



**MOBERLY
AREA
TECHNICAL
CENTER**



**2022-
2023**

*The cornerstone of
your future*

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MATC
MOBERLY AREA TECHNICAL CENTER

The Cornerstone of Your Future

1623 Gratz Brown Moberly, MO 65270

Phone: 660-269-2690 Fax: 660-269-2692

WELCOME

Greetings and Welcome to Moberly Area Technical Center and the 2022-2023 academic year. All of us here at MATC are very excited that you have made the decision to include us in your schedule for this year. Here at MATC we believe that we provide a great opportunity for students to Learn, Grow and Develop into the future of our communities.

We believe that we have assembled an outstanding group of instructors who are dedicated to passing along the skills required for success within all of our programs. The challenge that you will face will be to work to be the best that you can be every day, learn, grow and develop the skills that you are seeking in order for you to get the most out of this educational opportunity, and to prepare for your future success.

We here at MATC have established ourselves as an excellent resource for students to develop 21st century skills and habits in order to successfully enter their career field immediately after high school or advance their career options at the postsecondary institution of their choice. In order to successfully obtain these skills will require a solid work ethic, regular attendance, and self-discipline on your part.

We want to wish you all well as we start the journey of this school year. It is our deepest hope that every one of you embraces the opportunities that lie before you and take full advantage of the instruction, technology, and skill development that MATC has to offer.

LET’S HAVE A WONDERFUL YEAR!

MATC Staff

**MOBERLY PUBLIC SCHOOLS
SCHOOL CALENDAR
2022/2023**



Board approved 1/11/2022

AUGUST (7)				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER (21)				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER (19)				
M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER (16)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER (14)				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Weather Makeup Days	
May	22
May	23
May	24
May	25
May	26
May	30

	Student Days	Teacher Days
Qtr 1	37	41
Qtr 2	40	41
	77	82
Qtr 3	44	46
Qtr 4	42	43
Total	163	171

- August 8-9 New Teacher Workdays
- 18-22 Teacher PD Days
- TBD Jumpstart (Grades K, 3, 6 & 9. Is optional)
- 23 First Day of School
- September 5 No School - Labor Day
- 16 Mid Quarter
- 30 Early Dismissal - Homecoming
- October 10 No School for Students - Staff PD Day
- 14 End of First Quarter
- 17-20 Parent Teacher Conferences
- 21 No School
- November 7 No School for Students - Staff PD Day
- 11 Mid-Quarter
- 21-25 Thanksgiving Break
- December 20 End of First Semester/2nd Quarter
- 21 Christmas break begins-School resumes Jan 5
- January 4 No School for Students - Staff PD Day
- 16 No School - Martin Luther King Jr. Day
- February 6 No School for Students - Staff PD Day
- 10 Mid-Quarter
- 20 No School - President's Day
- March 10 End of Third Quarter
- 13-16 Parent Teacher Conferences
- 17 No School
- 20 No School for Students - Staff PD Day
- April 3-10 Spring break
- 21 Mid-Quarter
- April 11 - May 19 Testing
- May 19 Last day of school-Full day
- TBD Commencement 2:00 pm NCRS May TBD

JANUARY (18)				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY (18)				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH (21)				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL (14)				
M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY (15)				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JULY				
M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Legend	
	Teacher Contract Days
	First/Last day of school
	Early-Out Days
	No School-Teachers & Students
	End of Quarter
	Late Start Days
	Testing

The calendar is subject to change as necessary.

MOBERLY PUBLIC SCHOOLS

MISSION STATEMENT

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

VISION STATEMENT

The “Spartan Way” is excellence for ALL.

The Moberly School District is committed to a vision 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. We value the importance and contributions of the various stakeholders in our learning community. This vision statement provides a blueprint of 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.

2022-23 MOBERLY BOARD OF EDUCATION

President Heather Cleavinger
Vice President Susanna Freeman
Treasurer Dan Wilcox
Members Brett Soendker
..... Jimmy O'Loughlin
..... Scott Head
..... Debbie Young

DISTRICT ADMINISTRATION

Superintendent Dr. Dustin Fanning
Assistant Superintendent for Instruction. Mrs. Parisa Stoddard
Assistant Superintendent for Personnel Dr. Bryan Thomsen

MOBERLY AREA TECHNICAL CENTER

MATC MISSION STATEMENT

To ensure students have a safe and quality technical education and a sense of direction by empowering them to take responsibility for their own learning.

MATC VISION STATEMENT

Partner with our community to provide an education that promotes critical thinking, authentic hands-on learning while using state-of-the art equipment.

MATC FACULTY & STAFF

Charlie Gibbs.....	Director
Kristie Wilson	Student Services Coordinator
Julie Wood.....	Career Resource Coordinator
Connie Windmiller	Secretary to the Director
Mary Beth Carver	Attendance Secretary
Mark Belcher	Agriculture
Marcus Schmidt	Agriculture
Mark Hawkins	Architectural and Engineering Design
Adam King	Automotive Technology
Chad Crutchfield	Building Technology
LeAnn Koenig.....	Business and Technology
Vicki Howard.....	Business and Technology
Zach Richardson	Business and Technology
Duston Ancell	Collision Repair Technology
Patrick Goodger.....	Computer Information Technology
Tim Davis.....	Electronics and Robotics Technology
Brooksey Niece	Marketing Technology
Marcus Flood	Machine Tool Technology
Lisa Vitt.....	Medical Technology
Cathy Kelly	Medical Technology
Greggory Bain	Welding Technology
Taletha Gowin	Custodian
Adam Hartmann	Custodian

MATC HOURS

Office Hours.....	7:00 am - 3:30 pm
School Hours	7:25 am - 2:35 pm

CONTACT INFORMATION

MATC Office	(660) 269-2690
MATC Fax	(660) 269-2692
District Central Office.....	(660) 269-2600

2022-2023 MATC SCHEDULE

NAME	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4/5	PERIOD 6	PERIOD 7	PERIOD 8
ANCELL, DUSTY - TC23	Collision Repair	Collision Repair	Collision Repair	PLANNING	Collision Repair	Collision Repair	Collision Repair
BAIN, GREGG - TC17	Welding	Welding	Welding	PLANNING	Welding	Welding	Welding
BELCHER, MARK - TC27	SUPERVISION	Conservation	Ag. Woods I/II	PLANNING	Landscape & Turf Management	Landscape & Turf Management	Ag. Woods I/II
CRUTCHFIELD, CHAD - TC20	Building Technology	Building Technology	Building Technology	PLANNING	Building Technology	Building Technology	Building Technology
DAVIS, TIM - TC25	Electronics & Robotics	Electronics & Robotics	Electronics & Robotics/Intro	PLANNING	Electronics & Robotics	Electronics & Robotics	Electronics & Robotics
FLOOD, MARCUS - TC18	Machine Tool	Machine Tool	Machine Tool/Intro	PLANNING	Machine Tool	Machine Tool	Machine Tool
GOODGER, PATRICK - TC11	Computer Info. Technology	Computer Info. Technology	Computer Info. Technology	PLANNING	Computer Info. Technology	Computer Info. Technology	Computer Info. Technology
HAWKINS, MARK - TC13	Architectural & Engineering	Architectural & Engineering	Architectural & Engineering/Intro	PLANNING	Architectural & Engineering	Architectural & Engineering	Architectural & Engineering
HOWARD, VICKI - TC09	Accounting I/II	Employment Essentials	Graphic Arts I/II	PLANNING	Digital Media	Graphic Arts I/II	Employment Essentials
KELLY, CATHY - TC34	Pre-Med	Pre-Med	Mental/Forensic	PLANNING	Pre-Med	Pre-Med	Mental/Forensic
KING, ADAM - TC21	Automotive Technology	Automotive Technology	Automotive Technology	PLANNING	Automotive Technology	Automotive Technology	Automotive Technology
KOENIG, LEANN - TC10	Computer Apps	Computer Apps	Computer Apps	PLANNING	Computer Apps	Computer Apps	Computer Apps
NIECE, BROOKSY - TC06	Marketing	SUPERVISION	Advanced Mkt. I/II	PLANNING	Adv Sales/Hosp Tourism	Marketing	Business Management /Ind Study Adv Marketing
RICHARDSON, ZACH - TC08	Embedded Credit	Personal Finance	Personal Finance	PLANNING	Embedded Credit	Personal Finance	Personal Finance
SCHMIDT, MARK - TC26	Agriculture Metals I/II	Supervision	Adv Livestock	PLANNING	Agriculture Metals I/II	Large Animal Science	Horticulture
VITT, LISA - TC35	Anatomy/Physiology	Anatomy/Physiology	Medical Skills/Term	PLANNING	Anatomy/Physiology	Anatomy/Physiology	Medical Skills/Term

MONDAY BELL SCHEDULE

FIRST BELL.....	8:25
PERIOD 1.....	8:30-9:15
PERIOD 2.....	9:19-10:04
PERIOD 3.....	10:08-10:53
PERIOD 5.....	10:57-11:42
INSTRUCTOR'S LUNCH.....	Varies
PERIOD 6.....	12:11-12:56
PERIOD 7.....	1:00-1:45
PERIOD 8.....	1:49-2:35
<i>Release time for Area Schools</i>	<i>2:15 or 2:25</i>

TUESDAY-FRIDAY BELL SCHEDULE

FIRST BELL	7:25
PERIOD 1.....	7:30-8:20
PERIOD 2.....	8:24-9:11
PERIOD 3.....	9:15-10:03
PERIOD 4 (Homeroom).....	10:07-10:56
PERIOD 5.....	11:00-11:56
PERIOD 6.....	12:00-12:49
PERIOD 7.....	12:53-1:42
PERIOD 8.....	1:46-2:35
Release time for Area Schools	2:15 or 2:25

EARLY DISMISSAL BELL SCHEDULE

PERIOD 1.....	7:30-8:00
PERIOD 2.....	8:04-8:34
PERIOD 3.....	8:38-9:08
PERIOD 5.....	9:12-9:42
PERIOD 7.....	9:46-10:16
PERIOD 8.....	10:20-10:50
PERIOD 6.....	10:54-12:00

INCLEMENT WEATHER LATE START BELL SCHEDULE

Please listen to the area radio or television stations (KZZT, KOMU, KXEO/KWWR, & KWIX-KRES) for school cancellations or weather- related early dismissals. Scheduled early dismissal dates are listed on the calendar.

FIRST BELL.....	9:25
PERIOD 1.....	9:30-10:06
PERIOD 2.....	10:10-10:46
PERIOD 3.....	10:50-11:26
PERIOD 5.....	11:30-12:06
INSTRUCTOR'S LUNCH.....	Varies
PERIOD 6.....	12:10-1:16
PERIOD 7.....	1:20-1:56
PERIOD 8.....	2:00-2:35

ATTENDANCE, ABSENCES & TARDIES

All students are to be in their assigned class or work station, ready to begin work when the bell rings. When students have been absent, they need to report to their MATC instructor for procedural guidelines which will vary with individual circumstances. Failure to follow procedures outlined by the instructor will result in classification of absence as unexcused. Students are responsible for obtaining missed work from their teachers. Students have one day to turn in make-up work for every day they have been absent, unless alternative arrangements are made with the teachers due to extenuating circumstances. If the teacher designates an assignment as “long-range” before the student is absent, it will be due on the day the student returns to school. If a test was announced before the student’s absence, it should be taken the day the student returns to school. Other make up tests will be arranged with the teacher. Make up work for extended illness will be arranged with each teacher. Teachers should be contacted in the event of extended illness or serious injury where a student is unable to do any academic work. Students who are truant are denied makeup privileges.

A. ATTENDANCE EXPECTATIONS

Each student is expected to attend school regularly and to be on time for classes. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality; self-discipline and responsibility which are required for career success. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits. The regular contact of students with one another in the classroom and their participation in well-planned educational activities are vital to this purpose.

B. ATTENDANCE GUIDELINES

1. All absences have the possibility of resulting in a loss of daily grades, students are expected to contact their instructor and complete an online assignment to avoid this.
2. Examples of verified absences:
 - a) Pre-approved field trips or other absences designated as school related,
 - b) One (1) driver’s test per student,
 - c) Two (2) college visits per junior and senior year,
 - d) Death/funeral in immediate family,
 - e) Illness or injury requiring extended hospitalization or doctor prescribed bed rest, f. Religious observances,
 - f) Military duty,
 - g) Other absences not listed above may be appealed to the Director for consideration as verified absences.
3. Out of School Suspension days are not considered part of the policy and will be considered separately.
4. Unexcused absences are those which are not verified.
5. Students may appeal in writing to the Director to have an absence verified. The director may or may not verify the absence depending on the circumstances.
6. Students are not allowed to leave school property without parent and school permission.

TARDY POLICY

The faculty and administration of the Moberly Area Technical Center hold to the belief that in order to increase the learning opportunities of all students, the amount of time students are involved in learning must be maximized. Students who are tardy to class not only reduce their own time on task, but interrupt the learning environment of the classroom they are entering:

1. Students who are more than two minutes late to class without legitimate reason will be considered out of assigned area or truant from class.
2. Students will be expected to be in the classroom door before the bell rings to avoid a tardy assessment.
3. Students arriving to school late should report to the office to obtain a pass prior to going to class.
4. Suggestions to students for avoiding tardiness:
 - a. Do not congregate to visit; rather move to your class.
 - b. Take multiple books to class so that a trip need not be made to the locker between every period.
 - c. Get permission from teacher for extended restroom use prior to the bell ringing.
 - d. Avoid walking friends to extremities of the building that are away from your classroom location.
 - e. Make absolutely sure your previous teacher provides you with a signed excuse when appropriate.
5. Teachers reserve the right to deduct points from the daily grade from students that are tardy to class.

Moberly students who are tardy at MATC will receive a write-up for every four tardies. Non-Moberly students will be dealt with according to their home school tardy policy. The director will consult with the home school principal for policy application. Moberly students will have the following consequences for their tardiness:

- 1st write up – 1 detention
- 2nd write up –1 detention
- 3rd write up – 2 detentions
- 4th write up – 2 detentions

D. BLOCK PROGRAM BREAK POLICY:

Students will be allowed a break during 3 hour block programs when the instructor's feels it is appropriate.

Moberly Public Schools considers the building principal of each school as the attendance officer and legal agent of that school in charge of attendance.

MATC GENERAL POLICIES

ACCIDENTS

Every accident in the school building, or on the school grounds, in lab, at practice sessions, or at any athletic or school sponsored activity must be reported immediately to the teacher in charge.

SAFETY POLICIES

- 1) MATC has manufacturing, construction, and other industrial settings. When working in these settings, following safety practices and procedures is **required** for the protection of all. Safety instruction (*rules and procedures*) will be provided by the program instructor.
 - a) ALL SAFETY RULES AND REGULATIONS MUST BE CLOSELY FOLLOWED! FLAGRANT SAFETY VIOLATIONS SHALL RESULT IN IMMEDIATE DISMISSAL FROM THE TECHNICAL PROGRAM!
- 2) SAFETY GLASSES: MATC provides safety glasses to students participating in lab/shop learning situations. **MISSOURI STATE LAW REQUIRES** all students to wear approved safety glasses while working in school shop/lab activities. The instructor will provide more detailed information. Please remember that our safety procedures are for the most part the same as those in the occupation for which you will be training;
 - a) First Offense - 1 day AAEP and letter to parent,
 - b) Second Offense - 3 days AAEP and parent conference requested,
 - 3) Third Offense - Removal from program.
- 3) INSURANCE: It is recommended that all students enrolled in lab/shop type programs at Moberly Area Technical Center have medical insurance. This may be through a family provider in their home, or they may purchase a school accident policy. Forms for this insurance are available from the Technical Center office or program instructor at the beginning of the school year.
- 4) MEDICAL INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT. The Moberly Area Technical Center is not responsible for medical costs, personal property cost/loss or any other associated costs relating to student accidents.

The following policies and the Moberly School Board Policy Manual are available for review in the MATC office;

- Student Suspension and Expulsion,
- Discipline of Students with Disabilities,
- Students' Access to Networked Information Guidelines.

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.

ACCREDITATION

All programs at MATC are accredited by the Missouri Department of Elementary and Secondary Education (DESE).

ADMISSION & ENROLLMENT

Secondary students will enroll through their home high school guidance counselor and be admitted to the technical center upon successful completion of the selection process. Each program has maximum enrollment guidelines based upon safety, supervision, and technology considerations.

AUDIO-VISUAL DEVICES/CELLULAR PHONES

Students who disrupt the school or classroom through the use of audio-visual devices or cell phones, or use them for inappropriate activities, will be dealt with through the disciplinary process and are subject to having their devices confiscated. Large headphones are not allowed

CELL PHONES, SMARTWATCH, AND AUDIO DEVICES WILL NOT BE USED INSIDE THE BUILDING DURING SCHOOL HOURS.

It is the goal of MATC to prepare students for life beyond high school and minimizing the reliance on cell phones is part of that preparation. The exception to this would be the use of cell phones/chrome books for academic purposes within individual program settings. This will be decided by the individual instructor. Chrome books and cell phones are not to be seen or used in the lobby, halls, or corridors unless the teacher has given permission.

1st offense

- **Parent pick-up &**
- **1 Saturday Detention.**

2nd offense

- **Parent pick-up,**
- **2 Saturday Detentions, turn in device for 2 weeks.**

3rd offense

- **Parent pick-up, 1-day ISS, turn in device for 1 month.**

Subsequent offenses are subject but not limited to loss of hallway privileges, parking privileges, detention, ISS or OSS.

CRISIS MANAGEMENT DRILLS

The MATC Crisis Management Plan contains established procedures for emergency situations. Instructions informing students of the procedures for emergency situations are posted by the door of each classroom. Each instructor will discuss specifics at the beginning of the school year. MATC staff will utilize two-way radios or cell phones to communicate in emergency situations. In case of safety or security concerns, parents will be notified using local media, phone, or written communication depending upon circumstances.

The district maintains a district wide school building disaster plan to protect students and staff before, during, and after an earthquake. Information supplied from the Federal Emergency Management Agency (FEMA) will be distributed at the beginning of each school year in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation. (BOE Policy EBC-2)

ARTICULATION-FREE COLLEGE CREDIT

Area career centers and colleges established articulation agreements to assist students in continuing their education. Articulation agreements provide a systematic, seamless student transition process from secondary to postsecondary education that maximizes the use of resources and minimizes content duplication. Moberly Area Technical Center offers articulated credit through every program for those students choosing to pursue postsecondary education. Students meeting the articulation guidelines can **receive college credit free of charge** based upon their skill and knowledge attainment at MATC. Please note that these are listed as known at the time of publication:

Architectural and Engineering Design—12 credit hours at **Moberly Area Community College**; 30 credit hours at **North Central Missouri College**; 16 credit hours at **Ozark Technical Community College**; 15 credit hours at **State Fair Community College**.

Automotive Technology—30 credit hours at **North Central Missouri College**; advanced placement in degree program at **Universal Technical Institute**.

Building Technology—30 credit hours at **North Central Missouri College**; advanced placement in **Apprenticeship Program in Kansas City**.

Business Technology—3 credit hours at **Moberly Area Community College**.

Collision Repair Technology—30 credit hours at **North Central Missouri College**; advanced placement in degree program at **Universal Technical Institute**.

Computer Information Technology—6 credit hours at **Moberly Area Community College**; 30 credit hours at **North Central Missouri College**.

Electronics and Robotics Technology—6 credit hours at **Moberly Area Community College**; 30 credit hours at **North Central Missouri College**.

Machine Tool Technology—6 credit hours at **Moberly Area Community College**; 8 credit hours at **State Fair Community College**; 30 credit hours at **North Central Missouri College**.

Marketing—3 credit hours at **Moberly Area Community College**.

Medical Technology—3 credit hours at **Moberly Area Community College**.

Welding Technology—6 credit hours at **Moberly Area Community College**; 30 credit hours at **North Central Missouri College**.

DUAL CREDIT

Qualified juniors and seniors in Architectural and Engineering Design and Welding Technology can earn both high school and college credit. Dual credit is offered through Moberly Area Community College (MACC). Students must have a minimum cumulative GPA of 3.0 on a 4.0 scale and be recommended by the high school principal or his/her designee. Dual credit technical courses are of the same rigor and quality as all other college courses. Instructors of dual credit courses meet the same standards as required of MACC instructors. College texts and syllabi are followed for dual credit courses. Information regarding transferability of college credit to another postsecondary institution needs to be requested from a MACC representative.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)

These co-curricular organizations are presented within our programs and provide opportunities as well as activities that occur outside of the school day that enhance skill development.

FFA

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

FBLA (Future Business Leaders of America)

Organization for all business students. It facilitates the transition from school to work, develops competent aggressive business leadership, fosters patriotism, encourages scholarship, strengthens confidence, and promotes school loyalty.

DECA

An association of marketing students, prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. DECA enhances the preparation for college and careers by providing co-curricular programs that integrate into classroom instruction, applying learning in the context of business, connecting to business and the community and promoting competition. Our student members leverage their DECA experience to become academically prepared, community oriented, professionally responsible, experienced leaders.

SKILLSUSA- Skills USA

A partnership of students, teachers and industry working together to ensure America has a skilled workforce. Skills USA helps each student excel. Skills USA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

CAREER & TECHNICAL STUDENT RECOGNITION

MATC has several pathways to help students earn honors and/or credentials to help them attain student recognition while in high school or to enhance their ability to seek entry-level employment at the post-secondary level. Those options include the DESE Career and Technical Certificate, the Completer or Completer with Distinction or r end of year ceremony, and the CTSO Letter. Credentials can be attained within programs. Descriptions of honors and credentials as listed below:

Missouri Board of Education Career and Technical Education Certificate

To help Missouri meet its goal of preparing all high school graduates for success, the State Board of Education has approved requirements this week for a new career and technical education certificate that students can earn in addition to a high school diploma. The requirements were developed in consultation with the state's CTE Advisory Council. Students must meet ALL of the requirements in order to earn the certificate.

"The CTE Certificate helps recognize the skills our students are gaining in CTE courses that will help them succeed in life," said Commissioner of Education Margie Vandeven. "Students earning this certificate can show Missouri employers that they are prepared for the workplace."

Students entering high school in 2017-18 or thereafter will be eligible to earn a CTE certificate by meeting the following criteria:

- Meet all graduation requirements
- Qualify as a CTE concentrator
- Maintain a 3.0 grade-point average (on a 4.0 scale) in the CTE area of concentration
- Pass an approved Technical Skills Assessment and/or earn an approved Industry Recognized Credential or Certificate
- Complete at least 50 hours of work-based learning aligned with the CTE area of concentration
- Maintain at least a 95 percent attendance record overall for grades 9-12
- Demonstrate soft skills/business skills
- Achieve a score at or above the state standard on any DESE-approved measure of college and career readiness

CTSO LETTER RECOGNITION

The United States Department of Education recognizes the educational programs and philosophies embraced by the Career and Technical Student Organizations as being an integral part of career and technical education instructional programs. Career and technical student organizations provide essential opportunities for students to develop and refine the skills required in their chosen occupational area. Student conferences, competitions, workshops, community service, and other activities may be fully integrated into the instructional program which can strengthen learning and make education more enjoyable and effective. This year MATC would like to recognize a group of students that have performed a wide variety of duties ranging from competitions, travel, community service, professional development, and leadership. We have many students that have held local and district offices in their organization. These extra duties set them apart from other members in the CTSO in which they are involved. The four CTSOs are DECA (an association of marketing students), FFA (a youth organization that stresses premier leadership, personal growth, and career success),

FBLA (Future Business Leaders of America), and Skills USA (an association of skilled technical sciences students).

<input type="button" value="Print Form"/>	<h3 style="margin: 0;">MATC CTSO Achievement Plan (Letter)</h3> <p style="margin: 0; font-size: small;">(CTSO member must accomplish 350 points of the 1755 possible)</p>	
School Year <input style="width: 80px;" type="text"/>	CTSO: <input type="checkbox"/> SkillsUSA <input type="checkbox"/> FFA <input type="checkbox"/> DECA <input type="checkbox"/> FBLA	Student Name: <input style="width: 200px;" type="text"/>
LEADERSHIP		
<input type="checkbox"/> National Member (dues paid and registered)	Points:	<input style="width: 40px;" type="text"/> 25 pts
<input type="checkbox"/> CTSO Local Officer (completed responsibility)	Points:	<input style="width: 40px;" type="text"/> 75 pts
<input type="checkbox"/> District Officer or Leadership Delegate (completed responsibility)	Points:	<input style="width: 40px;" type="text"/> 100 pts
<input type="checkbox"/> State Officer or Leadership Delegate (completed responsibility)	Points:	<input style="width: 40px;" type="text"/> 100 pts
<input type="checkbox"/> Student of the Month	Points:	<input style="width: 40px;" type="text"/> 25 pts
WAYS and MEANS		
<input type="checkbox"/> Yearly fundraiser goal met (as set by each organization)	Points:	<input style="width: 40px;" type="text"/> 50 pts/fund
<input type="checkbox"/> Extra 15 points for each additional \$50 retail value	Points:	<input style="width: 40px;" type="text"/> 75 max
<input type="checkbox"/> Organized fundraiser	Points:	<input style="width: 40px;" type="text"/> 25 pts
COMPETITION (Must meet requirements to participate)		
<input type="checkbox"/> Competed at Districts	Points:	<input style="width: 40px;" type="text"/> 25 pts
<input type="checkbox"/> Medaled or made stage	Points:	<input style="width: 40px;" type="text"/> 25 pts/medal
<input type="checkbox"/> 1st Place (50 pts per first place event)	Points:	<input style="width: 40px;" type="text"/> 50 pts/medal
<input type="checkbox"/> Competed at State	Points:	<input style="width: 40px;" type="text"/> 25 pts
<input type="checkbox"/> Medaled or made stage	Points:	<input style="width: 40px;" type="text"/> 25 pts/medal
<input type="checkbox"/> 1st Place	Points:	<input style="width: 40px;" type="text"/> 50 pts/medal
<input type="checkbox"/> Competed at Nationals	Points:	<input style="width: 40px;" type="text"/> 25 pts
<input type="checkbox"/> Medaled or made stage	Points:	<input style="width: 40px;" type="text"/> 50 pts/medal
<input type="checkbox"/> 1st Place	Points:	<input style="width: 40px;" type="text"/> 50 pts/medal
COMMUNITY SERVICE		
<input type="checkbox"/> Participated in : (explain types) <input style="width: 200px;" type="text"/>	Points:	<input style="width: 40px;" type="text"/> 10 pts/event-50 max
PROFESSIONAL DEVELOPMENT		
<input type="checkbox"/> Participated in : (explain types) <input style="width: 200px;" type="text"/>	Points:	<input style="width: 40px;" type="text"/> 20 pts/event-100 max
<input type="checkbox"/> Attended local meetings	Points:	<input style="width: 40px;" type="text"/> 10 pts/event-90 max
SOCIALS (Must meet requirements to participate)		
<input type="checkbox"/> Participated in : (explain types) <input style="width: 200px;" type="text"/>	Points:	<input style="width: 40px;" type="text"/> 10 pts/event-40 max
<input type="checkbox"/> Passed TSA test :	Points:	<input style="width: 40px;" type="text"/> 50 pts
<input type="checkbox"/> National Technical Honor Society :	Points:	<input style="width: 40px;" type="text"/> 25 pts
Instructor's Signature <input style="width: 250px;" type="text"/>	Total Points <input style="width: 60px;" type="text"/>	of 1755 possible

PROGRAM COMPLETER CRITERIA

Certificate of Completion with Distinction

(Student will receive Certificate of Completion with Distinction + Portfolio + Graduation cord + Written “Letter of Recommendation” from the Technical Program Instructor and will be invited to participate in the Awards Ceremony)

To receive a **Certificate of Completion with Distinction**, student will successfully demonstrate positive behavior, appropriate work skills and attitudes, and knowledge/skills of the technical program.

1. Student will master 90% of the essential skills (identified by the instructor and program advisory committee). (EXAMPLE: There are 150 competencies in the program—100 are identified as “essential”, therefore, 90% of the 100 must be mastered. Mastery is determined by program instructor).
2. Student will be graduating from home high school.
3. Student will complete all required semesters of the technical program. Removal from the program or failure of any one semester in the technical program will disqualify students from Completer status.
4. Student will have at least a 3.5 GPA (A/A-) average in the technical program at the end of senior year.
5. Student will have attendance of 95% or better at the end of senior year (an average of 8 absences per year; an absence is an absence regardless of reason. (AAEP and OSAAEP/OSS will count as an absence from class even if work/time is made-up).
6. Student will be punctual to class (4T = 1A: 4 tardies will equal 1-day absence).
7. Student will demonstrate excellent School Citizenship (No Office Referral write-up and no AAEP or OSAAEP/OSS from MATC).
8. Student will meet any additional criteria as established by the program instructor.
9. Student will have a resume.
10. Student will complete a mock job interview in professional dress as approved by instructor, scoring at 80% or better.
11. Student will pass the designated Industry Recognized Credential (IRC) for each program that they are recognized as a completer.

Certificate of Completion

(Student will receive Certificate of Completion + Portfolio and will be invited to participate in the Awards Ceremony)

To receive a **Certificate of Completion**, student will successfully demonstrate positive behavior, appropriate work skills and attitudes, and knowledge/skills of the technical program.

1. Student will master 80% of the essential skills (identified by the instructor and program advisory committee). (EXAMPLE: There are 150 competencies in the program—100 are identified as “essential”, therefore, 80% of the 100 must be mastered. Mastery is determined by program instructor).
2. Student will be graduating from home high school.
3. Student will complete all required semesters of the technical program. Removal from the program or failure of any one semester in the technical program will disqualify students from Completer status.

4. Student will have at least a 2.5 GPA (C+) average in the technical program at the end of senior year.
5. Student will have attendance of 90% or better at the end of senior year (an average of 16 absences per year; an absence is an absence regardless of reason. (AAEP and OSAAEP/OSS will count as an absence from class even if work/time is made-up).
6. Student will be punctual to class (4T = 1A: 4 tardies will equal 1-day absence).
7. Student will demonstrate excellent School Citizenship (No Office Referral write-up and no AAEP or OSAAEP/OSS from MATC).
8. Student will meet any additional criteria as established by the program instructor.
9. Student will have a resume.
10. Student will complete a mock job interview in professional dress as approved by instructor, scoring at 80% or better.

Appeal Process to be a Program Completer

Moberly Area Technical Center has established certain criteria for a student to be considered a “Completer” in a technical program. If a student has not successfully met criteria, and the student feels s/he has an extenuating circumstance that has prevented her/him from meeting criteria, the student may appeal to the MATC Director.

Student must write a “Letter of Appeal” to the Director. The letter should state what criterion was not met and what the circumstance was that prevented the student from meeting specific criteria. Any verified statements such as hospital records, should be attached to the letter. The Letter of Appeal must be submitted to the Director by April 1.

The Director will schedule an appointment for the student to verbally explain the appeal to the Appeals Committee, which includes the Director, MATC Counselor, and MATC instructors. The student may bring a parent to this meeting.

After the Appeals Committee has heard the student’s appeal and has examined any supportive documents given to them for consideration, the Appeals Committee will make a recommendation to the Director for the student to be a Completer or will give reasons why the student will *not* be a Completer.

The Director will submit *in writing* to the student, within one week of the meeting, the Appeals Committee decision.

Completer Ceremony Dress Code

It is expected that any student participating in the Awards/Completer Ceremony will dress in a manner that reflects good taste and is appropriate for the occasion. Appropriate dress for boys would include: a collared shirt tucked into dress pants/khakis. Appropriate dress for girls would include: dress pants, dress, or skirt; dresses and skirts must be at an appropriate length—no more than 1” above the knee. Inappropriate dress would include such things as jeans, shirts with graphics, shorts (of any kind), hats, sunglasses, clothing of extreme brevity, etc. When in question, please ask before assuming the outfit is appropriate. Inappropriate dress will result in **NOT** participating in the Awards/Completer ceremony.

MOCK INTERVIEWS

All Juniors and Seniors are expected to participate in a mock job interview in professional dress as approved by program instructor. This exercise has been deemed an essential part of the Career and Technical Education process to help prepare students for the world ahead of them. This exercise is also a required component of MATC Completer criteria,

embedded credit and will be a graded assignment.

PROGRAM CREDENTIALS

The purpose of having technical program credentials is to ensure that high skills, high standards, high quality, and high-performance training is provided to our students and that prospective employers who hire our program completers know the quality of our graduates. The following programs are accredited and offer Industry Recognized Credentials (IRC) to individual students who achieve and test to high standards.

Agriculture	Missouri Agriculture & Skill Assessment
Architectural & Engineering Design	Auto Desk - AutoCAD, Inventor and Revit
Automotive Technology	ASE
Building Trades	Carpentry Career Connections
Business Technology	MOUS (Microsoft Office User Specialist) Accounting (ASK Finance & ASK Fundamental Business Concepts) ADOBE Certified Associate
Collision Repair Technology	ICAR
	ASE
Computer Information Technology	MTA (Microsoft Technology Associate)
Electronics and Robotics Technology	CET (Certified Electronics Technician)
Marketing	ASK- Fundamental Marketing Concepts
Machine Tool	NIMS
Medical Technology	AHA Heartcode BLS Career Safe OSHA 10 for Healthcare
Welding Technology	AWS (American Welding Society)

MATC Essential Skills Framework

The MATC Essential Skills Framework is designed to define and clarify the essential employability skills and provide a standard for MATC and its Students. Essential skills are those general skills that are required to be successful in all sectors of the labor market and are separate from the technical skills attained in career pathways or academic skills. The framework was developed through collaboration of the Essential Skills Project Group.

It is the belief of the Faculty at MATC that these Essential Skills when combined with Technical Skills and Academic Skills help best prepare students to enter the next phase of life and be Life Ready upon leaving MATC no matter the path that they may choose.

MATC ESSENTIAL SKILLS

- CRITICAL THINKING & PROBLEM SOLVING
- TEAMWORK & LEADERSHIP
- WORK ETHIC & INTEGRITY
- PERSONAL SKILLS & PROFESSIONALISM
- COMMUNICATION
- RESPONSIBILITY & ATTENDANCE
- ATTITUDE & WILLINGNESS TO LEARN

STUDENT EXPECTATIONS

The Faculty at MATC also believe that having high measureable expectations for students allows them the clear understanding of how best to handle themselves at school and outside the academic world. These expectations are also utilized to help evaluate our students performance in class and contribute to the assessment process.

					SCORE	SCORE
Attendance/ Punctuality	<ul style="list-style-type: none"> Follows attendance and tardy policy 	<ul style="list-style-type: none"> Uses appropriate communication and/or documentation with instructor if absent or tardy 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		
Communication	<ul style="list-style-type: none"> Uses active listening skills in order to interpret information 	<ul style="list-style-type: none"> Is able to convey message respectfully with parents and community stakeholders. 	<ul style="list-style-type: none"> Communicates appropriately and respectfully with students. 	<ul style="list-style-type: none"> Understands the proper use of professional communication when using electronic devices. 		
Work Ethic	<ul style="list-style-type: none"> Applies work habits and decision making necessary to achieve success without supervision. 	<ul style="list-style-type: none"> Collaborates and cooperates in an appropriate setting. 	<ul style="list-style-type: none"> Turns in required work and completes tasks on time. 	<ul style="list-style-type: none"> Exhibits time management skills and uses time efficiently. 		
Integrity	<ul style="list-style-type: none"> Honest and truthful in all interactions with others. 	<ul style="list-style-type: none"> Complies with appropriate standards for dress, language, rules and requirements. 	<ul style="list-style-type: none"> Take accountability for actions and accepts responsibility. 	<ul style="list-style-type: none"> 		
Attitude/ Learning	<ul style="list-style-type: none"> Conveys a positive attitude in all situations. 	<ul style="list-style-type: none"> Exhibits a willingness to learn when in the classroom. 	<ul style="list-style-type: none"> Accepts feedback and displays a growth mindset to improve. 	<ul style="list-style-type: none"> 		



Student Expectations Rubric

Name: _____

Date: _____

Teacher: _____

Subject: _____

GRADE REPORTS

The school year is divided into two semesters of instruction. Progress reports will be issued four times during each semester. The grading system is as follows:

A 95-100% B- 80-82% D+ 67-69%

A- 90-94% C+ 77-79% D 63-66%

B+ 87-89% C 73-76% D- 60-62%

B 83-86% C- 70-72% F 00-59%

If a student earns an 'F' at semester, then the **student is automatically withdrawn from that program** unless the instructor initiates action to stop the withdrawal. This policy applies to all block programs. Students earning an 'F' in one-hour classes will be allowed to stay enrolled. Students may appeal this decision to the Director within the first 5 days of the following semester.

Students must successfully complete Level 1 with a 'C-' or better each semester to continue to Level 2 regardless of enrollment.

It is the student's responsibility to meet all assignment due dates as set by the instructor. Grades can be changed with written notification from instructor.

GRADE APPEAL PROCESS

The programs at MATC allow for multiple attempts of all formative assessments during a unit until the specified unit is declared "closed". The appeal process is for those students who feel that they have provided reasonable effort and did not receive their desired grade. Upon approval, any formative assessment can be revised for credit within two weeks of the unit being declared "closed". The expectations for students to complete their work during the original scheduled time are clear, therefore the instructor is allowed to deny this appeal at his/her discretion. If the activity being appealed cannot be reproduced (i.e. presentation, group work) the instructor is allowed to deny or supplement the activity with additional supporting activities. The grounds for appealing a grade are as follows:

- A clerical error has resulted in a miscalculation of the grade.
- The grade awarded does not fairly reflect your academic performance and or the stated requirements of the course.
- The grade awarded does not reflect your ability and reasonable circumstances did not allow you to apply your best effort.

Grades **may not** be appealed if students feel that the nature and standard of evaluation was too hard. **Appeal forms may be obtained from instructors.**

OVER-ENROLLMENT POLICY

Each program has maximum enrollment guidelines based upon safety, supervision, and technology considerations. In case of program over-enrollment, the previous year's attendance rate will be utilized to determine priority enrollment. (Architectural and Engineering Design and Automotive Technology will adhere to the over-enrollment policy contained in the individual course descriptions.) Priority will be given to Seniors and Juniors when filling spots in MATC programs.

HAZING/BULLYING

Hazing and bullying will be considered 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 in a ridiculous, humiliating, stressful or disconcerting manner 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.

REQUIRED STATEMENT

The amended bullying definition: "Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

"Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

DISCRETIONARY HOMEBOUND INSTRUCTION

If a student has an extended medical problem that will cause 10 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.

DRINK POLICY

Only sealed outside drinks are allowed in the school. (Sodas, juice, water) Cups with lids are not allowed. (No McDonalds, Sonic, Break Time, Caseys, coffee cups, etc) All sport bottles and cups must come into the building empty. Students can fill them with water once in the building. No energy drinks. If a lunch comes with a cup, the drink cannot come into the building. (Ex. A student signs out and goes to McDonalds and orders a meal. The meal comes with a drink. The drink from the meal cannot come into the building unless it is sealed.)

FIELD TRIP POLICY

Student must have a minimum of C- in all classes and no more than 8 absences for the semester.

STUDENT PHONE USE/CALLS

Students will not be called out of class for telephone calls except for extreme emergency. Students wishing to make calls during the school day must receive permission from the MATC Office (**emergency use only**).

STUDENT TUITION

Tuition fees are reasonable as the area school receives reimbursement from state and federal funds. Fees are based on the local share of operation expenses and vary from year to year. Current tuition rates are available upon request.

STUDENT SERVICES

Career Resource Coordinator

The Career Resource Coordinator (CRC) is available to help students with special needs make a smooth transition into technical programs. The CRC assists students with goal setting and occupational placement. The CRC is also available to provide resource materials and curricular accommodations when needed. The CRC serves as a resource link for students, teachers, parents, and the community regarding individuals with disabilities to access community/transition programs.

Student Services Coordinator

Student Services at MATC are a cooperative effort between the staff of the home high school and the staff at MATC. Services are provided for all students to assist in making the optimum adjustment to the technical program and the transition out of high school. Our Student Services Coordinator is available to aid students in making decisions relating to educational, occupational, and/or personal matters. Guidance is provided to help students gather information and to aid in career related decisions. The Student Services Coordinator is available by appointment or on a walk-in basis.

Career Services

The Student Services Coordinator, Career Resource Coordinator and instructors are available to assist students in securing employment after successful completion of training programs. Students in each program are provided with pre-employment preparation instruction to help develop job-seeking skills necessary for gaining and keeping employment. Former graduates are encouraged to contact the school at any time for assistance with job searches.

VISITORS

All visitors to our school must be approved through the MATC office. Students are not to bring visitors to school. Parents are always welcome and encouraged to visit, but are required to sign in at the MATC office.

WITHDRAWAL OR SCHOOL TRANSFER

Secondary students will be withdrawn from MATC through their home high school.

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**

DISCIPLINE CODE

It is the goal of the Moberly Public Schools to teach the young people of our community those basic educational skills required in a rapidly changing world as well as those skills required of a citizen in a participatory democracy. It is the expectation of the Board of Education that each student exhibits behavior on a day to day basis, which is harmonious and congruent with this goal. It is the duty of each student to: (1) study and learn under the direction of the teaching staff and the administration; (2) behave in a manner which promotes positive social interactions; and (3) follow the rules as set forth by the Board, the administration and the classroom teacher. It is the duty of the teacher to maintain an orderly classroom environment, and this regulation authorizes the teacher and the school administrator to take steps to maintain an orderly school environment.

The Board believes that most individuals wish to obey the rules and expectations of a higher authority, and that individuals will exhibit self-discipline when rules and expectations are made known. School age students are no exception. The District's discipline procedures shall serve both to clarify the Board's expectations of students and to define the deterrents and disciplinary action applied when students do not meet those expectations. The aim of disciplinary action is to change inappropriate behavior to acceptable behavior when self-discipline has failed. No student should be allowed to habitually disrupt the learning environment.

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, safe, and orderly educational climate in which students may learn,
5. Quickly identify habitual offenders and remove them as a threat to the safe learning environment.

Therefore, it is the intention of the Board that disciplinary actions should be progressive in nature; that is, the more violations the more severe the punishment. The first infraction of a school rule, unless it is a gross infraction, should result in a firm but milder punishment. Suspensions should run 2, 3, 5, 10 days with referral to the superintendent for a longer suspension if ten (10) day suspension fails to change behavior.

School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities, while riding the bus, and for conduct away from school or in non-school activities which affect school discipline. Because off-campus activities/events are considered to be District events (e.g., FFA field trip to Kansas City, Skills USA competition in Linn, etc.), we will enforce school rules at such events, including all student discipline code provisions. School officials reserve 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 environment.

This handbook is not all inclusive and home high schools may be consulted at any time. 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.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG, JG-R(1), JGA-2, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year or at the time of student enrollment and will be available in the superintendent's office during normal business hours.

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.

DRUG/ALCOHOL USE

The possession or consumption of intoxicants or drugs other than those prescribed by a licensed physician in the school building, on the grounds, on a bus, or at school sponsored activities are 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 MATC office for safekeeping. (Board Policy JHCD) 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 in-toxi-meter.

The Board of Education (Board) recognizes its share of responsibility for the health, welfare and safety of the students who attend Moberly School District #81. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, or in 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 district 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 parent(s)/guardian(s) and students shall annually be provided with a copy of this policy.

Students portraying substances as illegal drugs or controlled substances will be subject to drug discipline policies.

The district may require a student to submit to a drug test or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. (Board Policy JFG and JFCI).

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.

OUTSIDE OF BUILDING

Students leaving the confines of the building without permission or going to the parking lot without front office permission will be considered out of assigned area or skipping.

POSSIBLE DISCIPLINARY CONSEQUENCES

When it becomes necessary for an instructor to send a student to the Director for disciplinary action, the following consequences are available:

1. **Verbal warning**
2. Written warning (with a copy sent to parent/guardian) is used to inform students as well as parent/guardian the nature of the inappropriate behavior;
3. Behavior contract (with copy sent to parent/guardian) is used after alternative methods have failed to curb a student's inappropriate behavior. Behavior expectations with corresponding consequences are outlined through a consensus between the Director, instructor, parent/guardian, and student;
4. Alternative Academic Educational Placement (AAEP) is utilized to isolate students where they can still complete assigned class work;
5. Parent Conference is used to inform parents/guardians, either in person, by correspondence, or by phone, of situations that may arise, and to insure that all parties know exactly what the problem is;
6. Offsite Alternative Academic Educational Placement (OSAAEP)/Out of School Suspension (OSS) is the removal of a student from the school environment for a specified period of time due to serious violation of school conduct guidelines, or when other strategies have failed to correct the misconduct. According to Missouri law, a principal may suspend a student for ten consecutive days, and a superintendent may suspend for up to ninety days. Only boards of education can expel a student.
7. The student may appeal his/her case in accordance with procedures in the Rules and Regulations of the Board of Education. In all cases of OSS, a parent conference or acceptable parental contact will be required for readmission into the school environment;
8. Removal from Technical Center is the removal of a student from MATC courses due to extreme safety violations or when other strategies have failed to correct the misconduct.
9. **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 its 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**

The MATC Director reserves the right to modify these consequences to best meet the needs of the students, the staff, and the school.

Discipline policies from home high school may also be utilized.

If a local, state, or federal law is broken by a student, the appropriate officials will be notified in addition to the parent/ guardian.

PROCEDURES: Instructors will clearly communicate program rules and guidelines. Safety will be of the utmost importance as well as maintaining an atmosphere that is conducive to learning. Instructors will establish program disciplinary consequences that are progressive in nature.

Examples include:

1. Verbal warning
2. Additional assignments
3. Removal from classroom/shop/lab
4. Extra classroom/shop/lab duties
5. Loss of daily points accumulation

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.

SCHOOL PROPERTY

Destruction or defacement of school property is grounds for suspension. Payment for replacement, repairs, and labor is expected by person or persons responsible for destruction or defacement. (*i.e. gum on carpet*)

SECLUSION, ISOLATION, AND RESTRAINT

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

TOBACCO USE

The Moberly School District has adopted a smoke free policy, which prohibits the use of tobacco products in any form on school property. 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 (refer to discipline policy).

WEAPONS POSSESSION/USE

The safety of all students and faculty members within our school is of the utmost importance. Consequently, the possession or use of unauthorized weapons at school will not be tolerated, and students doing so will be subjected to the existing discipline policy. Weapons are defined as any object, which may be used to inflict bodily harm upon others, such as any gun or firearm, knives, brass knuckles, etc. Students that choose to use weapons in school, or at school functions by brandishing or displaying them in a threatening manner or actually harming another may be referred directly to the superintendent of schools for disposition. Possession of firearms on school grounds may result in suspension of up to one (1) year in length.

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

AAEP - Alternative Academic Educational Placement,
OSAAEP - Offsite Alternative Academic Educational Placement
OSS - Out of School Suspension

MATC DISCIPLINE CODE

BEHAVIOR	MINIMUM	MAXIMUM
LEVEL 1 OFFENSES		
skipping/truancy	conference with instructor/loss of points	removal from MATC
away from assigned area	conference with instructor	AAEP/OSAAEP/OSS
public display of affection	conference with instructor	AAEP/OSAAEP/OSS
refusal to cooperate or obey program rules	conference with instructor	removal from MATC
disrespect to staff	conference with instructor	removal from MATC
unacceptable language	conference with instructor	AAEP/OSAAEP/OSS
boisterous conduct/horseplay	conference with instructor	removal from MATC
electronic device violation	conference with instructor	AAEP/OSAAEP/OSS
littering/loitering	conference with instructor	in-school community service (increased hours)
cheating	conference with instructor/ 0 points on assignment	removal from MATC
general harassment	conference with instructor	OSAAEP/OSS
sexual harassment	conference with instructor/ parent notification	removal from MATC
LEVEL 2 OFFENSES		
computer/internet violation	refer to technology discipline plan	
driving violation	conference with director	loss of privileges rest of year
gambling	conference with director	OSAAEP/OSS
vandalism	restitution/office referral	removal from MATC
LEVEL 3 OFFENSES		
theft	3 days AAEP	removal from MATC
extortion/threats	5 days OSAAEP/OSS	removal from MATC
fighting	5 days OSAAEP/OSS	removal from MATC
under the influence of a controlled substance/alcohol	10 days OSAAEP/OSS	removal from MATC
possession of tobacco products	3 days AAEP	removal from MATC
possession/sale/purchase of illegal/ controlled substance/ alcohol/paraphernalia	10 days OSAAEP/OSS	removal from MATC
portrayal or representation of illegal or controlled substances/paraphernalia	10 days OSAAEP/OSS	removal from MATC
unauthorized prescription drugs on school property	10 days OSAAEP/OSS	removal from MATC
assault	10 days OSAAEP/OSS	removal from MATC
arson/false alarms	10 days OSAAEP/OSS	removal from MATC
possession/use of weapon	10 days OSAAEP/OSS	removal from MATC

Any behavior not covered by this list will be dealt with as deemed appropriate by the Director. These listed consequences are guidelines. The Director may deviate from these guidelines if extenuating circumstances exist.

MOBERLY PUBLIC SCHOOLS TECHNOLOGY DISCIPLINE PLAN (K-12)

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

OFFENSE	1 ST Referral	2 nd Referral	3 rd Referral
Sign-in under another student's log-in	Minimum computer restriction- 3 school days	Minimum computer restriction- 5 school days	3 OSAAEP/OSS/ Computer restriction- 15 school days
Attempting to evade school filtering	Minimum computer restriction- 3 school days	3 AAEP/ Computer restriction- 5 school days	2 OSAAEP/OSS/ Computer restriction- 15 school days
Instant Messaging, Blogging (not under teacher direction), Social Media, and chatting	Minimum computer restriction- 3 school days	1 AAEP/ Computer restriction- 5 school days	2 OSAAEP/OSS/ Computer restriction- 15 school days
Pornographic or Inappropriate Pictures	3 AAEP/ Computer restriction- 90 school days	3 OSAAEP/OSS/ Computer restriction- 180 school days	5 OSAAEP/OSS/ Computer restriction- indefinitely
Pornographic acts	5 OSAAEP/OSS/ Computer restriction- 90 school days	10 OSAAEP/OSS/ Computer restriction- 180 school days	10 OSAAEP/OSS + Referral to Superintendent/ Computer restriction- indefinitely
Misuse of district-provided e-mail or login for threatening, cyber bullying, misrepresentation, or for monetary gain.	5 OSAAEP/OSS/ Computer restriction- 90 school days	10 OSAAEP/OSS/ Computer restriction- 180 school days	10 OSAAEP/OSS + Referral to Superintendent/ Computer restriction- indefinitely
Hacking/Vandalism to computer or network/system including but not limited to vandalism programs (i.e. worm, Trojan)	10 OSAAEP/OSS/ Computer restriction- 180 school days	10 OSAAEP/OSS + Referral to Superintendent/ Computer restriction- indefinitely	

All 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.

There is no expectation of privacy in the use of district computers or other technology.

PARKING AT MATC

Student Operated Vehicles: The act of driving to school is a privilege. The school provides bus transportation to all Moberly high school students living a mile or more from school. Moberly students who are enrolled at MATC 1st hour or final hour of the school day can have the opportunity to park in the MATC parking lot. Students also enrolled in any CTSO will also have the opportunity to apply for a parking tag. Parking spots will be assigned according to the order that completed registration packets/parking permit applications are turned in during Moberly registration.

All MATC sending schools will also provide transportation to and from MATC. Sending school students driving on a daily or multiple time a week basis can apply for a parking tag with the MATC office. Parking spots will be assigned according to the order that completed registration packets/parking permit applications are turned in to the MATC office. Forms for sending schools' students can be obtained the first 2 weeks of school. Sending school students driving only once in a while just need to get permission from their school on that particular day to drive.

There are about 60 parking spots in the MATC parking lot. Parking tags will have numbers that correspond to your parking spot. All MATC assigned parking spots are located in the north west row. Moberly student parking tags will be \$20 per year and \$10 for sending school students. There will be a \$5.00 replacement fee for lost tags. It is unlawful for students to park on the access roads off the school grounds. Students are not to park in the MHS parking lot, sidewalk, access roads, unmarked parking space at any time. A student who parks illegally or inappropriately will be warned and asked to move his/her car to a legal parking area. Cars parked illegally may be towed to a legal parking area at the owner's expense if warnings are ignored.

Examples of driving violations would be: high speed, illegal parking, careless and imprudent driving, etc.

Four items will be needed to get a parking pass:

1. Parking permit form from main office with parent signature
2. Proof and copy of insurance policy
3. Copy of driver's license

4. Availability – first come, first serve. When the spots are filled, there are no extra spaces (parking permits will be sold and handed out during registration)

The act of being able to park in the MATC parking lot is considered to be a privilege by the MATC administration. Students are expected to operate vehicles safely and responsibly. Failure to do so may result in loss of driving and/or parking privileges for up to the remainder of the school year. Penalties for failure to operate vehicles safely are as

follows:

1st infraction = warning

2nd infraction = 5-day removal of driving privileges

3rd infraction = 2-week removal of driving privileges

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

Parking Violations:

1st infraction = warning

2nd infraction = 1 detention

3rd infraction = 2 detentions

Subsequent infractions = Students will be disciplined according to the Student Code of Conduct for defiance/disrespect.

Unsafe Driving:

1st infraction = warning

2nd infraction = 5-day removal of privileges and 2 detentions

3rd infraction = 10-day removal of privileges and 1 day AAEP

4th infraction = Removal of driving privileges for the rest of the year and 3 days of AAEP

Rationale: There is a different level of safety concern between a parking violation and unsafe driving. Most parking violations occur when a student is late for school, thus serving a detention is a logical consequence.

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 the assigned area. Excessive tardiness and skipping will result in loss of driving privileges. Refer to Board Policy JFCC.

SERVICE POLICY

We, under no circumstances, warranty and /or guarantee any of the work or materials utilized. MATC will not be responsible for damages incurred when possessions or personal materials/property is on school grounds.

SHOP FEES

A shop fee will be assessed on all jobs accepted by MATC programs from individuals inside or outside of the Moberly Public School District. The fee helps to defray the cost of program incidentals consumed during the completion of work. This fee will be in addition to any parts or material costs.

STUDENT DRESS

1. The Moberly Public School District encourages all students to dress in a manner that reflects good taste and a style appropriate for regular school day attendance. Students are expected to dress in a fashion, which will not:
 - 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
- 2. The school administration recommends that each student be well groomed (clean and neatly dressed) at all times. Recognizing that some students will abuse dress privileges; the following limitations will be enforced:
 - a. Extreme brevity of attire will not be acceptable. Examples: short shorts, low cut tops, skirts, form-fitting clothing (e.g., biker shorts), bare-midriff clothing (upon raising arms, the students' midriff is exposed), halter-tops, tank and tube tops (unless covered by appropriate outer garments), etc. All straps must be at least 2" in width for both shirts and dresses.
 - b. Shorts and skirts are defined by length. If student's fingertips do not touch the hem of the leg edge, then the shorts/skirts are too short.
 - c. Hats, bandannas, sunglasses and other forms of headgear shall not be worn within the school building and are to be removed upon entering the building. Hats may be worn in shop areas behind double doors.
- 3. Forms of clothing that must not be worn in school:
 - a) advertisement of alcohol, tobacco, drugs and other types of controlled substances
 - b) inappropriately suggestive
 - c) demeaning to others
 - d) profane or obscene
 - e) specifically relating to gang-type activity

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 administrator who will make the final determination as to the appropriateness of the student's dress.

Students are required to follow and dress according to the standards of each program.

TRANSPORTATION POLICY

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 re-assigned 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 a-like 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 cannot 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.

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/members of the public to share their thoughts with District employees at school. However, the recording of such conversations tends to inhibit this free-flow of communication and disrupts 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 parents/guardians/members of the public and District employees. 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 violators for prosecution. (Board Policy KKB)

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: October 14, 2003

FILE: KL

Critical

Revised: March 11, 2008

Cross Refs: AC, Nondiscrimination and Anti-Harassment

BDDH, Public Participation at Board Meetings

GBM, Staff Complaints and Grievances

IGBC Parent/Family Involvement in Instructional and Other Programs

IGBCA, Programs for Homeless Students

JFH, Student Complaints and Grievances

No Child Left Behind Act of 2001, P.L. 107-110

Moberly School District No. 81, Moberly, Missouri

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PUBLIC QUESTIONS, COMMENTS OR CONCERNS REGARDING DISTRICT INSTRUCTIONAL/MEDIA/LIBRARY MATERIALS

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.

Moberly Public School District

PIRC- MISSOURI RESOURCES FOR PARENTS AND FAMILIES

The Missouri PIRC (Parental Information and Resource Center) provides statewide impact, with administrative offices in St. Louis and Kansas City, early childhood services offered in each school district in the state coordinated by a national center based in St. Louis, K-12 training and technical assistance based in Jefferson City, and toll-free hotline for parents based at the state's largest university.

The Missouri PIRC, grounded by the six PIRC quality indicators, delivers parental support services in a systemic manner. The Missouri PIRC organizational structure assures a statewide impact that engages increasing numbers of parents in Missouri's 641 Title I schools.

Please visit the following websites for further information on these resources: <http://www.missouri-pirc.org/> or <http://www.nationalpirc.org/directory/MO-32.html>.

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.

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 including through all social media. 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 nor 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 they believe to be inaccurate, misleading or otherwise in violation of their 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.

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.

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.

America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

PROCEDURES FOR STUDENTS CLAIMING DISCRIMINATION ON THE BASIS OF RACE, SEX, CREED, COLOR, AGE, NATIONAL ORIGIN, OR HANDICAP

The Moberly Public School District, in compliance with Title VI, Title IX, and Section 504 of the Educational Amendments of 1972, has implemented the following procedure for students claiming discrimination on the basis of Racism, Religion, Sex, Age, Color, National origin or Disability.

Informal Procedures: Verbal communications of alleged discrimination shall be made directly to the teacher or other school employee directly involved. Unresolved complaints may be taken directly to the appropriate building administrator after a reasonable time. Complaints not resolved in the informal stages may be presented as formal charges.

Formal Procedures: Students, accompanied by parents, may present discrimination complaints in writing to the school principal. Students and parents or legal guardians must sign written complaints. Written complaints must include the following information: date of filing, description of alleged grievances, and the names of the school staff involved. Upon receipt of a formal complaint the Principal will: Forward copies of the complaint to the Superintendent of Schools. Make a decision and notify the student, parents, and Superintendent of Schools of that decision no later than ten (10) days following the filing of the formal complaint.

Students and parents or legal guardian may appeal the decision of the building principal to the Superintendent of Schools. The parents and students may arrange a conference with the Superintendent of Schools at their earliest Convenience. Parents and students may appear together and present their written report of the decision of the building Principal. Notification of the action taken by the Superintendent will be given in writing to the students, parents, and Principal within five (5) school days of this conference.

Students and parents may appeal the decision of the Superintendent of Schools to the Board of Education by notifying the Superintendent of Schools of their intent and by appearing before the Board of Education at the next regularly scheduled or special called meeting. The hearing before the Board of Education may be conducted in Executive Session upon the request of either the Board of Education or the complaining parents and students.

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 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.

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). 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 Ms. Kendra Niner, Director of Special Services, at: 1623 Gratz Brown Road Moberly, Missouri, 65270-3813, (660)269-2693.

This notice will be provided in native languages as appropriate.

FEDERAL PROGRAMS-PARENT/GUARDIAN NOTIFICATION

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

Parents' Right to Know

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the Moberly School District No. 81 will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

Whether the student's teacher—

- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

Under the Every Student Succeeds Act:

- Districts should disseminate to parents, guardians, schools, and the public, the district's annual report card.

- Districts should disseminate to parents, guardians, teachers, principals, schools, and the community the results of the district’s yearly progress review of each school.
- Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Schools identified for corrective action must provide notice to parents/guardians of the availability of supplemental services.
 - Districts must inform parents of Title I, Part A students that parents/guardians may request information on the professional qualifications of the student’s classroom teachers and paraprofessionals.
 - Schools must invite parents/guardians to informational meeting to inform them about the school’s participation in Title I, Part A funded language instruction educational program of parental involvement opportunities in the same manner as other Title I programs.

**Missouri Department of Elementary and Secondary
Education Every Student Succeeds Act of 2015
(ESSA) COMPLAINT PROCEDURES**

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

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are

accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966. Rev. 9/6/07
(updated 5/2010)

SCHOOL INSURANCE

The school district does not carry insurance which covers school-related injuries to children. Parents/Guardians are encouraged to contact their home school concerning insurance offerings.

HEALTH SERVICES

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. (Board Policy (KB-AP(1)).

MO HealthNet for Kids

The District will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK) to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (Board Policy KB-AP-1)

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

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.

Medical Marijuana and Cannabidiol (CBD) Oil

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

Unless required by law, CBD oil will not be administered to students by district staff and students are prohibited from possessing CBD oil on district property or at district activities.

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 school wide 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 re-screenings, 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.

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, non-ventilated 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 JHCF

SEARCH AND SEIZURE

Moberly Area Technical Center reserves the right to insure that all students and staff have a safe environment. At times when there is a reasonable suspicion involved, there may be a need to make searches and seizures at MATC. While on school property, MATC administration may conduct appropriate searches of persons, book bags, cars, and other property. 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)** The district will periodically search lockers and other school property and drug-sniffing dogs may be used. Lockers are considered school district property.

- Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- The district may conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.
 - Only certified narcotic canines will be utilized.

More information regarding searches can be found in School Board Policy JFG.

Drug Detection Dog

The district works in conjunction with local law enforcement agencies. We will employ the use of a drug detection dog periodically throughout the school year. The purpose of the district's efforts is to create a zone around our schools that is free from the menace of drugs and at the same time respect the privacy of the students. Scope of the operation:

- There will be no prior notice to the students of the visit of the drug detection dog.
- The building will be subject to periodic rechecks throughout the school year at the discretion of the administration and the cooperating law enforcement agency.
- The drug detection dog will be used to sniff student lockers, unattended inanimate objects, and unoccupied areas of the building or campus.
- At no time will the dog be intentionally used to physically sniff students. The presence of the dog around students will be minimized as much as possible.

INAPPROPRIATE SEXUAL CONDUCT

All students at Moberly Area Technical Center have the right to attend classes in a safe and orderly environment. They should be free of harassment by other students. Inappropriate sexual misconduct is a 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 sexual harassment, but which may support a potential claim against the district and/or employee if not remedied. Such harassment 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 misconduct of 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 subjected to conduct that could constitute sex-based discrimination, inappropriate sexual misconduct, or any other type of inappropriate sexual conduct should consult the District's Nondiscrimination Compliance Statement provided previously within this Handbook, the grievance policy AC-R set forth in this Handbook, and/or the District's compliance coordinator for Title IX: Dr. Bryan Thomsen, Assistant Superintendent Moberly School District 926 Shepherd Brothers Blvd Moberly, MO 65270-3813 Phone: (660) 269-2600

INAPPROPRIATE CONDUCT ON BASIS OF OTHER PROHIBITED CATEGORIES

In addition to freedom from inappropriate sexual/gender-based conduct, students at Moberly Public Schools should also be free of discrimination, harassment, and all other inappropriate conduct 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 subjected 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 previously within this handbook, the grievance policy AC-R set forth in this handbook, and/or the District's compliance coordinator below:

<i>Coordinator for Title VI</i>	<i>Coordinator for IDEA, Section 504, and ADA</i>
Dr. Bryan Thomsen	Mrs. Penny Faddler
Assistant Superintendent	Director of Special Services
Moberly School District	Moberly School District
926 Shepherd Bro Blvd	1623 Gratz Brown
Moberly, MO 65270-3813	Moberly, MO 65270
Phone: (660)269-2600	Phone: (660)269-2693

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 non-curricular groups to conduct meetings or activities on district property to the same extent that the district allows other non-curricular student groups to meet on school premises during non-instructional time. Student-initiated non-curricular 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 non-curricular groups. Community use of district facilities is governed by policy KG. **See Board of Education Policy IGDA.**

DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS

- I. **Guidelines** -Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except those which:
 - A. Are obscene to minors;
 - B. Are libelous;
 - C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools)
 - D. Advertise any product or service not permitted to minors by law;
 - E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin);
 - F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (A) through (D) to any student is prohibited. Distribution on school premises of material in categories (E) and (F) to a substantial number of students is prohibited

- II. **Procedures** -Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or his or her secretary 24 hours in advance of desired distribution time, together with the following information:
 - A. Name and phone number of the person submitting request
 - B. Date(s) and time(s) of day of intended display or distribution
 - C. Location where material will be displayed or distributed
 - D. The grades(s) of students to whom the display or distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.
- III. **Time, Place and Manner of Distribution** -The distribution of written material shall be limited to a reasonable time, place and manner as follows:
 - A. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of the activity.
 - B. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school.
- IV. **Definitions** - The following definitions apply to the following terms as used in this policy:
 - A. "Obscene to minors" is defined as:
 - The average person, applying contemporary community standards, would find that the written material, taken a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
 - The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to who distribution is requested, sexual conduct such as intimate

sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or

- The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors. "Minor" means any person under the age of 18. "Material and substantial disruption of a normal school activity is defined as follows:
 - Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays, and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

B. "School activities" means any activity of students sponsored by the school and includes- by way of example, and not by way of limitation- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

C. "Unofficial" written material includes all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspaper, whether written by students or others.

D. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.

E. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school, which are generally frequented by students.

F. Disciplinary Action - Distribution by a student of unofficial written material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

VIDEO SURVEILLANCE POLICY

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.

VISITORS TO DISTRICT PROPERTY/EVENTS

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

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 KK

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, b, and c
- 2) 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.
- 3) 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.

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. **Board 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**

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Parisa Stoddard, Director of Federal Programs, at (660)269-2600.

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)

REGISTERED SEX OFFENDERS

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 KK)

REQUEST FOR PERSONNEL QUALIFICATIONS

Parents can request information from the Director on the professional qualifications of their child's teacher and, if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well. (Board Policy BGL)

FOOD SERVICE PROGRAM

A breakfast and hot lunch program is provided in all buildings for students in the Moberly Public School District. We encourage all parents/guardians to find out through an application at registration if their child qualifies for free or reduced-price food service.

Eligible students, as determined by appropriate school officials based on guidelines established under the national school lunch program, will be provided nutritionally acceptable meals at no cost or at a reduced cost, if they are unable to pay the regular price.

The criteria for determining a student's need and the procedures for securing "no-cost" and "reduced-cost" lunches for the student will be outlined and made known each year by the Board of Education. The criteria and procedure are established at the state/federal level. Applications for "Free and Reduced-Price Meals" may be picked up in your child's school office. Parents/Guardian may apply anytime throughout the school year for "Free and Reduced-Price Meals."

If required by law, the district will establish a school breakfast program and summer food service program for eligible students or will adopt a resolution requesting a waiver excusing the district from

these requirements. Such writing shall be filed with the Missouri Department of Elementary and Secondary Education and shall be valid for a period of three (3) years.

The students who participate in "no-cost" or "reduced-cost" meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff members as needed to make the special arrangements for the students.

Students may pay on account, or they may pay daily. Free and reduced meals must be approved each year.

Students will be allowed to charge only their lunch. Students with charges of \$10.00 will not be allowed to charge their lunch.

Food Service Management (Meal Charges)

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Nutrition Guidelines

It is the policy of the Moberly School District No. 81 that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day. For more information regarding nutrition standards and Free/Reduced Meals, see Board Policies ADF and EFB.

Notice of the District's Obligation to Identify and Provide Education and Assistance to Students Who are Homeless, Migrant, and Learning English as a Second Language

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Parisa Stoddard, Coordinator of Federal Programs, at (660)269-2600.

Virtual Instruction

Eligible students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP). Please see Board Policy IGCD for more information.

Alternative Methods of Instruction

The Moberly School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized on days school is closed due to inclement weather, illness, exceptional emergency circumstances, or other natural disasters. It will be at the district's discretion on whether the school is considered "closed" or if an "AMI" day needs to be implemented.

The goal of the AMI plan is to embed curriculum with learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge is achieved. AMI simply allows for the continuation of learning when students miss days of regular instruction. Important

items to remember about AMI days:

- Students will NOT attend school on an AMI day. All students will have assigned work to be completed at home on these days.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete the work will be marked absent for the related AMI day AND will receive a zero for that assignment.

We will notify all guardians, as we have in the past, via spartan alert, social media postings, and through local television stations in the event of school closures and use of AMI days. In the event of school closing, teachers will be accessible for questions, clarification, and feedback through email.

As we implement this new method, we anticipate that we will learn lessons along the way and make necessary adjustments to improve our AMI plan to best meet the needs of our students. If you have further questions or concerns, please do not hesitate to phone or email the school.

Asbestos and Hazardous Waste 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 Board Policy EBAB.

Suicide Awareness and Prevention

The district is dedicated to educating employees and students on the resources and actions necessary to promote suicide awareness and to the prevention of suicide. For more information, please see Board Policy JHDF.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education has established a Trauma-Informed Schools Initiative to provide information and training to school districts regarding trauma-informed approaches. For more information, please visit <https://dese.mo.gov/traumainformed> and see Board Policy KB-AP(1).

Computer Technology/Internet Usage

The district requires staff members to maintain professional boundaries with regard to all electronic communications with students. (BOE Policy GBH) The district is committed to teaching students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse. (BOE Policy IGAEB) For more information, please also see BOE Policy EHB-AP(1).

Notification of Objectionable Topics

The district recognizes that parents/guardians are the primary source of sexuality education for their children, and that parents have the right to remove their student from any part of such instruction. For more information regarding sexual education, see Board Policy IGAEB.

PARENT/STUDENT SIGN-OFF SHEET

We have received a copy of the MATC Handbook for the 2022-2023 school year. We have read and understand the rules of MATC. This handbook has been reviewed with students by MATC staff. We also understand that this handbook is not all inclusive and that home high schools may be consulted at any time. 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.

MATC Class/Program: _____

Classroom/Program: _____

Print Student Name: _____

Student Signature _____

Parent Signature _____

Date _____

Please sign and return to your MATC program instructor. Due to safety and liability issues, failure to turn in a signed sheet could result in loss of computer and lab/shop privileges.