

***P*ALMYRA *H*IGH *S*CHOOL**

STUDENT HANDBOOK 2020-2021



PALMYRA HIGH SCHOOL 2020-2021 HANDBOOK

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BOARD OF EDUCATION

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Kirt Malone **Superintendent**
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Larry Seago **Asst. Principal, A+ Coordinator, Foster Parent Liaison, MOVIP Coordinator, Curriculum Director, Student Residency, Runaway & Migrant Coordinator**
Brian Wosman **Athletic/Transportation Director, MS Dean**
Kinsey Cissna **Special ED Coordinator/504 Coordinator, Non-Discriminatory & Anti-Harassment Coordinator**

CLERICAL

Debbie Mahsman **Business Manager/Superintendent's Office**
Karrie Kroeger **Accounting/Superintendent's Office**
Triston Jones **Principal/Asst. Principal/Athletic Office-Admin Assistant**
Amber Summers **A+ Office/Special Education- Admin Assistant**

OTHER PERSONNEL

Josh Edwards **Technology Coordinator**
Addy Gottman **Innovative Learning Specialist**
Angela Keppner **High School Guidance Counselor**
Travis Rice **Custodian**
Jennifer Barnard **Custodian**
Ron Raney **Grounds Keeper**
Wayne Snodgrass **Grounds Keeper**
Jennifer Jones **MS/HS School Nurse**
Jeff Hamby **Maintenance Director**
David Nelson **Maintenance Assistant**
Heather Rice **Food Service Director**
Jill Englehardt **HS Food Service Manager**

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SCHEDULE OF SCHOOL TIME

The building opens for student access at 7:30am each morning. The first tone of the day rings at 8:02. This allows students to take any athletic equipment, materials, etc to the locker rooms and band room. The warning bell rings at 8:07. This indicates that all students have four (4) minutes to report to their first period class. There are 3 minutes between each class period. Groups working after 2:59 or 12:51 on half days, must have a school sponsor present.

Regular Bell Schedule

1st Hr: 8:11-9:07, **2nd Hr:** 9:10-10:02, **3rd Hr:** 10:05-10:57, **4th Hr:** 11:00-12:14,
5th Hr: 12:17-1:09, **6th Hr:** 1:12-2:04 **7th Hr:** 2:07-2:59

Early Out Bell Schedule

1st Hr: 8:11-8:43, **2nd Hr:** 8:46-9:18, **3rd Hr:** 9:21-9:53, **6th Hr:** 9:56-10:28,
7th Hr: 10:31-11:04, **4th Hr:** 11:07-12:16 **5th Hr:** 12:19-12:51

CITIZENSHIP STANDARDS/STUDENT IN GOOD STANDING

Palmyra High School believes in reinforcing positive citizenship habits. The mission of any high school is to instill in its students citizenship skills that enhance future success. Students who violate citizenship standards can lose privileges for being deemed a student “not in good standing”. These privileges can include but are not limited to; attending sporting events, dances, field trips etc... This can also have an effect on a student’s eligibility in the A+ Incentive Program.

Any of the following infractions, but not limited to, can place a student on “not in good standing” status for the remainder of that semester:

- A student arriving late to school more than eight times.
- A student being tardy more than eight times.
- *A student that has received more than eight discipline referrals.*
- *Any egregious act.*
- *Having unpaid student accounts.*

REPORTING TO SCHOOL

Although school starts at 8:11 a.m. and dismisses at 2:59 p.m., a student is considered having reported to school upon his/her arrival prior to school starting. When a student boards a school bus, or enters school grounds, he/she is considered having reported to school. A student is subject to the regulations of the school immediately after having reported. After arriving at school, whether by bus, walking, or by automobile, students may not leave without checking out in the principal's office. Students are not permitted to congregate in the parking lots before school. Students need to enter the building upon arriving at school.

LATE TO SCHOOL POLICY

The final bell to start school rings at 8:11 a.m. Any student not at school and in their classroom will need to report to the high school office to be manually admitted to school. After a student receives their 3rd late to school (verified or unverified) they will receive a discipline penalty for every late to school thereafter for the remainder of that semester. A late to school infraction may be excused by the principal/assistant principal or designee but the time missed will still count against attendance. A student arriving late to school more than eight times will be considered a student “not in good standing” for the remainder of that semester.

ATTENDANCE POLICY

In efforts to improve attendance and benefit you as a student, Palmyra High School has worked to make an attendance policy that ensures flexibility and structure. Palmyra High School feels that eight (8) absences per semester is an adequate amount of time to cover most student and family needs. It is important for students to be in class so that they have the best opportunity for academic success. Eight (8) days is equal to approximately 10% of the semester classes. Just like in any job situation, students are allowed a number of days to meet personal needs. These days should be planned for college visits, personal business, sickness, death in the family, or other issues. The student will need his/her parent or guardians permission to miss any day of school.

Attendance Policy Continued

Missing any time up to 15 minutes of the start of school is considered a late to school infraction. Time missed after 15 minutes will be considered truant from class and will be a discipline issue.

- A student is allowed up to eight (8) absences for any reason per semester. Please note: A+ attendance qualifications differ.
- Students with an 80% or higher in a class, no more than 3 late to school violations, and no more than 5 total tardies qualify for the finals incentive at the end of the semester.
- End of year AAD incentive = no D's or F's at term or semester, no discipline referrals.
- Parents are asked to let the office know in advance for planned absences.
- A student will be able to make up their work for absences or suspension up to eight (8) total days per semester. The student will have as many days to have the school work turned in as they have been out of school, unless otherwise determined by the student and teacher and/or administration.
- Students missing more than 20% of the semester school days will be subject to losing all credit. A student may appear before the Attendance Appeals Committee to appeal losing all credit. The committee's decision can be appealed to the superintendent for review.
- Students must be in attendance for the entire day of school to be eligible for any extracurricular activity that night or weekend. This is for participants and spectators.
- Students missing more than eight (8) days of school can be considered a student "not in good standing". This can affect extracurricular activities, including but not limited to, attending sporting events, field trips, and dances.
 - After 8 absences (excused or not) a student can not leave school early for any activity including but not limited to club events, athletic events, or field trips (not required for a grade in a class).
 - They can however leave with the group or team if the bus leaves after regular school hours.
 - The student can not be driven to the contest by another individual to participate.

ATTENDANCE FOR SCHOOL EVENTS

Students need to be in attendance for the entire day to be able to attend a school event for that evening or weekend. Any exceptions must have PRIOR principal approval. Field trips or additional activities (Fox Theater, drama practices, Elementary Field Day, etc...) that are not part of a classroom requirement are considered privileges and will be reserved for those students who are in good standing.

TARDIES AND BELL PROCEDURES

Two tones will be sounded between periods. The first tone is an indicator that the present class has ended. Students will have three minutes until the second tone rings. The second tone is the tardy indicator for the next period. The time between classes should be used wisely as excessive tardies (8) can place a student on "not in good standing" status. Students are excused at the end of the day by two bells. The first bell is for students who are riding the bus. Do not leave your classroom if you are not a bus rider. The second bell is for students who are walking, riding in a vehicle, or have a later extracurricular activity. Students who are in detention or after-school academic areas need to wait until

the second bell. Teachers will track classroom tardies and report tardy infractions to the principal's office. Disciplinary action will be taken on a third tardy to any single class in a semester. Continued infractions will result in increased penalties.

COLLEGE VISITS

Students are encouraged to visit colleges and universities as they prepare for life after high school. Students will be permitted to take two (2) college visits during their junior and senior years under the following guidelines.

- Visits must be pre-approved by the principal/assistant principal or his designee.
- The visit must be signature verified on the approval form by an official representative of the visited college or university.
- Pre-approved and verified college visits will NOT count against the students 98% restriction for finals exemption.
- College visits will count against the students 8 allowable absences for remaining as a student "in good standing".
- College visits will count against the student's overall attendance for A+ purposes.

The reason college visits will count against a student's 8 allowable absences and their A+ attendance is because the Missouri Department of Elementary and Secondary Education requires that a student be in the company of and/or under the guidance of a school staff member while away from school in order for the time away to be excused.

MILITARY FAMILY LEAVE POLICY

A student whose parent or legal guardian is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or is immediately returned from, deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the local education agency superintendent to visit with his or her parent or legal guardian pertaining to such leave or deployment of the parent or guardian.

STUDENT HEALTH

CONJUNCTIVITIS

Students with both “pink eye” and allergic conjunctivitis must be excluded from school until the condition has begun treatment by a physician.

DIARRHEA/WATERY STOOL

Students with diarrhea/watery stool will be sent home if the student has:

1. More than two episodes of diarrhea occurring during a school day.
2. One episode of diarrhea if other symptoms are present (e.g. fever, abdominal discomfort, vomiting, etc.)
3. Soiled themselves or their clothing.
4. Additional symptoms that become disruptive to the student’s educational process

Students may return to school 24 hours after the last diarrhea stool if they have no other symptoms present.

FEVER

The school considers a student’s normal temperature to be 98.6°F. If a student has not taken fever-reducing medication and they have a low-grade temperature, (oral temperature up to 99.9°F) they may remain at school. If a student has a high-grade temperature, (oral temperature of 100°F or above):

1. Students will be sent home from school.
2. Students may not return to school until they are free of fever for 24 hours without fever-reducing medication. **In order to assist in preventing the spread of illnesses, students should not be given fever-reducing medication and sent back to school.**
3. Students will not be dismissed to the bus with a high-grade fever.

IMMUNIZATION INFORMATION

State law requires that all immunizations must be up-to-date before students are permitted to attend classes. Students must present documentation of month, day, and year of each immunization. Religious and medical exceptions are allowed with appropriate exemption cards on file. It is the responsibility of the school to maintain the immunization histories of all children enrolled and to report that information to the Missouri Department of Health and Senior Services each year.

MEDICATION

An effort should be made to schedule medication at times other than school hours. If the pupil must receive medication during school hours, the parent or guardian must furnish for all medications:

1. The prescription plainly marked in the **original container** with all of the following:
 - Pupil's name
 - Physician's name
 - Name of medication and dosage to be given
 - Time of administration
 - Date
2. Over the counter medications will be supplied by the school and given at the nurse’s discretion according to manufacturer’s labeled instructions. Medications are listed on the Nonprescription Medication Form which must be completed by the parent or guardian prior to administration. This form is available in the nurse’s office or on the District website, www.palmyra.k12.mo.us.
3. Over the counter medications not supplied by the school must come in the manufacturer’s labeled container with the student’s name on it. A note signed by parent or guardian is also necessary to authorize school employees to give the medication.
4. School personnel will not give any medication that is not in the appropriate labeled container and not accompanied by written parent permission for the school to administer. **The medication is to be brought to school by parent/guardian or other adult.** The school will not give the first dose of any medication.

5. Only those doses of medication that need to be given at school should be brought to school. No more than a 30-day supply of medications should be brought to school. Quantities of medication are not being stored at school. Students are not to share medication with anyone.
6. The student's doctor may write authorization for a student to carry and self-administer meter-dose inhalers. The student's name is to be on the inhaler.
7. Schools in this district are equipped with prefilled epinephrine auto syringes(epi-pen) and asthma related rescue medications that can be administered by the school nurse or other trained personnel in the event of life-threatening emergencies involving anaphylaxis or asthma. These medications will be administered in accordance with written protocols provided by the authorized prescriber, except for students authorized to carry and self-administer epinephrine in accordance with Board policy.

NUT-AWARE CAMPUS

In meeting the needs of our student population, the Palmyra School campus is a peanut and tree nut aware campus. Should students be allergic to other food items, it is the responsibility of the parent/guardian to communicate this with the school nurse.

POLICY ON COMMUNICABLE DISEASES - STUDENTS

A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that:

1. the student is no longer infected or liable to transmit the disease; or
2. the student is afflicted with chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student is excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative educational setting in accordance with district policy. Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such students will be informed.

PREVENTION AND CONTROL OF COMMUNICABLE DISEASE SPECIFIC TO HEAD LICE

Any student found to have evidence of head lice shall be excluded from school until treatment is provided and all lice have been removed. Following treatment, the student will be checked for compliance before being readmitted to school.

SYNCOPE (Fainting)/Seizure

Students who experience a syncopal episode or seizure at school will be sent home. Students may return to school 24 hours after the last syncopal episode or seizure if no other symptoms present.

VOMITING

Students will be sent home from school for:

1. More than one episode of vomiting occurring during a school day.
2. One episode of vomiting if other symptoms are present (e.g. fever, abdominal discomfort, diarrhea, etc.).

Students may return to school 24 hours after the last vomiting episode if they have no other symptoms present.

SCREENINGS

All students receive health screenings at various grade levels. Health screenings are generally completed prior to Christmas vacation except for scoliosis. Parents who wish to have their child opt out of health screenings must do so in writing.

Distance Vision 5th, 7th, 9th & 11th Grades

Hearing 7th & 11th Grades

DRESS CODE

Each student should select suitable clothing for school and for the day's weather conditions. Styles and types of clothing worn change from time to time; the school recognizes this fact and will make allowances for such changes to a certain point. Appropriate clothing will be worn to present an example of decency and good character and will not be of a disruptive nature. Some general guidelines for student dress are as follows:

1. Students must wear appropriate shoes, boots, or sandals. No house shoes/slippers with soft soles.
2. Pajamas are not to be worn in school unless specified from the office.
3. No clothing worn shall have writing, drawings, or emblems that are obscene, derogatory, or that make inappropriate or suggestive innuendos. (This also means no writing on the buttocks of clothing)
4. Clothing with pictures or ads for liquor, tobacco, or controlled substances is prohibited.
5. Blouses, t-shirts, shirts, etc. must extend to at least the top of the student's pants, skirt, or shorts. Shirts and dresses for girls and shirts for boys must have sleeves and cover the shoulder. Halter, backless clothing, see-through garments, strapless tops, spaghetti straps/narrow straps, tank tops, sleeveless shirts or bare midriffs will not be permitted. Shirts that fail to cover the back, sides, or stomach when worn normally are unacceptable.
6. Tops that hang excessively low below the neck or armpits will not be allowed. This includes shirts or dresses exposing cleavage.
7. Undergarments must always be covered.
8. Extremely short or revealing shorts/skirts/dresses will not be permitted. The length must be such that it is not distracting or offensive to others. The general rule of thumb shall be that the hem of the shorts/skirt/dress should, at a minimum, be at the fingertip with arms hanging normally at the individual's sides. Athletic cut shorts must meet this requirement on the front and back of the short.
9. Trousers and shorts must be pulled up to an appropriate level, zipped and fastened, and worn as designed to be worn.
10. Clothing styles, unusual grooming, jewelry, piercings, or tattoos that create disorder, either in the classroom or while attending school-sponsored activities, are not acceptable. Additionally, face paint or other distracting make-up is not allowed. The wearing of chains is also prohibited.
11. Students are not permitted to wear caps, hats, bandanas (applies to guys and girls), scarves, hoods, nylons, sunglasses, other headwear, etc., in the school building. (Scarves worn around the neck are acceptable)
12. Wearing, possession or distribution of clothing or paraphernalia that could be construed to be gang related will be prohibited.
13. Any clothing that might be used for the purposes of concealment will not be allowed.
14. Teachers of courses where safety or health is a factor may require certain clothing or certain adjustments to hair or clothing during class.
15. Students participating in or attending an extracurricular activity as a spectator must dress according to the school rules and the sponsor or sponsoring organization's requirements. When wearing team apparel to school, it must meet the school dress code expectations.
16. Formal dress wear shall not have any openings in the midriff area. Two piece prom dresses will NOT be allowed. Questionable dresses need to be approved by the high school office.

It is important to note that the rule of good taste overrides the specifics of all aspects of the dress code. Just because a piece of clothing meets the specific requirements of the dress code policy, it may still be deemed inappropriate if it disrupts the educational process, adversely impacts the learning environment, or endangers the health or safety of students, staff members, and community members.

When a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or be sent home. Repeated violations of the dress code could result in additional punishment.

Standard approach to dress code violations will be: Correct the problem and/or get an after school detention or go home to correct the problem and/or get an after school detention. (Time missed to correct dress code issues will count against student's attendance.)

A+ SCHOLARSHIP ELIGIBILITY

Palmyra High School is a Missouri A+ certified high school. Students who successfully fulfill their contractual obligations for this program have the possibility of receiving two years of in-state tuition paid at a vocational school or college. To qualify A+ students must: attend an A+ high school for 2 consecutive years prior to graduation, have 95% attendance rate during their high school career, 2.5 cumulative high school non-weighted GPA, good citizen standing as defined in the handbook, signed A+ agreement, score proficient on Math EOC and must be enrolled full time. Please see the A+ Coordinator for more information and a contract.

REGISTRATION AND ENROLLMENT

Registration for a school year will take place during the second semester of the prior year. This will include information about classes and scheduling. A course description book can be obtained from the counselor. The final enrollment is completed during July/August at which time a formal registration will be scheduled and students will receive his/her permanent schedule and locker number. Final registration information will be available via the newspaper, email and website.

SCHEDULE CHANGES

After school has begun, students must have the principal/counselor approval for scheduling changes. Pre-registration in August will be the final open opportunity for students to change schedules for 1st semester. A time slot will be designated toward the end of 1st semester as the final opportunity to discuss 2nd semester schedule changes with the counselor. However, second semester schedule changes will only be considered for situations of scheduling errors, failure to meet prerequisites, first semester failures indicating difficulty in passing second semester, or an unforeseen circumstance such as an injury that creates an obstacle in passing a PE class. All desired changes based on interests or career preparation, should be considered in advance and done prior to the first day of school in August.

CAFETERIA PROCEDURES

1. All students must walk to the cafeteria at all times.
2. Students will be given twenty-two minutes for their lunch period. All students will go to lunch with their fourth hour class and remain in the cafeteria until the tone sounds. Students will be expected to relax and enjoy their lunch in a friendly and socially accepted atmosphere. There should be no loud talking or rowdiness in the cafeteria.
3. Students may purchase their meals or may bring their lunch from home. Extra milk may be purchased with the regular meal, or students who bring their lunches may purchase milk.
4. Students are expected to keep their account paid. Money can be applied to meal accounts before school in the high school office.
5. All food and drinks must be consumed in the cafeteria. This includes lunches brought from home. Food and drinks are not to be taken out of the cafeteria. Students who bring sack lunches are responsible for the articles they bring.
6. All students must assume their share of responsibility for keeping the lunchroom and tables orderly and clean. All students seated at a particular table are responsible for cleaning that table after the meal.
7. Place all paper cartons and napkins in the receptacles provided for this purpose.
8. Take empty plates and utensils to the proper place and clean your plate in the receptacle provided. Clean up around your own eating area. Students who spill food will be expected to help clean it up.
9. Throwing food or other items in the cafeteria will result in disciplinary action.
10. After consuming the meal and taking empty plates and utensils to the proper place, students are to return to their seat. No loafing in the doorways, hallways, or bathrooms.
11. Students are not to leave the lunchroom without the permission of the lunchroom supervisor.
12. Failure to observe these rules may result in loss of cafeteria privileges.

LUNCH/BREAKFAST

School lunch and breakfast is provided each school day in the cafeteria or students may bring a packed lunch from home. Refrigeration is not available. ***Food to be consumed during the lunch period must be brought to school or delivered in a lunchbox or lunch sack.*** Students are encouraged to pay for school meals in advance on a weekly or monthly basis before school. Money will not be taken on the lunch line. Each student is issued a lunch card that serves as a debit card. Students are expected to use the card daily through the lunch line. Lost lunch cards are **\$5.00** to replace. Checks for meals should be made payable to **Palmyra R-I Schools**. Additional items may be purchased if the head cook indicates. Free and reduced lunch is available by application for those who qualify. If students have money left at the end of the year, it will be applied to the next school year.

Lunch/Breakfast Prices for the 2019-2020 school year

Elementary	Middle School	High School	Adults
breakfast - \$1.60	breakfast - \$1.60	breakfast - \$1.75	breakfast-\$2.50
lunch - \$2.25	lunch - \$2.50	lunch - \$2.50	lunch - \$3.00
milk - \$0.45	milk - \$0.45	milk - \$0.45	milk - \$0.45

Reduced prices for all schools

Breakfast: \$.30 - Lunch: \$.40

NUTRITION GOALS

All meals served under the National School Lunch and School Breakfast Programs must strive to meet the nutrient standards and recommendations of the Dietary Guidelines. This section clarifies the SMI nutrition goals, which applies to all programs, regardless of which menu planning options is used.

According to the SMI, school meals must meet nutrient standard averaged over a week (three to seven consecutive days).

The standard for total fat is no more than 30 percent of total calories. The standard for saturated fat is less than 10 percent of total calories. Values for the other nutrients and calories are based on the Recommended Dietary Allowances (RDAs) for specific age groups.

The regulations also seek to reduce sodium and cholesterol and to increase fiber in school meals. Guidelines have been set for these dietary components, by the State agency. Schools are expected to track these components to demonstrate that, over time, sodium and cholesterol levels and been reduced and fiber has been increased in the meals offered to the students.

SMI requires that meals served in the national School Lunch Program contain nutrients that meet one-third of the RDAs for calories and specified nutrients according to age/grade levels. Meals served in the School Breakfast Program must contain nutrients that meet one-quarter of the RDAs for calories and specified nutrients according to the age/grade levels. All meals served must meet the Dietary Guidelines. As RDAs and the Dietary Guidelines are updated, the SMI nutrient standards will be modified to reflect the most current scientific recommendations

HIGH SCHOOL ACADEMICS

The counselor's office is open to all student and their parents before school, after school, and for appointments during school. Appointments during your regular classes will be discouraged. The counselor may ask you to come in if it seems necessary. The counselor's job is to help you realize your fullest potential as a unique human being. Depending on your needs, the counselor can assist you in some of the following ways:

1. Plan your education
2. Choose courses that are right for you
3. Decide on a career path
4. Assess your strengths and limitations
5. Make suitable decisions about your life
6. Develop positive attitudes - ones that help rather than hurt you
7. Discover your talents and abilities
8. Solve personal problems
9. Improve study habits

A	4.000 (95 - 100%)		4	Communication Arts
A-	3.636 (90 - 94%)		3	Social Studies
B+	3.272 (87 - 89%)		3	Mathematics
B	2.909 (83 - 86%)		3	Science
B-	2.545 (80 - 82%)		1	Physical Education
C+	2.181 (77 - 79%)		1	Fine Arts
C	1.818 (73 - 76%)		1	Practical Arts
C-	1.450 (70 - 72%)		½	Health
D+	1.090 (67 - 69%)		½	Personal Finance
D	0.727 (63 - 66%)		8	Elective Units
D-	0.363 (60 - 62%)		25	Total Units of Credit
F	0.000 (00 - 59%)			

Note:

1. Every student must successfully complete Computer Technology. Students may take this class in the 8th grade. If a student passes this class in the 8th grade, it will not count toward their school-required credits or GPA but will complete the student's graduation requirement of this class. If this class is taken in high school it will count toward the students required credits and graduation.
2. Every student must pass local assessments for Missouri and United States Constitution and Civics.
3. Every student must complete the DESE requirements for the End of Course Tests.

4. Students must have successfully completed all graduation requirements prior to the graduation date to participate in the graduation ceremony.
5. Graduates with a cumulative GPA of 3.8 or higher will be recognized as honor graduates during the ceremony.
6. Only school issued stoles, cords or other items to be worn over the gown during graduation will be allowed.
7. A student must be enrolled at Palmyra High School for 4 consecutive semesters to qualify for valedictorian or salutatorian. Any student graduating early will not be eligible for valedictorian or salutatorian honors.

FINAL INCENTIVE

Students are eligible to skip one final. They need to have an 80% or higher in the class and no more than 5 total tardies qualify for the finals incentive at the end of the semester.

REPORT CARDS

Report Cards will be issued at the end of each quarter, and mid-term reports in the middle of each quarter. Parents and or guardians can also view grades and progress via the parent portal. Please contact the high school office for parent portal access.

HONOR ROLL

Quite frequently a request reaches the office for the rank in class of a graduate or a student still in school. This information is required when a student makes application for a scholarship or employment. The following scoring system will be used to compute the Semester Honor Roll and the pupil's scholastic average in all cases where ranking of student according to scholastic achievement is made. Grades made in fractional unit courses and physical education will be used in the computation. A complete explanation of the system is available in the principal's office.

Quarter Honor Roll will be published (unless, otherwise requested) including pupils who have an average of "B" or "2.91" and above in the local paper. If a student does not want their name published, notify the principal's office immediately.

GAINING CREDITS OUTSIDE THE REGULAR CLASSROOM

Below is the maximum amount of credit that is allowed outside the regular classroom prior to the student's normal graduation date. **STUDENTS THAT HAVE NOT COMPLETED ALL REQUIREMENTS BEFORE THEIR GRADUATION DATE WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONIES.**

- Level 1 – Credit Recovery Classes from Palmyra High School or PSG from Hannibal High School. Both of these options need PRIOR approval from the principal. There is a maximum of two credits available during a high school career.
- Level 2 – Credit Recovery Classes from Palmyra Summer School. There is a minimum seat time required to obtain the ½ credit.
- Level 3 – Approved outside agencies where cost and/or tuition is required excluding MOCAP courses. Subject to principal approval. Transcripts from the location where the credit was earned needs to be sent to the high school. Credits earned from a college/university will be granted as the following and will count as weighted credit when figuring GPA:
 - 5 hour course will equal 1 credit
 - 3/4 hour course will equal 1/2 credit
 - 1 hour course will equal 1/4 credit

REGULAR				WEIGHTED	
Grade	1 Unit	½ Unit	1/4 Unit	1 Unit	1/2 Unit
A	4.0	2.0	1	4.727	2.363
A-	3.636	1.818	0.909	4.363	2.181
B+	3.272	1.636	0.818	4.0	2.00
B	2.909	1.454	0.727	3.636	1.818
REGULAR				WEIGHTED	
B-	2.545	1.272	0.636	3.272	1.636
C+	2.181	1.090	0.545	2.909	1.454
C	1.818	0.909	0.454	2.545	1.272
C-	1.45	0.727	0.362	2.181	1.090
D+	1.09	0.545	0.272	1.81	0.91
D	0.727	0.363	0.181	1.45	0.73
D-	0.363	0.181	0.090	1.09	0.54
F	0	0	0		

Subjects for which the weighted scale is used are:

Accounting II & III

Advanced Chemistry

Agriculture Economics & Management

Calculus

College Prep Biology

College Algebra

College English Composition

College Government

College Literature

College Prep English II

College Psychology

College Speech

College US History

Dual Enrollment classes taken during regular school day

Physics

Pre-Calculus

Spanish II & III

Statistics

Virtual Education

Palmyra High School will participate in the Missouri Course Access and Virtual School Program. The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from kindergarten through grade 12. The District may elect to offer specific courses as part of the Program. Students who wish to take virtual courses need to contact the counselor for more information.

PALMYRA HIGH SCHOOL DYSLEXIA TESTING

All students in the Palmyra R-1 school district will be tested for dyslexia in grades K-3. At grade 4 and above students can be tested upon parents or teachers request. For more information about our Literacy Plan see the handbook on our School's website.

At-Risk Students

Palmyra High School will monitor the academic progress of each student using a variety of measurement tools. Some of these tools may include but not be limited to: 8th grade MAP scores in ELA and Math, comparable statewide assessments for 9th grade transfer students, attendance rate, grades earned in previous years ELA and Math classes, along with other factors. Students identified as At-Risk will receive academic and career counseling prior to graduation and assistance for career and/or college courses.

TRAUMA-INFORMED

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." Further information regarding the Trauma-Informed Initiative for parents/guardians can be found on the Department of Elementary and Secondary Education's website: https://dese.mo.gov/sites/default/files/dese-the-trauma-informed-schools-initiative_0.pdf

PALMYRA HIGH SCHOOL EMERGENCY PLAN

The goal of the emergency safety plans is to ensure the wellbeing of all students, staff, and visitors to Palmyra High School and our facilities. All students are required to follow and practice these procedures to help ensure proper procedure and safety in the event of an emergency. It is Palmyra High School's goal to provide a safe learning environment.

Every student is to follow the practice sessions of these emergency plans and instructions from staff when preparing for these procedures. Not following instructions may place yourself or a student in grave danger in the event of an actual emergency situation.

Each classroom is equipped with a five-gallon bucket. This bucket is not a toy and should not be used at any time unless an emergency situation should arise. The contents of the bucket are for an emergency situation. You may explain and ask your teacher about the possibility of adding materials to the bucket that could be helpful in a crisis situation. Keep in mind the weight of the buckets. Remember while a drill may last a few minutes, an actual emergency could last several hours. In our Missouri climate there are occasions when weather prevents the school from operating. Our policy for notifying teachers and students regarding the operation of the school is to notify media outlets.

**Television Channels 7 & 10
Quincy Radio WTAD AM 930**

**Hannibal Radio KHMO AM 107
Palmyra Radio KICK FM 97.9**

1. In the event of inclement weather overnight or before school, these media outlets will be notified.
2. School personnel will help train students as to what procedure to use for emergencies while on school grounds.
3. If there is a doubt about whether to evacuate the building or not, always evacuate.

WHOLE SCHOOL EVACUATION

In the event that the school is to evacuate the building, students will follow this set-up procedure.

Remember to stay orderly and calm when exiting. Students are asked to go immediately to their assigned area so that an accurate attendance count can be conducted. Failure to follow this procedure could place fellow students and/or workers in danger.

1. All students will evacuate the building with their individual class.
2. Students should remain orderly and calm as they exit the building.
3. Students exiting classes with an even number (outside wall classrooms) should stay to the outside wall of the hallway when moving. Students in an odd number classroom (inside wall classrooms) should stay to the inside wall of the hallway when moving.
4. Once the students are safely out of the building and at the evacuation area, they are required to go to their class year group.
5. Students need to remain with their assigned groups for staff to be able to quickly find students.
6. Students are not to go to their vehicles so staff can get a quick attendance count.
7. Students are not to leave school grounds or re-enter the building until school administration or emergency personnel have given instructions.

Evacuation Site will be the grass area on the south side of the student parking lot. The practice football field will be the alternative site. Off campus evacuation will take place at the Farmers Coop just two blocks north on Main Street.

25 Yard Line	35 Yard Line	50 Yard Line	35 Yard Line	25 Yard Line
(12 th Grade) Mrs. Fuqua Mrs. Hamilton Mrs. Conrad Mrs. Thrower	(11 TH Grade) Mrs. Bryan Mrs. LaSala Mrs. Fountain Mr. Hume	EMERGENCY OPERATIONS Mrs. T. Jones Mrs. Summers Mrs. Mahsman Mrs. Kroeger Ms. Barnard	(10 th Grade) Mrs. Billups Mrs. Brumbaugh Mrs. Sanborn Mr. Koettters Mr. Mahsman	(9 th Grade) Mrs. Barnett Mrs. Griesbaum Mrs. Lotz Mr. Krietemeyer

FIRE

The warning for a fire will be a series of three beeps.

In the event of a fire the most important responsibility is for the students and staff to exit the building in a safe, calm, and effective manner. The teachers will show each classroom the route to be used in the evacuation. (Remember that fire doors in the building will automatically shut and lock in an actual emergency). Make sure you have your emergency bucket and proceed to the evacuation lineup area.

Please check whole school evacuation assignments above.

EARTHQUAKE

The warning for an earthquake will be a personal alarm over the telephone.

The most immediate duty for everyone is to take care of the students and yourself.

- Students are to get under a desk or other cover on the initial shock.
- As the earthquake subsides, teachers will evacuate their classroom (See whole school evacuation above).
- Wait for further instructions. NEVER re-enter the building without proper authorities giving permission. Please remember that there may be additional problems after the earthquake (broken gas lines, electrical problems, etc.). Please stay away from the facility.

TORNADO

The warning for a tornado will be a personal alarm over the telephone.

In the event of a tornado, students will move with their class to their assigned area. Students are to remain calm while moving quickly to the assigned area. The strongest part of the Palmyra High School campus is the east hallway and locker room area.

There may be very little time before a tornado hits the school. It is important for students to follow procedure directions while moving to safety.

Even numbered classrooms (outside wall classes) stay on the outside of the hallways while moving. Odd numbered classrooms (inside wall classes) stay to the inside of the hallways while moving.

CODE RED

The warning for a code red will be announced over the intercom.

A code red is when an intruder or action has any chance of endangering the safety of students and/or staff. The intruder or action may be in the building, on school grounds, or rumored to be happening.

1. Students should immediately get down on the floor in their designated area as the teacher instructs them.
2. Students should turn off cell phones or other devices that can be seen or heard.

3. Students should be VERY quiet (some intruders may be acting randomly to noise).
4. DO NOT LEAVE YOUR AREA FOR ANY REASON. DO NOT ANSWER OR RESPOND NO MATTER WHO KNOCKS ON THE DOOR OR WHAT THEY SAY.
5. DO NOT BELIEVE ANY MESSAGE OVER THE INTERCOM OR PHONE.
6. You will be released by school personnel unlocking and opening the door.

ACTIVITIES

Students must be in attendance the entire school day if they are to participate (playing, participating, or spectator) in an extracurricular activity that afternoon or evening. Doctor appointments, driver's test, or absences that have been cleared in advance by the principal are possible exceptions to this policy.

DANCES

Dances are extra-curricular activities. Palmyra High School wants students to attend and enjoy the activity. Dances are subject to, but limited to, the following requirements.

1. Students must be deemed to be in good standing under the citizenship policy.
2. Full payment of all school fines.
3. Proper dress attire. If needed, contact the office for dress attire information.
4. Out of school dates and required dance information must be turned in by appropriate deadlines to attend. Out of school dates must be pre-approved.
5. Students must be appropriate age to attend. Students in grades below 9th grade are not allowed at high school dances. No one age 21 or older is allowed at a high school dance.

TRANSPORTATION

All students participating in school sponsored activities requiring transportation will be transported by school furnished transportation. All sponsors will first secure permission from the Administration. Bus transportation is mandatory for all groups involving more than four students. Students will not be allowed to take automobiles on school sponsored activities. All students will be required to return by school furnished transportation unless verbal permission is given to the sponsor or coach by the parent for the student to return with his or her parents. Contact must be made with the Principal prior to the event for any other situation. Verbal or written permission for the child to ride with another party is not satisfactory. All infractions of this rule will be immediately reported to the administration. All sponsors and teachers are held responsible for the enforcement of this rule.

VOCATIONAL-TECHNICAL SCHOOL

All Vo-Tech students will adhere to the attendance policy of Palmyra High School. Also, students attending Vo-Tech must go to and from Vo-Tech on school provided transportation. Missing the bus will be treated as a late to school and appropriate disciplinary action will occur. Students who drive to Vo-Tech for special reasons must obtain the signatures of the Vo-Tech Principal, a parent, and a Palmyra High School Administrator at least one day in advance of driving to Vo-Tech. Failure to do so will result in disciplinary action.

WITHDRAWALS

If a student withdraws from Palmyra school for any reason, the student is required to follow the withdrawal procedure with the high school office prior to their last day of attendance. Some clearance tasks left neglected could delay documentation being forwarded to the receiving school.

PHONE CALLS

Students may use the office phone for emergencies only. If a student needs to place a long distance call, they may do so in the principal's office using the phone on the counter with staff permission. Students may also make calls using their personal cell phones by coming to the office, getting office approval, and then stepping out to the entryway to use their cell phone.

CELL PHONES and OTHER TECHNOLOGICAL DEVICES

Cellular devices and other technological devices will be allowed for use **only** during passing periods in the hallway or during student's designated lunch shift in the lunchroom. Students must obtain permission from administration for use during non-designated times and locations. Use during non-designated times and locations will be considered a discipline infraction and will be handled in the High School Office.

LOCKERS

Lockers are assigned to students. Each student must retain the lock and lockers assigned to him/her unless given permission to transfer by the principal. A student may not select a locker and use it unless it has been assigned to him/her. A combination lock will be required both on regular lockers and also on Physical Education lockers. The lock you are issued is to remain on your locker unless given permission to change by the principal. A \$5.00 fee will be assessed if the lock is lost or damaged. Do not tell anyone your locker combination. Students are reminded that they should not bring large sums of money or valuable possessions to school. The school is not responsible for personal belongings. Students are invited to decorate the inside of their locker (do not use glue) and, they are asked to attach nothing to the outside of their locker. According to board policy JFG, school lockers and desks are the property of the Board of Education. They are provided for the convenience of the students and, as such, are subject to periodic inspection without notice.

SKATEBOARDS and OTHER PERSONAL ITEMS

Skateboards and other personal items that are not needed for academic or school sponsored extracurricular reasons, and potentially can cause problems, are not to be on school property at any time.

SCHEDULE FOR FINES:

Students will not be fined for reasonable wear caused by regular usage of books. However, when books are deemed unusable due to loss or damaged beyond repair, the student will be required to pay replacement cost of the book.

iPADS

iPads, chargers, and cases will be issued to every student at the start of the school year. Students are expected to care for this device according to the iPad Handbook. If you have any questions specifically regarding iPads, any of its components, or usage please refer to the iPad Handbook.

CARE AND USE OF FREE LOAN TEXTBOOKS

Note to Teachers: The following regulations are placed in the hands of teacher for careful explanation to pupils and rigid enforcement:

To the Students: The following agreement and procedures are to be known and followed for all students.

1. I will return this book to the school at the close of the course, or on the day I withdraw from the course, in as good of condition as when received, allowance being made for wears caused by careful usage.
2. If this book is lost or seriously damaged, I will pay the school the replacement cost for the book.

3. I assume full responsibility for its care and condition and agree to pay the school a reasonable fine for any careless misuse of the book. A failure to comply with these regulations will warrant the holding up of my credits.

ACCOUNTING AND BOOK INVENTORY PROCEDURES:

Elementary, Middle and High School teachers will keep a complete record of all books issued to students and book number. Returned books should be given to the teacher who makes the first assignment of the text. At the close of each school term each teacher must account for all books not returned.

LOST AND FOUND

If you find an article, please turn it into the principal's office immediately; the owner may be making an inquiry about it. Be sure to come to the office to check on anything you may have lost. Please take good care of your school belongings as you are responsible for them.

DO NOT BRING LARGE SUMS OF MONEY OR VALUABLE POSSESSIONS TO SCHOOL. SMALL AMOUNTS OF MONEY OR JEWELRY SHOULD ALWAYS BE PUT UNDER LOCK OR TURNED IN TO THE INSTRUCTOR.

HAZING AND BULLYING

General

In order to promote a safe learning environment for all students, the Palmyra R-I School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

CLARENCE CANNON CONFERENCE SPORTSMANSHIP EXPECTATIONS

1. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student/athletes in their attempt to improve themselves as students, as athletes, and as people.
2. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
3. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
4. Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
5. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the public.
6. Recognize and show appreciation for an outstanding play by either team.
7. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
8. Use only those cheers that support and uplift the teams involved.
9. Behavior by fans in the stands at athletic contests shall not detract attention for the contest.
10. Fans should show respect towards all personnel associated with the contest. (Opposing fans, opposing players, officials, coaches, cheerleaders, etc.)
11. Students' behavior at athletic contests shall reflect their expected behavior during the school day.

THE SPECTATORS SHOULD:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Censure fellow spectators who display negative behavior.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured athlete when he/she is removed from the contest.
6. Do not applaud errors by opponents or penalties inflicted upon team.
7. Do not heckle, jeer, or distract members of the opposing team.
8. Never criticize the athletes or coaches for the loss of the contest.
9. Respect the judgment and strategy of the coach. Refrain from being a second guesser.
10. Avoid profane language and obnoxious behavior which are contrary to sportsmanship.

ACCEPTABLE BEHAVIOR:

1. Applause during introduction of players, coaches, and officials.
2. Players shaking hands with opponent who fouled out while both sets of fans recognize player's with applause.
3. Accept all decisions of officials.
4. Cheerleaders lead fans in positive yells in a positive manner.
5. Handshakes between participants and coaches at end of contest, regardless of outcome.
6. Treat competition as a game, not a war.
7. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
8. Applause at end of contest for performances of all participants.
9. Everyone showing concern for an injured player, regardless of team.
10. Encourage surrounding people to display only sportsmanlike conduct.

UNACCEPTABLE BEHAVIOR:

1. Yelling or waving arms during opponent's free throw attempt.
2. Disrespectful or derogatory yells, chants, songs, or gestures.
3. Booing or heckling an official's decision.

4. Criticizing officials in any way; displays of temper with an official's call.
5. Yells that antagonize opponents.
6. Refusing to shake hands or give recognition for good performances.
7. Blaming loss of game on officials, coaches, or participants.
8. Laughing or name-calling to distract an opponent.
9. Use of profanity or displays of anger that draw attention away from the game.
10. Doing own yells instead of following lead of cheerleaders.
11. Continuous standing is prohibited.
12. Negative organized cheering is prohibited.
13. Noisemakers are prohibited.
14. Stomping on the bleachers is prohibited.

STUDENT CONDUCT AND EXPECTATIONS

DISCIPLINE

A member of the staff may give after school detentions to students who behave inappropriately or fail to meet assigned responsibilities. Detentions are served every Tuesday and Thursday until 3:30. If a student receives a detention on Wednesday they can be expected to serve it on Thursday. If a student receives a detention on Thursday, they will be expected to serve it the next detention date. Students who fail to attend a detention will be assigned In School Suspension at the principal(s) discretion. Parents will be notified by mail of upcoming detentions or In School Suspension days. In certain cases the parents will be notified by phone by the Principal or Assistant Principal.

The following pages are Palmyra R-I School Board's Student Code of Conduct adopted June 14, 2005; it is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools.

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations, and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations, and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations, and procedures. Students who have been charged, convicted or pleaded guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE, and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

SUMMARY OF THE SAFE SCHOOLS ACT

(HB 1301 & 1298)

School Discipline This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the district's policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parents or legal guardians must be provided a copy of the disciplinary policy. All employees of the district are to receive annual instruction on the content of the disciplinary policy.

Reporting Requirements District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or interact with the student on professional basis. The section defines "acts of school violence" and "violent behavior" including a list of felonies that are required to be reported. Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee who is directly responsible for the child's education or who interacts with the student within the scope of their duties.

Student Suspension Current law requires a minimum of a one-year suspension for a student bringing a weapon to school. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon. Civil war era weapons, when used for a civil war re-enactment on school property, are exempted.

Discipline Records Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

Abuse Investigations This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment authorizes the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel.

Children with Disabilities Section 162.680 RSMo. contains the state prohibition on denial of educational services based upon the child's disability. This section is amended to provide that if violent behavior of a child with a disability causes a substantial likelihood of injury, the school shall initiate procedures to change the student's educational placement.

Residency Issues Prior to registration of a pupil, parent or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. A process is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local board of education. Athletic ability is prohibited as a basis for the issuance of a waiver. Submitting false information relating to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of education costs based upon submitting false information relating to a student's residency.

Transfer of Documents School officials enrolling the pupil must request within forty-eight (48) hours a transfer of documents from all school districts the pupil attended within the previous twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary record required under this legislation.

Transfer of school records is prohibited to persons not employed by the school district or employed by another school district, or to any governmental entity other than a school district, juvenile or family court, unless written permission is granted by the parent, guardian or student, or if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based upon a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

Removal of Students Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good-faith effort to have the parent or other custodian present at the suspension or expulsion hearings.

Readmission Conference Section 167.171.RSMo. outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to readmission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits re-admission of a student convicted or indicted of specified criminal acts. An exception is provided for children with disabilities as identified under state

eligibility criteria. A conference is also required if a student attempts to enroll in one district during a suspension or expulsion from a second district.

The second school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

Communication with Juvenile Officers Juvenile officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need-to-know-basis upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

Notice of Violent Acts Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second, or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must also report possession of a controlled substance or a weapon by people in violation of school policy. A teacher must immediately report to the principal knowledge of an assault or possession of a weapon or controlled substance. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by school officials relating to their reporting requirements under this section and Section 160.261.RSMo. is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one (1) year.

Violence Prevention Programs The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered to the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for participation in these programs. Beginning no later than the 1998-99 school year and thereafter, districts are authorized to administer violence prevention programs for kindergarten through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention.

Statement of Disciplinary History School districts may require a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol, or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.

Alternative Education Suspension or expulsion is stated not to relieve the State or the suspended student's parent or guardian from responsibility to educate the student. Districts are encouraged to provide in-school suspensions or other alternatives to suspensions or expulsions. Districts constituting the domicile for a child for whom alternative education programs are provided shall pay per pupil agencies, not-for-profit organizations or private agencies to provide alternative education.

State School Grants The State Board of Education is authorized to establish grant awards for assistance in providing alternative education. Certain specified programs are to be given preference in evaluating grant applications. Districts are authorized to submit joint applications.

State Board Waivers This section authorizes the State Board of Education to modify or waive any board rule or policy upon receipt and approval of a proposal from a school district. A proposal for a waiver shall demonstrate that the intent of the particular rule can be locally addressed in a more effective, efficient, and economical manner or that the waiver is needed to implement a plan for improved student performance or school improvement. Prior to submitting a waiver application, a school district shall hold a public hearing on the matter. Waivers are limited to a maximum of five school years but may be renewed upon application by the school district. The State Board of Education may not waive any statutory requirement concerning teacher certification or tenure.

Bus Driver Certificates Section 302.272, RSMo. Is amended to eliminate the prohibition on licensing school bus drivers in excess of seventy (70) years of age. Applicants at least 70 years of age must pass an annual medical examination and annual renewal of bus driver permits. Drivers who have pled guilty or have been found guilty of specified crimes are subject to certificate revocation. Current law would require a conviction prior to revocation. The list of crimes upon which revocation can be based is expanded to include violation of drug regulation, endangerment of a child and felony or misdemeanor

weapon offenses. The Missouri Highway Patrol is authorized to obtain a Federal Bureau of Investigation criminal record for the purpose of checking and clearing applicants.

Other Provisions

The State Board of Education is authorized to adopt a policy relating to the expungement of disciplinary records.

The crime of assault while on school property is defined and classified as a Class D felony.

Authorizes school districts to offer training to students in the administration of cardiopulmonary resuscitation and other life saving methods.

Authorizes a local board of education to permit self-administration of medication by use of a metered dose inhaler.

Authorizes a court to order children adjudicated for nonviolent crimes to participate in a jobs program and to order restitution of damage or loss caused by the offense.

Districts are authorized to offer a "motivated" section in a class where multiple sections are offered.

Possessions of substances used to manufacture Methamphetamine or related substances is made a Class D felony. Restrictions are placed on the marketing, selling, distribution, advertising or labeling of drug products containing ephedrine or related drugs, and violation of a Class D felony.

Damage to any motor vehicle owned, operated or leased under contract by a school district or private school for the transportation of school children is added to the crime of institutional vandalism.

The crime of making a false bomb report is changed from a Class A misdemeanor to a Class D felony.

STUDENT DISCIPLINE (File JG-R)

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

Reporting to Law Enforcement

It is the policy of the Palmyra R-I School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to

district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

- **First Offense:** No credit for the work, grade reduction, or replacement assignment.
- **Subsequent Offense:** No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson

Starting or attempting to start a fire, or causing or attempting to cause an explosion.

- **First Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
- **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

- **First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

- **First Offense:** 10-180 days out-of-school suspension or expulsion.
- **Subsequent Offense:** Expulsion.

Automobile/Vehicle Misuse

Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

- **First Offense:** Suspension or revocation of parking privileges, detention, or in-school suspension.
- **Subsequent Offense:** Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF)

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

- **First Offense:** detention, in-school suspension, 1-180 days out-of-school suspension
- **Subsequent Offense:** 1-180 days out-of-school suspension, or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty

Any act of lying, whether verbal or written, including forgery.

- **First Offense:** Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
- **Subsequent Offense:** Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

- **First Offense:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- **Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

- **First Offense:** In-school suspension or 1-180 days out-of-school suspension.
- **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

- **First Offense:** In-school suspension or 1-180 days out-of-school suspension.
- **Subsequent Offense:** 11-180 days out-of-school suspension or expulsion.

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

- **First Offense:** 1-180 days out-of-school suspension or expulsion
- **Subsequent Offense:** 11-180 days out-of-school suspension or expulsion.

Extortion

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

- **First Offense:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension or expulsion.

Failure to Care for or Return District Property

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

- **First Offense:** Restitution. Principal/Student conference, detention, or in-school suspension.
- **Subsequent Offense:** Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

- **First Offense:** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
- **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault")

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

- **First Offense:** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

- **First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

- **First Offense:** Principal/Student conference, loss of privileges, detention, or in-school suspension.
- **Subsequent Offense:** Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

- **First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

- **First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Subsequent Offense:** 1-180 days out-of-school suspension, or expulsion.

Hazing (see Board policy JFCF)

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

- **First Offense:** In-school suspension, 1-180 days out-of-school suspension.
- **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

- **First Offense:** Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- **Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

- **First Offense:** Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- **Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

- **First Offense:** Principal/Student conference, detention, or in-school suspension.
- **Subsequent Offense:** Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

- **First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension.
- **Subsequent Offense:** Confiscation. Detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion

Sexual Activity

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

- **First Offense:** Principal/Student conference, detention, or in-school suspension or 1-180 days out-of-school suspension.
- **Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

- **First Offense:** Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
- **Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

- **First Offense:** Confiscation, detention, or in-school suspension.
- **Subsequent Offense:** Confiscation with Parents being required for return of device, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

- **First Offense:** Restitution. Principal/Student conference, detention, or in-school suspension.
- **Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Use of audio or visual recording equipment in violation of Board policy KKB.

- **First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension.
- **Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft

Theft, attempted theft or knowing possession of stolen property.

- **First Offense:** Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- **Subsequent Offense:** Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

- **First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

- **First Offense:** Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
- **Subsequent Offense:** Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

- **First Offense:** Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
- **Subsequent Offense:** Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

- **First Offense:** Principal/Student conference, detention, or 1-3 days in-school suspension.
- **Subsequent Offense:** Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

- **First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA)

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

- **First Offense:** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension or expulsion.

Weapons (see Board policy JFCJ)

Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

- **First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

- **First Offense:** One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
- **Subsequent Offense:** Expulsion.

Possession or use of ammunition or a component of a weapon.

- **First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS (File JGB)

The provisions of detention or an in-school suspension program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. The principal, or his or her designee, shall determine these assignments and the determination of the time period for them.

STUDENT SUSPENSION AND EXPULSION (File JGD)

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and procedures of the school district. This observance of school policies, rules, and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of willful violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or willful conduct, which endangers the student, other students or the property of the school.

Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions may be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter, or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below:

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student, and principal and/or between the parent, student and principal) have been held and have failed to change the student(s) behavior.

4. If suspension is imposed, the student(s) parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
7. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
8. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student(s) presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
9. All notices of appeals shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
10. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
11. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date will notify, by certified mail, the appealing party of the date, time, and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
12. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions for More than 180 Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply.
3. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent may also immediately suspend that student for up to 180 days.
4. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
5. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend that student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in ' 160.261.2, RSMo., and Board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody, or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place, and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of student in the case of a private school.

DISCIPLINE OF STUDENTS WITH DISABILITIES (JGE)

The following procedure is intended to give guidance to district personnel when disciplining students who are eligible for special education services under state and federal law and relevant regulations. This procedure is not intended to replace adequate training and the guidance of the special education director. The special education director or designee must be contacted when a student receiving special education services is suspended from school or school services. Current law will govern and may supersede this procedure.

Definitions

Short-Term Suspension – Suspension for ten (10) school days or fewer of a student receiving special education services who violates a code of student conduct, but only to the extent that such an alternative is applied to students without disabilities. In-school suspension is not usually considered a “suspension” under this procedure unless the student is not receiving the necessary special education services while in that setting or unless it occurs so frequently that it constitutes a change in placement.

Long-Term Suspension or Expulsion – Suspensions in excess of ten (10) consecutive school days, or suspensions in excess of ten (10) school days cumulatively in a school year where a pattern of suspension is created. A long-term suspension or expulsion is a change of placement and may not be imposed if the manifestation determination team concludes the conduct subject to discipline is related to the disability.

Pattern of Suspension – Determination of whether a “pattern of suspension” is created is based on factors such as the length of each removal, total amount of time a student is removed and the proximity of the removals to one another. The type of conduct involved in each incident has no bearing on whether a pattern is created. The special education director or designee will determine whether the suspension will create a pattern.

Manifestation Determination Team – The manifestation determination team is composed of the parent/guardian, representatives of the school district and relevant members of the Individualized Education Program (IEP) team, as determined by the parent/guardian and the district. Although membership of the manifestation determination team may be similar or identical to an IEP team, the manifestation determination is not a function of the IEP team.

Interim Alternative Educational Setting – An alternative setting in which the student continues to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. As appropriate, it includes the student receiving a functional behavioral assessment, behavioral intervention services and modifications that are designed to prevent unacceptable behavior from recurring.

Selection of Discipline Options

The selection of the appropriate discipline option for a student with disabilities will be based on:

1. The nature of the behavior subject to discipline.
2. The number of days of suspension warranted by the misconduct.
3. The history of suspensions or other disciplinary actions imposed during the current school year.
4. Violent or dangerous characteristics of the student's behavior.
5. Other unique circumstances on a case-by-case basis.

School personnel may not impose disciplinary measures to a greater degree than those applied to students without disabilities for the same or a comparable offense.

Discipline Options and Procedures

Suspension for Ten (10) School Days or Fewer (Consecutive or Cumulative in a School Year)

1. The principal suspends the student for up to ten (10) school days in accordance with the discipline code.
2. The principal notifies the parents/guardians of the decision to suspend on the day the decision is made and will contact law enforcement if a crime has occurred.
3. No services or other special procedures are required.

Short-Term Suspension when Services May Need to Be Provided

- In accordance with the discipline code, the principal imposes a suspension for up to ten (10) school days that in combination with prior suspensions for the school year exceeds a total of ten (10) cumulative school days.
- The principal notifies the parents/guardians of the decision to suspend on the day the decision is made and will contact law enforcement if a crime has occurred.
- A determination is made as to whether a pattern of suspension will be created by the suspension. This determination is made by the director of special education or designee.
 1. If it is determined that a pattern of suspension does exist, the suspension will constitute a change of placement, and the procedures under long-term suspension or expulsion must be followed, including providing a copy of the procedural safeguards and "The Parents' Bill of Rights" or a document that integrates the procedural safeguards and "The Parents' Bill of Rights."
 2. If it is determined that a pattern of suspension does not exist, proceed to Step 4.
- Services are required on the eleventh cumulative school day of removal in a school year and thereafter if necessary to enable the student to appropriately progress, as determined by school staff. The special education director or designee, in consultation with the student's teacher, will determine which, if any, services are needed.

Long-Term Suspension/Expulsion

- The principal suspends the student for up to ten (10) school days and recommends a longer period of suspension to the superintendent in accordance with the discipline code. The principal notifies the parents/guardians of the decision to suspend on the day the decision is made and, in accordance with law, provides them with a copy of the procedural safeguards and a copy of "The Parents' Bill of Rights" or a document that integrates the procedural safeguards and "The Parents' Bill of Rights." The district will contact law enforcement if a crime has occurred.
- If the superintendent concludes the misconduct warrants a long-term suspension, he or she will notify the director of special education or designee.
- Within ten (10) school days of the suspension or as soon as practical when a pattern of suspension is created, the manifestation determination team shall review all relevant information in the student's file—including the student's IEP, any teacher observations and any relevant information provided by the parents/guardians—to determine if the conduct in question was:
 1. Caused by or had a direct and substantial relationship to the student's disability.
 2. The direct result of the local educational agency's failure to implement the IEP.
- If the manifestation determination team determines that either of the two (2) situations above is applicable to the student, the conduct will be determined to be a manifestation of the disability.
- If the manifestation determination team determines that the behavior is a manifestation of the disability, the IEP team shall:
 1. Conduct a functional behavioral assessment and implement a behavioral intervention plan if one has not been developed already.
 2. Review the behavioral intervention plan, if one has been developed, and modify it to address the behavior, if necessary.

3. Return the student to the prior educational placement, unless the parent/guardian and the district agree to a change of placement as part of the modification of the behavioral intervention plan, or follow the procedure for a 45-day removal if applicable.
- If the manifestation determination team concludes that the behavior is not a manifestation of the disability, the relevant disciplinary procedures may be applied to the student in the same manner and for the same length of time applicable to students without disabilities.
 1. If the superintendent or designee decides to assign a long-term suspension or expulsion, he or she will notify the parents/guardians of the decision and the right to appeal to the Board.
 2. The IEP team will determine how the student will continue to receive educational services so that the student can participate in the general education curriculum and progress toward meeting IEP goals.
 3. As appropriate, the student may receive a functional behavioral assessment, behavioral intervention services and modifications designed to address the behavior violation.

Automatic Removal for 45 School Days

School personnel may remove a student to an interim alternative educational setting for up to 45 school days, regardless of whether the behavior is a manifestation of the student's disability, for the following acts if committed on school grounds or at a school function:

- Carrying or possessing a weapon as defined in 18 U.S.C. § 930.
- Knowingly using, possessing, selling or soliciting a sale of certain illegal drugs identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
- Inflicting serious bodily injury upon another person.

This 45-day removal is not considered a "suspension" in accordance with law. The following procedures are used to implement a 45-day removal:

- The principal contacts law enforcement, the superintendent and the special education director or designee immediately.
- The principal suspends the student for ten (10) school days in accordance with the discipline code. The principal will notify the parents/guardians of the decision on the day the decision is made and, in accordance with law, provide them with a copy of the procedural safeguards and a copy of "The Parents' Bill of Rights" or a document that integrates the procedural safeguards and "The Parents' Bill of Rights." The principal will also notify the parents/guardians that the student will be removed to an interim alternative educational setting for 45 school days.
- The IEP team will conduct an IEP meeting to determine how the student will receive a free appropriate education while in the interim alternative educational setting, and the manifestation determination team will conduct a manifestation determination.
- If the manifestation determination team determines that the behavior is a manifestation of the disability, the IEP team shall:
 1. Conduct a functional behavioral assessment and implement a behavioral intervention plan if one has not already been developed.
 2. Review the behavioral intervention plan, if one has been developed, and modify it to address the behavior, if necessary.

3. Return the student to the prior educational placement after the initial 45-day removal unless the parent/guardian and the district agree to a change of placement as part of the modification of the behavioral intervention plan.
- If the manifestation determination team determines that the behavior is not a manifestation of the disability, the student will be suspended for the same length of time applicable to other students after the 45-day removal ends.
1. As appropriate, the student may receive a functional behavioral assessment, behavioral intervention services and modifications designed to address the behavior violation.

Expedited Hearing by Hearing Officer

A parent/guardian who disagrees with any decision regarding placement or the manifestation determination will be provided an expedited hearing in accordance with law. The student will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the disciplinary action, whichever occurs first, unless the parent/guardian and the district agree otherwise.

If the district believes that the current placement of a special education student is substantially likely to result in injury to the student or others, the district may request an expedited hearing through the Department of Elementary and Secondary Education (DESE), Division of Special Education.

Court Injunction

The district, through legal counsel, may seek a court injunction ordering the removal of or a change of placement for a dangerous or violent student.

Students Not Yet Identified

A student who has not been determined to be eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) may assert any of the protections afforded to special education students if the district had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

If the district did not have such knowledge prior to taking disciplinary measures against the student, the student may be disciplined in the same manner as students without disabilities who engage in comparable behaviors. However, if a request is made for an evaluation during the time period in which the student is subject to disciplinary measures, an expedited evaluation will be conducted.

If the student is determined to be eligible for special education and related services, the district will provide those services. Pending the results of the evaluation, the student will remain in the educational placement determined by school authorities.

The district will be considered to have knowledge that a student is a student with a disability if, prior to the behavior subject to disciplinary action, any one (1) of the following conditions exists:

- The parent/guardian has expressed concern in writing to supervisory or administrative personnel or the student's teacher that the student is in need of special education and related services.
- The parent/guardian has requested an initial evaluation of the student.
- The student's teacher or other district personnel have expressed specific concerns directly to the special education director or to other district supervisory personnel in accordance with the agency's established Child Find or special education referral systems about a pattern of behavior demonstrated by the student.

The district is considered not to have knowledge that a student has a disability requiring special education services if any of the following apply:

- The parent/guardian of the student has not allowed an evaluation.
- The parent/guardian of the student has refused services.
- The student has been evaluated and it was determined that the student was not a student with a disability pursuant to the IDEA.

DISCIPLINE REPORTING AND RECORDS (File JGF)

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

Definitions

Act of School Violence/Violent Behavior – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

Serious Physical Injury – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

Serious Violation of District's Discipline Policy – One or more of the following acts if committed by a student enrolled in the district:

- Any act of school violence/violent behavior.
- Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
- Any offense that results in an out-of-school suspension for more than ten school days.

Need to Know – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

School or District Property – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

Reporting to School Staff

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement agency. The following acts are subject to this reporting requirement:

- First- or second-degree murder under §§ 565.020, .021, RSMo.
- Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
- Kidnapping under § 565.110, RSMo.
- First-, second- or third-degree assault under §§ 565.050, .060, .070, RSMo.*
- Rape in the first or second degree under §§ 566.030, .031, RSMo.
- Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
- Burglary in the first or second degree under §§ 569.160, .170, RSMo.
- Robbery in the first degree under § 569.020, RSMo.
- Possession of a weapon under chapter 571, RSMo.
- Distribution of drugs and distribution of drugs to a minor under §§ 195.211, .212, RSMo.
- Arson in the first degree under § 569.040, RSMo.
- Felonious restraint under § 565.120, RSMo.
- Property damage in the first degree under § 569.100, RSMo.
- Child molestation in the first degree pursuant to § 566.067, RSMo.
- Sexual misconduct involving a child pursuant to § 566.083, RSMo.
- Sexual abuse in the first degree pursuant to § 566.100, RSMo.
- Harassment under § 565.090, RSMo.
- Stalking under § 565.225, RSMo.
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* Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement agency and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

Reporting Third-Degree Assault

The superintendent and the appropriate local law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

Liability

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

STUDENT RECORDS (JO-R) Definitions**Definitions**

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Record – A record that is directly related to a personally identifiable student and that is maintained by the school district or an agent acting on behalf of the school district. An education record may include information that is handwritten, in print or recorded using digital, electronic or other means and includes biometric records such as fingerprints. Education records do not include:

- Records kept in the sole possession of the maker of the record, used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by the school district law enforcement unit for law enforcement purposes.
- An employment record that relates exclusively to an individual in his or her capacity as an employee of the school district and that is not available for use for any other purpose.
- Records that contain information about a student after he or she is no longer in attendance at the district and that are not directly related to the person's attendance as a student, such as alumni records.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Directory Information – Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district defines directory information in policy JO.

Health Records – Any record relating to a student's health or disability including, but not limited to: doctor's orders, doctor's notes, medical evaluations, medical diagnoses, information regarding medications, Section 504 plans, individualized education programs (IEP) and individualized health plans (IHP). A health record is a type of education record.

School Official – A person who has a legitimate educational interest and who meets one of the following criteria:

- A person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff.
- A School Board member of the Palmyra R-I School District.
- A person paid by the district to perform a special task that requires access to student records, such as an attorney, auditor, medical consultant or therapist.
- A person who is employed by the school district's law enforcement unit.
- A person serving on an official committee, such as a disciplinary committee, a care team, a threat-assessment team or grievance committee, or who is assisting another school official in performing his or her tasks.
- A contractor, consultant, volunteer or other party performing services on behalf of the district if 1) the service would have otherwise been performed by district employees, 2) the person or party is under the direct control of the district regarding the use and maintenance of education records, and 3) the person or party agrees to follow confidentiality laws regarding the redisclosure of information.

Legitimate Educational Interest – A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract.
- Performing a task related to a student's education in accordance with the school official's position.
- Performing a task related to the discipline of a student in accordance with the school official's position.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus.
- Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

Education Records

A. General

- Education records shall be retained according to the guidelines set forth in the retention schedules developed by the Office of the Missouri Secretary of State. The district will not destroy an education record if there is an outstanding request by a parent or eligible student to review the record.
- Teacher and staff comments on education records will be professional and for the limited purpose of serving the student.
- Parents and/or students may refuse to disclose a student's Social Security number to the district unless required by law.
- Pursuant to state law, the permanent record of a student reading below the fifth-grade reading level at the end of his or her sixth-grade year shall carry a notation advising that such student has not met minimal reading standards. The notation shall stay on the student's record until such time as the district determines that the student has met minimal reading standards.
- It is the responsibility of the principal and the professional staff of the school to see that such records are kept secure and confidential and are utilized in accordance with the law.

B. Review of Education Records by Parents or Eligible Students

- Education records shall be open for inspection by parents and eligible students. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions. If a school employee has good reason to believe, based on personal knowledge or information from a reliable source, that a parent's access rights have been limited by a court order that is not on file with the district, the employee may delay access for a reasonable amount of time, but no longer than three business days, to afford the student's parent or the eligible student an opportunity to provide the school with the current applicable order.
- The parents or the eligible student should submit to the school principal a written request that identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within three business days. However, the period for document production may exceed three days for reasonable cause.
- If a parent or eligible student requests an education record that contains information on more than one identifiable student, the district will not disclose the record unless the district is able to effectively redact information pertaining to the other student(s), all parents or eligible student's consent to the disclosure in writing, or the law otherwise allows for the disclosure.
- If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in this procedure.

C. Transfer of Education Records

- The district will respond to a request for records from another school district enrolling a student within five business days of receiving the request. However, if the student's record has been marked pursuant to notification by the Missouri State Highway Patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district, and the district will notify the missing persons unit of the Missouri State Highway Patrol of the record request.
- Upon notification that a student has transferred to any other school district, the district will forward to the superintendent of the new district any written notification the Palmyra R-I School District has received from a juvenile officer, sheriff, chief of police or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense listed in § 167.115.1, RSMo., and the notification of disposition of such case.

D. Annual Notification of Rights to Parents and Students

- The district shall annually notify eligible students currently in attendance and parents of students currently in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents and eligible students at the beginning of the school year.
- The district shall annually notify eligible students currently in attendance and parents of students currently in attendance of the directory information the district will release without written permission.
- The district may notify parents of secondary school students that it is required to release the student's name, address and telephone listing to military recruiters and institutions of higher education upon request. Parents or eligible students may request that the district not release this information, and the district will comply with the request.
- The district will notify parents at least annually of its policy on the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for a marketing purpose, including arrangements to protect student privacy that are provided by the district in the event of such collection, disclosure or use (see policies JHDA and KI). Parents will be directly notified annually at the beginning of the school year of the specific or approximate dates during the school year when such collection, disclosure or use of personal information is scheduled or expected to be scheduled. The district will also offer an opportunity for the parent or eligible student to opt the student out of participation in any such activity.

E. Annual Notification of Directory Information

- The district shall annually notify parents and eligible students of the directory information the district will release without written consent. Parents or eligible students will have ten school days after the annual public notice to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten-school-day period, the school district may disclose any of those items designated as directory information without the parent's or eligible student's prior written consent, including in print and electronic publications of the school district.
- Even if a parent or eligible student notifies the district in writing that he or she does not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

- Directory information is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law.

F. Release of Education Records

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. The district may disclose education record information without consent in accordance with law, including when the disclosure is:

- To school officials who have a legitimate educational interest in the records.
- To officials of another school in which a student is enrolled or seeks or intends to enroll as long as the disclosure is for purposes related to the enrollment or transfer.
- Directory information. If the district annually notifies parents and eligible students that directory information may be released without prior written consent and gives parents and eligible students the opportunity to notify the district in writing that they do not want the information released, the district may release directory information without prior consent.
- To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, the district will honor a request from a secondary school student or his or her parent not to release the information.
- To organizations conducting studies for or on behalf of the district or other educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction if the legal requirements for disclosure are met.
- To state and local authorities, when allowed by state statute, if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed may be required to certify in writing that the information will not be disclosed to any other party except as allowed by law or with the written consent of the parent.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
- To parents of a student who is not an eligible student or to the student.
- To comply with a judicial order or a lawfully issued subpoena. Unless otherwise ordered, and except in cases where a parent is a party to a court proceeding involving child abuse or neglect or dependency matters and the order or subpoena is issued in the context of that proceeding, the district will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action.
- In connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or state and local education authorities in connection with an audit or evaluation of federally or state-supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
- To appropriate parties when there is an articulable and significant threat to the health or safety of a student or other persons. The nature of the threat and the persons to whom the information was

disclosed must be recorded.

- To an agency, caseworker or other representative of a state or local child welfare agency or tribal organization who has a right to access the student's case plan, as determined by the state or tribal organization, when such agency or organization is legally responsible for the care and protection of the student. This disclosure is limited to student records or information from those records used for the purpose of addressing the student's education needs.
- To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99, or other applicable laws.

G. Redisclosure

In accordance with law, the district may disclose personally identifiable information from education records only on the condition that the person to whom the information is disclosed will not redisclose the information to other persons or entities without the prior consent of the parent or eligible student. When required by law, a party may be required to first sign a statement in which he or she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This provision does not apply to disclosures made to the officers, employees and agents of the person or entity to which the information was released for the purposes for which the disclosure was made; disclosures made to the student or parents of a dependent or minor student; disclosures made to comply with a judicial order or subpoena; and disclosures of directory information.

H. Recordkeeping

Unless exempted below, the school district will maintain a record of all requests for and disclosures of information from a student's education records. The district will maintain the record of requests and disclosures with the education records of the student as long as the records are maintained. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or the eligible student.

When the district discloses personally identifiable information from education records to third parties without parental consent in a health or safety emergency, the district will record the articulable and significant threat to the health or safety of individuals that formed the basis for the disclosure and the parties to whom the district disclosed the information.

The district is not required to maintain a record of requests by or disclosures to:

- The parent or eligible student.
- School officials within the district who have a legitimate educational interest in the student's education records.
- A party with written consent from the parent or eligible student.
- A party seeking directory information.
- A party seeking or receiving the records as directed by a law enforcement subpoena if the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

I. Charging Fees

The district may charge a fee for copies of student education records, unless the charge effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The fee will not exceed the amount authorized under the Missouri Sunshine Law.

J. Appeals Procedures

Parents or eligible students have the right to request correction of education records that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of education records:

- Parents or the eligible student must ask the school district to amend a record. In so doing, they must identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the building principal.
- The building principal or an employee designated by the superintendent will decide, within a reasonable period of time after receiving the request, whether to amend the record as requested. The district will notify the parents or eligible student of the decision and, if the request for amendment is denied, will inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading or in violation of the student's privacy rights.
- The school district will hold a hearing within a reasonable period of time after a request for a hearing is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.
- The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or eligible student may be assisted by one or more individuals of their choice, including an attorney.
- The hearing officer will prepare a written decision based solely on the evidence presented at the hearing and provide a copy to the district and the parents or the eligible student within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- If the hearing officer decides that the information is inaccurate, misleading or in violation of the student's privacy rights, the district will amend the record and notify the parents or eligible student of the amendment in writing.
- If the hearing officer decides that the challenged information is not inaccurate, misleading or in violation of the student's privacy rights, the district will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.

PUBLIC NOTICE

IDEA 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 Palmyra R-I 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 Palmyra R-I 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 Palmyra R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Palmyra R-I 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 business hours at the Palmyra R-I Superintendent of School's Office, 1703 South Main, Palmyra, MO 63461.

504 PUBLIC NOTICE

The Palmyra R-I School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Palmyra R-I School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Palmyra R-I School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Superintendent's Office during normal working hours. The person in this district who is responsible for assuring that the district complies with Section 504 is Kinsey Cissna, PO Box 151, Palmyra, MO 63461, phone 573-769-2067.

Native Language Translation Options: All information/notices sent to parents and shared with the general public is available to be translated into a native language upon request. If necessary such information/notices will be made available for translation into other modes of communication such as Braille or ASL upon individual request. In the rare instance a native language is not available in written format of communication; such information will be translated orally.

NONDISCRIMINATION AND ANTI-HARASSMENT

A. Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

B. Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination.
- Aiding, abetting, inciting, compelling or coercing discrimination: and
- Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

C. Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

Special Programs Coordinator
1703 S. Main, Palmyra, MO 63461
(573) 769-2067/ (573) 769-4218

D. Reporting and Complaint

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: Superintendent, 1703 S. Main, Palmyra, MO 63461, (573) -769-2067/ (573)-769-4218 (fax) who will assume the coordinator's duties for the purpose of that complaint.

E. Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

F. Confidentiality and Records

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution; only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

G. Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

- Limitations
- Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

Revised 4/17

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

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.

PUBLIC CONCERNS AND COMPLAINTS (policy KL)

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education. A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with Palmyra R-I School Board Policy File: KL, Public Complaints as follows:

“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 (see Policy KL-AP noted below). 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.”

Palmyra R-I Policy Procedures, KL-AP: “The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

- Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
- Unsettled matters from (1) above, or problems and questions concerning individual schools, should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
- Unsettled matters from (2) above, or problems and questions concerning the school district, should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
- If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.”

EARTHQUAKES IN MISSOURI

This information was prepared in accordance with Missouri Revised Statutes, Chapter 160, Section 160.455

The highest earthquake risk in the United States outside the West Coast is the New Madrid Seismic Zone, centered in the Southeast Missouri bootheel. Damaging earthquakes are not as frequent as in California, but when they do occur, the destruction here can cover an area more than 20 times greater than a similar event there due to the nature of geological materials in the region. A major earthquake could mean catastrophic damage in the St. Louis and southeast regions of the state, and significant damage throughout Missouri.

The New Madrid Seismic Zone and surrounding area in the central U. S. averages more than 200 earthquakes a year. Most can't be felt, but a few can cause measurable damage. Experts say there's a 25 to 40 percent chance for a major earthquake in a 50 year period. The result could be major damage from St. Louis to Memphis. The last major earthquake in the New Madrid Seismic Zone was centered in Southeast Missouri, near the town of Charleston, in 1895.

The Great New Madrid Earthquakes of 1811-12 were the largest in U. S. history east of the Rocky Mountains. The massive quakes destroyed homes, created lakes and briefly reversed the flow of the Mississippi River. Shaking was felt as far away as the east coast.

To help your family survive an earthquake, know what to do BEFORE, DURING, AND AFTER a major quake strikes.

BEFORE:

- Put together an emergency kit, flashlight, first aid kit, radio, drinking water, blankets
- Develop a family communication plan—identify a relative living at least 100 miles away that everyone can call to "check in" with to tell family you're safe
- Make sure all heavy or breakable items are on lower shelves
- Know how to turn off utilities

DURING

- DROP on the ground
- COVER yourself under a sturdy table or desk, and cover your face and head with your arms
- HOLD ON to something sturdy until the shaking stops
- If you're driving, pull off the road, away from buildings and utility poles and stay in your car
- If you're outside, drop to the ground, away from large objects, and cover your face and head with your arms

AFTER

- Find your family; check for injuries
- If necessary, call 911 for help
- If you smell gas or hear a hissing sound, go outside—shut off gas valve
- Be careful to avoid live power lines and broken glass
- Listen to the news for the latest emergency information
- Be ready for aftershocks

This information has been provided by the Missouri State Emergency Management Agency

P. O. Box 116, Jefferson City, MO 65102

Phone: 573/526-9100 Fax: 573/634/7966

Email: mosema@sema.dps.mo.gov