

North Central Regional School

Student/Parent
Handbook
2016-2017

MISSION STATEMENT

North Central Regional School will provide each student a quality education in a caring and accepting environment. Graduates will be self-sufficient, positively contributing members of society with clear plans for their future and the practical abilities to fulfill their goals.



MOBERLY SCHOOL DISTRICT



2016-2017 Calendar

- DATES TO REMEMBER -

August 1-4: Kindergarten Jumpstart
 August 9 & 10: New Teacher Work Days
 August 11-17: Teacher Work Days
 August 18: First Day of School - Full Day
 September 5: No School - Labor Day
 September 16: Mid-Quarter
 September 23: Early Dismissal for Homecoming Parade
 October 17: No School For Students- Teacher Professional Development Day
 October 21: End of First Quarter
 October 25: Parent/Teacher Conferences
 October 27: Early Out - Parent/Teacher Conferences
 October 28: No School
 November 11: Mid-Quarter (Progress reports sent home Nov. 22)
 November 23-25: Thanksgiving Vacation
 December 21: Early Out - End of First Semester
 Dec. 22-Jan 3: Christmas Vacation
 January 16: No School - Martin Luther King, Jr. Birthday
 January 25: Early Out - Professional Development Day
 February 3: Mid-Quarter (Progress reports sent home Feb. 10)
 February 20: No School - President's Day
 March 1: Early Out - Professional Development Day
 March 8: End of Third Quarter
 March 14: Parent/Teacher Conferences
 March 16: Early Out - Parent/Teacher Conferences
 March 17 & 20: No School
 April 12: Mid-Quarter
 April 14 & 17: No School - Easter Break
 May 14: Commencement, 2:00 pm
 May 19: NCRS Commencement, 7:00 pm
 May 19: Early Out - Last Day of School - End of Fourth Quarter

LATE START MONDAYS - ARRIVAL SCHEDULE

Moberly High School - 8:30 North & South Park - 9:45
 Moberly Middle School - 8:40 Gratz Brown Elementary - 9:35

EARLY OUT - DISMISSAL SCHEDULE

Moberly High School - 12:00 North & South Park - 1:00
 Moberly Middle School - 12:10 Gratz Brown Elementary - 12:50

- LEGEND -

- 00 First & Last Day of School
- 00 Late Start Mondays*
- 00 Teacher Contract Days
- End of Quarter
- No School/Vacation
- Early-Out Days

*Each Monday that school is in session is a late-start day

Moberly Board of Education reserves the right to revise the school calendar when necessary to accommodate for unforeseen circumstances.

AUGUST						
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August 2016

Dear Parents and Students,

The faculty and staff welcome you to North Central Regional School and the 2016-2017 school year. We hope that you will find our alternative program challenging and rewarding. Your success will depend on regular attendance, self-discipline, and a desire to succeed. We want to assist you in your journey to becoming life-long learners and productive members of society. This will take a great deal of effort on the part of educators, community members, employers, parents, and students.

This handbook is provided to help you become aware of your responsibilities and privileges as a student at North Central Regional School. Please read the handbook and be aware of the contents of it. If students or parents have any questions or concerns regarding the contents of the handbook, please contact any of the staff members at North Central Regional School (NCRS).

I hope you have a productive and enjoyable year at NCRS. We think you will find this “alternative choice” for high school a good one. We are all looking forward to working with you and helping you to meet your goals as a group of “at-promise” students.

Sincerely,

A handwritten signature in black ink that reads "Debbie Young". The signature is written in a cursive, flowing style.

Debbie Young
North Central Regional School Director

Address: 200 Porter, Moberly, MO 65270

Phone: (660) 269-8800 or 269-2650

Office Hours: 7:15 a.m. – 3:30 p.m.

e-mail: debbieyoung@moberlyspartans.org

FAX: (660) 269-8576

District Website: www.moberly.k12.mo.us

Visit the East Park Webpage to view more information about our staff and the courses they teach.

Parents have 10 (ten) school days after the school year begins to notify the school in writing if they choose not to have their child published in print or picture. If there is written notification, the school may not publish without prior consent.



DISTRICT VALUES

The Moberly School District is committed to a value of exemplary education. The learning environment that we must foster will stimulate intellectual curiosity, teach children how to learn, and enable them to become productive and effective citizens. The District values are expressed as **collective commitments** the Moberly School District will achieve and maintain.

As a vested member of the Moberly School District I will

- Ensure enthusiastic learning environments are created that include both students and staff.
- Provide different instructional methods that address individual learning styles based on needs.
- Provide and maintain a positive, safe, orderly and supportive school environment.
- Build and maintain relationships with students and staff during school and outside the school setting.
- Set high expectations for the achievement of all students while working to meet the individual needs.
- Strive to grow professionally through ongoing staff development.
- Work collaboratively to make decisions in the best interest of students.
- Celebrate achievements, dedication and accomplishments.
- Create a climate focused on student success measured by performance and facilitated by effective instruction.
- Develop a school culture to facilitate and nurture staff collaboration and participate in decision-making.
- Establish credibility by modeling behavior consistent with the vision and values of their school.
- Teach lifelong learning and problem-solving skills.
- Use community resources for the development of "real world" learning and application of knowledge.
- Ensure successful academic student performance in and out of school.
- Conduct regular curriculum reviews that include all stakeholders.
- Ensure a continuous review of best instructional practices and implementation in our schools.

Mission Statement

To ensure all students have a quality education and sense of direction.

Vision Statement

The Spartan Way is Excellence for All.

North Central Regional School is operated by the Moberly School District for the North Central Regional School Consortium. Consortium members include: Bevier, Brunswick R-II, Harrisburg R-VIII, Higbee R-VIII, Keytesville R-III, Macon Co. R-I, Madison C-3, Moberly, Northeast Randolph County R-IV(Cairo), Paris R-II, Salisbury R-IV, Sturgeon R-V, and Westran R-I school districts.

Moberly School District Central Office Administration

Moberly Superintendent of Schools: Dr. Matt Miller

Moberly Asst. Supt. of Personnel/Special Programs: Mr. Dustin Fanning

Moberly Asst. Supt. of Curriculum/Instruction: Mrs. Parisa Stoddard

Director of Special Services: Mrs. Allison Archibeque

Moberly Board of Education

Mrs. Mary Lee Noel, Mrs. Lisa Vanderburg, Mr. Dan Wilcox,
Mr. Bobby Riley, Mrs. Amy Hager and Mr. Matt Crist

Positive Behavior Support District Purpose Statement

Moberly Public Schools will unify by establishing a common language of positive behavior expectations to create the optimal learning environment for all students and staff.

The school handbook is subject to change during the school year as policies and statutes are updated. The online handbooks will be updated with the Board approved changes.

North Central Regional Schools Staff

Debbie Young - Director/School Counselor

Charlotte Guffey - Program Aide

Vance Downing - MO Options Teacher

Linda Lute - Teacher

Jared Van Cleve - Teacher

Bridgett Hunt - Teacher

Melissa Colley - Secretary

Peggy McGee - OSAAEP Program Supervisor

Amy Turner - Teacher

Tommy Powell - Teacher

TBA - Secondary Resource Coordinator

Program Description

Entrance

Students may enter NCRS at any point during the school year, if approved by their home district.

Students may request entrance from their “home” school.

1. A student-parent interview with the NCRS director is required.
2. Students must have their entrance cleared through their high school administration.
3. Students must be living in an approved consortium district.

Residency

Proof of residency/address will be required at the time of enrollment and at the beginning of each school year. Proof of access in the form of a recently dated utility bill, a newly signed lease agreement, signed purchase agreement/closing statement, or a current Driver’s License are the only documents that are acceptable.

Credits

Credit is granted for schoolwork successfully completed at an 80% level for objectives outlined in the classroom curriculum. Students will be given a certificate of completion for credits completed. The credit will be posted on the “working copy” of the student’s transcript. A transcript label, with all the credits earned for the school year will be applied, at the end of the year, to the “working copy” and official student transcript maintained at the “sending school”.

According to the Department of Elementary and Secondary Education, “School districts may award high school credit to students upon documentation of mastery of the competencies for a particular course.” (Graduation Requirements for Students in Missouri’s Public Schools). North Central Regional School grants performance-based credit according to the following criteria:

- a.) The teacher, based upon the course objectives achieved by the student, will determine credit when sufficient work has been completed to master curriculum objectives. All coursework must be completed at an 80% level. Credit letters will indicate if the goals and objectives completed are adequate for one-half or one credit, depending on the classroom curriculum outline. Credit will be granted at the time of course completion. Mid-term, quarter, and semester reports will indicate progress toward completion of classes.
- b.) All work must be completed to the teacher’s satisfaction.
- c.) Students must be in attendance a minimum of 80% of class days while enrolled each year. If a student’s attendance level is not at 80% at the time coursework is completed, credit will not be granted until the attendance reaches that level. Excused absences will be considered in determining attendance levels. In order to regain the minimum attendance level and receive credit for completed courses, students may make up missed time.

Grades

1. Students will work on coursework until they have completed the material at an A or B grade level. (80% or above)
2. Students can be graded on a credit/no credit basis (grade of P for pass) with permission of the director.

Report of Student Progress

A grade card will be issued to each student after the end of each nine-week grading period. The grade reports will show the percentage of progress made in each course the student is assigned to and the grade percentage at that point.

Progress reports will be sent to parents/guardians midway through each quarter. The same format will be used as that used with the quarter grade reports. The school encourages parents/guardians to make appointments with teachers whenever they have questions about their student’s progress.

Parent – Teacher Conferences are scheduled after the first and third quarters. We encourage you to attend these conferences and discuss your student’s progress with his/her teachers. Parents are also encouraged to call to set up a meeting with staff members to discuss their son or daughter’s progress throughout the year.

Class Schedules

Our school day is divided into two, three-hour and fifteen minute blocks:

A.M. 8:00 a.m.–11:15 a.m. and **P.M.** 11:35 a.m.–2:50 p.m.

Early release days will be at 12:00 p.m. for NCRS.

Half day academic work/Half day technical training or work training OR Full day academic work.

Supervision of students will be provided before school from 7:15 a.m. until the start of classes and after school until 3:00 p.m. Please do not drop off your students before 7:15 a.m., due to the fact that they will not have supervision. Please make sure your son/daughter has a ride after school. In the event you will be late picking your child up, please contact the office.

Lunch will be provided at the school and snacks are available for purchase. Students should notify staff before 9:00 a.m. if they plan to eat school lunch.

Program Completion Leading to a High School Diploma

Students are required to complete 24 credits and pass the U.S. and Missouri Constitution tests in order to earn a diploma from North Central Regional School. Students must earn grades over at least an eight semester period unless a request is made to waive a portion of the eight semesters of attendance requirement. A semester of attendance is defined as receiving grades for that semester. Students who have completed all requirements of an approved program may be dismissed from further requirements of school attendance. According to the Department of Elementary and Secondary Education, “Local boards of education may, by policy, permit students who have met all state and local graduation requirements to exit high school earlier than the usual eight semesters.” (Graduation Requirements for Students in Missouri’s Public Schools) According to Moberly School District policy, no more than two semesters may be waived. North Central Regional School Consortium program guidelines state that students will not be allowed to go through NCRS graduation ceremonies until their designated graduation year. A student completing all graduation requirements in three years (six semesters) would be required to wait until the following year to receive their diploma. Students must also pass proficiency exams concerning American

History, American Institutions, and the Missouri and United States Constitutions. Students must complete a course of instruction of at least one (1) semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the United States government and the electoral process. Course requirements are indicated below. Students must successfully complete the following courses:

Language Arts	4 credits
Social Studies	3 credits
Math	3 credits
Science	3 credits
Fine Arts	1 credit
Practical Arts	1 credit
Physical Education	1 credit
Health	0.5 credit
Personal Finance	0.5 credit
Electives	7 credits

Students may complete a primarily academic program or vocational program when deciding which electives to choose. Students may choose from the following courses offered at North Central Regional School to complete the required credits for graduation:

Language Arts

Comm. Arts Reading I	1 credit
Comm. Arts Reading II	1 credit
Comm. Arts Reading III	1 credit
Language Arts I	1 credit
Language Arts II	1 credit
Language Arts III	1 credit
Issues in Contemporary Literature	1 credit
American Literature	1 credit
Lang. Arts IV - Creative Writing	0.5 credit
Lang. Arts IV - Technical/Everyday Writing	0.5 credit
English Literature	1 credit
African-American Literature	0.5 credit
Language Arts III Essentials	0.5 credit
Mythology	0.5 credit
Analysis of Literature through Film	0.5 credit
Multicultural Literature	0.5 credit

Social Studies

American History (required)	1 credit
American Studies (required)	0.5 credit
World History (required)	1 credit
Government (required)	0.5 credit
Geography	0.5 credit
Contemporary Issues	0.5 credit
Economics	1 credit
Psychology	0.5 credit
Sociology	0.5 credit
Cold War	0.5 credit

Math

Pre-Algebra	1 credit
Algebra	1 credit
Algebra A	1 credit
Algebra B	1 credit
Geometry	1 credit
Intermediate Algebra	1 credit
Algebra II	1 credit
Real World Math	0.5 credit (Elective)

Science

Earth/Space Science	1 credit
Biology I	1 credit
Biology II	1 credit
Chemistry	1 credit
Physical Science	1 credit
Applied Environmental Science	1 credit
Anatomy	1 credit

Fine Arts

Art	1 credit
Introduction to Guitar	0.5 credit

Physical Education (required)..... 1 credit

Personal Finance (required)..... 0.5 credit
(10th grade or above)

Health (required)..... 0.5 credit

Practical Arts

On Your Own	1 credit
Job Readiness	1 credit
Job Readiness II	1 credit
Employment (work credit)	0.5 - 6 credits
Vocational Courses	0.5 + credits

Foreign Language

Spanish 1	1 credit
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Electives are chosen from courses beyond requirements and should relate to areas of student interest in career planning.

Graduations Requirements

The Board of Education for the Moberly School District No. 81 establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation. **Policy IKF**

Requirements

A student must meet the following requirements in order to graduate from the Moberly School District No. 81, unless the stated exceptions apply. The student must:

1. Complete a total of 24 credits starting with the class of 2010, including credits required by the State Board of Education.
2. Pass proficiency exams concerning American History, American Institutions, and the Missouri and U. S. Constitutions.
3. Successfully complete a course of instruction of at least one (1) year in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U. S. government and the electoral process.
4. Attend a minimum of one (1) semester in the Moberly School District No. 81 during the final year of study prior to graduation.

Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on

- the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.
3. The district will waive the requirement to pass proficiency exams concerning American History, American Institutions, and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve.
 4. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed. Refer to the building handbook to obtain the program of studies.
 5. Eligible students who successfully complete the Missouri Option Program (formerly the GED Option Program) will be awarded a North Central Regional School (NCRS) high school diploma.

Earning Credit

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Moberly School District No. 81 recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an “accredited school” is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state’s or country’s department of education, NCA, ISACS or the equivalent agencies.
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. This advanced-standing credit may be counted toward meeting all graduation requirements, including state minimum requirements. The appropriate units of credit should be recorded on students’ transcripts with the notation that those courses have been successfully completed prior to ninth grade and that the students began ninth grade with advanced standing.
4. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.

5. The district will award credit to students who can demonstrate mastery of competencies for a particular course by successfully completing a district-approved mastery assessment tool. Students demonstrating mastery of competencies for a high school course prior to entering ninth grade by successfully completing a district/state-approved mastery assessment tool may also earn high school credit that can be counted toward meeting all graduation requirements, including state minimum requirements.
6. Students may earn credit by other means as approved by the Board and in accordance with law.

Diplomas

Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law.

In some cases, students may complete eight (8) or more semesters of attendance, or attain the age of 21, without accumulating the credits required for graduation. In such cases, students may be granted a “Certificate of Completion” indicating successful fulfillment of an approved program of special education as defined in the student’s I.E.P.

Those students who do not complete credits required for graduation and do not complete an approved program as defined in the I.E.P. will not be eligible for either a diploma or a certificate. Unless a disability prohibits, students must comply with attendance policies to be eligible for either a diploma or a certificate.

A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Moberly School District No. 81 from another state at the beginning of or during his or her senior year who will not meet the graduation requirements of the district by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Moberly School District No. 81 and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Moberly School District No. 81 will use best efforts to allow the student to graduate by the end of the senior year.

End of Course of Exams (EOCs) are tests required by the Department of Elementary and Secondary Education for Missouri students upon completion of certain classes. Biology, Language Arts II, Government, and Algebra are required at this time, with other tests to be possibly required by the District. EOCs are part of the course requirements and will count as equal to a course exam grade in each of the classes. Credit will not be awarded until the EOC has been completed in these classes. Students are also required to take a College/Career Readiness test. This may be done with the ACT, ASVAB, or COMPASS tests.

Attendance

All students are expected to be in class daily. This is necessary if the student is to develop his/her full potential. Parent/School contact is required concerning each absence. North Central Regional Middle School is the school of attendance for all students when enrolled in the program. The school calendar for Moberly School District is to be followed for all students while enrolled at North Central Regional School. If transportation is not provided by

the home district for students, then the parents are expected to make arrangements to make sure their student is in attendance.

Reporting absences: Parents are expected to phone the school the morning of the absence. Parents may provide a written excuse upon the day of the student's return when phoning is impossible. The school will contact the parent at work or at home reporting the student's absence, whenever possible, if the parent does not call the school. If no contact is made, the student's absence will be considered unexcused. If there are circumstances, such as an accident, serious illness, or death in the family, we will need official documentation to consider those days to be excused. Excused absences do not count against the 80% attendance requirement.

Mandatory attendance: State law requires all students who are not at least 17 years-old or have not completed 16 credits towards high school graduation to attend school. The school is required to report such students not attending school to law authorities. Students who have an average attendance rate below 70% will be reported to the juvenile authorities.

Legal note: Moberly School District considers the building administrator of each school as the attendance officer and legal agent of that school in charge of attendance.

Credit Attendance: A student is required to be in attendance at least 80% of the days school is in session to receive credit for a class. If a student does not have 80% average daily attendance at the point class is completed, their credit letter will be held until the attendance is at an 80% level. Students are to make arrangements to make-up time until their attendance level reaches 80%. Excused absences will be considered in this attendance level. Students may bring in doctors notes, court papers, etc. to excuse absences in order to receive credit for their classes. Appeals may be made to the Director, the Assistant Superintendent, Superintendent, then Board of Education if a student believes their documentation has not been considered fairly.

Leaving school: No student will be allowed to leave without parental/guardian or administration permission. Any student leaving the building, with permission, during school hours is expected to sign out before leaving. If a student leaves school without permission a disciplinary referral will be written. Students who are under 18 years old must have parent permission to leave. Students who are 18 or living on their own must have administrative permission to leave.

Late policy: It is important that students are punctual to school in order that class continuity is not disrupted. Students are late if they are not at school at starting time. Students will not be allowed to take a regular break during any session for which he/she is more than 10 minutes late. If a student has a "Free Break" coupon, they may use it if they are no more than 10 minutes late.

Excessive Absences/Lates: Any student who misses 10 days of school in a quarter will be at risk of being dropped from the alternative program. In the event that the student is dropped, he/she may re-enroll at North Central Regional School for the following quarter, as long as there is an opening in the school. They may be placed on a waiting list if there is no opening. The 10 days of absence is a total. If a student misses 20 half days or a total of 60 hours of school in one quarter, he/she may be dropped from the program. Please remember that half of the program for many students is work or volunteer work. If a student quits or loses their

job or is not attending their volunteer assignment, the time missed is counted against their attendance because it is part of the "school day". Students enrolled in vocational programs are required to attend. Absences at Moberly Area Technical Center will count against their absences at North Central Regional School. If there are circumstances, such as an accident, serious illness, or death in the family, we will need official documentation to consider those days to be excused and not to be counted against the 10 days. Official documentation is a note signed by a doctor, RN, funeral brochure, etc. Notes from parents are not excused absences, only verified. All decisions to waive days due to extenuating circumstances will be made by the director. Warning letters will be sent to remind parents and students of this requirement.

Emergency School Closing: When it is necessary to close school early or not have school at all because of snow or ice storms, roads are checked very early in the morning and if the buses are unable to run, school will be closed. This information will be disseminated via the local radio stations, hopefully before 6 a.m. and continually thereafter until the regular start time of school. If a storm develops after school is in session and it becomes necessary to send the students home early, local radio stations are asked to make the announcement. Our staff will attempt to contact parents/ guardians to let them know that we are dismissing early. If a student does not ride the bus, we will contact someone on the emergency list to obtain transportation for students. Sending schools will be notified of early dismissals by our staff so they can arrange for transportation for their students. We also encourage you to sign up for Spartan Alerts, a text messaging service, by clicking on the link found on the District website at www.moberly.k12.mo.us.

Breaks

Students will have one ten-minute break per session. This break will be lost if the student is more than 10 minutes late to the session. Students attending Moberly Area Technical Center in the morning must stay in the school building once they enter it. Students are not to take food, beverages, candy, etc. into the classroom. Beverages are to be purchased during breaks or lunchtime only. Students may not enter an unauthorized area of the school building at any time without being escorted by a staff member.

Drill Procedures

Fire drills will be held nine times (monthly) throughout the school year. Each classroom will have the fire exit posted. Students will follow teacher instructions, move quickly and when outside, move clear of the area around the building. Turning in a false alarm is a very serious matter that disrupts the educational process and endangers students and firemen. The school will take disciplinary action and guilty persons will be turned over to the Fire Marshall for further action. When tornado warnings are given, students will move to the basement area with staff. It is essential that our students maintain a mature, helpful demeanor during these drills. During earthquake drills, students will be instructed to take cover in designated areas, under desks and other safe areas. Each teacher will go over the tornado and earthquake drill instructions with the classes at the beginning of the year and post the same instructions near the classroom exit. Earthquake, tornado, intruder and bomb threat drills will be held once a semester.

Crisis Situations: Should an emergency situation occur in our building, our staff will contact someone on your child's emergency contact list as soon as possible. We will not be able to begin making contact until we are cleared by our supervisors that the emergency situation is under control. Our staff will work calmly and diligently to ensure the safety of all students and staff. Please do not attempt to contact the school directly if you hear of an emergency situation in our building. It is important that professional emergency personnel are allowed to perform their duties without interference. Again, we will contact you as soon as we are cleared to do so.

Food and Drinks Brought To School

Students are not to bring cups with lids or bottles that have been opened. If these items are brought in to the building, they will be disposed of immediately upon arrival at school. Only sealed bottles or cans may be brought with sack lunches for breakfast or lunch time. Water/sport bottles may be brought to school empty. If any fluid is in them when they are brought to school, they will be emptied and may be filled at school for use in the classroom. No water bottles are to be used near the computers. **NO ENERGY DRINKS ARE TO BE CONSUMED AT SCHOOL.** All food that is brought to school for breakfast or lunch is to be consumed in the lunch areas during the designated breakfast/lunch times. Food and drinks may be purchased at school for consumption during breaks and at lunch.

Phones

Students are not to use the office phone for personal calls. The school secretary or aide may deliver messages and make emergency calls for the students, when necessary. Students are not to use cellular phones in the school without permission. Improper use will result in confiscation and they will only be returned to parents/guardians. Disciplinary referrals will be written for improper use/refusal to turn over to staff.

Safe Schools Laws

In accordance with Missouri House Bills 1301 and 1298, the "Safe Schools" legislation provides the following safeguards for the local school district. The act establishes the crime of "assault while on school property" if the person:

1. Knowingly causes physical injury to another person; or
2. With criminal negligence, causes physical injury to another person by means of deadly weapon; or
3. Recklessly engages in conduct which creates a grave risk or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle at the time of service to the district, or arose as part of a school district sponsored activity. Assault while on school property is a class D felony.

Additionally, school administrators are required to report acts of school violence to the proper authorities. When a pupil allegedly commits an assault or possesses controlled substances or weapons, the incident must immediately be reported to the police and the school superintendent. The school board is authorized to immediately remove, through suspension or expulsion, a pupil upon finding by a principal, superintendent, or the school board that such pupil poses a threat of harm to self or others, based upon the child's

prior conduct. No school board is permitted to readmit or enroll a pupil suspended or expelled for having committed certain felonies.

Under the regulations of the Safe Schools Act, student dismissal will be recommended to the Superintendent and/or Board of Education for, but not limited to, the following actions: First or second degree murder, kidnapping, first or second degree assault, forcible rape, forcible sodomy, burglary in the first or second degree, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, voluntary or involuntary manslaughter, felonious restraint, or possession of a weapon. If you have any questions regarding the compliance with the Safe Schools act legislation please contact the Superintendent of Schools, 926 KWIX Road, Moberly, MO 65270, and telephone (660) 269-2600.

Seclusion, Isolation, and Restraint in response to emergency or crisis situations: see Board Policy JGGA at <http://www.moberly.k12.mo.us> or call Central Office at 660-269-2600.

School Year Calendar

North Central Regional School will follow the Moberly Public School calendar. A copy of the current calendar is included in this handbook.

Student Dress

The North Central Regional School encourages all students to dress and groom in a manner that reflects good taste and style appropriate for regular school day attendance. Students are expected to dress in a fashion, which will not do the following:

- a.) Disrupt the educational process.
- b.) Constitute a health or safety hazard.
- c.) Promote the proliferation of gang related activity.
- d.) Violate civil law or district policy.

Recognizing that some students will abuse dress privileges, the following limitations will be enforced: Extreme brevity of attire will not be acceptable. Examples would be short shorts or skirts, form fitting clothes, bare midriff clothing, halter-tops, tank and tube tops (unless covered by appropriate outer garment), no off-shoulder tops, etc. Students are not to wear sleeveless shirts/tops at any time during the school day. Outer layer of pants must be worn at hip level or above. Staff members may require that a student hold their pants up with a cable tie if the pants are sagging. Students who refuse to wear their pants at an appropriate level will be sent home to change their clothes. (The definition to be used for "Short shorts": If the student allows their arm to hang at their side and their shorts stop above their middle finger, the shorts are too short. The student will be required to go home and change or wear more appropriate clothing that will be supplied to them.) Tennis shoes or soft-soled shoes must be worn for participation in physical education.

1. Sunglasses will not be worn within the school building unless for reasons approved by the director.
2. Forms of clothing that must not be worn in school:
 - a) advertisement of alcohol, drugs, and other types of controlled substances
 - b) inappropriately suggestive
 - c) demeaning to others
 - d) profane or obscene
 - e) specifically relate to gang-type activity
 - f) that have items attached that may pose a danger, such as sharp objects.

3. Coats will not be worn in class without the permission of the instructor and only when temperature variations warrant additional protection. Single layer jackets may be worn as part of regular garments, but no hoods are to be worn at any time. No hooded sweatshirts/jackets are to be worn in the classroom without teacher permission.
4. Students may not wear caps, stocking caps, hats, visors, hoods, or bandanas. Bandanas are not to be displayed on students' heads, necks, or from their pockets, etc. Hooded shirts may be worn as long as the hood is not pulled up onto the student's head. No pajama pants are to be worn at school.

Any time a teacher or student observes a student who is dressed in such a way that the educational process is being disrupted, the student will be referred to the building Director, who will make the final determination as the appropriateness of the student's dress. A student may be asked to turn an inappropriate shirt inside out or cover brief attire. If the student continues to wear inappropriate clothing, a referral will be written for not following directions.

Student Operated Vehicles

The school provides bus transportation to all students living a mile or more from school. Students who drive to school will park in the parking lot provided by the school, across the street, south of East Park. Students are not to park in the faculty/guest parking lot. A student who parks inappropriately will be warned and asked to move his/her car to a legal parking area. If warnings are ignored, cars parked in an unassigned area may be towed at the owner's expense. Examples of driving violations are: high speed, illegal parking, careless and imprudent driving, other. **The act of driving to school for students is considered to be a privilege.** Students are expected to operate vehicles safely and responsibly. Failure to do so may result in loss of driving/parking privileges on school property.

1st infraction = Warning

2nd infraction = 5 days removal of driving/parking privileges

3rd infraction = 2 weeks removal of driving/parking privileges

4th infraction = removal of driving/parking privileges for remainder of the year.

Students who are responsible for their own transportation to school will not be excused for arriving late to school. Parental contact will not be a guarantee that student tardiness will be excused. **At no time during the school day may a student leave the building to go to his or her car.** This is considered away from assigned area.

North Central Regional School Discipline Policy

Background and Purposes

It is the goal of North Central Regional School to teach the young people of our community those basic educational skills required in a rapidly changing world and those skills required of a citizen in a participatory democracy. It is the expectation of the school that each student exhibit behavior on a day to day basis that is harmonious and congruent with this goal. It will be the duty of each student to (1) study and learn under the direction of the staff and director; (2) behave in a way that promotes positive social interactions; (3) follow the rules set forth by the school, the Director, and the classroom teacher. It is the duty of the teacher

to maintain an orderly classroom environment and this regulation authorizes the teacher and school director to take steps as outlined to maintain an orderly school environment.

Searches: In order to ensure the safety of students and staff, North Central Regional School personnel will utilize a metal detector to determine that all students are entering and leaving the building without inappropriate items. Students will be required to empty their pockets, show contents of purses and backpacks, show their shoe/sock area, and have their coats/jackets checked by a staff member, at random times throughout the year.

Cellular phones are to be turned over to staff each day to be locked up, and be checked with the metal detector, when deemed necessary by the director for the safety of security of students, staff, and/or property. Purses and backpacks are to be secured in the closet of the break room or the file cabinet in the break room. These items are not to be taken into classrooms. Desks and areas where students leave personal objects are the property of the school district and may be searched. The school district will periodically use drug-sniffing dogs to assess the school environment. Student files on computers will also be checked to determine if the computer was used for something inappropriate, in violation of the technology agreement.

If the Moberly School District Administration has a reasonable suspicion to suspect that a student has contraband and/or an object that is deemed as a danger to self or others, the District has the responsibility to search the student's belongings and person. The search will be conducted in the presence of a witness and in a manner that does not draw undue attention to the situation. **Refer to BOE JFG**

North Central Regional School's discipline procedures will serve both to clarify expectations of students and define the deterrents and disciplinary actions to be applied when students do not meet those expectations. The aim of disciplinary actions is to change inappropriate behavior to acceptable behavior when self-discipline has failed within our school. Moberly School District Board Policy JGA states that staff may "use reasonable force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district."

The purpose of this policy is to:

1. Teach self-discipline.
2. Confront students with consequences of unacceptable behavior.
3. Enlist the aid of parents in correcting unacceptable behavior.
4. Preserve a positive and orderly educational climate in which students can learn.

This handbook is meant to be a guide. The Director may use discretion in assigning discipline.

Sleeping: We have had a persistent problem with some of our students sleeping at school. Many of them claim that they are not able to sleep at home, stay up late doing enjoyable things or they simply do not feel like staying awake. Students cannot be productive when they are sound asleep and unable to be roused. We will follow the procedure outlined below for students who sleep in school:

- Students will be given a verbal prompt every five minutes, for 15 minutes total, to sit up with their school materials on the desk/

table and without leaning their head on their hands, if they appear to be sleeping.

- After 15 minutes, the student will be instructed to go to the restroom or water fountain to splash water on their face.
- If this does not help, the student will be instructed to stand for five minutes.
- At the maximum of 30 minutes cumulative time of sleeping, the Director or Designees will determine if a parent needs to be called to decide if they want to pick the student up since we will assume he/she is ill if they are unable to respond to all these attempts to wake them. If the parent/guardian does not choose to pick the student up, the sleeping will be considered noncompliant behavior and disciplinary action will be taken.
- Students will not be allowed to drive home, if they are providing their own transportation, since we are assuming that they are ill when we send them home. This is a safety concern.
- The time out of school will count against their attendance unless there is a doctor's note brought to school indicating that an illness caused the sleeping.
- Students must have an 80% attendance rate in order to complete requirements for their credits, so this time can negatively impact their progress.

Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. **BOE Policy JG-R1**

Tier One Misconducts

(Classroom Behaviors That May/May Not Require Referral to the Office)

Procedures: Teachers will clearly communicate classroom guidelines to the students by displaying a list of appropriate parameters in the classroom. Teachers will conference with the student and inform them of the infraction and impending action. Every effort will be made to keep the student in class and direct contact with parents will be required a minimum of one time before referral to the office for classroom misbehaviors. The administration reserves the right to modify these consequences to best meet the needs of the students, the staff and the school.

Examples of misconduct (this list is not all inclusive):

1. Not respecting the property of school or others;
2. Using offensive language;
3. Disorderly conduct;
4. Talking without permission;
5. Not following directions of the teacher;
6. School ground disturbance (i.e., hallway, break room, parking lot).

Progression

Upon determination that disciplinary action should be taken, the teacher will choose the appropriate steps:

1. Loss of break/breaks.
2. Assign one hour of AAP (Alternative Academic Placement) for misconduct. No breaks are allowed until the AAP is served. Student must be working and alert for the time to count. Lunch will be eaten in the classroom until the AAP is served.
 - g) Conference with the student and recommend parent conference.
 - h) Record infraction and action taken.
3. Assign two hours of AAP for second classroom misconduct. No breaks are allowed until the AAP is served. Student must be working and alert for the time to count. Lunch will be eaten in the classroom until the AAP is served.
 - a) Conference with the student and recommend parent conference.
 - b) Record infraction and action taken.
4. Prior to action taken to the director, the teacher will make contact with the parent by phone, written correspondence, or parent conference in order to change behavior.
5. Refer situation to director to determine appropriateness of disciplinary action.
 - a) Conference with the student and recommend parent conference
 - b) Provide director with documentation of prior action taken.

**Education is not
the filling of a pail,
but the lighting of
a fire.**

-William Butler Yates

Tier Two Misconducts

(Behaviors Resulting in Office Referrals)

The range of disciplinary action has been established to provide some consistency in the consequences of the following infractions. **The administration reserves the right to modify these consequences to best meet the needs of the students, the staff and the school.**

REFERRALS TO THE OFFICE FIRST/SECOND/REPEATED

BEHAVIOR DESCRIPTIONS

1. Away from Assigned Area	3 hrs. AAP/6 hrs. AAP/9 hrs. AAP
2. Public Display of Affection	Warning/3 hrs. AAP/6 hrs. AAP
3. Disrespect/Defiance by word or action to staff/Refusal to cooperate with rules.....	3 hrs. AAP/6 hrs. AAP/9 hrs. AAP/2 OSS
4. Profanity toward or about staff.....	3 OSS/5 OSS/7 OSS
5. Profanity/Disrespect/Harassment toward or about staff via Social Media.....	5 OSS/10 OSS
6. Vandalism	Restitution and 9 hrs. AAP/3 OSS/5 OSS
7. Cussing/Swearing/Use of unacceptable language or gestures.....	3 hrs. AAP/6 hrs. AAP/9 hrs. AAP/2 OSS/3 OSS
8. School Disturbance – loud arguments, non-physical/verbal fights	9 hrs. AAP/2 OSS/3 OSS/5 OSS
9. Boisterous Conduct – shoving, pushing, chasing, play fighting.....	3 hrs. AAP/6 hrs. AAP/9 hrs. AAP/2 OSS
10. General Harassment.....	9 hrs. AAP/3 OSS/5 OSS
11. Racial Harassment	5 OSS/10 OSS/10 OSS+
12. Sexual Harassment.....	5 OSS/10 OSS/10+ OSS (Refer to section-Inappropriate Sexual Conduct/District policy AC-R)
13. Possession of Tobacco Products/Lighters/Matches/Fireworks.....	Confiscation & Warning/3 hrs. AAP/6 hrs. AAP/9 hrs. AAP/3 OSS
14. Theft (\$75.00 or less).....	9 hrs. AAP/3 OSS/5 OSS
15. Theft: Major (>\$75.00).....	5 OSS/10 OSS/10 OSS+
16. Extortion/Threats	3 OSS/5 OSS/10 OSS/10 OSS+
17. Fighting.....	5 OSS/10 OSS/10 OSS+
18. Filming fights and/or acts of violence	5 OSS/10 OSS
19. Instigating a fight.....	2 OSS/3 OSS/5 OSS
20. Aggression toward staff.....	5 OSS/10 OSS/10 OSS+
21. Inappropriate Sexual Conduct (other than sexual harassment)	5 OSS/10 OSS/10 OSS+
22. Under the influence of a controlled substance/alcohol.....	10 OSS/10 OSS/10 OSS+
23. Possession/Sale/Purchase/Distribution of illegal/controlled substances/paraphernalia/unauthorized prescription drug (or look alike item or item represented as such)	10 OSS+/10 OSS++/up to Expulsion
24. Possession/Sale/Purchase/Distribution of Alcohol.....	10 OSS/10 OSS+/10 OSS++
25. Assault	10 OSS/10 OSS+/10 OSS++
26. Arson.....	10 OSS/10 OSS+/10 OSS++
27. False Alarms	Restitution and 10 OSS/10 OSS+/10 OSS++
28. Possession/Use of Weapons/Explosives	10 days +/up to Expulsion
29. Bus/Transportation Misconduct.....	Possible loss of bus privileges – Refer to “Transportation Policy”
30. Electronic Device Violation.....	Loss of Privileges
31. Littering/Lunchroom Misconduct.....	Lunchroom Assignment/3 hrs. AAP/6 hrs. AAP
32. Gambling cards/Dice	Confiscation & Warning/3 hrs. AAP/6 hrs. AAP
33. Unauthorized Cell Phone Possession/Usage	Cell Phone to Office & Parent pick up/Parent pick up & 9 hrs. AAP
34. Refusal to turn over cell phone to staff.....	9 hrs. AAP/1 OSS/2 OSS
35. Technology misconduct.....	Possible loss of privileges – Refer to “Technology Usage” Section
36. Cheating/Dishonesty.....	0 for grade – alternate assignment/3 hrs. AAP
37. Leaving school without permission/following proper check-out procedures.....	1 OSS/2 OSS/3 OSS
38. Tobacco use on school property.....	2 OSS/3 OSS/5 OSS
39. Truancy	3 hrs. AAP/6 hrs. AAP/9 hrs. AAP
40. Failure to care for or return District Property	Restitution/Restitution + 9 hrs. AAP
41. Bullying/Cyberbullying/Hazing	3 OSS/5 OSS/10 OSS
42. Failure to meet conditions of suspension/expulsion/discipline	1 OSS/2 OSS/3 OSS

Note: AAP (Alternative Academic Placement) – While students are serving AAP, no breaks are allowed until the AAP is served.

Student must be working and alert for the time to count. Lunch will be eaten in the classroom until the AAP is completed.

Administrative Discretion: The building administrator may deviate from policy guidelines when warranted by extenuating circumstances. The administration reserves the right to contact law enforcement agencies and juvenile authorities in dealing with discipline situations. In some instances, due to the severity of a wrongful behavior, the administration may invoke a penalty or consequence at a level beyond the offense.

Seclusion, Isolation, and Restraint in response to emergency or crisis situations: see Board Policy JGGA at <http://www.moberly.k12.mo.us> or call Central Office at 660-269-2600.

Alternative Academic Placement (AAP): Students who do not demonstrate a change in behavior after other consequences have been tried, may be assigned to an area to work away from other students. They may be assigned from one to ten hours of seclusion for Category One offenses.

Conference: As a part of all disciplinary action taken by the school, a conference with a student will be held giving specific instructions as to the expectations of the student.

Information may be discussed concerning:

- a) School rule that the student violated
- b) Review of school rules that relate to the offense
- c) Strategies developed to assist the student in remedying his/her behavioral problem/infraction of the rule.

Students who have been sent out of a classroom for behavior problems are not to return to that room for the remainder of the day. Any student returning will be written up for refusing to follow directions/defiance to staff. Students sent from all classrooms in one day may receive a referral.

Students may be removed from attendance in a classroom for a period of time determined by the Director for not following directions, disrespect, etc. This will be at the discretion of the Director and dependent on the circumstances and severity of the behavior. Students may also be assigned to work in only a designated classroom, due to behavioral concerns, at the discretion of the director.

Expulsion: An expulsion means that the student is removed from school for an indefinite period of time until the student is reinstated by the local board of education. School boards have the authority to immediately remove a student upon a finding by school officials that the student poses a threat of harm as evidenced by prior conduct. Among other things, the board may base its determination on past disciplinary actions taken and the student's criminal or juvenile record. A school board may also suspend a student who has been charged with, convicted of, or pled guilty to a felony criminal violation in a court of general jurisdiction whether or not the violation occurred on or off school premises. In the above-mentioned situations, the board must afford the student a hearing before rendering the decision. State statute requires that a student who has been determined to bring a weapon to school shall be suspended for not less than one year, or expelled. **BOE Policy JED**

Loss of Privileges: Students may lose their break or other privileges as a consequence for violating rules outlined in the handbook or by the classroom teacher.

Parent Conference: The parent/guardian will be informed, in writing or by phone, of the specific behavioral difficulties their child is having in school. A face-to-face conference or phone call may be necessary to discuss strategies to be used in the home and school to remedy the problem.

Randolph County Off-Site Alternative Academic

Educational Placement (OSAAEP) Program: The purpose of this project is to develop a program for students who are removed from school. This program will allow them to continue to receive an education while developing strategies and practices for avoiding the behaviors that led to the removal. The students would be engaged in the following activities:

1. Complete all class work that has been assigned.

2. Receive and participate in specialized education dealing with the reasons why students were given OSAAEP.
3. Participate in community service work.
4. Participate in character education, when necessary.

The following rule is unique to the OSAAEP Program:

1. This program will be available to students in other county schools and NCRS students from "sending schools".

Regular Out-of-School Suspension: Persistent referrals for any one or a combination of Category One behaviors may result in out-of-school suspension. Suspensions for this category of misbehaviors may be for one to ten days, depending on the severity and/or persistence of the behavior. Students may not work on class work and regular OSS will count against students' attendance percentage. Students who are suspended may not be on school property and are not allowed to attend any school events or activities.

Suspensions of more than ten consecutive days may only be made by the superintendent of schools. All expulsions are recommended to the Board of Education for action. Time spent in regular OSS will delay students' progress toward completion of goals and credits.

Student Conduct Away From School: The school does have the authority to deal with students for acts that occur beyond direct school supervision, if those actions interfere with the school purposes, or threaten the safety and welfare of students and staff members. Off-campus misconduct that has a connection to the environment and/or to other students of the District will be dealt with through the school's discipline policy.

Due to the fact that off-campus activities/events are considered to be District events (e.g., basketball game in Columbia, soccer match against Centralia, etc.), school rules will be enforced at such events, including all student discipline code provisions. Moberly School District reserves the right to refer to law enforcement and to expel from such activities/events any person who fails to demonstrate appropriate behavior or conduct suitable for a school activity and/or who is disruptive to the activity or event.

**Education is the
most powerful
weapon which you
can use to change
the world.**

-Nelson Mandela

Positive Behavior Support (PBS) – North Central Regional School began the process during the 2008-2009 school year to incorporate Positive Behavior Support into the program. Various incentives will be given to students for good attendance, completion of academic work, and appropriate behavior. Our purpose in using PBS is to create a learning community in which a positive learning environment exists, by which the community members become better role models and citizens. The resulting outcome will be improved self-esteem, behavior, and family involvement. A matrix of expectations was developed and will be incorporated into the learning environment at NCRS. The NCRS PBS matrix of student expectations follows:

I am	All Settings	Classroom	Hallways	Break room / Cafeteria	Restroom	PE Areas	Assemblies / Emergency Drills	Buses	Parking Lot
R E S P O N S I B L E	<ul style="list-style-type: none"> Ask permission to leave any area. Talk only with permission. Behave as instructed. Leave contraband at home. 	<ul style="list-style-type: none"> Do own work. Take care of materials. Put items back where they belong. Complete work on a regular basis. 	<ul style="list-style-type: none"> Gain permission to be in the hallway. If necessary to talk, use inside voice. Return to classroom promptly. Dispose of trash properly. 	<ul style="list-style-type: none"> Clean up after self. Use correct containers for trash and recycled items. Follow rules. Listen and follow directions. 	<ul style="list-style-type: none"> Cleanup after self. Use correct containers. Conserve supplies. 	<ul style="list-style-type: none"> Be a good sportsman. Participate. 	<ul style="list-style-type: none"> Enter and be seated in an orderly manner. Remain quiet and attentive to the presentation. Ask questions only when allowed. Stay calm. 	<ul style="list-style-type: none"> Be seated quickly. Remain seated. Follow bus rules. Treat the bus property with care. 	<ul style="list-style-type: none"> Park without blocking entrance or others use of lot. Use designated entrance and exit. Follow school directions of behavior.
S A F E	<ul style="list-style-type: none"> Maintain personal space. Use good manners. 	<ul style="list-style-type: none"> Keep all feet of the chair & desk on the floor. Throw away trash. Ask permission to use materials and equipment. Use equipment as intended. 	<ul style="list-style-type: none"> Report spills. Always walk & keep hands at your sides. 	<ul style="list-style-type: none"> Use your own utensils. Throw away items found on the floor. Maintain four people at a table. Keep food and other objects where they belong. 	<ul style="list-style-type: none"> Throw away trash. Wash hands. 	<ul style="list-style-type: none"> Be aware of others' locations. Use equipment only as intended. 	<ul style="list-style-type: none"> Listen carefully and quietly for your name to be called. Respond clearly and politely. Stay on school grounds unless directed to go elsewhere. Help to keep others calm. 	<ul style="list-style-type: none"> Keep objects out of the aisles. Keep self and objects in bus. 	<ul style="list-style-type: none"> Watch for cars entering and leaving. Watch for pedestrians. Stay inside moving vehicles. Observe all traffic laws.
R E S P E C T F U L	<ul style="list-style-type: none"> Be courteous. Use polite language. Ask permission before touching the property of others. 	<ul style="list-style-type: none"> Use inside voice. Wait turn to ask question. Go directly to your destination. 	<ul style="list-style-type: none"> Smile and speak politely when spoken to. 	<ul style="list-style-type: none"> Use inside voice. Patiently wait your turn for lunch. 	<ul style="list-style-type: none"> Flush. Leave it as clean as found. 	<ul style="list-style-type: none"> Share and take turns. Use inside voice Remain calm. 	<ul style="list-style-type: none"> Stay in line when asked. Follow emergency personnel's directions promptly. Hold door for others. 	<ul style="list-style-type: none"> Be polite to driver. Listen to the driver's instructions. Speak in an inside voice. 	<ul style="list-style-type: none"> Use polite language. Use volumes that can't be heard outside of the vehicle.

Technology Usage

For a copy of the Technology Usage Policy see: www.moberly.k12.mo.us

Internet/Network Usage Agreement

The internet/network usage agreement provided for by the board policy EHB and EHB-R must be signed and on file prior to use of any school district computers.

The purpose of the district's internet access and other technological resources is to support and enhance learning and teaching by providing students and faculty with the tools necessary to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment they will enter in the work force and will ensure that teachers and other staff have access to the latest in research materials.

Because of the far-reaching implications of these resources, the Board realizes that parameters must be set to assure that activities, which are not appropriate to the learning environment, do not take place. Acceptable uses of the computer resources are activities resulting from specific tasks and assignments, which support learning and teaching, promote the district's goals and objectives and advance the mission of the district. Unacceptable uses are those which violate the rights to privacy of others; violate copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files or messages that are profane, obscene, or that use language that is offensive or degrading to others.

Computer Misconduct/Discipline

The school district is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. The administration may develop rules and regulations to help ensure that this information resource is used in accordance with acceptable guidelines. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate uses of technological resources and for assuring that students understand that if they misuse them, they will lose their access.

All users of the district's computer resources are responsible members of society. Computer use at school must be safe to promote opportunities to learn. Our goal with our discipline plan is to positively modify the negative behaviors of students.

For a complete copy of the district technology policy, refer to the Moberly Schools home page <http://www.moberly.k12.mo.us/>.

All potential computer violations are not covered in our plan, because of unforeseeable circumstances. Due to the severity, frequency, and/or special circumstances surrounding some offenses, each administrator may use professional discretion in working with students and parents to determine appropriate disciplinary action.

Students are only to be on computers designated for student use. This does not include computers designated for staff members and for respecting and adhering to local, state, federal, and international laws governing usage of the available technology.

Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

The Moberly School District is committed to preparing our students for the future and being productive in a technological world.

Offense	1 ST Referral	2 ND Referral	3 RD Referral
Signing in under another student's login	Computer restriction - 3 school days	3 hrs. AAP and Computer restriction - 5 school days	9 hrs. AAP and Computer restriction - 15 school days
Attempting to evade school filtering	3 hrs. AAP and Computer restriction - 30 school days	6 hrs. AAP and Computer restriction - 60 school days	9 hrs. AAP and Computer restriction - 90 school days
Instant Messaging, Blogging, chatting, and social media (not under teacher direction)	Computer restriction - 3 school days	3 hrs. AAP and Computer restriction - 5 school days	6 hrs. AAP and Computer restriction - 15 school days
Pornographic or Inappropriate Pictures	Isolation/ Computer restriction - 90 school days	3 OSS/ Computer restriction - 180 school days	5 OSS/ Permanent Computer restriction
Pornographic acts	5 OSS/ Computer restriction - 90 school days	10 OSS/ Computer restriction - 180 days	10 OSS + Referral to Supt. Permanent Computer restriction
Misuse of district-provided e-mail or login for threatening, cyber bullying, misrepresentation, or for monetary gain.	5 OSS/ Computer restriction - 90 school days	10 OSS/ Computer restriction - 180 days	10 OSS + Referral to Supt. Permanent Computer restriction
Hacking/Vandalism to computer or network/ system including but not limited to vandalism programs (i.e. worm, Trojan)	10 OSS/ Computer restriction - 180 school days	10 OSS + Referral to Supt. Computer restriction indefinitely	

Transportation Policy

Moberly Public School District contracts with First Student to provide transportation for the district.

Transportation will be the responsibility of the student. Moberly students may board a school bus at their home school for transportation to the alternative school. Moberly students residing more than a mile from NCRS (located at East Park, 200 Porter) will board a bus at their home and ride it to Moberly High School. A shuttle bus will take those students to NCRS. Sending schools are responsible for arranging for transportation with the parents/guardians of their students. These arrangements are between the sending school and the student's family. Moberly School District is not responsible for transportation arrangements for out of district students. All bus rules and regulations must be adhered to. Students are to sit quietly and refrain from horseplay or any loud activity that might distract the driver. The transportation department will assign consequences for inappropriate behavior.

Mission Statement

Our mission is to align the district with a company that we pledge will provide safe, timely, courteous and reliable transportation to the students of our community so that the students of Moberly Public Schools can achieve and earn a proper education.

Parent/Guardian Expectations

Parents/Guardians are an important part of the transportation team. Their knowledge and support of safe transportation procedures is integral to the success of the transportation operations.

Parents/Guardians are encouraged to:

1. Understand and support District rules and policies, regulations and principles of school bus safety.
2. Cooperate with school officials to promote safe and efficient student transportation.
3. Support efforts to improve school bus safety.
4. Communicate safety concerns to school administrators.
5. Assist their children in understanding safety rules and encouraging them to abide by the rules.
6. Support safe riding practices and reasonable discipline efforts.
7. Understand that students who ride school buses must obey all laws, rules and regulations governing student transportation. School bus riding privileges may be suspended or terminated, as indicated in this handbook, for failure to follow applicable student transportation laws, rules, and regulations.
8. Recognize their responsibilities for the actions of their children.
9. Be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories and other loose personal items, such as belts, musical devices, etc.
10. Be responsible for:
 - a) Care, supervision and behavior of their children prior to loading and after unloading from a school bus operated in regular route, special education, career education, or similar type service. Whenever possible, parents/guardians are encouraged to monitor bus stops.
 - b) Getting their children safely to designated school bus stop on time (no less than five (5) minutes and no more than ten (10) minutes before the scheduled pick up time) and having the children dressed in clothing appropriate for the weather season. The school bus will not wait for students not at the loading area when the bus arrives.
 - c) Getting their children safely from a designated school bus stop.
 - d) Helping the bus driver to teach their children proper procedures for safely crossing the roadway before loading and after leaving the bus.
 - e) Supporting emergency evacuation procedures as prescribed by state law, rules, and regulations and District rules and regulations.
11. Respect the rights and privileges of others.
12. Be knowledgeable about the traffic laws regarding when to stop for school buses. On a roadway that is three (3) lanes or less, both the oncoming traffic and traffic following the bus must stop when the overhead red lights are flashing and the stop arm is extended. On a roadway that is four (4) or more lanes, only the traffic following the bus must stop.
13. Parents/Guardians shall be responsible for malicious

destruction to the bus and the parents/guardians shall pay restitution for damages caused by student or students.

Student Expectations

Riding a school bus is a privilege and not a right. It is a privilege, which each rider can keep by maintaining appropriate behavior while waiting at the bus stop, loading, riding, and unloading. Proper conduct by the students contributes greatly to the safety of the student transportation program. With this in mind, the Superintendent or designee shall develop appropriate procedures for student bus conduct. The rules shall include, but not be limited to, the following:

1. The bus driver is in full charge of all persons riding on the bus and has the same status and authority as a teacher in so far as discipline is concerned. The bus driver will assign seats to students on the bus. This seating arrangement will be changed as needed. Students shall obey the directions of the bus driver promptly and courteously.
2. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent/guardian listing a valid reason to board or leave from another established stop. This request must also be approved by the school principal/designee. Students shall ride their assigned bus unless reassigned by the respective school principal/designee.
3. Students shall observe safe pedestrian practices while walking to and from the bus stop. Students shall arrive at their designated bus stop not less than five (5) minutes or more than ten (10) minutes before the bus is scheduled to arrive. Students shall wait in an orderly manner and shall respect private and public property while waiting at the bus stop.
4. After the bus has come to a complete stop, students shall enter the bus, go to their assigned seat, and remain seated until the bus stops to unload students.
5. If it is necessary for students to cross the road before boarding or after leaving the bus, the student must wait ten (10) feet in front of the bus until the "all clear" signal is given by the driver, then cross carefully.
6. Students shall talk quietly and avoid loud or distracting noises on the bus. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at railroad crossings.
7. Students shall not tamper with emergency doors or equipment.
8. Students must keep all parts of their body (hands, arms, feet, head, etc) inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus. Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school transportation personnel.
9. School District policies and procedures pertaining to drugs, alcohol, tobacco, controlled substances, unauthorized prescriptions, and weapons or "look alike" weapons are in effect at the bus stop and on the bus.
10. Other items not permitted on the bus are breakable containers, skateboards, scooters, roller blades, balls, cigarette lighters, matches, shop projects, or animals (except assistive animals), flammable or explosive substances (such as gasoline), or anything else that could jeopardize the safety of the persons involved, on any school bus. Any items carried on the bus must be small enough to be held on the lap of the student.

11. Horseplay will not be tolerated on the bus. Horseplay is defined as throwing objects, shoving, pushing, chasing, loud yelling, play fighting, spitting, tripping, and obscene gestures.
12. There will be no eating or drinking on the bus except for bottled water. No gum or candy is allowed.
13. Students must cooperate with the driver to keep the bus clean. Excessive trash is a safety hazard for all riders.
14. Sexual misconduct, harassment, bullying, or threats to students, staff, or driver will not be tolerated.
15. At the end of the school day, students must board the bus at their home school. They cannot walk across campus and board at another building.
16. Once a student gets on a bus, the student is to remain on the bus until their assigned bus stop. Once a student gets off a bus, they will not be allowed back on the bus unless a serious safety issue arises.
17. Fighting and assault can not be tolerated anywhere within the educational setting, this includes the bus stop, while on the bus, and on school property. Fighting is defined as when both individuals are engaged in physical contact of hitting, slapping, punching, and/or kicking. Assault is defined as hitting, striking, and/or attempting to cause injury to another person.

Bus Misconduct/Discipline

Note: Loss of privileges is for the remainder of the school year.

Student Misconduct	1ST Offense	2ND Offense	3RD Offense
Possession of any illegal substance, controlled substance, drug (other than epi-pin, when approved in advance by the principal), drug, or alcohol (in any amount) and/or paraphernalia	Loss of Bus Privileges and school discipline		
Not is assigned seat, out windows, eating or drinking, talking loudly, yelling, distracting noises	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Harassment and bullying	5 days loss of bus privileges and school discipline	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Vulgar/cursing language at driver, threat to driver	Warning	10 days loss of bus privileges	Loss of bus privileges
Sexual contact	Loss of bus privileges and school discipline		
Weapons as defined in handbook	Loss of bus privileges and school discipline		

Student Misconduct	1ST Offense	2ND Offense	3RD Offense
Vulgar/cursing language at driver, threat to driver	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline	
Tobacco possession	5 days loss of bus privileges	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Fighting, tobacco use, and violent physical contact	Loss of bus privileges and school discipline		
Throwing an object(s) out of a bus window	Loss of bus privileges		
Vandalism	Loss of bus privileges until restitution made for repairs/ replacement and school discipline	+5 days loss of bus privileges and school discipline	+10 days loss of bus privileges and school discipline
Horseplay, disrupting conduct	1 day loss of bus privileges	3 days loss of bus privileges	5 days loss of bus privileges

District

Admission of Nonresident Students

Except as otherwise required by law, this district does not accept nonresident students unless they reside in a K-8 district and have selected Moberly School District No. 81 as their high school attendance center. This only applies when the student is eligible to attend high school. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the Moberly School District No. 81, as defined in Board policies and the law.

Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and in accordance with procedures set forth by the superintendent or designee. The Board of Education reserves the right to limit the number of foreign exchange students enrolled in a given year.

Distribution of Non-curricular Literature/Printed Materials by Students

All students should notify and have the building administrator's permission before handing out any non-curricular literature or printed material.

Due Process

Students have a right under Missouri law to attend school. If that right is to be taken away, the school district must follow certain procedures designed to insure fairness in that decision. If the

suspension is ten days or less, the student will be given an oral or written notice of the charges. If the student denies the charges, he/she will be given an oral or written explanation of the facts that form the basis of the proposed suspension; and be given an opportunity to present his/her version of the incident.

Federal Programs Parent/Guardian Notification No Child Left Behind (NCLB)

1. Districts/LEAs must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district/LEA must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district/LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district/LEA must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district/LEA must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

(From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Missouri Department of Elementary & Secondary Education NCLB Complaint Procedures

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other

members of the general public, provided by the LEA, free of charge, if requested, and

7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days.

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. **Record.** Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. **Notification of LEA.** Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. **Report by LEA.** Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. **Verification.** Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals - Appeal to the SEA

1. **Record.** Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. **Investigation.** The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary.

By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. **Hearing.** If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints against SEA

1. **Record.** The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. **Decision.** The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. **Appeal.** The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. **Second Appeal.** An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or at district activities held on district property except to attend meetings of a public governmental body. The superintendent may also make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. This section may not apply to a student entitled by law to be on school grounds for educational services if the student's presence is necessary to obtain those services. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy. **BOE Policy KK**

Notification of FERPA Rights & Designation of Directory Information

Our School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights include:

RIGHT TO INSPECT: Parents or eligible students have the right to inspect and review the student's "educational records," as that term is defined under FERPA and its implementing regulations, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURE: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information).

The District will disclose educational records to school officials who have a legitimate educational interest in the records. School officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

DESIGNATION OF DIRECTORY INFORMATION: The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA.

- Student's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members on athletic teams
- Degrees, honors, and awards received
- Grade level
- Dates of Attendance
- Photographs and other similar information

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. The person requesting information must submit a signed and dated request letter. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

RIGHT TO REQUEST AMENDMENT: Parents or eligible students have the right to request that the District correct any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

MILITARY RECRUITER ACCESS TO CERTAIN INFORMATION: The District must release student names and telephone numbers to military recruiters upon their request, unless a parent or eligible student notifies the District in writing that such information may be disclosed only with advance written consent. The District is required to permit military recruiters to have same access to students as is provided to post-secondary institutions and prospective employers. If a parent or eligible student desires to deny release of information to military recruiters, the high school administrator must be notified in writing each school year.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Food Service

Lunch may be ordered from the kitchen by letting North Central Regional School personnel know which meal a student wants and by paying for it in advance. Free and reduced meals are available for eligible students. Students may also order breakfast if staff is notified the preceding day so the kitchen can be informed of the order. Meals will be brought to the break room for students and staff. Paid lunches prices will be \$1.25.

Hazardous Waste and Asbestos Provisions

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Moberly School District No. 81 directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures. The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

Refer to BOE Policy EBAB

Hazing/Bullying

Hazing and bullying will be considered under harassment in the discipline policy.

Hazing is defined as any activity that would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purpose of initiation, affiliation, admission, membership, or maintenance of membership in any organized group.

Bullying is repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical violence, verbal taunts, name calling, put downs, threats, extortion or theft, and damaging property.

Health Services

Health Care

Health care is available to students at the North Central Regional School. The school nurse will be contacted when necessary. Designated staff at North Central Regional School will be trained to administer first aid. Specific policies related to Moberly School District's health program are included later in the handbook. The State Law of Missouri requires proof of immunization of all public school children. Proof of immunization must be provided by the parents/guardians upon their child's entry into the Moberly School System.

Immunizations

State Law requires all students meet the immunization standards established by the Missouri Department of Health in order to enroll in and attend school. (MO State Law Section 210.003 RSMO, 19CSR 20-28.040, 19 CSR 20-28.010, Sections 167.181 and 192.006.1.) Additional information about immunization schedules may be obtained by contacting the school nurse or local Public Health Department.

For school attendance at Moberly Public School District, required child immunizations are: diphtheria-tetanus-pertussis (DTaP), measles-mumps-rubella (MMR), polio (IPV), hepatitis B (HepB), varicella and tetanus-diphtheria-pertussis booster (Tdap)

School Age Children (K-12): Missouri State Law, Section 187.181, RSMo 19 CSR 20-28.010 Immunization Rule requires school age

children to be appropriately immunized or exempted in order to enroll in or attend school.

Preschool Students: Missouri State Law, Section 210.003 RSMo 19 CSR 20-28.040 Immunization Rule requires children to be appropriately immunized or exempted in order to enroll in or attend school.

Student Health Information

Health Services maintains student health records and forms. The Health History form is required health documentation to be completed annually for all students.

Medical history noted on the Health History form may require further documentation. Physician documentation (including an Emergency Action Plan) is required for all chronic or potentially life threatening medical diagnoses such as: Asthma, Life-threatening Allergies, Seizure, Diabetes, and others. Please be advised that without this necessary documentation we cannot ensure proper care for the health and safety of your child at school unless the forms are filled out properly and returned annually.

Student Health Screenings

Screening is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screenings for the following health conditions will be conducted on various grade levels as per Missouri Department of Health Guidelines: Vision, Hearing, Scoliosis, Growth (height, weight, body mass index) and dental. Screening will be performed through the Health Services Department. In addition, blood pressure screenings are sometimes conducted. Screenings will be performed during the current school year as time and resources permit. Parents/Guardians will receive a written notice for children whose results require follow-up with a physician. Those not receiving a notice should consider their child's screening results to be normal. Rescreening and follow-up is done after mass screenings have been completed and is coordinated with the overall school calendar as time and resources permit.

If a parent or guardian has questions or concerns regarding any health screenings at school, please contact the school nurse in writing by the last day in August of the said school year.

Health Room Guidelines

A Registered Nurse oversees health care for students at Moberly School District. Students who are injured or become ill at school will be sent to the health office for observation. Many common minor illnesses and injuries can be managed in the school setting. Parents/Guardians of students who require specific health plans or procedures must communicate and provide documentation to the school nurse or health aide prior to the student attending school.

Illnesses

Students experiencing an illness at school are to report to the school nurse. Most common health ailments can be managed in the school setting. Student's with a specific plan of care or treatment plan must submit a HealthCare Action Plan to the school nurse.

Parents/Guardians may bring over-the-counter medications for the nurse or health aide to store and dispense to treat common health complaints like headache, pain, stomach upset, cough and congestion.

If there is a concern of a communicable disease, the child may be verified home at the discretion of the nurse or health aide under the following circumstances:

- A temperature of 100 degrees or greater
- Other ongoing symptoms of illness or discomfort after consultation with the school nurse or health aide

To decrease the spread of communicable diseases, students may not attend school if they exhibit one or more of the following symptoms during the previous 24-hour period:

- A temperature of 100 degrees or greater (without medication given to reduce fever) who also exhibit symptoms of illness
- Other ongoing symptoms of illness after consultation with the school nurse or as deemed necessary by a physician or primary care provider

Student Allergy Prevention And Response

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen.

Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing and attendance. Further, healthy students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

Identification

Each school will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

Prevention

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any Section 504 plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing Section 504 plan or IHP/EAP will be disciplined, and such discipline may include termination.

Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in district instructional areas, nonventilated spaces or if otherwise determined by the administration. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but

the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Education and Training

All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices.

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, signs and symptoms of allergic reactions; information on avoiding allergens; and simple steps students can take to keep classmates safe.

Confidentiality

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will not be shared with students and others who do not have a legitimate educational interest in the information unless authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

Response

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's Section 504 plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy. **BOE POLICY JHCF**

Communicable Diseases

Moberly School District follows the Missouri Department of Health and Senior Services Communicable Disease guidelines. For

any questions, contact the school nurse or the local Public Health Department.

Injuries

All school related injuries are to be reported to the school nurse. Assessment and care of students with injuries will be coordinated or supervised by a Registered Nurse or designee.

If needed, the nurse or trained district personnel will provide appropriate first aid and emergency treatment and contact Emergency Medical Services (EMS) for any individual who is injured or becomes ill while on district property, on district transportation, or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the parent/guardian or individual requiring the care.

Medication

The administration of medication at school, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act, along with the Missouri Safe Schools Act. Moberly School District will only administer necessary medication that cannot be given on an alternate schedule. A Registered Nurse will review all medication requests presented for administration at school. The District retains the discretion to reject requests for administration of medication or to terminate existing administration of medication requests. The parent/guardian will be notified in writing when this occurs. Appeals will be reviewed by the Health Services Coordinator in collaboration with the Assistant Superintendent of Special Services and the school building principal.

Medication Procedures at School

Medication should be given at home whenever possible. Most medications prescribed for 3 times a day or less can be given before the child leaves for school, when the child gets home from school, and at bedtime. Please discuss any questions or concerns with your school nurse or health aide.

If ANY medication is needed during school or at school sponsored activities, the following procedures will apply:

- A Medication Form must be completed, signed, and returned to school with the medications by a parent or authorized adult.
- Students may not possess or self-administer medication while on Moberly School District grounds, transportation, or during activities unless they have obtained appropriate authorization by the school nurse, parent, and physician per the Missouri Safe Schools Act.
- All medication (including cough/throat lozenges) is kept in an assigned area at all times.
- The Registered Nurse, using her professional judgment and in consultation and authorization with the parent, may allow students that have demonstrated appropriate skills to carry their own inhalers, insulin, and epinephrine auto-injectors. A physician will need to provide a written treatment plan and authorization for students to carry such medication at school. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996.

Prescription Medications

- All medicine must be in the original and current prescription bottle. The pharmacist can provide an extra labeled prescription bottle for school doses.
- The prescription label must contain the child's name, name of the medicine, dosage, and directions.
- The first dose of any medication should be given at home.
- Any changes to a medication dosage must have an updated Medication Administration Form at School and the updated prescription label with the medication.
- Parents/Guardians will receive a medication refill schedule when medications are authorized for administration at school. It is the parents'/guardians' responsibility to maintain a supply of ordered medications at school.
- Should your child require controlled pain medication at school, the parent must meet with the Registered Nurse to develop an Individualized Health Plan in order to ensure a safe and appropriate plan of care.

Non-prescription/Over-the-Counter Medications [acetaminophen, ibuprofen, cold/cough medicine, cough/throat lozenges, etc]:

- Medication must be in the original container clearly labeled with the student's name and accompanied by the completed Medication Form.
- No medication will be given past the expiration date on the container.
- Medication will only be administered per label directions.
- Due to the risk of dangerous side effects from long-term use of medication, a physician's order may be required if the student needs to take more than 25 doses of any combination of non-prescription medication in a given school year.
- Medications and supplements not approved by the Federal Drug Administration (FDA) will not be given at school.
- Aspirin or medications containing aspirin will not be administered to children due to the risks of Reye's Syndrome.

Injectable/Inhaled Medications [for asthma, allergies, diabetes, life threatening allergies to bee stings, or certain food]

- If a medical condition exists requiring injectable or inhaled medication, whenever possible the student should self-administer the medication.
- To properly identify symptoms and treat your child during an emergency, an Emergency Action Plan must be on file at the school.
- A current prescription label and written care plan from the physician, along with written parent authorization, is required for the administration of all injectable medication or for a student to self-manage and administer medication for a life threatening chronic health condition.
- All inhalers must be labeled with a prescription label or the inhaler must be carried in the prescription box with the child's name legibly written on the inhaler.

Emergency Medications

- Each school building is equipped with an epinephrine auto-injector (Epi-Pen) and albuterol nebulizer medication. In the event of a suspected student anaphylactic reaction (a life threatening allergic reaction that may be triggered by a food allergy, insect bite, drug allergy or asthma attack), an Epi-Pen will be administered by the school nurse or trained school personnel and 911 will be notified. Epinephrine is

available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication is not readily available. In the event of a suspected student asthma related breathing emergency, albuterol nebulizer treatments will be administered by the school nurse or trained personnel. Written standing orders will be obtained annually from the District's consulting physician for the administration of epinephrine and albuterol in emergency situations.

- Please inform the school nurse or building principal if your child CANNOT be administered either epinephrine or albuterol during an emergency situation.

End of the Year Procedures for medications in the Health Office

- Medications must be picked up by a parent or responsible adult prior to the end of the school day on the last day of the school year. Medications left in the Health office will be destroyed according to standard procedure.

Pediculosis (Head Lice)

The Centers for Disease Control (CDC) and the Missouri Department of Health and Senior Services removed head lice from the contagious disease advisory because head lice do not spread any type of disease causing bacteria or virus that directly results in an infection or illness.

Moberly School District does not perform routine, regularly scheduled schoolwide screening for head lice with the exception that the Kindergarten-Second grade population will be screened upon return to school from periods of closure greater than five (5) days.

Additional screenings may occur when two or more cases of live lice are identified in the same classroom. The school nurse or designee may screen any student when deemed appropriate and necessary.

Students with live lice: When live lice are found on a student, all other known students attending Moberly School District living in the identified child's household will be screened for the presence of live lice. The parent/guardian will be notified to pick up the student and meet with the school nurse or designee before the student is sent home. Instructions in current treatment, eradication methods and school protocols will be reviewed with the parent.

Exclusion of the student(s) identified with live lice will not exceed 24 hours. Students must be rescreened for lice with a parent/guardian present prior to returning to the classroom setting. An additional rescreening will be conducted 6-10 days following the original identification of live lice.

Should live lice be found during the rescreenings, then the instructions, eradication, exclusion, and rescreening will be repeated until such time as there are no live lice on the student.

Students with lice eggs without live lice: Students identified with head lice eggs (commonly referred to as 'nits') will not be excluded from school. Parent/guardian will be notified and instructed in lice egg removal techniques.

Students will be rescreened every 5 days until no lice eggs are found for 3 screenings.

Parents/guardians of students identified with live lice or eggs for a third time may be referred for case management by Moberly School District Registered Nurse, Counselor and Resource Coordinator.

For subsequent identification of live lice or eggs, the matter will be referred to Building administration and may be reported to Missouri Social Services, Children's Division, for review and intervention.

Confidentiality of student(s) will be maintained in accordance with FERPA and Board Policy.

Prevention education will be distributed to families throughout the school year.

School Health and Wellness Advisory Council (SHWAC)

SHWAC is a district advisory council. It is made up of parents, students, community members, and school staff working together to improve the health of all students and families through coordinated school wellness programs. A Coordinated School Wellness Program utilizes personnel, agencies, and programs, both in and out of the school building, which relate to student and staff wellness and success in school. For information on becoming a member, please contact a Moberly School District Administrator or the Health Services Coordinator.

SHWAC generally meets the first Thursday of the month during the school year. The date, time, and location shall be available on the District website www.moberly.k12.mo.us or contact the Moberly School District Health Services Coordinator.

Home Schooling Information

1. Any parent may educate a child at home. The parent does not have to have a teaching certificate or meet any education requirements.
2. According to Section 167.031 of the Revised Statutes of Missouri a parent or guardian of a child, between seven and sixteen years of age, shall cause the child to attend regularly some public, private, parochial, parish, home school or a combination of such schools.
3. If a parent decides to home school, he or she shall offer 1,000 hours of instruction during the school year, with at least 600 hours in the basics, which will be in reading, language arts, mathematics, social studies, and science. At least 400 of the 600 hours shall occur in the home location.
4. The school year is defined as beginning July 1 and ending the next June 30
5. A parent who is home schooling a child must maintain the following records:
 - a) A plan book, diary, daily log, or other written record indicating the subjects taught and the activities engaged in with the student.
 - b) A portfolio containing samples of the student's academic work.
 - c) A record of evaluation of the student's academic progress.
 - d) Other written, or credible evidence equivalent to a-c.
6. Handicapped children attending a home school program may receive special education services provided by the local school district, in accordance with Section 162.996 of the Revised Statutes of Missouri and State Plan for Special Education.
7. The law is permissive in the area of registering. The statute says the parent may notify the superintendent of schools or the recorder of county deeds in the county where the parents reside. This is to be done before September 1 annually. However, the law says may, and it is not mandatory.

Inappropriate Conduct on Basis of Other Prohibited Categories

In addition to freedom from inappropriate sexual/gender-based conduct, students should also be free of discrimination, harassment and all other inappropriate conduct by on the basis of all other legally protected categories, including: race, color, religion, national origin, age, and disability.

Students who believe that they (or others) are being subject to conduct that could constitute discrimination, harassment or any other type of inappropriate conduct on the basis of race, color, religion, national origin, age, and disability should consult the District's Nondiscrimination Compliance Statement provided later within this Handbook, the grievance policy AC-R set forth in this Handbook, and/or the District's compliance coordinator below:

Coordinator for Title VI
Mrs. Parisa Stoddard, Assistant Superintendent
Moberly School District
926 KWIX Road Moberly, MO 65270-3813
Phone: (660) 269-2600

Coordinator for IDEA, Section 504, and ADA
Mrs. Allison Archibeque
Director of Special Services
Moberly Public School District
926 KWIX Road Moberly, MO 65270
Phone (660)269-2693

Inappropriate Sexual Conduct

All students have the right to attend classes in a safe and orderly environment. They should be free of harassment by other students, especially that which is of a sexual nature. Inappropriate sexual conduct is a rather serious matter with the potential for creating long-term physical and emotional trauma for those involved.

Students may experience harassment that is unique to their situation, some of which may not be immediately recognized as inappropriate sexual conduct, but which may support a potential claim against the district and/or employee if not remedied. Such inappropriate sexual conduct may include, but is not limited to, the following:

1. Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on school premises.
2. A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment;
3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class; purposefully limiting or denying students access to educational resources because of their gender;
4. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Inappropriate sexual conduct toward students by adults who otherwise come within this policy is absolutely prohibited regardless of whether the conduct is "welcome."

Students who believe that they (or others) are being subject to conduct that could constitute sex-based discrimination, sexual harassment or any other type of inappropriate sexual conduct should consult the District's Nondiscrimination Compliance Statement provided later within this Handbook, the grievance policy AC-R set forth in this Handbook, and/or the District's compliance coordinator for Title IX:

Dr. Jason Whitt
Assistant Superintendent
Moberly School District
926 KWIX Road Moberly, MO 65270-3813
Phone: (660) 269-2600

Insurance

School insurance will be offered at the beginning of each school year. The cost is minimal compared to the potential cost of medical care. **The school district does not carry insurance to cover school-related injuries to children.** Parents are encouraged to take advantage of this service. Insurance forms will be give to parents when they enroll their child or may be picked up in the school office at any time.

Interview with Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student. **Policy JFG**

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to

notify the student's parents/guardians unless the interviewer raises a valid objection to the notification. **Refer to BOE Policy JFG**

Notification of Student Rights

Public Complaints

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated, through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

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

The Board encourages parents/guardians and members of the public to share their thoughts with district employees at school. However, the recording of such conversations may inhibit this free-flow of communication and disrupt school operations. To assure the fluidity of communications and to prevent disruption of the school environment, the Board prohibits the recording of any on-campus conversations between district employees and either parent/guardians or members of the public. This prohibition applies regardless of whether the recording is by video, camera phone, cellular device, tape recorder, digital recorder, electronic or battery-operated recorder, or other means. This prohibition does not forbid the manual taking of written notes.

In addition, Missouri law prohibits the recording of closed session Board meetings without the Board's expressed consent. Violation of this provision constitutes a crime under Missouri law and the district will refer violations for prosecution.

RIGHT TO OBTAIN POLICY: Parents or eligible students have the right to obtain a copy of any written policy adopted by the Board of Education of the District in compliance with FERPA. This policy may be obtained in person or by mail from the Superintendent's office, 926 KWIX Road, Moberly, Missouri 65270

Discipline of Students with Disabilities

It is the goal of the Moberly School District No. 81 to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime. The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the

Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

Homeless

The federal No Child Left Behind Act of 2001 includes a provision to make sure that homelessness does not cause children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held. If, due to a lack of housing, you must live in a shelter, motel, vehicle, or campground; on the street; in an abandoned building, trailer, or other inadequate accommodations; or doubled-up with relatives or friends; then according to the McKinney-Vento Homeless Education Assistance Act, you are considered homeless. Homeless students have the right to enroll in school and are entitled to a free and appropriate public education. If you are homeless, please notify the building administration or contact Allison Archibeque, Director of Special Services and Homeless Coordinator, at (660) 269-2693.

OCR Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws, Superintendent Gena McCluskey, 926 Kwix Road, Moberly, MO 65270; phone (660) 269-2600. Any person who is unable to resolve a problem or grievance arising under Title VI (race/color/national origin), Title IX (sex), the Age Discrimination Act (age), Section 504 (disability), or Title II of the ADA (disability), may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550

Parental Information and Resource Center (PIRC)

Local educational agencies (LEAs) or buildings that receive Title I.A funds must assist parents and parental organizations by informing them of the PIRCs and their purpose.

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively

with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRC – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

Notification of Rights Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding certain types of federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. **PLEASE NOTE THAT THE PPRA AND THE RIGHTS GRANTED IN THIS NOTIFICATION APPLY ONLY TO FEDERALLY FUNDED ACTIVITIES/ SURVEYS DESCRIBED BELOW. OUR DISTRICT DOES NOT ANTICIPATE ADMINISTERING INSTRUMENTS COVERED UNDER THIS NOTICE.** Student rights under the PPRA include the following:

1. **Obtain Parental Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”), if, and only if, the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine eligibility.

2. **Receive notice and an opportunity to opt a student out of:**
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. **Inspect, upon request and before administration or use of:**
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material (federally funded) used as part of the education curriculum.

Our District has adopted a policy regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and collection, disclosure, or use of personal information for marketing, sales or to the distribution purposes. Our District will directly notify parents (or eligible students age 18 or over) of their rights under the PPRA annually, and parents of students who are scheduled to participate in the specific activities or surveys described above will be notified of their right to opt their child(ren) out of participation therein. Parents will be provided reasonable notice of the planned activities and surveys listed above and an opportunity to opt their child(ren) out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys before their administration. Parents who believe their PPRA rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C., 20202.

Professional Qualifications of Faculty and Staff: It is your right to request information on the professional qualifications of your child’s teacher and if the child is receiving services from a paraprofessional, you also have the right to request information on that person’s qualifications. Contact the building administrator and your request will be forwarded to the Assistant Superintendent of Personnel, Dr. Jason Whitt (660) 269-2615.

Programs for English Language Learners

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

Definitions

Language Minority (LM) – Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student’s language background and not on proficiency.

Limited English Proficiency (LEP) – Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student’s English language proficiency.

English Language Learner – Refers to an LM student with limited English proficiency.

English for Speakers of Other Languages (ESOL) – An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

Bilingual Education – An instructional approach that explicitly includes the student’s native language in instruction. This approach requires an instructor fluent in the student’s native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

Child – Any individual age 3-21.

Parent – Parent, legal guardian or person otherwise responsible for the child.

Language Instruction Education Program – An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child’s native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district’s coordinator for ELL programs is the director of special services.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual

instruction in order to determine their readiness for the mainstream classroom environment.

5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child’s progress.

BOE Policy IGBH

Publications

The Moberly School District No. 81 Board of Education has the ultimate responsibility for establishing the curriculum and for purchasing instructional, media and library materials to be used by the district. However, the Board recognizes that its authority to remove or censor materials because of ideological or religious content may be limited pursuant to state and federal law. The Board encourages community input and comments regarding the district’s instructional, media and library materials and directs the district staff to answer all questions regarding the selection of the materials. The superintendent or designee will create procedures to efficiently address community member questions or concerns and to provide for an adequate review of the materials, if necessary. **BOE Policy KLB**

Registered Sex Offenders and Persons Prohibited on or Near District Property

Sex offenders required to be listed on the Missouri Highway Patrol’s sex offender registry, or who have pled guilty, pled nolo contendere or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or nolo contendere to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 568.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will

be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy. **BOE POLICY KK**

Special Services

Accommodations of Parents with Disabilities

If a parent or guest requires a reasonable accommodation in order to participate in their child's education, please notify the school administrator in advance so these accommodations can be discussed.

Students presently being served through an Individualized Education Program (IEP) may attend North Central Regional School (NCRS). The student's home school will maintain case management responsibility. NCRS will not be responsible for providing related services, however, services may be provided at the student's home school. Adaptations will be implemented by NCRS within the constraints of the program. A "Change of Placement" form must be completed by the appropriate home school personnel and a copy sent to NCRS, along with a copy of the IEP. If these conditions cannot be met, the student will be deemed unsuitable for placement at NCRS. As with all students referred to NCRS, the Director retains the right of refusal of placement of any student.

Special Education Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Moberly School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/ blindness and young child with a developmental delay.

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

The Moberly School District assures that personally identifiable information collected, used, or maintained by the agency for the

purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Moberly School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during normal school hours at the local district's office. Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Jim Johnson, Director of Special Services, at: 1623 Gratz Brown, Moberly, Missouri, 65270-3813, (660)269-2693.

This notice will be provided in native languages as appropriate.

Discretionary Homebound Instruction

If a student has an extended medical problem that will cause ten or more days of absence, the parents may notify the Principal, who will provide the parent/guardian with the application form for Homebound Instruction. Upon approval of Homebound Instruction, the student will be counted present in school. The decision to offer homebound instruction is a District decision based upon its sole judgment, discretion, and assessment of the application. There is no entitlement to Homebound Instruction, and the District may choose not to implement a program of Homebound Instruction or to discontinue the program at any time and for any reason.

Student Initiated Group Use Of District Facilities

Pursuant to the Equal Access Act, secondary schools of the district will provide an opportunity for student-initiated noncurricular groups to conduct meetings or activities on district property to the same extent that the district allows other noncurricular student groups to meet on school premises during noninstructional time. Student-initiated noncurricular groups will not be denied access on the basis of religious, political, philosophical or other content of speech at such meetings or activities. The superintendent or designee may create administrative procedures to govern the use of district facilities by student-initiated noncurricular groups. Community use of district facilities is governed by policy KG. **BOE POLICY IGDA**

Student Speakers at Public Events

Students may be invited to speak at public events, including assemblies and graduation celebrations that are open to the general public. In general, district events are considered a closed forum; however, when students speak at public events, the district will consider the student's speech to be presented in a limited public forum, as required by law. In addition, particular events may have more specific purposes directly related to the event. The district is under no obligation to expand the forum or create a new forum to include students other than those invited to speak in accordance with this policy. A student speaker may be required to submit a copy of his or her presentation for the purpose of determining whether it meets the intended purpose of the event and otherwise satisfies the rules established in this policy and other policies and procedures.

Students will not be disciplined based on the viewpoint expressed, including religious viewpoints, for otherwise permissible speech. If, in the opinion of the school official supervising the event, the student's speech is in violation of this policy or other district policies and procedures, the official may require the student to stop speaking, and the student may be disciplined or directed to modify his or her speech appropriately.

In accordance with law, the following disclaimer shall be read aloud and/or printed on any written materials distributed at graduation: "Student speakers are speaking as individuals, and their speech does not reflect the endorsement, sponsorship, position or expression of the district." The district will also provide this disclaimer at any other public district event at which a student speaks if the district considers it necessary to clarify to the audience that the student does not speak on behalf of the district. **BOE Policy INC**

Use of Drugs/Alcohol

The possession or consumption of intoxicants, drugs, or any substance represented as illegal or controlled in the school building, on the grounds, on a bus, or at school sponsored activities is **not permitted at any time**. It results in suspension from school and the notification of the proper legal authorities. Students who must use prescription medication during the school day must check them in at the nurse's office for safekeeping. Students referred to the administration as possibly under the influence may be subjected to a series of sobriety checks to verify level of involvement, including the use of an intoximeter.

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend Moberly School District No. 81. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school property, at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

The districts shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they

are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy.

Use of Tobacco

The Moberly School District has adopted a smoke free policy, which prohibits the use of tobacco products in any form being used on school property at any time. Consequently, the use of tobacco in any form is not permitted on school grounds, and **students found to be in possession of tobacco will have their tobacco confiscated and appropriate disciplinary action will be taken even if the student is 18 or older.**

Video Surveillance

Video surveillance occurs on school property throughout the Moberly School District. Students or staff in violation of school policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and/or referred to law enforcement agencies. Cell phone usage or video surveillance is not allowed in restroom areas.

Visitors To District Property/Events

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events. All visitors to our school must check in to the school office and sign in during school hours. A visitor's pass must be worn while in the building. Parent wanting to observe in a classroom must schedule an appointment and will be accompanied by an administrator during the observation. Visitors wishing to interact with students must either be a parent or have administrative approval. All visitors should follow MPSD expectations to protect the school's environment.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy. **BOE POLICY KK**

Any visitor causing a disruption to the educational environment of the school will be asked to leave. If they refuse to do so, law enforcement authorities will be called to have them removed. Suspended students or those who are not properly enrolled are subject to the same procedures. We will always be glad to accommodate getting students out of class in the case of an emergency. Exceptions to the policy are for parents/guardians who come to the school for legitimate business and for authorized visitations.

Weapons In School

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S. C. 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in 571.010. RSMo.
3. A dangerous weapon as defined in 18 U.S.C. 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended

from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

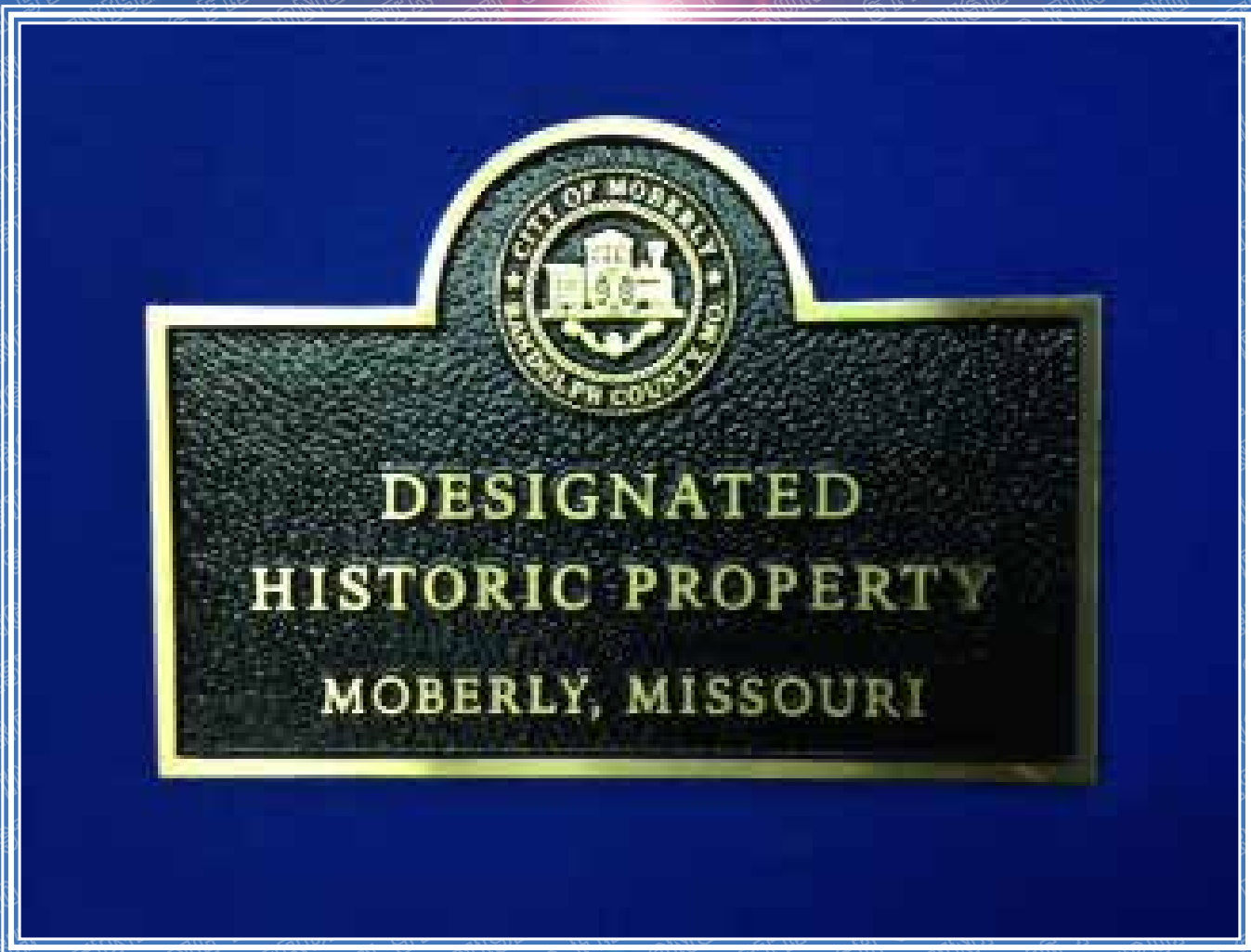
This policy will be submitted annually to the state Department of Elementary and Secondary Education, along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved. **Policy JFCJ**

“If a man does not keep pace with his companions, perhaps it is because he hears a different drummer. Let him step to the music which he hears, however measured or far away.”

Henry David Thoreau

Notes:





**“For all those whose cares have been our concern,
the work goes on, the cause endures, the hope still
lives, and the dream shall never die.”**

Ted Kennedy