess	Recess	Recess
12:30	Dismiss	Dismiss	Dismiss	Dismiss	Dismiss

***If a 1/2 Day falls on any day other than Wednesday**

students will go to the following special:

Monday ~ Music,

Tuesday & Thursday ~ PE

Friday ~ Art

Absences: Excused and Unexcused

Excused absences are defined as absences that the parents have notified the school about in writing or by phone. Unless written or oral notice has been given to the school in advance, it is the parent's responsibility to contact the school office by telephone (573.736.2735) by 8:30 a.m. each day the student will be absent. If contact has not been made, the absence is unexcused.

Absences - Examples of Excused:

- Personal illness-flu like symptoms, fever, contagious
- Medical/Dental appointments (we highly encourage you to make these appointments outside of school hours). Wednesday afternoons are encouraged.
- Required county/state court appointments.
- Serious family emergency i.e. funeral.
- Special requests from parents (pre-arranged with Assistant Principal).

Absences - Examples of Unexcused:

- Oversleeping/alarm failure
- Arriving late or leaving early to run errands/convenience
- Shopping/errands
- Family vacations that have not been pre-approved
- Missing the bus/ride
- Needing sleep or rest

Attendance Policy

It is the belief of the Swedeborg R-III School District attendance is essential for student success. For this reason, a 5 day per semester absentee policy has been developed. If a student misses more than **five (5)** days per semester (excused or unexcused absences), the principal and/or the attendance committee along with the parents/guardian will review his/her record. The school also reserves the right to contact the Division of Family Services for excessive absences.

To encourage attendance and supporting the belief that if you are absent you miss many educational opportunities, any student with more than 5 absences per semester can be recommended for retention. If the parent/student is not satisfied with this decision, they may submit a request in writing to the local Board of Education.

Assignment Guidelines - Due Dates

An assignment is considered late when the teacher has not received the assignment within the time frame given. A zero will be given for work that has not met guidelines or due dates.

Assignment Guidelines - Make -Up

Swedeborg R-III School District believes that attendance is extremely important. There is a strong correlation between attendance and academic achievement.

Students are expected to make up work missed while they are absent. Students will be given full credit for work completed within the guidelines.

Immediately upon returning to school, the student must contact the teachers concerning arrangements for making up work. A zero will be given for work that has been required by the teacher and has not met guidelines for make-up work.

The following is offered as a guideline for make-up work:

# Days Absent	Make-Up Work Due
1 day absence	day following return to school
2 days absence	2 days after return to school
3 days absence	3 days after return to school
4 days absence	4 days after return to school
5 days absence	5 days after return to school

Students who are absent more than five (5) days must make arrangements with their teachers for making up the work missed within one week (5 school days) after their return to school. Late work guidelines also apply to make-up work.

When in-school suspension or discipline requires removal from classroom, no extra days are given for make-up work. If students are absent on a predetermined due date, the material is due the day the student returns to school.

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to consequences listed on the discipline plan.

Bus Consequences

Preschool – 8th grade consequences for not following bus rules (other than serious offenses) as determined by administration:

First bus write-up:	Warning
Second bus write-up:	3 days bus privileges suspended
Third bus write-up:	2 weeks bus privileges suspended
Fourth bus write-up:	Suspension of bus privileges

Bus Safety Rules

The school bus is an extension of the classroom and a student's behavior must reflect accordingly. A few rules to remember when riding a school bus:

- Be on time at your designated bus stop in the mornings. Stay back from the road or street until the bus door opens.
- The bus driver is in charge of the bus at all times.
- Profanity, obscene language, or gestures will not be tolerated.
- Follow the driver's directions when loading. Individual seat assignments will be made if the driver feels it is necessary.
- Excessive noise will not be permitted. The driver must be able to hear emergency vehicles and normal traffic sounds.
- Keep everything inside the bus window. This includes head, hands, books, voices, etc. Nothing is to be thrown inside the bus or from a bus window at any time. Violation of this rule may result in immediate suspension of bus privileges.
- Students may not stand up and change seats while the bus is moving. Students must remain seated at all times.
- Eating or drinking is not permitted on the bus.
- No students may bring an item on the bus prohibited by school policy. This specifically refers to alcohol, drugs or tobacco in any form; as well as radios and all other items banned by school policy.
- Fighting or any other conduct endangering the safety of the other students may result in immediate suspension.
- Students should be at the pickup stop five (5) minutes prior to pick up time. Buses are not able to wait for a student. Other students are also waiting for the bus.

Child Abuse/ Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal or his/her designee who will then become responsible for making a report to the Missouri Department of Family Services, as required by law.

Corporal Punishment

Corporal punishment, as a measure of correction or maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed and then only in reasonable form. Corporal punishment shall be administered only by swatting the buttocks with a paddle. If found necessary, it should be administered by the principal in the presence of the certified personnel and it should never be inflicted in the presence of other pupils or without a witness.

**Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

DISCIPLINE PLAN

CONSEQUENCE	LEVEL
Maximum suspension allowed by law.	<u>LEVEL TEN</u> Guns, arson, bomb threat, physical assault, battery against school personnel.
Long term to maximum suspension allowed by school policy or state law.	<u>LEVEL NINE</u> Possession of weapons, alcohol, drugs, or substances portrayed to be drugs, or paraphernalia. Threatening behavior toward a school employee (written, verbal, or physical), extortion false fire alarms, emergency false calls, and possession of a caustic (flammable) substance. Written or verbal death threats to other students or their family members.
Minimum of ten days in-school suspension to maximum long term out-of-school suspension.	<u>LEVEL EIGHT</u> Defiance of authority, indecent exposure, assault of another student, possession/use of fireworks or stink bombs, major vandalism, or major threat. Major is anything over \$50.00.
Minimum of three days in-school suspension to maximum of long term out-of-school suspension.	<u>LEVEL SEVEN</u> Harassment, intimidation, bullying, or threatening behavior toward another student. Bullying will be dealt with pursuant to the terms of the School Bullying Prevention Act mandated by the State of Missouri.
Minimum of two days in-school suspension to maximum of five days out-of-school suspension.	<u>LEVEL SIX</u> Throwing items at others with intent to injure, or any other physical act used with the intention to inflict pain or cause bodily injury; gambling; disrespect or insubordination to a faculty member.
Minimum of ten times detention to maximum of seven days in-school placement	<u>LEVEL FIVE</u> Possession/use of tobacco or other tobacco products, matches, or lighters. Possession of pagers, laser lights, and other electronic devices. Spitting on others; inappropriate behavior on field trips; disrespect to faculty/staff.
Minimum of five times detention to maximum of five days in-school placement.	<u>LEVEL FOUR</u> Graffiti, false calls, truancy, minor vandalism, and minor theft. Minor is anything less than \$50.00. Actions that jeopardize the safety of others, such as throwing items; indecent materials or gestures; profanity; vulgarity. Gossip.
Minimum of three times detention to maximum of three days in-school placement.	<u>LEVEL THREE</u> Refusal to follow the reasonable request of a school official, disorderly conduct, rude to teacher, cheating, lying, inappropriate cafeteria, bus, or assembly behavior, leaving school grounds without permission, misuse/waste of school materials, equipment, or property, misinformation.
Minimum of consequences outlined in student handbook to maximum of ten times detention.	<u>LEVEL TWO</u> Disruption of school, class, halls, or assemblies; inappropriate behavior or horseplay; spitting; loitering; possessing electronic games, radios, CD, phones etc., violation of dress code, insulting others.
Classroom management or minimum of one time detention to maximum of three times detention. Teachers make assignment and notify office. No referral necessary.	<u>LEVEL ONE</u> Sleeping, eating, lack of class materials, not doing class work, littering, out of seat without permission, and other classroom violations Repeat offenders will be sent to the office with a Level Two or higher referral.
CORPORAL PUNISHMENT MAY BE AN OPTION FOR LEVELS ONE THROUGH SIX WITH PARENT APPROVAL. REFERRALS ACCUMULATE WITH EACH OFFICE REFERRAL THROUGH THE END OF EACH SEMESTER.	

The principal will consider also the number of referrals in determining consequence. Policies and consequences detailed in student handbook will take precedence over these policies. In no way is this instrument inclusive of all inappropriate behaviors that may happen at school. Situations not covered will be dealt with at the discretion of the principal. Any deviation from the above Discipline Plan will require principal approval.

Discrimination

The Swedeborg R-III School District does not discriminate against any employee or student on the basis of race, sex, religion, disability or age.

Entrance Age

To be enrolled in Kindergarten in the Swedeborg R-III School District, a child must be five years of age before August 1. To be enrolled in the 1st grade in Swedeborg R-III School District, a child must be six years of age before August 1.

Entrance Requirements

Students registering to attend Swedeborg R-III School District must be accompanied by a parent or legal guardian and are required to provide copies of the following:

Birth Certificate
Social Security Card
Current immunization record
Proof of Residence

Food Service

Both breakfast and lunch are provided at school. Students may pay for breakfast and lunch on Mondays or their first day back to school after an absence or vacation. Meal rates are as follows:

Breakfast:	Full Price:	\$ 1.15
	Reduced:	\$.50
Lunch:	Full Price:	\$1.55
	Reduced:	\$.60
Extra Milk:		\$.35

Applications for free and reduced meals are available anytime throughout the year. To be placed on free and reduced meals applications must be filled out completely including Social Security number and salary; then returned to the school office for approval. All information is kept confidential.

Free and Appropriate Public Education

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. Disabilities include:

Autism	Traumatic Brain Injury
Mental Retardation	Other Health Impaired
Hearing Impaired or Deafness	Specific Learning Disability
Speech or Language Impairment	Multiple Disabilities
Visually Impairment or Blindness	Young Child with a Developmental Delay
Emotional Disturbance	
Orthopedic Impairment	

The public schools assure that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

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

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

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one (21) who reside in the district or whose parent/legal guardian resides in the district. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes the following:

Child's name, age, date of birth
Parent/Guardian name and address
Child's disability or suspected disability

Guidance and Counseling

Guidance and counseling services are available to students. A certified guidance counselor provides these services. These services include personal counseling, career and educational counseling, and testing. Referrals are made by student, teacher, or parent request.

Head Lice

Swedeborg R-III School District has a “nit-free” policy. All students must be free of all nits and head lice. Head lice is contagious and will be treated under the guidelines of “communicable diseases” according to state recommendations/ mandates. Therefore the Swedeborg R-III Board of Education maintains continued infestation or lack of response in caring for and eliminating an infestation problem a neglectful environment to the student body as a whole. Students will be allowed two days excused absence for head lice. If they have not returned to school on the third day, the Division of Family Services will be contacted.

Before a student will be readmitted to class, he/she must be brought to school by an adult for a recheck by school personnel to determine a lice/nit free condition. When a lice/nit free condition has been determined, the student may return to school.

To best serve the individual student’s needs and those of the student body, the Division of Family Services will be contacted regarding students who continue to have a lice/nit condition for three consecutive head checks.

Home Schooled Students

The Swedeborg R-III School District reserves the right to require individual achievement testing for those students entering the school from a home schooling situation or a non-accredited parochial school. Grade placement will be determined by the results of this achievement test.

Notes Required from Parents

Following is a list of situations requiring a note from parents/guardians. The situations are (but not limited to):

- Restricted physical activities for a short period of time, i.e. limited P.E. participation, remaining inside for recess, etc.
- Need for extra restroom privileges.
- Medication to be administered with specific instructions. (See Student Medication Policy)
- Change in address, telephone number, cell phone number, place of employment, student’s babysitter, or bus drop off location.
- Doctor or dental appointments during school. (See Sign-In and Out Section)
 - Please try to make appointments after 12:30 p.m. on Wednesday.
- Reason for student absence.
- Change in after school location – students will NOT be allowed to ride a different bus or be dropped off at a different location, or stay after school without note from the parent.
 - These changes must be made prior to 2:30 p.m.

Parents and Teachers Organization (P.T.O)

The Parents and Teachers Organization (P.T.O) is a vital part of the overall educational process. We encourage parents and guardians to become active members. A successful school needs the help of organizations such as P.T.O.

Parties and Treats

Birthday Invitations: Birthday party invitations for personal parties should not be distributed at school. By adhering to this policy, we alleviate hurt feelings and friendship dilemmas. Please handle the distribution of invitations outside of the school environment.

Advance arrangements may be made with the classroom teacher if you wish to send birthday treats

Permanent Records

Permanent records are kept on each child in the office and are available to parents on request. This record includes family records, student's attendance, grades in school subjects and standardized test scores. Parents should report any change in the required enrollment information within ten business days so we may keep our records accurate. Copies will be made at \$0.10 per page.

Personal Telephone Calls/ Cell Phones/Electronics/Distractions

Students are not allowed to make personal telephone calls at school. All personal arrangements need to be made at home. Any emergency contact needs to be conducted through the school office or directly through the classroom teacher. The abuse of cell phones could result in confiscation of the phone.

Cell phones and electronics will be collected at the beginning of each day. Failure to turn in cell phone will result in confiscation and parent will need to pick the phone at the end of the day.

Any items brought to school that are not required will be turned in at the beginning of each day. Teacher discretion will be used as to when to return items.

Report Cards

At the end of each nine weeks a report card of student progress is sent to parents in Thursday folder. This report includes student attendance and progress in academic subjects, in personal and social characteristics, and in work and study habits.

In addition to the quarterly report card, progress reports are sent home to. Parent-teacher conferences are also scheduled when need arises.

Pre-school and Kindergarten do not give letter grades, student progress is indicated by mastery of grade-level objectives. Grades 1st – 8th issue grade cards using the following system:

A = Excellent	100-91	A
B= Superior	90-81	B
C = Average	80-71	C
D = Improvement needed	70-61	D
F = Failure	60-	F

Retention

To eliminate educational deficits, ensure the mastery of key learning skills and better meet the individual needs of students, retention may be recommended in the elementary grades.

The criteria for student promotion and retention are mastery of core competency objectives in Reading (reading on grade level or not more than one grade level below for students in grades 3 – 6), Math, English Language Arts, Social Studies, and Science, grades, achievement tests, effort, attendance, and maturity. According to state law, all 3rd graders (exceptions include IEP and certain 504 students) at the end of the school year should at least be reading at the 2.9 level. Those 3rd graders not reading at a 2.9 level will be placed on a Reading Improvement Plan. Progress will need to be made during 4th grade or be retained. All students in 5th and 6th grades with a reading level of more than one year below their current grade level will also be required to complete a Reading Improvement Plan.

No later than the last week of the 4th Quarter of the school year, the Promotion and Retention Committee will meet to make a final decision regarding a student's promotion or retention. Parents or guardians will be notified in person or by certified mail of the committee's decision.

If the decision of the committee is appealed by a parent/guardian, the Superintendent shall automatically review the decision, with the committee and parents present. The appeals process decision of the Superintendent will be final.

School Parental Involvement Policy

Part 1: General Expectations

1. Swedeborg School agrees to implement the following statutory requirements:
 - The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy the school and parents of participating students agree upon.
 - The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format (brochure) and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
 - The school will make the School Parental Involvement Policy available to the local community.
 - The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
 - The school will adopt the school's Parent – Teacher – Student Contract as a component of the School Parental Involvement Policy.
 - The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- a. *parents play an integral role in assisting their child(ren)'s learning,*
- b. *parents are encouraged to be actively involved in their child(ren)'s education at school,*
- c. *parents are full partners in their child(ren)'s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child,*
- d. *the carrying out of other activities.*

Part II: Description of how the school will implement required school parental involvement policy components:

1. Swedeborg School will take the following actions to involve parents in the joint development and joint agreements of its School Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way.

The following will be disseminated to parents for review through newsletters, informational meetings, Student Handbook, and Open House night packets:

- School Parental Involvement Policy
 - School – Teacher – Student Contract
 - Parent notices as they apply to Title 1
2. Swedeborg School will convene an annual meeting during the first quarter of the school year at a convenient time to inform parents of the following:
 - Swedeborg is a school wide Title school
 - Selection criteria for Title 1 (AIMSweb, DRA, teacher recommendation)
 - Requirements of Title 1
 - Their rights to be involved
 3. Swedeborg School will provide timely information about Title 1 programs to parents of participating children in a timely manner:
 - Monthly Newsletters
 - Email Communication
 - Open House night
 - Parent – Teacher Conferences
 - Website
 - Flyers
 4. Swedeborg School will submit to the administration and school board any parent comments of the school wide Title plan not being satisfactory to parents of participating students.

Part III: Shared responsibilities for high student academic achievement:

1. Swedeborg will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - a. Monthly Newsletters
 - b. Email Communications
 - c. Open House night
 - d. Parent – Teacher Conferences
 - e. Website
 - f. Flyers
 - g. First Day Packets
2. Swedeborg School will incorporate the School – Teacher – Parent Contract as a component of its School Parental Involvement Policy and will be disseminated in the Open House and First Day packets at the beginning of the school year every year.

- Swedeborg School will, to the extent feasible and appropriate, ensure information related to the school and parent programs, meetings, and other activities, is sent to the parent of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.

Signing In or Out During the School Day

A student entering or leaving the school during the day must have a parent/guardian or other person authorized in writing by parent sign the student in/out. Students are not allowed to sign themselves in or out. Students are also not allowed to go home with anyone else or to be dropped off at any other bus stop other than at their home **without prior approval**. Students will not be allowed to phone home to obtain verbal permission. This is for the absolute safety of your child.

If a student arrives at school after 8:00 a.m., he/she must be accompanied to the office by a parent or guardian to sign the student in.

Special Areas of Instruction

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one, regardless of the child's disability. The public school also assures it will provide information and referral services for infants and toddlers eligible for Missouri's First Steps Program. Disabilities include the following:

Learning disabilities	Language disorders	Deaf
Mental retardation	Visually impaired	Blind
Behavior disorders	Hearing impaired	Autism
Emotional disturbance	Physically impaired	Early childhood special educ.
Speech disorders (voice, fluency, or articulation)	Other health impaired	Traumatic brain injury (TBI)
	Multiple disabilities	

In order to identify students with disabilities, public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes the following:

Child's name, age, date of birth
Parent/Guardian name and address
Child's disability or suspected disability

Should the district fail to submit an annual census, the State Board of Education may withhold state funds until the census is submitted. If you have a child with a disability or know of a child with a disability not attending public school, please contact the school district.

The public school has developed a local compliance plan for implementation of Special Service to children with disabilities including identification and provision of services. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention of records, and destruction of personally identifiable information. The plan also describes the assurances services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act. This plan is available for public view during regular school hours on days school is in session at the office.

Student Complaints/Grievances

The following guidelines are established for the resolution of student/parent complaints and grievances:

1. The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference.
2. If the problem is not resolved to the satisfaction of the student and/or parents, a request may be submitted for a conference with the superintendent. The superintendent shall arrange a conference to consider the problem and inform participants of the action to be taken.
3. If the student and/or parents are not satisfied with action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board will be final.

Student Dress Code

Student dress code and grooming will be the responsibility of the student and parent/guardian. They are to stay within these guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- All students must wear some type of appropriate shoes.
- Dress and grooming will not disrupt the teaching/learning process or cause undue attention to be drawn to an individual student. Bizarre or odd clothes or hair, which could cause disruption of the orderly academic process, will not be allowed.
- Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
- Shirts which portray tobacco products, alcohol products, drugs or drug paraphernalia, double meanings, or obscene words or pictures will not be allowed.
- Caps, hats, hoods, sunglasses and gloves are not permitted to be worn in the school.
- Clothing such as muscle shirts, halter tops, spaghetti strap shirts, mesh shirts, short shorts, and bare midriff shirts will not be allowed.

- Pants must be worn at the waist level, snapped, buttoned, and zipped. Bib overalls are to be worn with straps over the shoulder and correctly snapped.
- Dresses, skirts, and shorts must be a reasonable length so as not to be a distraction. This is a judgment decision ultimately residing with the teaching staff and administration.
- Clothes with excessive holes will not be allowed.
- Chains are not allowed.

Student Illness/ Accident at School

When a student becomes ill at school, the parent will be notified to come take the child home if necessary. All students are **REQUIRED** to have on file with the office at least one emergency contact phone number in which a parent can be reached, i.e. home, work, neighbor, family member, etc. All attempts to contact the parent will be made in an emergency situation in which hospitalization is required. If parent cannot be reached in an emergency situation, an ambulance will be called to take the student to the emergency room of a hospital and parents/guardian or other custodial must assume responsibility for payment.

Student Medication Policy

Prescription Drug Policy: When it is necessary for a student to be administered a prescription medication during school hours, the parent must submit a physical prescription release form and a parent permission form allowing school personnel to administer the medication. These forms are available in the school office. When returned, they will become part of the student's permanent health record.

Non-prescription Drug Policy: When it is necessary for a student to be administered a non-prescription medication during school hours, the parent must submit a parent permission form allowing school personnel to administer the medication. These forms are available in the school office. When returned, they will become part of the student's permanent health record.

PLEASE DO NOT SEND MEDICATION IN ENVELOPES, PLASTIC WRAP, LUNCH BOXES, ETC.

All medications **MUST BE IN ORIGINAL CONTAINERS**. Pharmacists will provide extra, properly marked containers for school if you ask them to.

Administration of medicines will be the responsibility of the school only if the school's Student Medication Policy is followed.

Textbooks and Electronic Equipment

Textbooks, Chromebook, and/or laptops are furnished to your child by the school system on a loan basis. Students will pay for lost or damaged textbooks, Chromebooks, and/or laptops..

Tobacco Free School Policy

To promote the health and safety of all students and staff, and to promote the cleanliness of our instructional facilities, the Swedeborg R-III School District bans the use of tobacco products on school grounds at all times. Tobacco use by any school employee is permitted only off of school grounds. This ban extends to all employees students, and patrons attending school sponsored athletic events, programs and meetings, as well as all other non-school related activities. The Board of Education issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all. This policy will be posted in convenient places throughout our school buildings. For the purpose of the regulations, “tobacco” will mean all types of cigars, cigarettes, pipes, and chewing tobacco including all types of smokeless tobacco. (Missouri Revised Statute 191.775)

Visitors

Visitors are not allowed in classrooms without permission of the teacher and office approval. All visitors must sign the visitor log-in at the office.

Volunteers

Volunteer opportunities at Swedeborg Elementary:

Tutoring	Reading Room
Listening to students read	Guest speakers
Clerical activities	Serving on committees

Please call the office if you would be interested in helping in any way!

Student Technology Usage Contract 2019-2020 Swedeborg R-III School District

Swedeborg School is committed to aiding students and staff in creating a 21st Century learning environment. To ensure students receive a quality education in an intellectually stimulating environment, it is the goal of Swedeborg School District to provide all students with an assigned computer (Chromebook) with high speed Internet access for school use. The creating of a large and varied technological environment demands technology usage is conducted in both legally and ethically appropriate ways. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic form from any point in the world. All users must agree to the guidelines in this contract to utilize their computer and have access to the Internet. **The use of all Swedeborg School's technological resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or punishment deemed appropriate by administration.**

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Swedeborg School. As such Pre-K, Kindergarten and 1st grade students will be issued one touch screen Chromebook. The 2nd through 8th grade students will be issued one standard Chromebook that will stay with that student for their entire duration at Swedeborg Elementary.

RULES FOR USAGE:

- ❖ Students are assigned their own computer with charger and case for school work. Students are responsible for ensuring that their computer stays charged and maintain accountability of their computer, case and charger at all times. Students who have misplaced or have not charged their computers are still accountable for completing classroom assignments on time.
- ❖ Students may not eat or drink anywhere near computers.
- ❖ Students ask **may not make any alterations** to the screen, software, printing capabilities, or mouse directions on any school computer.
- ❖ Students may not print without teacher or supervisor permission. Do not just keep hitting the print button; check the printer for details or information.
- ❖ Students will only use **their own undamaged jump (flash) drive**. No information is to be saved to the hard drive of the computer.
- ❖ Students will use the Internet only for **class-related** web pages and teacher approved educational sites.
- ❖ Students may not use school computers to communicate with other students; such as email or instant messaging.
- ❖ Students may not enter contests or give out any personal information while on the internet.
- ❖ Students will take care of and respect all forms of technology with in this school district; failure to do so may result in a loss of the privilege to use technology in the class room.
- ❖ Students may not enter personal email.

I have read the Swedeborg School District Technology Usage policy and netiquette guidelines and agree to abide by their provisions. I understand a violation of these provisions (**Sample violations include downloading or streaming music from the Internet, installing or using software/games not owned by the district, using your network drive to store data or programs not used in an approved class project, etc.**) may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology.

I understand my use of the district's technology is not private and the school district may monitor my use of district technology, including but not limited to accessing browser logs and any other history of use. I consent to district interception of or access to all communications I send, receive, or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Student Name (Print Neatly): _____

Signature of student: _____ Date: _____

Parent/Guardian Technology Agreement 2019-2020

I have read the Swedeborg School district's Technology Usage Policy and etiquette guidelines. I understand a violation of these provisions may result in disciplinary action taken against my child, ward, or child within my care, including but not limited to suspension or revocation of access to district technology.

I understand my child's or ward's technology usage is not private and the school district will monitor my child's or ward's use of the district technology. I consent to district interception of/ or access to all communications sent, received, or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand my child or ward may receive recognition or have school related-content (group and/or individual photos, articles, etc.) posted about them on the district's website.

I give permission for my child or ward to utilize the school district's technology resources.

Parent/Guardian Name (Print Neatly): _____

Signature of Parent/Guardian: _____ Date: _____

Home Address: _____

Home Phone: _____

**Waiver and Release of Liability
ROLLER SKATING**

By signing this document you waive legal rights, including the right to sue.

I am aware that participating in roller skating may involve dangers and risks including, but not limited to, the danger and risk of collision with other participants or man-made objects (boards, floor, bleachers), and the risk of serious injury, and/or death and/or property damage. I freely accept and fully assume all such dangers and risks for my child. In consideration of the sponsors, school employees, the board of education, representatives, any volunteers associated with roller skating program, I further agree to the following:

1. To abide by Swedeborg School behavior standards and procedures.
2. To waive any and all claims I may have against the Swedeborg School.
3. To release Swedeborg School from any and all liability for any losses, damages, injury or expense I may suffer as a result of my child's participation in the program due to any cause whatsoever, including any negligence.
4. To hold harmless and indemnify Swedeborg School from any and all liability for any property damage or personal injury to any third party, resulting from participation in the program.
5. This release of liability shall be effective and binding upon my spouse, heirs, next of kin, relatives, executors, administrators, and assigns in the event of participant's death.
6. I warrant my child is in good health and has no physical condition to affect his/her performance or his/her ability to participate in the Swedeborg School roller skating program.

I have read and understood this release of liability prior to my signing and I am aware by signing this release of liability, I am waiving certain legal rights which I, my spouse, heirs, next of kin, relatives, executors, administrators, and assigns may have against Swedeborg School.

I am the parent or guardian of the student listed and on behalf of the applicant and myself I agree to execute this release of liability. I acknowledge the risks and dangers associated with the activity of roller skating and voluntarily accept and assume liability of the possible injury, damage, death or loss resulting there from on behalf of myself and the applicant. I waive any and all claims and agree to release, hold harmless and indemnify Swedeborg School as enumerated above on behalf of the applicant.

YES NO

Student Handbook Consent Form

I hereby affirm that my child has read or had read to them the Swedeborg Student Handbook. We understand these policies apply to every student in attendance at Swedeborg R-III School District. A signature does not mean I have to agree with the policies, but I have read and understand the policies. Please return this with your child to their classroom teacher. If you have any questions, please contact the school at 573-736-2735.

YES NO

Student Photo / Media Release

I authorize Swedeborg R-III School District or anyone authorized by the District to use and reproduce any and all photographs or videotape taken of me for District publications, District Web site, or to submit to the media.

YES NO

I am the parent and/or legal guardian of: _____

Printed Name: _____

Parent/Guardian Signature: _____

Date: _____