



CENTRALIA INTERMEDIATE SCHOOL

2022-2023 STUDENT HANDBOOK

Centralia Intermediate School
 550 W. Lakeview St.
 Centralia, MO 65240
 Phone: 573-682-3451
 Fax: 573-682-2663
 www.cr6.org

TABLE OF CONTENTS

<p>School Personnel 2</p> <p>Mission & Vision Statement 2</p> <p>CIS School Philosophy 2</p> <p>School Calendar 3</p> <p>SECTION I: CIS BUILDING SPECIFIC INFORMATION & POLICIES</p> <p>Building Hours 3</p> <p>Late Start Monday 3</p> <p>Visitors 4</p> <p>Telephone 4</p> <p>School Meals 4</p> <p>CIS Detention Policy 4</p> <p>CIS In-School Suspension Policy 4-5</p> <p>Criteria for Attending Field Trips 5</p> <p>Missing School & Attending an Activity 5</p> <p>Attendance Policy 5-6</p> <p>Dress Code 6</p> <p>Bicycles 6</p> <p>Student Planners 6</p> <p>School Records 6-7</p> <p>CIS Homework Policy 7</p> <p>Sportsmanship and School Spirit 7</p> <p>Bus Regulations for Students 7</p> <p>CIS Student Expectations 8</p> <p>Academic Achievement 9</p> <p>Grading Scale 9</p> <p>Report of Student Progress at Mid-Quarter 9</p> <p>Promotion, Acceleration & Retention of Students 9-10</p> <p>SECTION II: HEALTH INFORMATION & POLICY</p> <p>Health 10</p> <p>Immunization 10-11</p> <p>School Health Policy 11-12</p> <p>Student Injury 13</p> <p>School Medication Policy 13</p> <p>Basic Hygiene 13</p> <p>Lice 13</p> <p>Soiling of Clothes 13</p> <p>Nutrition 13</p> <p>Exercise 13</p> <p>Screenings 13</p>	<p>SECTION III: GENERAL INFORMATION</p> <p>Notice of Nondiscrimination 14</p> <p>Special Education 15</p> <p>Section 504 15</p> <p>Student Records 15-17</p> <p>Title I Grievance Procedure 17</p> <p>Protection of Student Rights 17</p> <p>Every Student Succeeds Act 2015 17-18</p> <p>SECTION IV: SCHOOL ORGANIZATION AND GENERAL POLICIES</p> <p>Proof of Residence 18</p> <p>Cell Phones 18</p> <p>Prescription & Over the Counter Medicine Notice 18</p> <p>Technology Services 18-21</p> <p>Visitors to Schools 21</p> <p>Volunteers 21</p> <p>Chain of Command 21</p> <p>School Closings 22</p> <p>SECTION V: INSTRUCTIONAL PROCESSES</p> <p>English Language Learners 22</p> <p>Statewide Assessment 22</p> <p>SECTION VI: RIGHTS, RESPONSIBILITIES AND DISCIPLINE POLICIES</p> <p>Student Rights and Responsibilities 22-23</p> <p>Student Searches 23</p> <p>Student Discipline 23-24</p> <p>Student Code of Conduct 24-25</p> <p>Disciplinary Consequences 25-28</p> <p>Care of School Property 28</p> <p>Prohibition Against Harassment, Discrimination, and Grievance 28-32</p> <p>Bullying 32-33</p> <p>SECTION VII: EMERGENCIES</p> <p>Emergency Disaster Plan 33-34</p> <p>SECTION VIII: ADDITIONAL INFORMATION AND FORMS</p> <p>Permission Form for Photos, Videos, Interviews and Publications 35</p> <p>Student Bullying Incident Report Form 36</p> <p>Technology Acceptable Usage Agreement 37</p> <p>Handbook/Discipline/Acceptable Use Form 37</p> <p>Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures 38-39</p>
--	---

SCHOOL PERSONNEL

BOARD OF EDUCATION

Dr. Brian Bostick	President
Mr. Jared Auck	Vice President
Mr. Rusty Dutton	Treasurer
Mr. Shannon Dawson	Member
Mrs. Kelly Hawkins	Member
Mr. Harvey Million	Member
Mr. Dwain Shelton	Member
Mrs. Vanessa Ridgel	Secretary

ADMINISTRATIVE PERSONNEL

Dr. Steven Chancellor	Superintendent
Mr. Marshall Gingrich	Executive Director of Operations
Mr. Jason Lea	CIS Principal
Mrs. Tiffani Shuman	CES Principal
Mr. Nathan Gordon	CBMS Principal
Mrs. Macey Watermann	CBMS Asst. Principal / A.D.
Dr. Matt Smith	CHS Principal
Mr. Scott Humphrey	CHS Asst. Principal / A.D.
Dr. Cristina Heet	Director of Student Services

CENTRALIA INTERMEDIATE SCHOOL FACULTY

3rd Grade Team

Mrs. Emily Carper
Mrs. Kathleen Crosby
Mrs. Elizabeth Powell
Mrs. Lisa Simms

4th Grade Team

Mrs. Laura Johnson
Mrs. Kimberly Ketchem
Mrs. Jamie Whisler
Mrs. Lexa Windle

5th Grade Team

Mrs. Hilary Hedberg
Mrs. Brittany Henricks
Mrs. Marcia Kalinowski
Mrs. Rebekah Kropf
Mrs. Mandy Laffert

Faculty Team

Mrs. Allison Bohlmeier	Speech Implementer
Mrs. Katie Butrum	Art
Mrs. Shayla Anderson	Physical Education
Mrs. Mary Decker	Title 1 Reading
Mrs. Tracy Evans	Librarian
Mrs. Mariah Littrell	Special Education
Mrs. Lara Foster	Special Education
Mrs. Danelle Mathews	Music
Mrs. Whitley Melton	Title 1 Reading
Mrs. Melinda Morrow	Paraprofessional
Mrs. Ann Seider	Nexus
Ms. Ruthann Taylor	Paraprofessional
Ms. Alicia Walter	Paraprofessional

Office Team

Mrs. Miranda Humphrey	Nurse
Mrs. Megan Prater	Secretary
Mrs. Stacey Million	Counselor

Staff Team

Mrs. Mary Fisher	Custodian
Mr. Bruce Evans	Custodian
Ms. Ashley Griggs	Kitchen Staff
Mrs. Lori Trask	Kitchen Staff

MISSION- Empowering students to excel in a safe and positive environment, inspired by staff, to become productive citizens.

VISION- Leading with Panther tradition.

Centralia Intermediate School Philosophy

Students at Centralia Intermediate School are successful and creative problems solvers, who are independent and cooperative learners. Our students are this way because teachers create an atmosphere where learning is engaging and exciting. Teachers work together for the good of all students using clear and positive expectations. CIS teachers work collaboratively to meet individual students' needs by using data-driven instruction and assessments.

CIS uses technology to incorporate an inquiry-based learning philosophy inside the classrooms. The use of technology provides authentic hands-on instruction with the role of the teacher being a facilitator and students taking responsibility for their own learning process.

Teachers, students, and parents working together with a common purpose to enhance and enrich student learning both inside and outside the classroom. Clear, consistent communication is essential in building strong school to home connections.

Centralia Intermediate School Calendar (2022-2023)

August 22	1st Day of School	Late Start Monday 9:15 a.m.
August 27	Annual CIS PTO Carnival	10am-2pm
September 5	Labor Day	NO School
September 12	School Pictures	8:30 a.m. - 12:30 p.m.
September 19	Staff In-Service Clarence Cannon Conference PD Day	NO School
September 30	School Picture Retakes	Morning
October 13	Parent Teacher Conferences	Early Out (12:45 p.m. Dismissal)
October 14	October Break	NO School
October 17	Staff In-Service	NO School
November 23-25	Thanksgiving Break	NO School
December 16	Winter Break	Early Out (12:45 p.m. Dismissal)
December 19-30	Christmas Vacation	NO School
January 2	Staff In-Service	NO School
January 3	Classes Resume	2nd Semester Begins
January 16	January Break	NO School
February 17 & 20	February Break	NO School
March 10	March Break	NO School
March 13	Staff In-Service	NO School
April 7 & 10	April Break	NO School
May 19	Last Day of School	Early Out (12:45 p.m. Dismissal)

SECTION I: CIS BUILDING SPECIFIC INFORMATION & POLICIES

People associated with the Centralia Intermediate School take great pride in our high standards of conduct and academic achievement. We feel that every student is obligated to maintain these high standards.

You will be judged for what you do as well as what you know. We are proud of our students' excellent behavior and conduct and expect this high standard to be maintained in and around the school at all times, as well as at school functions either at home or away. "Always remember where you come from." You not only represent yourself, but your family, school, and community.

BUILDING HOURS

The doors will open at 7:40 a.m. Tuesday – Friday special permission must be given by the principal should you need to be here before that time. School dismissal is at 3:12 p.m. Students should not remain in the building after 3:30 p.m., unless supervised by a teacher.

Late Start Monday

Late start Monday will occur every Monday that we are in session. School will start at 9:15 a.m., 1 hour later than normal. The doors will open 1 hour later than normal at 8:40 a.m.

VISITORS

Parents and patrons are always welcome at Centralia Intermediate School; however, all visitors during the regular school day must check in at the office prior to proceeding elsewhere in the building. The Board of Education and the administration will not tolerate any person whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or designee may refer charges to the proper legal authorities.

TELEPHONE

Any incoming calls to the office, if not an emergency, will be reported to the student called, but the student will not be called from class to answer the telephone. The office will take the number and the message and inform the student. Students making calls must get permission from their teacher and the secretary to use the telephone in the office area.

SCHOOL MEALS

The Centralia Intermediate School meal program is completely automatic. All records are computerized and accounts are established for each student individually. Legal guardians can and should visually check their student's account each day so they know the status of their account. In an effort to keep an accurate and smooth running school meal program, the following rules will apply to each student:

1. Meals should be paid for by check. This allows for a parental record. Cash payments are hard to track. Electronic payments can also be made through the Parent Portal.
2. Account balance letters will be emailed on a weekly basis.
3. Automated phone calls will be sent when balances go negative.

2022-2023 Meal Prices

CIS Student Breakfast:	\$ 2.00
CIS Student Lunch:	\$ 2.35
Additional Milk:	\$.45

CIS DETENTION POLICY

Detention after school has been established to handle disruptions. Detentions will be held on Thursdays and supervised by CIS team members. Detentions will start at 3:15 p.m. and end at 4:00 p.m. Your student will need to be picked up at the main lobby doors at 4:00 p.m.

Students are expected to bring homework and materials with them to detention. Students should keep busy and quiet during this time. Those students who are late or leave early may have to make up that detention in its entirety. Those students missing detention without prior notification will earn In-School Suspension. Students who are disruptive or non-cooperative during after school detention will be asked to report to the Principal first thing Friday morning.

After the 3rd detention for behavior problems in a quarter has been assigned, 1 day In-School Suspension will be assigned for the remainder of that quarter; instead of the after school detention.

CIS IN-SCHOOL SUSPENSION POLICY

A student on in-school suspension will be placed in a secluded area for a school day, or a part of a school day. The student will not be allowed to associate with the rest of the students between classes or at lunch. During in-school suspension students will not participate in student activities. Teachers will provide assignments and instructions during their preparation period or earlier in the school day if possible. Violation of any of the following rules may result in additional days of in-school suspension or an out-of-school suspension of up to ten (10) days:

1. The student must report to in-school suspension immediately upon arriving at school. The student may not loiter anywhere in the vicinity of the school.
2. The student will have materials, paper, pencil, pen, and books only. No radios or any type of audio/video device will be allowed in the suspension room.
3. Talking to anyone other than teachers or administrators is prohibited.
4. Moving around the room without permission will not be allowed.
5. The student will face his/her desk.
6. The student will be allowed one (1) bathroom break in the morning and one (1) in the afternoon, but not when classes are changing.
7. Absolutely no eating, except lunch, during in-school suspension will be allowed. No candy or gum will be allowed. Lunch will be brought up to the student to eat in the room, or the student may bring a sack lunch from home.

8. The student will work on his/her assigned work.
9. The student's work area must be clean and free of marks before he/she leaves. Report marks immediately upon being seated at the desk.
10. Students are to complete academic work as assigned. Completed work will receive 100% credit.
11. It is the responsibility of the student to turn in all materials to their teacher.
12. Must complete an exit interview with the Principal.

CRITERIA FOR ATTENDING FIELD TRIPS

All students attending a school-related field trip must first be in good standing with the school. A student with an outstanding OSS, ISS, or detention will be ineligible for field trips. Since we are representing our school and community, students should dress appropriately and act accordingly. Specific rules will accompany each field trip. Each student has the responsibility of fulfilling these regulations prior to attending the field trip.

MISSING SCHOOL AND ATTENDING AN ACTIVITY

A student must be in attendance for at least half of the school day to participate in or attend a school activity that day. Exceptions to this policy will be those students who have an appointment or event that is unavoidable and pre-approved by the principal.

ATTENDANCE POLICY

Attendance at school is a significant factor in achieving success at school. When a student is absent from class, it is impossible to recreate the situation that existed during the absence. No amount of make-up work can take the place of the classroom. For this reason, it is essential that each student be in class every day possible. Realizing that there are times when a student must miss school, the following procedures will be followed.

Student absences will be classified in one of the following categories:

Excused Absences

The following is a list of acceptable excuses for missing school. Proper documentation **MUST** be provided, such as calling in to the school and/or a note. If you have a doctor's excuse, please send the excuse to the school.

- Personal illness
- Serious illness or death in the immediate family
- Medical/dental appointments when they cannot be scheduled other than school hours

All make-up work will be completed in the same number of days/classes that the student missed.

Unexcused Absences

An unexcused absence will be considered anything that cannot be verified by proper documentation, or does not fall under the excused absences list (see Excused Absences). Vacation is not an excused absence.

- Truancy
- No call or note from parent or guardian

Notes, visits, and telephone calls from parents as to the reason for their student's absence will be required. SIS will be updated as to whether the absence is verified or unexcused.

CIS Policy

A student needs his/her parent's permission to miss any day of school. Therefore, parents will be required to notify the school office the morning of an absence. Parents without access to a phone will be required to send a note on the first day the student returns.

1. A student arriving late to school or leaving early must sign in or out at the office by a parent/guardian. No student may leave school during the day except by permission of the principal/designee and parent/guardian. A student is considered in school once he/she is on a school bus or has arrived on school grounds.
2. If a student misses a total of **ten (10)** days per semester, the parent/guardian and the student will then be notified by the principal/designee. Documentation for each absence after ten (10) absences will be mandatory.
3. Frequent absences without documentation and/or contact with the school could result in the Principal/designee contacting Children's Division for educational neglect.
4. A student who is absent from school due to an out of building suspension will not have those days counted toward the total days absent allowed each year.

What to Expect about Passes and Excuses

1. **LATE to school:** If you arrive after 8:15 am Tuesday-Friday or after 9:15 am on Late Start Monday you will need an admit slip from the office that will be given to you after the tardy has been verified by phone call or a written excuse. If you are tardy without sufficient reason, you will still be admitted into class, but 4 tardies will result in a conference with the Principal.
2. **ABSENT from school:** As stated above in the CIS Policy, calls need to be made the day of, or a written excuse needs to be brought into the office the next day back.
3. **If you must LEAVE SCHOOL during the day:** You must have permission from the office.
4. **If you must be EXCUSED from Physical Education:** You will need to provide a written note from a physician documenting the excuse or be excused by the CIS school nurse.

Perfect Attendance

Perfect attendance can be achieved by meeting the following criteria:

- Attending school each day it is in session for a full 393 daily minutes.
- This means that a student cannot have any tardies or leave the school early.
- Should an injury take place at school and the school official requests you see a doctor, perfect attendance will not be affected.
- If a bus is unable to pick you up for reasons not your own, perfect attendance will not be affected.

It is extremely important to call ahead of time and talk to the principal should you not be sure about a situation regarding perfect attendance. Students with perfect attendance will be recognized at the end of the year at the CIS Awards Assembly.

Outstanding Attendance

Students that have 96% or higher will receive an Outstanding Attendance award during the end of the year grade level assembly.

DRESS CODE

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

1. Students are not allowed to wear **clothing advertising or promoting alcohol, drugs or tobacco products.**
2. Clothes displaying profane and/or obscene language or symbols will not be permitted.
3. Shirts and blouses are to be worn as the manufacturer designed them. The chest and entire torso must be covered. **Bare midriffs will not be allowed.**
4. Footwear is essential and must be appropriate for daily activities, i.e. recess and physical education.
5. Caps or hats are not to be worn in the building.
6. Uniforms required by sponsors and school administrators will be acceptable both during school and at extracurricular events.
7. Appropriate underclothing is required and should not be visible.
8. Bicycle or skin-tight shorts or pants may not be worn. **Shorts must be no shorter than mid-thigh.**

BICYCLES

Bicycles are to be parked in the bicycle racks only. Please do not ride your bicycle on the school lawn or walkway. All bicycles are to be kept in the bicycle area until the buses leave the area after school. This is for your safety and we will strictly enforce this policy. Riding your bike in a reckless manner could lead to you losing bike privileges. Intermediate School students are not permitted to drive any type of motorized vehicle to school regardless of their age. The school is not responsible for bikes and students are encouraged to lock them up.

STUDENT PLANNERS

Planners will be used by all students as a means of organization. Teachers will use the planner as a form of communication with parents in regards to daily assignments & missing homework or other relevant information.

SCHOOL RECORDS

A student's records are maintained under his/her legal name until official court documentation of a name change is received by the school. A cumulative record is maintained for every student in the Centralia Public School District. In written policies of the Board of Education the term "parents" shall be understood to include others who have legal custody of the child. Some information to know:

- It is the responsibility of the legal guardian to inform the school when changes occur with respect to legal custody of a student.

- It is the responsibility of the legal guardian to provide a copy of any court documents pertaining to non-visitation orders
- for non-custodial parents or others. Visitation by non-custodial parents will be granted unless official documents prohibiting visitation are on file with the school. For example, if you are a parent and you do not want the other parent to pick up your child, but have no official documents prohibiting the other parent from picking the child up, then as a school, we are legally obligated to allow the student to leave with their other parent.

CIS HOMEWORK POLICY

The Centralia Intermediate School homework policy follows the PBS plan. The policy is per quarter, so at the start of a new quarter, the student starts over with a clean slate. The policy is:

1 st offense	Homework Mark
2 nd offense	Phone Call Home by Student
3 rd offense	Conference with Principal
4 th offense	Detention
5 th offense	In-School Suspension

Each offense after the 5th will result in an automatic In-School Suspension (ISS).

Each grade level will have their specific homework policy. This policy will be provided to students and parents/guardians.

SPORTSMANSHIP AND SCHOOL SPIRIT

The first rule for good sportsmanship is courtesy...courtesy to everyone around you: classmates, parents, visitors, players, coaches, and officials. YOU ARE THERE TO WATCH THE GAME, whether it is at the Middle School or the High School sporting events.

BUS REGULATIONS FOR STUDENTS

The following rules and regulations regarding transportation of school children have been adopted by the Boone County R-VI Board of Education. Pupils who ride the bus are expected to observe these rules.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully and must obey and respect the patrols on duty.
2. Pupils must be on time – the bus cannot wait for those who are tardy.
3. The driver will, if he thinks necessary, assign a seat for which the student will be held responsible.
4. Never stand in the roadway while waiting for the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Outside of ordinary conversation, classroom conduct is to be observed. The driver is required to report rowdy conduct of improper language.
7. The use of tobacco in the bus is prohibited.
8. Pupils must not throw waste paper or other rubbish on the floor of the bus.
9. Pupils must take their places upon entering the bus and under no circumstances shall they move about the bus while it is in motion.
10. Pupils must not at any time extend arms or heads out of bus windows.
11. Any damage to the bus is to be reported at once to the driver.
12. When leaving the bus, pupils must observe directions of the driver.
13. Pupils will not be permitted to board or leave the bus at any point except the destination. The bus will not make stops to accommodate people who wish to do shopping. Please do not ask the driver to stop for you downtown.
14. Drivers must not transport any person not regularly assigned to the bus without consent in writing of the parent. Permits may be obtained at the office.
15. Pupils are asked to keep out of the driver's seat and not tamper with the bus in any way.
16. Pupils may carry only such baggage as they can conveniently hold on their laps. They are not permitted to leave baggage in the aisles on the bus.
17. If a written violation occurs, the referral must be returned to the driver after it has been signed by the parent, before the student can begin riding again.

Any offense committed by a student on a district-owned or contracted bus shall receive consequences in the same manner as if the offense has been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

Centralia Intermediate School Expectations

All students are expected to follow the school expectations.

***Be Kind *Be Safe *Be Responsible *Be a Learner**

<p style="text-align: center;">CLASSROOM</p> <p>CIS students are expected to LISTEN in the classroom.</p> <ul style="list-style-type: none"> L – Let others learn I – I know how to follow directions S – Safe choices T – Take care of your own self E – Everybody prepared for the day N – Neat and tidy work area 	<p style="text-align: center;">PLAYGROUND</p> <p>CIS students are expected to use the playground with SAFETY.</p> <ul style="list-style-type: none"> S – Slide and swing on your pockets A – All wood chips on the ground F – Friendly chatter E – Enter and exit building peacefully T – Tell rather than tattle Y – Your hands and feet to yourself
<p style="text-align: center;">HALLWAY</p> <p>CIS students are expected to be QUIET in the hall.</p> <ul style="list-style-type: none"> Q – Quietly walk U – Use the 3rd tile I – In your spot on the right side of the hallway E – Eyes, nose and toes forward T – Tuck your hands at your sides 	<p style="text-align: center;">ASSEMBLIES</p> <p>CIS students are expected to FOCUS during assemblies.</p> <ul style="list-style-type: none"> F – Face the front O – On your pockets C – Clap appropriately U – Use your manners S – Stay quiet
<p style="text-align: center;">RESTROOM</p> <p>CIS students are expected to use the restroom FAST.</p> <ul style="list-style-type: none"> F – Flush A – All voices off S – Soap and water on hands in sink T – Trash in the trash can 	<p style="text-align: center;">DISMISSAL</p> <p>CIS students are expected to come down the hall SLOW during dismissal.</p> <ul style="list-style-type: none"> S – Stay in your spot L – Line straight O – Only quiet voices W – Walk safely to designated area
<p style="text-align: center;">CAFETERIA</p> <p>CIS students are expected to use MANNERS in the cafeteria.</p> <ul style="list-style-type: none"> M – Make sure area is clean A – Always use utensils N – Nice to cooks N – Nice table talk E – Eat only your food R – Remain seated S – Stack trays neatly 	<p style="text-align: center;">SCHOOL-WIDE</p> <p>CIS students are expected to ROAR throughout the school.</p> <ul style="list-style-type: none"> R – Respectful attitude O – Outstanding listeners A – Always safe R – Ready to learn
<p style="text-align: center;">BUSES</p> <p>CIS students are expected to be safe and respectful on the BUSES.</p> <ul style="list-style-type: none"> B – Bus driver is in charge U – Use quiet voices and laughter S – Stay in your seat facing forward E – Enter and exit in driver’s sight S – Sit with hands and objects to self 	

ACADEMIC ACHIEVEMENT

The evaluation of the academic achievement of students in the school district is based on the premise that students have diverse capabilities, interests, and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers and students is an integral part of the evaluation process. Through the district's methods of student evaluation and parent/guardian-student-teacher communications, the district strives to meet the following objectives:

- Parents/Guardians are to be informed regularly, at least four times a year, as to the progress their children are making in school.
- Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- When possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school district will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.
- When grades are given, the school staff will take particular care to explain the meaning of the marks and symbols to students and parents/guardians.

The issuance of grades on a regular basis serves to promote a process of continuing evaluation of student performance in the school district.

Grading shall not be influenced by pressure from parents/guardians. In addition, grades are not to be used as a disciplinary measure.

GRADING SCALE

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59-below

Report cards are issued four times a year at the conclusion of each quarter. The report will convey to the students and parents the learning progress of the individual. Grade evaluation follows:

A: Masters essentials and employs them in related fields; exhibits intellectual curiosity in the subject.

B: Easily understands essentials; does some worthwhile supplemental work; shows interest.

C: Understand minimum essentials, cooperates. This is an average grade.

D: Barely learns essentials; is likely to do no extra work; often shows indifferent attitude.

F: Receives no credit. Few people fail if they have made an effort.

S: Satisfactory N: Needs Improvement U: Unsatisfactory

Parents are encouraged to view grades via parent portal thru the Centralia Public Schools website or <https://sdm.sisk12.com/CN/Default.aspx?Action=Parent>

REPORT OF STUDENT PROGRESS AT MID-QUARTER

You will receive a progress report four times a year at mid-quarter. CONFERENCES may be arranged with teachers by calling the Intermediate School office, 682-3451, at any time throughout the school year.

PROMOTION, ACCELERATION AND RETENTION OF STUDENTS

The Centralia R-VI School District is committed to the continuous development of students enrolled in the district's schools, and to student achievement of the skills for the current grade assignment for promotion to a higher grade. The superintendent, in cooperation with the professional staff, shall develop administrative procedures for the promotion, acceleration and retention of students.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results and teacher observation of student performance. The principal will direct and aid teachers in student evaluations and will review grade assignments in order to ensure uniformity of evaluation standards.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

Promotion

Students will normally progress annually from grade to grade when, in the judgment of the district's professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration.

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate.

Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. If the district provides remediation in this manner outside the traditional school day, the extra hours of instruction may be counted in the calculation of average daily attendance. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children. Decisions concerning the remedial reading instruction of a student, who receives special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's Individualized Education Program (IEP).

Acceleration

The district will assist students so that they progress academically in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration to a higher grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor, and with the joint approval of the parents/guardians, the principal and the superintendent.

Retention

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

CENTRALIA INTERMEDIATE SCHOOL RETENTION GUIDELINES

The district's final decision to retain or promote a student will be based upon the following factors: reading level consistent with state requirements, course work in regular and summer school, chronological age, social development, physical maturity, health conditions, regularity of attendance during the regular school year, and satisfactory attendance at mandatory summer school.

SECTION II: HEALTH INFORMATION AND POLICY

HEALTH

It is the policy of the Centralia R-VI School District that all students attending the district schools shall be immunized in accordance with law.

IMMUNIZATION

A record of immunizations (diphtheria, polio, tetanus, mumps, measles, rubella, hep. B) and birth certificate number must be furnished for each student for the school nurse upon entering school for the first time. Physical and vision examinations of new students are also required. If immunizations are not up to date on the entrance date of starting school, the child will be excluded from school till the immunizations are given.

Immunization Guidelines – The Missouri Department of Health requires the following immunizations for all students. **Measles, Mumps, and Rubella:** Two doses are required. One dose must be received on or after the first birthday. The second dose must be administered prior to beginning Kindergarten.

Polio: At least 3 doses of Trivalent Oral Polio are required, with the last dose received at age 4 or older. No more than 4 doses of Polio vaccine need to be given to children less than 7 years of age. Vaccine (TOPV) same as above.

Diphtheria (DTP, DT, and Td): At least 4 doses, with the last dose received at age 4 or older. No more than 6 doses of Diphtheria vaccine should be given to children less than 7 years of age.

Tdap: contains pertussis vaccine, is required for students enrolled in the eighth, ninth and tenth grade who have completed the recommended childhood DTaP/DTP vaccination series and have not received a Td booster dose within the past two years. **If a student received a Tdap booster the student is up-to-date. Tdap is currently licensed for one dose only; an additional dose is not needed.** For 11-12 grades, a Tdap or Td booster is required 10 years after the last dose of DTaP, DTP or DT. In the event of a pertussis outbreak situation, Tdap may be given at intervals less than 10 years.

Haemophilus Influenza Type B (HIB): At least 1 dose of HIB between 18 months and 5 years of age. This vaccine is not recommended after 5 years of age. It is not required for admittance into Kindergarten.

Hep B: 3 doses are required for all Kindergartners. Initial visit 1 dose, 1 month later, 2nd dose, and 6 months after 2nd dose you should get the 3rd dose. If the Hep B. series has been interrupted, there is no need to restart the series. The next dose may be given.

Varicella: Two doses are required for all K to 2nd graders, one dose required for 3rd to 7th graders, or a document signed by a physician stating month and year of the disease which will be placed in the student’s file. No doses required for 8th to 12th graders.

Exceptions:

1. A child may be exempted from immunization of medical reasons by placing a Physician’s Medical Exemption Form on file with the child’s school immunization record. A physician must sign this.
2. A child may be exempted for reason of religious objection by placing a Religious Exemption Form on file with the child’s school immunization record.
 - a. Both exemptions can be obtained from the local health department. Also note that unimmunized children can be excluded from school during disease breakouts.
3. Students who are incompletely immunized may continue to attend school as long as they are making satisfactory progress as outlined on the Immunization in Progress Form (which must be on file with the child’s immunization record). This form can be obtained from a physician’s office or local health department.

SCHOOL HEALTH POLICY

Our school asks that you abide by these guidelines when deciding whether your child is well enough to be in school. **There are three reasons to keep (exclude) sick children from school:**

1. The child does not feel well enough to participate comfortably in usual activities, such as extreme signs of tiredness or fatigue, unexplained irritability or persistent crying.
2. The child requires more care than the school staff is able to provide without affecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.

The following list gives guidelines and recommendations for exclusion from school due to illness. Children with minor illness need not be excluded unless one or more of the following exists:

ILLNESS OR SYMPTOM	EXCLUSION IS NECESSARY
Chicken Pox	Yes - A child with uncomplicated chicken pox may return when blisters have dried and crusted (usually 6 days).
Conjunctivitis (pink or red eyes with thick mucous or pus draining from the eye)	Yes – May return 24 hours after treatment begins. If your health provider decides not to treat your child, a note may be required.
Coughing (severe, uncontrolled Coughing or wheezing rapid or Difficulty in breathing)	Yes —Medical attention may be necessary. Note: Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment.
Coxsackie Virus (Hand, foot and mouth disease)	No – May attend if able to participate in school activities, unless the child has mouth sores and is drooling

Diarrhea with illness (vomiting, fever, rash) <u>Diarrhea</u> : stools that are watery and Frequency is twice what is usual.	Yes – Not attend if cause of diarrhea is not illness related, e.g. caused by antibiotics or food sensitivity
Fever	Yes – When fever is elevated above 99.9 degrees and is accompanied by behavior changes or other symptoms or illness, such as fatigue, rash, sore throat, vomiting, diarrhea, etc. May return after 24 hours of being fever free without medication (Tylenol/ibuprofen).
Fifth's Disease	No – child is no longer contagious once rash illness appears.
Head lice	Yes – may return after treatment and removal of all live lice.
Impetigo/Staph/MRSA	Yes – may return 24 hours after treatment starts. Wound must be covered with dressing taped on all 4 sides
Body Rash with Fever	Yes – Seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated by a physician. May return to school when medical provider determines that illness is not communicable
Mild Cold Symptoms (stuffy nose with clear drainage, sneezing, mild cough)	No – May attend if well enough to participate in school activities.
Upper Respiratory Complications - large amount or thick nasal discharge - extreme sleepiness - ear pain - fever (about 100)	Yes – Seek medical advice. May return when symptoms improve.
Ringworm	Yes – May return after treatment begins; must be covered while in school.
Roseola	Yes – Seek medical advice. <u>Note</u> : A child with rash and no fever may return to school
Scabies	Yes – May return after treatment is started with a note from the medical provider.
Strep Throat	Yes – May return after 24 hours of antibiotic treatment and fever free without medication (Tylenol/ibuprofen).
Vaccine Preventable Diseases (mumps, measles, whooping cough)	Yes – until judged not infectious by a medical provider. Report all cases to the Health Services Coordinator.
Vomiting (2 or more episodes in past 24 hrs)	Yes – until vomiting resolves or the health care provider determines that the cause is not communicable. <u>Note</u> : observe for other signs of illness and for dehydration

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care, *Caring for Our Children: National Health and Safety Performance Standards*, Second Edition, Elk Grove Village, IL 2002
- Centers for Disease Control and Prevention, *ABC's for Safe and Healthy Child Care. A Handbook for Child Care Providers*. Atlanta, GA. U.S. Department of Commerce; 1996
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Child Care Providers*, Denver, CO, December 2002
- Kendrick AS, Kaufman R., Messenger KP, Eds. *Healthy Young Children: A Manual for Programs*. Washington, D.C. National Association for the Education of Young Children; 2002

Centralia Schools reserves the right to exclude a child from school at any time for any reason, even if a doctor or other recommends otherwise. If your child visits a doctor, please ask for a return authorization note. Even with a note Centralia Schools reserves the right to refuse attendance at any time for any reason.

Please contact the school nurse if your child has any symptoms that could possibly be contagious (strep throat, chicken pox, flu, head lice, scabies). Confidentiality will be maintained.

Please feel free to contact the school nurse at 682-3451 or 682-3508 if you have any questions or concerns! Your cooperation is greatly appreciated.

STUDENT INJURY

First aid will be given by the nurse or teachers. Parents will be notified if a doctor should be contacted or if the injury is such that it needs watching.

SCHOOL MEDICATION POLICY

Medication should be given at home if at all possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

Medication:

1. A medication sheet needs to be filled out and signed by a parent stating the name of medicine, reason for medication, and any instructions regarding any special need for storage, (i.e. refrigeration).
2. Send any medication in a properly labeled container from the pharmacy with only those doses to be given at school (please limit to a weekly or monthly supply). **DO NOT** send medication in syringes, plastic wrap, lunch boxes, etc. **ALL MEDICATIONS MUST BE IN ORIGINAL CONTAINERS.** Your pharmacist will provide extra, properly marked containers free upon request.
3. Medication prescribed to be taken 2 – 3 times daily (bid – tid) can be taken at home (before school, after school, bedtime). Medications prescribed to be taken 4 times daily (qid) will need one dose to be given at school. **

****ALL MEDICATIONS WILL BE GIVEN ALONG WITH THE CHILD'S LUNCH SCHEDULE SO THAT THE CLASSROOM DOES NOT HAVE TO BE INTERRUPTED (BEFORE OR AFTER LUNCH) UNLESS SPECIFIED TO BE GIVEN AT ANOTHER TIME PER DR. NOTE**

BASIC HYGIENE

Students need to arrive at school bathed, with clean hair and clothing. Children with a cleanliness problem will be referred to the principal or nurse who in turn will visit with the parents or the proper authorities.

LICE

Every year a small percentage of children contract head lice. Children with live head lice or nits close to the head will be sent home to be treated. If more than one student in a classroom contracts head lice, the nurse will check all of the individuals in that class.

The school asks that parents help control the lice problem by:

1. Examining their children's hair particularly above the ear and at the crown periodically.
2. Notifying the school if lice are found.
3. Treating the infestations with a lice shampoo according to directions.
4. Treating the home environment so that there will be no further infestations.
5. Discussing with their children the problems incurred by using someone else's comb or hat.

SOILING OF CLOTHES

Occasionally, students have accidents and soil their clothes. The school usually can provide a change of clothing. Please wash and send the clean clothing back the next day. Students that do not return borrowed clothing will not be able to borrow again and parents will be called to bring a change of clothing.

NUTRITION

It is essential that students be provided a good breakfast. Students may also bring a healthy snack to be eaten during their scheduled snack time.

EXERCISE

Physical activity is a necessity for healthy, young children. All children are expected to play outdoors when the weather is suitable. Requests to stay in should be in written form stating the medical reason. Requests should be used sparingly.

SCREENINGS

Vision

The district will conduct a vision screening for all students prior to the end of first grade and again before the end of the third grade. Students will be excused from any screening upon receipt of a written request from the student's parent/guardian. When a student fails an eye screening, the school district will send a standard notice to the parent/guardian. A Parent/guardian should notify the school district of any follow up information received from a specialist for the student's medical file.

Hearing

The district will conduct a hearing screening for all students prior to the end of second grade and again before the end of the fourth grade. Students will be excused from any screening upon receipt of a written request from the student's parent/guardian. When a student fails a hearing screening, the school district will rescreen the student within two weeks before sending a standard notice to the parent/guardian. A Parent/guardian should notify the school district of any follow up information received from a specialist for a student's medical file.

CENTRALIA R-VI SCHOOL DISTRICT

NOTICE OF NON DISCRIMINATION



GENERAL

Applicants for admission or employment, students, parents of elementary and secondary school students, employees sources of referral and applicants for employment, and all professional organizations that have entered into agreements with our school district are hereby notified that, along with the guidelines set forth by Title IX regulations, our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to or treatment or employment in, its programs and activities. The Centralia Board of Education is an equal opportunity employer.

Any person having inquiries concerning our school district's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by our school district to coordinate our school district's efforts to comply with the laws and regulations implementing Title VI, Title IX, The Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning our school district's compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 or religious discrimination issues may also be directed to the Compliance Coordinator below.

FACILITIES

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

SCHOOL NUTRITION PROGRAMS

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

INDIVIDUALS WITH DISABILITIES

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability, regardless of whether the child is currently enrolled in the Centralia School District is encouraged to contact the district's compliance officer listed below. Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

REPORTING

The Centralia School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. For information regarding how to report or file a claim of discrimination, harassment or retaliation, see Board of Education Regulation 1301. Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268- 0550.

Compliance Coordinator for Laws Listed in this Notice:

Dr. Cristina Heet
Director of Student Services
123 Rollins St. 573-682-3561 cristina.heet@cr6.org

In the event that the Compliance Coordinator is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting Compliance Coordinator:

Dr. Steven Chancellor
Superintendent
123 Rollins St. 573-682-3561 steven.chancellor@cr6.org

SPECIAL EDUCATION

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, 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 Centralia R-VI 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, 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 Centralia R-VI 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 Centralia R-VI 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 Centralia R-VI 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 Monday – Friday (8:00 am – 4:30 pm) in the office of the Director of Special Services, Dr. Cristina Heet, Centralia R-VI School District, 1399 E. Highway 22, Centralia, MO 65240. Alternative times are available by request (573-682-3561).

This notice will be provided in native languages as appropriate.

SECTION 504

The Centralia R-VI School District, as a recipient of federal financial assistance from the United States Department of Education and who operates a public elementary or secondary education program and/or activity, is required to undertake measures 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 parent or guardians of the District's duty.

The Centralia R-VI 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 Section 504 federal regulations.

The Centralia R-VI 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 office of the Director of Special Services, Dr. Cristina Heet, Centralia R-VI School District, 1399 E. Highway 22, Centralia, MO 65240. Alternative times are available by request (573-682-3561). This notice will be provided in native languages as appropriate.

STUDENT RECORDS (BOARD POLICY 2400)

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Centralia R-VI School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The

school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Student Directory Information

The district and the school will not release any records concerning a student without parental consent. However, federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Centralia R-VI School District designates the following items as directory information:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released;

governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district has determined that the above-listed information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

TITLE I GRIEVANCE PROCEDURE (BOARD POLICY 1621)

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the Federal Every Student Succeeds Act including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX (Part C).

A formal complaint may be filed by parents, members of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.
4. If dissatisfied with the District's determination, the complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.

PROTECTION OF STUDENT RIGHTS (BOARD POLICY 1610)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

EVERY STUDENT SUCCEEDS ACT 2015

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title 1 A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

SECTION IV: SCHOOL ORGANIZATION AND GENERAL POLICIES

PROOF OF RESIDENCE (BOARD POLICY 2230)

Resident students of the District, five to twenty-one (5-21) years of age, who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and are not barred from enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

CELL PHONES (BOARD POLICY 2656)

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of a cell phone in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2018-19 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy during the first semester after adoption of this policy will result in in-school suspension, while second offenses will result in out-of-school suspension being imposed. After the first semester 2018-19, out-of-school suspensions will be imposed on the first and subsequent offenses.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their child for legitimate reasons.

PRESCRIPTION AND OVER-THE-COUNTER MEDICINE NOTICE (BOARD POLICY 2870)

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. Prescription Medication: The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

TECHNOLOGY SERVICES (BOARD POLICY 6320)

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students conducting electronic research or communication.

One fundamental need for acceptable student use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Students are only allowed to conduct electronic network-based activities which are classroom related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students may not claim personal copyright privileges over files, data or materials, nor may students use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. E-mail files are subject to review by District and school personnel. Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:

2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to immediately report any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion.

VISITORS TO SCHOOLS (BOARD POLICY 1430)

All visitors during the regular school day shall check in at the office prior to proceeding elsewhere in the building. Lunch visitors are limited to parents or guardians. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption. The Board of Education and the administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal or his designee may refer charges to the proper legal authorities. Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

VOLUNTEERS (BOARD POLICY 1425)

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

CHAIN OF COMMAND (BOARD POLICY 1480)

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

SCHOOL CLOSINGS

During the course of the year there may be times that school will be canceled or dismissed early due to poor road conditions, inclement weather or other unforeseen, unusual or unavoidable events. A School Reach automated phone call will also be made in the event of school cancellations due to weather. If possible, please refrain from calling the District to obtain information regarding school closures in order to keep the lines open for emergencies and allow students to call their parents to make pickup arrangements. Patrons may also tune to the following media outlets for information:

Centralia	KMFC-FM 92
Moberly	KRES-FM 104.7
Mexico	KWWR-FM 95.7
Television	KOMU, KMIZ, KRCG

SECTION V: INSTRUCTIONAL PROCESS

ENGLISH LANGUAGE LEARNERS (BOARD POLICY 6180)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

STATEWIDE ASSESSMENT (BOARD POLICY 6440)

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. The School Board requires all students to participate in the statewide assessment program unless their educational programs are modified by current IEPs. The building principals are authorized to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

The MAP assessment time window will be in April-May.

SECTION VI: RIGHTS, RESPONSIBILITIES AND DISCIPLINE POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education believes that students have rights which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student's rights and responsibilities are the following: The right to attend free public schools; the responsibility to attend school regularly, and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school; the right to a quality education; the responsibility to put forth the best efforts during the educational process.

Civil Rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injures his rights; the right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district's school. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply in a given situation. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Centralia R-VI Board of Education to create an environment in which each student's right to learn is protected. This includes but is not limited to, the following policies and regulations: 2600, 2610, 2620, 2652, 2655, 2660, 2661, 2662, 2663, and 2672.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks which are posted and updated annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

STUDENT SEARCHES (BOARD POLICY 2150)

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
3. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. The district may conduct searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with the law.
5. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.
6. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
7. Students involved in co-curricular activities may have to submit to random drug testing.
8. A student who refuses to submit to a search may be appropriately disciplined by school officials.

STUDENT DISCIPLINE (BOARD POLICIES 2600 AND 2610)

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the school or impairs the moral or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted or plead 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 rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however; expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the 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. They will be in charge of their rooms, halls outside their rooms and will make all assignments they feel necessary for good conduct in their rooms. The instructions of all teachers are to be followed in the halls as well as in the classrooms. The teacher has the discretion to make changes in his/her procedures when needed as related to his/her individual classroom. The administration has the discretion to make changes in procedures when needed as related to individual circumstances, action, or behavior by the principal to either contact the parent or guardian by written notice delivered by the student through the mail, or by direct telephone contact.

After School Detention

Detention begins at 3:15 p.m. on Wednesday and lasts 45 minutes. Students are expected to serve detention the week following when it is assigned—unless an absence is pre-approved by the Assistant Principal or Principal. Students who neglect to serve detention will be assigned a Saturday detention.

Saturday Detention

1. Saturday detention will be held every Saturday, unless otherwise notified.
2. Saturday detention will be held from 8:00 a.m. to 12:00 p.m. @ CBMS
3. The doors for Saturday detention will be closed at 8:00 a.m. sharp. Late students will not be admitted.
4. Saturday detention is a consequence for inappropriate behavior. Therefore, only appropriate behavior will be tolerated. Sleeping is not allowed. Any student who does not behave appropriately will be promptly dismissed and thus will fail to serve their detention.
 - a. The use of cell phones will not be allowed in Saturday Detention.
 - b. Students will be required to complete any outstanding incomplete work for the school.
 - c. Students will be required to read or write if there is no outstanding incomplete work.
 - d. Students will have the option of serving a —Working Saturday in place of a traditional Saturday Detention.
5. Working Saturdays:
 - a. Working Saturdays will be offered on alternating Saturdays.
 - b. Students will be required to serve from 8-10 or 10-12. A designated time must be selected by the student prior to the Saturday they are serving the detention.
 - c. Students will be asked to assist in the beautification and maintenance of the Centralia R-VI School District during these times. Any student who does not behave appropriately will be promptly dismissed and thus will fail to serve their detention.
6. Failure to serve a Saturday detention by being dismissed from it or not showing up at all will result in the following:
 - a. First missed Saturday detention per semester – 3 days out-of-school suspension and the Saturday detention is considered served.
 - b. Second missed Saturday detention per semester will result in the student being suspended until the detention has been served. Thus the student will have a 5-day out-of-school suspension until the next available Saturday.
7. If a student is issued a Saturday detention, he/she will have two opportunities to serve it. This will be considered the approaching Saturday and the Saturday following that.
8. Any student that accumulates 3 Saturday detentions at any time will be suspended for 5 school days and two of the Saturday detentions will be considered served leaving just one to serve.

In-School Suspension

A student on in-school suspension will be placed in a secluded area for a school day, or a part of a school day. The student will not be allowed to associate with the rest of the students between classes or at lunch. During in-school-suspension students will not participate in student activities, however, students may attend practice sessions. Teachers will provide assignments and instructions during their preparation period or earlier in the school day if possible.

Out-of-School Suspension

Students may earn 100% credit for all work while assigned Out of School Suspension (OSS) if handed in when, or before, the student returns to school. While on suspension students are not allowed on school property or at school sponsored events.

Academic Integrity

The integrity of the academic program and the evaluation of each student's achievement are of primary concern to all educational institutions. Academic honesty, integrity and ethical conduct are valued highly and promoted at all times at Centralia High School. Cheating on any educational exercise not only reflects dishonesty on the part of the offender but diminishes the value of work done by his/her classmates. Therefore, cheating on tests, quizzes, homework, special projects and student recitations will result in the following action being taken:

- *First Offense:* A Student will receive an automatic zero on the assignment and a discipline referral will be filed with the assistant principal.
- *Second Offense:* A Student will receive an automatic zero on the assignment, parents will be contacted and the student will be suspended from school for 3 days.
- *Third & Subsequent Offenses:* A Student will receive an automatic zero on the assignment, parents will be contacted and the student will be suspended from school for 5 days.

STUDENT CODE OF CONDUCT (BOARD POLICY 2610)

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of 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 certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or 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. Anytime it is believed that a law may have been broken, appropriate law enforcement will be notified.

DISCIPLINARY CONSEQUENCES (BOARD POLICY 2610)

If a student's behavior is severe enough and circumstances warrant, the Principal or his designee may accelerate the discipline steps, suspend or initiate an expulsion. The Centralia R-VI School District attempts to follow all Federal and State Laws, including the Safe Schools Act, which takes precedence over the school handbook and mandates what consequences certain actions must have. Unless otherwise stated, the number of offenses is calculated on a school year basis.

SECTION I: PROPERTY/POSSESSIONS

Prohibited Conduct Arson

Definition Intentionally causing or attempting to cause a fire or explosion

Consequences All Offenses – 10-180 Days of OSS or expulsion

Prohibited Conduct Destruction of property - Accidental

Definition Destruction of school, school personnel or student property without intent

Consequences All Offenses – restitution for the cost of material and labor needed to repair the damages.

Prohibited Conduct False Alarms

Definition Tampering with emergency equipment, setting off false alarms or making false reports.

Consequences 1st Offense – 1-180 days of OSS
2nd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct Tampering

Definition Manipulating, altering or interfering with the property or possessions of staff, students or the district.

Consequences 1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS
2nd Offense – After school detention, Saturday detention or 1-180 days of OSS
3rd & Subsequent Offenses - 1-180 days of OSS or expulsion

Prohibited Conduct Theft

Definition Nonconsensual taking, or attempting to take the valuables, property or possessions of another. Knowingly possessing stolen valuables, property or possessions of another.

Consequences 1st Offense – Saturday detention or 1-180 days of OSS
2nd Offense – 3-180 days of OSS
3rd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct Unauthorized Entry

Definition 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.

Consequences 1st Offense – 5 Days of OSS
2nd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct Vandalism

Definition The intentional damaging or destruction, or the attempting to damage or destroy property belonging to staff, students or the district.

Consequences 1st Offense – After school detention, Saturday detention, 1-180 days of OSS, restitution if appropriate.
2nd Offense – 1-180 days of OSS, restitution if appropriate.
3rd & Subsequent Offenses – 5-180 days of OSS or expulsion. Restitution if appropriate.

SECTION II: VICTIMIZATION

Prohibited Conduct Assault

Definition Use of physical force with the intent to do bodily harm

Consequences 1st Offense – 5-180 Days of OSS
2nd Offense – 10-180 Days of OSS
3rd & Subsequent Offenses – 10-180 Days of OSS or expulsion

Prohibited Conduct Bullying or Cyberbullying (See Board Policy 2655)

Definition 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.

Consequences 1st Offense – 5-180 days of OSS
2nd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct Extortion

Definition Use of verbal, physical or written threats, expressions or conduct designed to obtain money or other valuables.

Consequences 1st Offense – 1-10 days of OSS, restitution if appropriate.
2nd & Subsequent Offenses – 1-180 days of OSS, restitution if appropriate

Prohibited Conduct Fighting

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

Consequences 1st Offense – 3-10 days of OSS
2nd Offense – 5-180 days of OSS
3rd & Subsequent Offenses – 10-180 days of OSS or expulsion

Prohibited Conduct	<u>Harassment, including Sexual Harassment</u>
Definition	Unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or another characteristic protected by law. Examples include but are not limited to; racial jokes or comments, requests for sexual favors, unwelcome sexual advances, graffiti, name calling or threatening, intimidating or hostile acts based on a protected characteristic.
Consequences	1st Offense – 5-180 days of OSS 2nd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Hazing</u>
Definition	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.
Consequences	1st Offense – 3-180 days of OSS 2nd Offense – 10-180 days of OSS 3rd & Subsequent Offenses -10-180 days of OSS or expulsion
Prohibited Conduct	<u>Threatening Language or Conduct</u>
Definition	The use of verbal, physical or written threats to do bodily harm to a person or personal property.
Consequences	1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2nd Offense – After school detention, Saturday detention or 1-180 days of OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion
SECTION III: <u>STUDENT/STAFF RELATIONSHIPS</u>	
Prohibited Conduct	<u>Defiance of Authority (Insubordination)</u>
Definition	Refusal to obey directions or defiance of school personnel authority
Consequences	1st Offense – 1-10 days of OSS 2nd & Subsequent Offense – 3-10 days of OSS
Prohibited Conduct	<u>Disparaging or Denigrating Language or Conduct</u>
Definition	Use of verbal, physical or written expression or acts meant to demean other persons due to race, gender, disability, natural origin or religious beliefs.
Consequences	1st Offense – 1-10 days of OSS 2nd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Disrespectful Language or Conduct</u>
Definition	Use of verbal, physical or written expression or acts directed at school personnel which is disrespectful, rude, demeaning, vulgar or otherwise inappropriate for an educational setting.
Consequences	1st Offense – Warning, after school detention, Saturday detention – 1-180 days of OSS 2nd Offense – After school detention, Saturday detention – 1-180 days of OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion
Prohibited Conduct	<u>Disruptive Language or Conduct</u>
Definition	Use of verbal, physical or written expression that is generally disruptive and/or inappropriate for an educational setting. Behavior that inhibits, disrupts or disrespects the educational environment.
Consequences	1st Offense – Warning, after school detention, Saturday detention – 1-180 days of OSS 2nd Offense – After school detention, Saturday detention – 1-180 days of OSS 3rd & Subsequent Offenses – 1-180 days of OSS or expulsion
SECTION IV: <u>INAPPROPRIATE ACTIVITY</u>	
Prohibited Conduct	<u>Improper Display of Affection</u>
Definition	Consensual kissing, hand holding, fondling, embracing, groping, etc., in a public location.
Consequences	1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2nd Offense – After school detention, Saturday detention or 1-180 days of OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion
Prohibited Conduct	<u>Inappropriate Touching</u>
Definition	Physical touching of another student in the area of the breasts, buttocks or genitals.
Consequences	1st Offense – 1-180 days of OSS 2nd Offense – 5-180 days of OSS 3rd & Subsequent Offenses –10-180 days of OSS or expulsion
Prohibited Conduct	<u>Indecent Exposure</u>
Definition	Displaying breasts, buttocks or genitals in a public location.
Consequences	1st Offense – 1-180 days of OSS 2nd Offense – 5-180 days of OSS 3rd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Sexual Activity</u>
Definition	Students are prohibited from acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation while on district property or at a school activity, on or off school property.
Consequences	1st Offense – 5-180 days of OSS 2nd Offense – 10-180 days of OSS 3rd & Subsequent Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Sexually Explicit, Vulgar or Violent Material, Language or Conduct</u>

Definition	Students may not possess, distribute or display sexually explicit, vulgar or violent material. Students may not use verbal, physical or written expression that is sexually explicit, vulgar or violent. Students may not possess, display or use sexually intimidating language, objects or pictures in any way.
Consequences	1st Offense – After school detention, Saturday detention or 1-180 days of OSS 2nd Offense – 1-180 days of OSS 3rd & Subsequent Offenses – 5-180 days of OSS or expulsion
SECTION V: <u>ACADEMIC SETTING</u>	
Prohibited Conduct	<u>Dress Code Violation</u>
Definition	Being dressed in such a manner that violates the school dress code
Consequences	All Offenses – Correct the situation or leave the premises and 3 days of OSS
Prohibited Conduct	<u>Lack of Academic Preparation</u>
Definition	Failure to bring proper homework, books or necessary supplies/materials to class
Consequences	1st Offense – After school detention 2nd & Subsequent Offenses – After school detention, Saturday detention or 1-10 days of OSS
Prohibited Conduct	<u>Not Meeting Class Participation Requirements</u>
Definition	To include but are not limited to; sleeping in class, not working on or engaging in assigned class activities, non-responsive to instructional cues from district staff.
Consequences	1st Offense – After school detention 2nd & Subsequent Offenses – After school detention, Saturday detention or 1-10 days of OSS
Prohibited Conduct	<u>Technology Misconduct</u>
Definition	Attempting, regardless of success, to gain unauthorized access to a technology system or information, to copy district files without authorization, to interfere with the ability of others to utilize district technology, to introduce computer viruses, hacking tools or other disruptive or destructive programs onto district technology, to access inappropriate internet sites or to attempt to utilize district technology in appropriate or by unapproved methods.
Consequences	1st Offense – After school detention, Saturday detention, 1-180 days of OSS, loss of technology privileges and restitution if appropriate 2nd & Subsequent Offenses – 1-180 days of OSS or expulsion, loss of technology privileges and restitution if appropriate
Prohibited Conduct	<u>Truancy</u>
Definition	Failure to report to school or class, or leaving school without permission from school authorities
Consequences	All Offenses – Saturday detention
Prohibited Conduct	<u>Detention Accumulation</u>
Definition	Students that accumulate a number of after school detentions may be subject to additional consequences.
Consequences	All Offenses – Students who accumulate 3 after school detentions will be assigned a Saturday detention in lieu of ASD's.
SECTION VI: <u>ITEMS/SUBSTANCES PROHIBITED</u>	
Prohibited Conduct	<u>Alcohol</u>
Definition	Possession or presence under the influence of alcohol on school property or at a school sponsored event.
Consequences	All Offenses – 5-180 Days of OSS
Prohibited Conduct	<u>Drugs - Possession of Invalid Prescription Medication</u>
Definition	Possession of a prescription medication without a valid prescription for such medication on district property or at a school activity, on or off school property.
Consequences	All Offenses – 10-180 days of OSS or expulsion.
Prohibited Conduct	<u>Drugs - Possession or Presence under the Influence of a Controlled Substance</u>
Definition	Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while on district property or at a school activity, on or off school property.
Consequences	All Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Drugs - Sale or Distribution of a Controlled Substance – includes Invalid Prescription Medication</u>
Definition	Sale, distribution, or the attempt to sell or distribute a controlled substance or substance represented to be a controlled substance while on district property or at a school activity, on or off school property.
Consequences	All Offenses – Minimum 10 days of OSS or expulsion.
Prohibited Conduct	<u>Possession of a Firearm or Weapon</u>
Definition	Possession of a firearm or weapon as defined by the Safe Schools Act on district property or at a school activity, on or off school property.
Consequences	All Offenses – 10-180 days of OSS or expulsion
Prohibited Conduct	<u>Tobacco</u>
Definition	Possession or use of tobacco products, including electronic cigarettes or vaping devices, on district property or at a school activity, on or off school property.
Consequences	1st Offense – 1 day of OSS 2nd Offense – 2 days of OSS 3rd & Subsequent Offenses – 5 days of OSS
Prohibited Conduct	<u>Fireworks and Explosives</u>
Definition	Possession, transfer, distribution or igniting of fireworks or explosive devices that falls short of the definition of a weapon on school property.
Consequences	All Offenses – Warning, after school detention, Saturday detention or 1-180 days of OSS

Prohibited Conduct	<u>Incendiary Devices</u>
Definition	Possessing, displaying or using matches, lighters or other incendiary devices used to start fires unless required as part of an educational exercise and supervised by district staff.
Consequences	1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2nd Offense –After school detention, Saturday detention or 1-180 days of OSS 3rd & Subsequent Offenses - 1-180 days of OSS or expulsion
Prohibited Conduct	<u>Nuisance Items</u>
Definition	Possession or use of items such as toys, games, cell phones, and portable media players that are not authorized for educational purposes.
Consequences	1st Offense – Confiscation, Warning, Principal/student conference, after school detention, or ISS 2nd & Subsequent Offenses –ISS, 1-180 days of OSS or expulsion
<u>SECTION VII: TRANSPORTATION</u>	
Prohibited Conduct	<u>Automobile/Vehicle Misuse</u>
Definition	Students are not to move or be in vehicles during the school day without permission from school officials. Other violations include but are not limited to: unsafe driving on or around school property, failure to follow parking or driving directions and rules established by school officials, and all traffic violations. Traffic violations will result in law enforcement contact.
Consequences	1st Offense – Warning to 5 school days of loss of parking privileges 2nd Offense – Warning to 20 school days of loss of parking privileges 3rd & Subsequent Offenses – Loss of parking privileges for the balance of the school year.
Prohibited Conduct	<u>Bus or Transportation Misconduct</u>
Definition	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.
Consequences	1st Offense – Warning to 5 school days of loss of riding privileges 2nd Offense – Warning to 20 school days of loss of riding privileges 3rd & Subsequent Offenses - Loss of riding privileges for up to 365 days.
<u>SECTION VIII: OTHER</u>	
Prohibited Conduct	<u>Gambling</u>
Definition	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.
Consequences	1st Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2nd Offense – after school detention, Saturday detention or 1-180 days of OSS 3rd & Subsequent Offenses – Saturday detention or 1-180 days of OSS or expulsion

CARE OF SCHOOL PROPERTY

Students are expected to take care of all school equipment. Any equipment damaged or ruined due to student abuse or vandalism will be repaired or replaced at the student’s expense.

PROHIBITION AGAINST HARRASSMENT & DISCRIMINATION AND GRIEVANCE PROCEDURE (BOARD POLICY & REGULATION 1300)

Harassment or discrimination because of an individual’s race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

Disability: A physical or mental impairment that substantially limits a major life activity.

Discrimination: Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual’s ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

Sexual harassment: is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with

intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment.

A student regardless of age cannot consent to behavior of a sexual nature with an adult irrespective of the circumstances.

Retaliation: Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law.

Student: An individual that is currently enrolled as a student of the District.

Examples of Sexual Harassment

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances, examples of conduct, which may constitute sexual harassment include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

Examples of Race, Color, Nation Origin, Ancestry, Religion, Disability, Age or Genetic Information Harassment

Examples of conduct that may be considered harassment based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or taunting;
- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

Obligation to Report

The District is steadfastly committed to providing an inclusive environment that is free from discrimination and harassment for all of its students and staff. Unless a concern is informally resolved, staff and students shall report all incidents of discrimination, harassment and retaliation to the Compliance Officer. When a formal complaint is filed with the Compliance Officer, the investigation and complaint process detailed below will be used, including a possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

Interim Measures

The District will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation. Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the District's policies and law. Additional interim measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

Investigation and Response

The District will investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects. The

District will take equitable and remedial action within its authority on complaints that come to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or the Children's Division. Regardless of whether the misconduct is reported to law enforcement and/or the Children's Division, school staff will investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation.

Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in District activities. Anyone else who engages in harassment, discrimination, and retaliation on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Employees and students should fully cooperate with the investigation process.

Informal Process for Resolution

The District takes seriously the obligation to investigate complaints of discrimination, harassment, or retaliation and to take appropriate remedial measures when necessary. The District recognizes that the obligation to investigate and remedy may be accomplished through an informal process, depending on the circumstances.

Anyone may use informal procedures to report and resolve complaints of harassment, discrimination, and retaliation. If a staff member receives an informal complaint of harassment, discrimination, and/or retaliation and the complaint cannot be resolved informally, the staff member shall inform their relevant building administrator or supervisor. The administrator/supervisor may attempt to resolve the matter informally and should inform complainants of Policy & Regulation 1300.

Building administrators/supervisors shall provide information to the Compliance Officer on a regular basis about complaints reported and resolved through the informal process.

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or the District.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end the harassment, discrimination, and retaliation and to correct any effects on the complainant.

Informal remedies may include, but are not limited to:

- If the complainant so desires, an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the District's nondiscrimination and harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The District will inform the complainant (and their parent/guardian when applicable) how to report any subsequent problems. Additionally, the District may conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.

Formal Process for Resolution – Grievance Procedure

Step One – Complaint to District

Anyone may initiate a formal complaint of harassment, discrimination, or retaliation by filing a written complaint with the District's Compliance Officer. At any step in the formal resolution process, where appropriate, the District will take interim measures to protect the complainant or alleged victim before the final outcome of the District's investigation. Additionally, the District may appoint an outside investigator at any step of the informal or formal resolution process. A subordinate shall not investigate his/her supervisor.

The following process will be followed at Step One:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute harassment, discrimination or retaliation. The Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Compliance Officer may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- Formal complaints must be submitted to the Compliance Officer.
- A charge or complaint of discrimination, harassment, or retaliation filed with an outside agency does not constitute a formal complaint or trigger an obligation to follow the formal complaint investigation procedures.
 - Investigation of Complaint
- The Compliance Officer will receive and investigate all formal, written complaints of harassment, discrimination or retaliation or will investigate if information in the Officer's possession leads them to believe further investigation is required. The Compliance Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Compliance Officer will provide the complainant a copy of Regulation 1300.
- Investigations will be carried out in a manner that is adequate in scope, reliability and impartiality. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused party, will have an opportunity to identify witnesses and present relevant evidence. The District and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Compliance Officer will compile a written report of the investigation. The report may include a recommendation of appropriate action to remedy the allegations included in the complaint. The Compliance Officer will forward the report and recommendations to the Superintendent. If the Superintendent is the subject of the complaint, the report and recommendations will be forwarded to the Board President.
 - Response to Complaint
- The Superintendent will review the report completed by the Compliance Officer.
- The Superintendent will respond in writing with a Letter of Outcome to the complainant and the accused party within thirty (30) calendar days of the Compliance Officer's receipt of the written complaint, unless otherwise agreed to by the complainant or if circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date.
- The Letter of Outcome will include: 1) a statement of the outcome of the investigation including whether a preponderance of the evidence establishes that harassment, discrimination, and/or retaliation occurred in violation of Policy 1300; 2) if violation of Policy 1300 is found to have occurred, the assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; and 3) notice of the right to appeal to the school board and the necessary filing information.
- Any corrective measures deemed necessary will be instituted as promptly as reasonable.
- The District will inform the complainant (and their parent/guardian if the complainant is a student) how to report any subsequent problems. Additionally, where appropriate the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to respond and appropriately address continuing or new problems.
- If the Superintendent is the subject of the complaint, the actions set forth herein to be completed by the Superintendent will be completed by the Board President.

Step Two – Appeal to Board of Education

Notice of Appeal

- The complainant or accused party may appeal to the Board of Education by filing a written notice of appeal with the secretary of the Board within ten (10) calendar days following receipt of the Letter of Outcome.
- On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Parties will be allowed to provide comment and information as the Board deems relevant and material.

Board Decision

- Unless otherwise agreed to by the appealing party, the Board will provide written notice of its determination within thirty (30) calendar days following the filing of the notice of appeal and provide the appealing party with a copy of the determination.

Retaliation

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against a person who participates in related proceedings or investigations.

Notwithstanding this provision, employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, harassment and/or related retaliation may be disciplined, up to and including dismissal or expulsion.

Confidentiality

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, the District’s legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to the District’s discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

Consequences and Remedies

The District will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects.

Consequences - Consequences for violations of Policy and Regulation 1300 may have educational, restorative, rehabilitative and/or punitive components. Conduct constituting harassment, discrimination or retaliation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, “no contact” order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children’s Division if there is reasonable cause to suspect abuse or neglect of a child.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

Remedies - The District will consider remedies for the victim as appropriate including, but are not limited to, providing additional resources such as counseling, moving or reassignment of the perpetrator, or allowing the victim to retake or withdraw from a class.

An allegation of discrimination, harassment and/or related retaliation complaint may not necessarily stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated district policies or regulations.

BULLYING (BOARD POLICY 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school’s technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District’s campus or at a District activity using the student’s own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside

investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement will be contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying.

The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

SECTION VII: EMERGENCY PROCEDURES

EMERGENCY DISASTER PLAN (BOARD POLICY 5240)

Centralia R-VI has a detailed Emergency/ Crisis Plan. Teachers will review the plan with all students at the beginning of the school year. Drills will be conducted periodically to ensure student safety.

Earthquake Procedure

General Procedures:

1. Immediately drop to the floor, get under a desk, and hold onto the leg of the desk.
2. If you are outside the building, move away from any structures and remain outside.
3. If you are in a room with no furniture, drop to the floor and get up against a wall in the position you would for a tornado (head down, hands covering back of neck).
4. Teachers will take roll once the earthquake has stopped.
5. Reunification team will account for all students, and reunify students to families per district procedures.

Inclement Weather Procedure

Air horns will be blown throughout the hallway to indicate inclement weather.

General Procedures:

1. Stay away from high ceilings, large rooms, and large glass areas.
2. Rise quietly and move in an orderly fashion from the room.
3. Teachers will take emergency kits, communication devices, and safety procedure folders with them.
4. Assemble in the main hallway.
5. When located in their designated area, students will kneel down facing the wall and cover their head and neck with their hands.
6. Remain as calm as possible and absolutely no talking. This is for your safety.

7. The teacher will take roll once students are in position, and relay any missing persons to the search and rescue team. It will be necessary for the students to respond only to their name when called by the teacher.
8. Teachers will remain with their class until the threat of bad weather has passed and administration has given the all-clear to return to class.
9. **For the safety of staff and students no students will be released from the school during an active tornado warning from the National Weather Service.**
10. Reunification team will account for all students, and reunify students to families per district procedures.

Intruder Procedure

General Procedures:

1. Follow A.L.I.C.E. training guidelines.
 - a. Alert the building and authorities of the intruder.
 - b. Lock and close all doors. Turn off lights and stay out of sight. Remain as calm as possible and absolutely no talking. This is for your safety.
 - c. Inforn the building of the intruder's location if possible.
 - d. Counter attack the intruder with any means necessary.
 - e. Evacuate the students to rally points.
2. Reunification team will account for all students, and reunify students to families per district procedures.

Fire Procedure

The fire alarm warning is a continuous horn buzzer. Should electricity not be in service, we will use an air horn to signal a fire or storm alert.

General Procedures:

1. Rise quietly and move in an orderly fashion from the room.
2. The students who are near the windows will close them and then proceed out of the building.
3. Teachers will take emergency kits, communication devices, and safety procedure folders with them as they exit the building.
4. The last person to leave the room will close the door.
5. Keep calm – absolutely no talking. This is for your own safety.
6. Follow a designated route as explained by the teacher.
7. The teacher will take roll once students are outside the building, and relay any missing persons to the search and rescue team. It will be necessary for the students to respond only to their name when called by the teacher.
8. Teachers will keep students calm and quiet while remaining to keep them out of harm's way.
9. Teachers and students may be allowed to return to the building ONLY after the threat of a fire has expired and they have been given the all clear by the proper law enforcement officials.
10. Reunification team will account for all students, and reunify students to families per district procedures.

Reunification Procedure

1. Only persons listed on the student information sheet will be allowed to pick up a student (parents/guardians, emergency contacts).
2. The person picking up the student must show ID.
3. No phone calls are accepted (i.e. A parent cannot call to say their student can go with a friend's parent.)
4. The person on the student information list must be present.
5. You must sign your student out with a member of the reunification team before leaving with the student.

SECTION VIII: ADDITIONAL INFORMATION AND FORMS

Permission Form for Photos, Videos, Interviews and Publications

CENTRALIA R-VI SCHOOL DISTRICT
123 Rollins Street
Centralia, MO 65240
(573)682-3561

PARENTAL PERMISSION FOR MEDIA USE OR DISTRICT BROADCAST,
WEB OR OTHER PUBLICATION OF STUDENT'S PHOTOGRAPH, LIKENESS, WORK AND/OR VOICE

This form is used to establish formal parental permission for students and their work to be shown in photographs, audio/video tapes, and interviews with the news media, Centralia R- VI School District's publications or web site. Please call your school if you have questions.

*We are enhancing our web site and want to highlight the good work and efforts of our learners. If you have no objections to your child's photograph, audio/video being in our publications or web site **YOU DO NOT NEED TO DO ANYTHING.***

GENERAL MEDIA COVERAGE

Throughout the year there may be in-school programs, events, or meetings such as school-wide assembly or PTO event) that are open to the public and where large group photographs or videotapes will be taken by the media or school district staff. In these cases, students would not be identified by name. Your consent to these types of group photographs or videotapes is assumed, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING that you do not want your child included in such photographs or videotapes.

SPECIFIC MEDIA COVERAGE AND SCHOOL PUBLICATIONS

In addition to the above situations, there may be times the media (newspaper, television or radio) or school district staff, *with the approval of the building principal*, may take photographs, audio/videotape students or interview students in a manner that would *individually identify a specific student*. The school district may display student pictures and projects in a variety of ways that reasonably portray programs of the district, including pictures of field trips, science fairs, and other activities appearing in yearbooks or school/district publications. Student likeness and work may also appear on the district website, thereby making it available to anyone with internet access. *Your consent to these types of photographs, videotapes or interviews by the media is also assumed*, UNLESS YOU NOTIFY YOUR CHILD'S SCHOOL IN WRITING indicating that you do not want your child included in such photographs, videotapes or interviews.

This release shall remain in effect until parent/guardian requests a change in writing.

BULLYING INCIDENT REPORT FORM

(Board Policy 2655)

Your Name: _____

Your School and/or Position: _____

Your Telephone Number/Email Address: _____

Date of Alleged Incident(s): _____

Name of person(s) you believe committed bullying against you or another person:

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). *(Attach additional pages if necessary.)*

If others are affected by this possible violation, please also give their names and/or positions:

When and where did the incident(s) occur? _____

Please list any witnesses who were present, or others who may have information regarding the incident(s):

Please provide other information relevant to this incident of bullying, including any documents that may be relevant. *(Attach additional pages if necessary.)*

Signature of Complainant

Date

Location

Signature of Person Receiving this Report

NOTE: This Form should be filed promptly with the Building Principal.

TECHNOLOGY USAGE AGREEMENT
(Parent/Guardian Technology Agreement)
This form is completed at time of enrollment

I acknowledge the Centralia R-VI School District's Internet Usage policy and regulation (Board Policy and Regulation 6320).
I acknowledge the Centralia R-VI School District's Student Cell Phone Usage policy (Board Policy 2656).
I understand that violation of these provisions may result in disciplinary action taken against my student including, but not limited to, suspension or revocation of my student's access to district technology and suspension or expulsion from school.
I understand that my student's use of the district's technology resources is not private and that the school district may monitor my student's electronic communication and all other use of district technology resources.

Verification:

I verify that I am the legal parent/guardian of the student, _____.
PRINT Name of Student

X _____
SIGNATURE of Parent/Guardian PRINT Name of Parent/Guardian Date

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

Centralia Intermediate School
Handbook/Discipline/Acceptable Use Form
This form is to be completed at time of enrollment

I understand that my signature on this form indicates that I read via website or was provided, with a 2020-2021 Student Handbook, the section of the Centralia R-VI Discipline Code which identifies infractions and consequences, and the Permission Form for Photos, Videos, Interviews and Publications.

Student's Name _____
Parent's Signature _____
Today's Date _____

Any student who would like to see or have a copy of the entire discipline code for the district may obtain one at the Intermediate School Office, Library or Board of Education Office.

If you elect for your child to **not** have internet access, you must contact CIS office at 573-682-3451.

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

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)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 Revised 4/17² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

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.