



Swedeberg R-III School District

17507 Hwy T, Richland, MO 65556

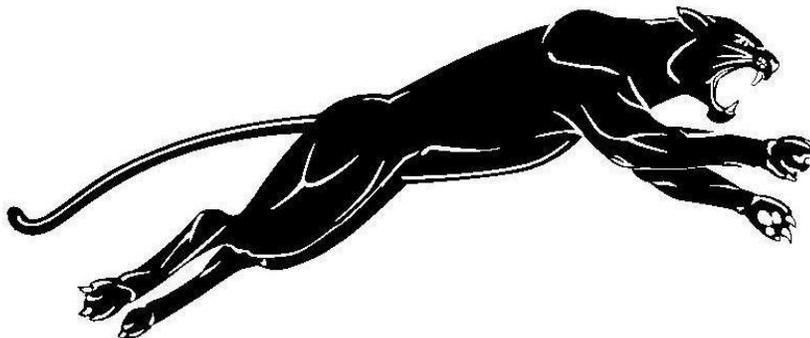
phone: 573-736-2735 fax: 573-736-5926

Creating a "PAWS"itive Panther Environment

SWEDEBERG SCHOOL

2025-2026

STUDENT HANDBOOK



Updated 08.25

The Swedeberg R-III School District does not discriminate in its programs, services, activities, facilities, or in regard to employment. This district will provide information in alternative formats when necessary to accommodate persons with disabilities.

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. I am grateful you have decided to place your trust in us to help educate your children. Please let us know if there is anything, you need. We 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,
Dr. Jim Bogle
Superintendent/Principal
Swedeborg R-III School District

Mission Statement

Creating a “PAWS”itive Panther Environment through:

Positive Attitude
Accepting Responsibility
Wise and Safe Choices
Showing Respect to Others and Yourself

Vision

“Building a foundation for each student through academic success, career readiness, and 21st century skills to provide a path to a bright and productive future.”

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 2025-2026 school year is as follows:

Wayne Mitschele, President
Susan Cargill, Vice-President
Jeremy Frank, Treasurer
Tommy Clark, Member
Charles Boren, Member
Cameron Inman, Member
Dalton York, Member
Claudia West, Secretary

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

Updated 08.25

Administration

Dr. Jim Bogle
Mark Sasfy
Claudia West

Superintendent
Principal
Administrative Assistant

Faculty and Staff

Beverly Watson
Mila Kelley
Teresa Hardwick
Jacob Miller-Helms
Garrett Thayer
Jazz Slater
Teresa Helton
Paula Cox
Traci Hayes
Andrea Branstetter

Pre-School
Kindergarten and 1st Grade
2nd – 3rd Grade
History, 4th – 8th Grade / Title I
Math & Science, 4th – 8th Grade
ELA, 4th – 8th Grade
Special Services
Art
Physical Education
Music/Library/Careers
School Nurse
Security/Technology
Special Education Coordinator

Mark Sasfy
Teresa Helton

Support Staff

Kathleen Sasfy
Kristine Sherrer
Shelly Adams

Food Service Director
Para-Professional
Para-Professional
Para-Professional
Bus Driver
Custodial
Custodial

Claudene Wilson
Josh White
Jeremy Henson

School Hours

Doors Open	7:30 a.m.
Class Begins	7:50 a.m.
Lunch	12:00 p.m.
School dismisses	3:30 p.m.
Student Pick-up	3:30 p.m.
Bus Departs	3:40 p.m.
Doors lock	4:00 p.m.

Updated 08.25

School Information

17507 Highway T, Richland, Missouri 65556
Phone: 573-736-2735 Fax: 573-736-5926
www.swedeborgpanthers.com

Swedeborg Staff Email Contact Information

Dr. Jim Bogle	Superintendent	jbogle@swedeborgpanthers.org
Mark Sasfy	Principal	msasfy@swedeborgpanthers.org
Claudia West	Admin. Assistant	adminsec@swedeborgpanthers.org
Beverly Watson	Preschool	bwatson@swedeborgpanthers.org
Mila Kelley	Kindergarten & 1 st Grade	mkelley@swedeborgpanthers.org
Teresa Hardwick	2 nd – 3 rd Grade	thardwick@swedeborgpanthers.org
Jacob Miller-Helms	4 th – 8 th Grade History/Title I	jmiller@swedeborgpanthers.org
Garrett Thayer	4 th – 8 th Grade Math/Science	gthayer@swedeborgpanthers.org
Jazz Slater	4 th – 8 th Grade ELA	cslater@swedeborgpanthers.org
Teresa Helton	Special Services	thelton@swedeborgpanthers.org
Traci Hayes	Physical Education	thayes@swedeborgpanthers.org
Paula Cox	Art	pcox@swedeborgpanthers.org
Andrea Branstetter	Music/Library/Careers	abranstetter@swedeborgpanthers.org
Kathleen Sasfy	Food Service	ksasfy@swedeborgpanthers.org
	School Nurse	<hr/>
Shelly Adams	Para-Professional	sadams@swedeborgpanthers.org
Kristine Sherrer	Para-Professional	ksherrer@swedeborgpanthers.org

Updated 08.25

2025-2026 School Year

Swedeborg R-III School Classroom/Bell Schedule *4-day
school week/No School on Fridays

Breakfast	7:30 a.m.
Class Begins	7:50 a.m.
Lunch	12:00 – 12:30 p.m.
School Dismisses	3:30 p.m.

Lunch Schedule

Preschool/K/1 st Grade	12:00 p.m.
2 nd /3 rd Grade	12:10 p.m.
4 th /5 th Grade	12:20 p.m.
6 th /8 th Grade	12:30 p.m.

Specials: Monday, Art / Wednesday, Library / Thursday, Music

4 th /5 th Grade	10:00 a.m. – 11:00 a.m.
6 th /8 th	11:00 a.m. – 12:00 p.m.
Preschool	12:20 p.m. – 1:20 p.m.
K/1 st Grade	1:20 p.m. – 2:20 p.m.
2 nd /3 rd Grade	2:20 a.m. – 3:20 p.m.

Specials: Tuesday, PE

Preschool, K/1st, 2nd/3rd – 10:00-11:00

4th/8th Grade 11:00-12:00

Updated 08.25

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) or using Remind before 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 diseases, Covid-19
- Medical/Dental appointments (we highly encourage you to make these appointments outside of school hours). **Fridays are encouraged.**
- Required county/state court appointments.
- Serious family emergency i.e. funeral.
- Special requests from parents (pre-arranged with Assistant Administrator).

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 support 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 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.

Updated 08.25

Correction, Missing, and Late Work Policies

2nd – 8th Grade

Correction Policy

Students will have one week from the time the grade first appears on their progress report (sent home in their Thursday Folders) to make corrections on any assignment. The student will receive full credit for corrections during this time. After that point, no additional credit will be given for corrections.

Tests can be corrected for 1/2 credit with the exception of spelling tests. Students will have 3 days to turn in corrections to tests. After this point, no additional credit will be given.

Make-Up Work Policy

Students are expected to make up missing work from absences, except for Out-of-School Suspensions. Students will be given one day for each day of absence to turn in work that they missed. For example, if a student misses two school days for sickness they will have two days to turn in missing work after they return to school.

Late Work Policy

Any missing assignments will appear on the student's weekly progress report marked as missing and a zero (0M). It will also appear on their missing work list. The student will have until the following Thursday to turn in missing assignments for full credit. If not turned in it will remain a zero in the grade book.

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. When notifying the school of an absence, please feel free to ask for your child's work for the day(s).

Students are expected to make up for missed work 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:

<u># Days Absent</u>	<u>Make-Up Work Due</u>
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

Updated 08.25

Students who are absent more than five (5) days must make arrangements with their teachers to make up the missed work 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 the 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

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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 the 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.

Updated 08.25

**Missouri Department of Elementary and Secondary Education
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

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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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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.

STUDENT DISCIPLINE PLAN

Buddy Room: Student sent to another classroom to fill out Minor Form and/or calm down.

Please leave toys and other items at home unless special permission has been granted. If an item is confiscated, it will be returned at the end of the school day.

KAHFOOTY: Keeping All Hands Feet Other Objects To Yourself.

Updated 08.25

MINOR OFFENSES					
Offense	Definition	Step 1	Step 2	Step 3	Step 4
Throwing Things	Objects tossed through the room	Warning/ Time Out	Student Conference /Buddy Room	Minor Form/ Parent Contact	Office Referral
Horseplay	Rough or rowdy play	Warning/ Time Out	Student Conference /Buddy Room	Minor Form/ Parent Contact	Office Referral
Standing on Furniture	Standing on desks, chairs, tables, etc.	Warning/ Time Out	Student Conference /Buddy Room	Minor Form/ Parent Contact	Office Referral

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MINOR OFFENSES					
Playing in the Bathroom	Playing in the sink, with stall doors, etc.	Warning/ Time Out	Student Conference /Buddy Room	Minor Form/Parent Contact	Office Referral
Wandering the Halls	Walking in the halls without a pass.	Warning/ Time Out	Student Conference /Buddy Room	Minor Form/ Parent Contact	Office Referral
Not Following Directions	Choosing to NOT follow through with instructions.	Warning/ Time Out	Student Conference /Buddy Room	Minor Form/ Parent Contact	Office Referral

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Off Task	Engage in any other task than what is assigned.	Warning/ Time Out	Student Conference /Buddy Room	Minor Form/ Parent Contact	Office Referral
Unauthorized Cell Phone Use	Using Cell Phone in class without permission	Warning	Confiscate Phone	Office Referral	
Playing with Toys or Items Brought from Home	Personal items that should be left at home.	Warning/ Time Out/ Item Turned over to Teacher	Student Conference /Buddy Room	Minor Form/ Parent Contact	Office Referral
Yelling at Others	Using a loud voice when a talking voice should be used.	Warning/ Time Out	Student Conference /Buddy Room	Minor Form/ Parent Contact	Office Referral
KAHFOOTY	Cutting in line, pushing, etc.	Warning/ Time Out	Student Conference /Buddy Room	Minor Form/ Parent Contact	Office Referral
Writing on clothes, self or school property	Using writing utensils to mark on clothes, self or school property.	Warning/ Time Out/ Remove writing if possible	Student Conference /Buddy Room	Minor Form /Parent Contact	Office Referral
MAJOR OFFENSES -SCHOOL BUS					
Disruptive Behavior on School Bus	Refusal to follow bus expectations.	Parent Contact/ Warning	3 days bus privileges suspended	2 weeks bus privileges suspended	Suspension of bus privileges

Updated 08.25

MAJOR OFFENSES - INSTANT OFFICE REFERRAL

Offense	Definition	Step 1	Step 2	Step 3
Insubordination	Refusal to follow rules or directions	Parent Contact	Lunch Detention	I.S.S
Bullying	Seek to harm, coerce, or intimidate another person.	Parent Contact	Lunch Detention	I.S.S
Truancy	The action of staying home without a good reason (skipping school).	Parent Contact	Lunch Detention	I.S.S
Actions that Jeopardize the Safety of Others	Harassment, intimidate others, bullying, threatening behavior	Parent Contact	Lunch Detention	I.S.S
Indecent Exposure	Purposely showing private body parts to others.	Possible 10 days I.S.S.	O.S.S. 3 to 5 days	O.S.S. 10 days
Extortion	Threatening others to obtain something.	Parent Contact	Lunch Detention	I.S.S
Assault	Physically attacking another person	Minimum of 5 days O.S.S.	10 days of O.S.S.	Long Term O.S.S.
Harassment	Aggressive pressure, intimidation	Parent Contact	Lunch Detention	I.S.S
Cheating	Act dishonestly to gain an advantage on an assignment.	Minimum 1 to 2 days I.S.Ss.	10 days of I.S.S.	3 to 5 days of O.S.S
Destruction or Misuse of School Property	Using school property in a dangerous way. (Playground)	Parent Contact	Lunch Detention	I.S.S
Violation of Dress Code	Inappropriate clothing	Parent	1 day I.S.S.	3 to 5 days

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MAJOR OFFENSES - INSTANT OFFICE REFERRAL

		Contact/ Change Clothes		I.S.S.
Inappropriate Social Behavior including Social Media	Any online or electronic devices that threatens, harasses, or intimidates an individual or group of individuals that interferes with the order/discipline necessary for an effective school day.	Parent Contact	Lunch Detention	I.S.S
Inappropriate Display of Affection	Kissing, Hugging, Handholding, P.D.A.	Parent Contact	Lunch Detention	I.S.S.
Unwanted Touching of Another Person	Touching without permission	I.S.S. 10 days	O.S.S. 3 - 5 days	O.S.S. 10 days
Possession of Tobacco Products	Cigarettes, Chew, Vapes	I.S.S. 5 days	O.S.S. 1-2 days	O.S.S. 5 days
Possession of Alcohol	Alcohol Products	O.S.S. 10 days	O.S.S. Long Term	
Possession of Drugs or Substances Portrayed to be Drugs	Illegal Substances	O.S.S. Long Term		
Possession of a Weapon	Gun, Knife, Pocketknife	O.S.S. Long Term		
Arson	Setting fire to school property with intent to do damage.	O.S.S. Long Term		
Battery Against School Employee	Administration, Teachers, Paraprofessionals, Cafeteria, Bus, and Custodial Personal	O.S.S. Long Term		
Threats	Verbal, Written, Social Media, etc.	O.S.S 1-2 days	O.S.S. Long Term	

Updated 08.25

The administrator will also consider the number of referrals in determining consequences. Policies and consequences detailed in the 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 (bill or statement with in the past 2 months with name and address)
- Custody (Legal Documentation)

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. Payments can be made via personal checks or cash. Please contact the school admin office for any questions. Meal rates are as follows:

Breakfast:	Full Price:	\$ 2.00
	Reduced:	\$ 0.35
Lunch:	Full Price:	\$ 2.75
	Reduced:	\$ 0.45
Extra Milk:		\$ 0.55
Extra Juice:		\$ 0.40

Updated 08.25

The Swedeborg R III School District requires that parents prepay for all students' meals. This may be done weekly, biweekly, or monthly. Students may acquire a maximum of \$10.00 in meal charges and will be provided with an alternate meal if the \$10.00 limit is exceeded. Free and reduced meal applications are available year round.

Free and Reduced Applications

Free and reduced applications must be filled out each school year and are not retroactive, with reductions starting the date of the approval. (Parents will be required to pay any accrued charges prior to approval.) If income status changes during the school year, applications may be modified. All information provided on these forms is kept confidential. Please Contact the Food Services Department or school office for more information at 573-736-2735.

Free and Appropriate Public Education (FAPE)

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	

The Swedeborg School District 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 School Superintendent. 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.

The Swedeborg School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri'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.

Updated 08.25

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 the school district if you wish to review the requirements provided in FERPA.

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.

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 and 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.

Updated 08.25

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 on Fridays.**
- 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. **Please contact the school administration office for more information.**

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.

Updated 08.25

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

Beginning with the 2025-2026 school year, Missouri Senate Bill 68 requires all public schools to limit student use of Electronic Personal Communication Devices (EPCDs) such as phones, earbuds, smartwatches, and similar devices during the school day, from the first bell to dismissal.

At Swedeborg R-III, we support this change. Research shows that fewer distractions mean stronger learning, better focus, and improved student wellness.

Cell phones and electronics will be turned off from 7:30 am – 3:30 pm and kept in student's backpack/locker. Failure to comply may result in confiscation and parents will be asked to pick the phone up at the end of the day.

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 on Remind. The use of cell phones may result in confiscation of the phone.

Report Cards

At the end of each nine weeks a report card of student progress is sent to parents in Thursday folders. 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 as well throughout each quarter. Parent-teacher conferences are also scheduled when need arises.

Preschool, Kindergarten and First Grade do not give letter grades; student progress is indicated by mastery of grade-level objectives. Grades 2nd – 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

Updated 08.25

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.

Graduation with Honors

High Honors Awards: 3.9 GPA or higher; Honors Award: 3.5 – 3.89 GPA.

School, Parent and Family Engagement Policy

Swedeborg School agrees to develop jointly with, agreed on with, and distributed to parents of participating children a School, Parent and Family Engagement Policy by implementing the following requirements:

The school will jointly develop with parents, distribute to parents of participating children, a Parent and Family Engagement Policy that school and parents of participating students agree upon.

- The school will notify parents about the School, Parent and Family Engagement Policy in an understandable and uniform format, and to the extent possible, will distribute this policy to parents in a language the parents can understand.
- The school will make the School, Parent and Family Engagement Policy available to the local community.
- The school will periodically update the School, Parent and Family Engagement Policy to meet the changing needs of parents and the school.
- The school will adopt and update the school's Parent – Teacher – Student Contract as a component of the School, Parent and Family Engagement Policy.

Updated 08.25

Capacity for Involvement

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

The following as well as additional federal program information will be disseminated to parents for review through newsletters, informational meetings, school website, and Open House Checklist and enrollment packets:

- Parent and Family Engagement Policy
 - School – Teacher – Student Contract
 - Parent notices as they apply to Title 1
 - School wide Program Plan
 - Parent Notification of Teacher Qualifications
 - (ESSA) 2015 Complaint process
 - Parent Notification of student for student reading plan
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 1 school
 - Selection criteria for Title 1 (AIMS web, MAP testing, 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 1 plan not being satisfactory to parents of participating students.

Updated 08.25

Shared responsibilities for high student academic achievement

1. Swedeborg will build the school's 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
 - h. Remind
2. Swedeborg School will incorporate the School – Teacher – Parent Contract as a component of its Parent and Family Engagement Policy and will be disseminated during Open House and First Day packets at the beginning of the school year every year.
3. 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 possible, 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 to 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.

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.

Updated 08.25

3. If the student and/or parents are not satisfied with the 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.
Muscle shirts have no sleeves and extended arm holes that reveal skin from the armpit to the waist. Students should be able to stand straight, arms by their side, and not have their fingertips reach past their shorts. All undergarments must be covered by outer clothing.
- 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 and skirts must be a reasonable length so as not to be a distraction. **Students should be able to stand straight, arms by their side, and not have their fingertips reach past the bottom of the dress or skirt.**
- Clothes with excessive holes will not be allowed. **Jeans with holes: holes must be below their fingertip reach. If they are above the required length, they must have a cloth covering over the holes or leggings beneath the jeans.**
- 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 a 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 staff must assume responsibility for payment.

Updated 08.25

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, Chrome books, 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.

Updated 08.25

Volunteers

Volunteer opportunities at Swedeborg Elementary:

Tutoring
Listening to students read
Clerical activities

Guest speakers
Serving on committees

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

Virtual Learning

Eligible students may enroll in the Department of Elementary and Secondary Education (DESE) approved courses at the district's expense unless the district determines that it is not in the best educational interest of the student to take the course. A parent/guardian who disagrees with the district's decision may appeal to the School Board and then to DESE. The law does not require the district to pay for virtual courses above and beyond full-time enrollment in the district, and the district cannot collect state aid for a student beyond full-time attendance.

Students taking courses virtually are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyber bullying. The statute requires school districts and charter schools to have a policy that sets out the process for students to enroll in virtual courses.

ENROLLMENT IN VIRTUAL COURSES

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as a school counselor or district special education director, determines that there is good cause to refuse the student's enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course. Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the DESE.

Updated 08.25

ENROLLMENT ELIGIBILITY

In accordance with state law, the district will pay for the cost of student enrollment in virtual courses as long as:

1. The student has approval for enrollment in accordance with this policy, and
2. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course*, and
3. The enrollment is approved by the principal or designee.

*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester. The district is not obligated to provide students computers, equipment or internet access to take a MOCAP course unless otherwise required by law to accommodate a student with a disability.

Updated 08.25

Student Technology Usage Contract

Swedeborg R-III School District

2025-2026 School Year

Swedeborg School is committed to aiding students and staff in creating a 21st Century learning environment. To ensure students receive a quality education, 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 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 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 within this school district; failure to do so may result in a loss of the privilege to use technology in the classroom.
- ❖ 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: _____

Updated 08.25

Parent/Guardian Technology Agreement 2025-2026 School Year

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: _____

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

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

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Updated 08.25

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: _____

Updated 08.25

Swedeborg R-III School District 2025-2026 School Year Parent – Teacher – Student Contract

Dear Parent/Guardian:

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you, your child, and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

Schools Responsibility:

- The school staff will provide high quality curriculum and learning materials
- The school staff will provide you with assistance in understanding academic standards and assessments and how to monitor your child's progress.
- The school staff will provide opportunities for ongoing communication between you and teachers through, at a minimum:
 - ❖ Annual parent-teacher conferences
 - ❖ Frequent reports regarding your child's progress and
 - ❖ Opportunities to talk with staff, volunteer in class and observe classroom activities.

Student's Responsibility:

- I as a student will come to school ready to learn, work hard and attend school every day possible.
- I as a student will bring necessary materials, completed assignments, and homework.
- I as a student will Know and follow school and class rules.
- I as a student will respect the school, the staff, classmates, myself and families.
- I as a student will give all notes, Thursday folders and information from school to my parents.
- I as a student will communicate regularly with my parents and teachers about school experiences so they can help me to be successful.
- I as a student will read or ask my parents to read to me 20 minutes each day.

Parents Responsibility:

- I as a parent will make sure my child(s) are in school every day possible.
- I as a parent will encourage my child(s) to show positive school behavior.
- I as a parent will review my child(s) homework.
- I as a parent will monitor television watching, video gaming and social media activities and encourage positive use of your child's extracurricular time.
- Volunteer in your child's school and classroom if time or schedule permits.
- I as a parent will attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.
- I as a parent will utilize school tutoring when available for academic assistance.

Please Continue on Next Page

Updated 08.25

Please review this School – Parent Contract with your child. This contract may be discussed with you during parent – teacher conferences as it relates to your child’s school progress. Thank you for your support and involvement in your child’s education.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

Updated 08.25