



# Chance Elementary

Centralia R-VI School District

“Where Panthers Begin”



Mrs. Tiffani Shuman

Principal

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# 2023-2024 Student Handbook

## Chance Elementary School

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### Mission

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

### Vision

Leading with Panther tradition.

### Principal's Message

Welcome to the 2023-2024 school year at Chance Elementary. Chance Elementary is "Where Panthers Begin." As the school year progresses, please contact your child's teacher if you have any questions, comments, or concerns. The Chance Elementary phone number is 682-2014 and my email is [tiffani.shuman@cr6.org](mailto:tiffani.shuman@cr6.org). My Google Voice number is 573.326.4090 which you can call, leave a voicemail, or text.

Follow us on our school Facebook page and school website. Periodically, I will send a newsletter through your email address, as well as post the newsletter on Facebook and the school website. SchoolReach messages will be sent throughout the year via text, email, or phone. We look forward to having an amazing school year!

Mrs. Tiffani Shuman, Chance Elementary Principal

## **SECTION I: BUILDING INFORMATION**

### **School Personnel**

#### **Centralia R-VI School District Board of Education**

- Dr. Brian Bostick, MD-PhD 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 Board Secretary

#### **Administration**

- Dr. Steven Chancellor Superintendent
- Mr. Marshall Gingrich Executive Director of Operations
- Dr. Mary Decker Director Student Services
- Dr. Matt Smith CHS Principal
- Mr. Nathan Gordon CBMS Principal
- Mr. Jason Lea CIS Principal
- Mrs. Tiffani Shuman CES Principal

#### **Kindergarten Teachers**

- Mrs. Carrie Durant
- Ms. Kara Ensor
- Mrs. Robin Reynolds
- Ms. Katelyn Greathouse
- Mrs. Jessica Schultz
- Kindergarten Teacher TBD

#### **1<sup>st</sup> Grade Teachers**

- Mrs. Christie Branson
- Ms. Claire Shannan
- Ms. Kaylyn Anders
- Mrs. Katie Greene
- Ms. Mary Bradley
- Mrs. Melanie Griffin

#### **2<sup>nd</sup> Grade Teachers**

- Mrs. Kelly Harper
- Mrs. Rachel Dollens
- Mrs. Krista Morgan
- Mrs. Jenny Espenschied

- Mrs. Allie Dunn Nurse
- Mrs. Angela Rackley Secretary
- Mrs. Emily Erisman Counselor
- Mrs. Janelle Ross Librarian
- Mrs. Andrea Cox Special Education
- Ms. Shelby McElhaney Special Education
- Mrs. Samantha Martin Paraprofessional
- Ms. Heaven Day Paraprofessional
- Mrs. Alanna McCord PreK Paraprofessional
- Mrs. Rachel Verble ECSE/AM & PM PreK
- Mrs. Jamie Robertson Title I
- Mrs. Sarah Daum Title I
- Mr. Griffin Anderson Title I Paraprofessional
- Mrs. Jenifer Danielson Title I Paraprofessional
- Mrs. Katherine Butrum Art
- Mrs. Danelle Mathews Music
- Mrs. Morgan Ralphs PE
- Mr. Jesse Bohlmeier SLP
- Mrs. Chloe Massey Speech
- Ms. Amber Lucas Parent Educator
- Ms. Laurie Ward Custodian
- Ms. Kathy Herron Custodian
- Ms. Samantha Taylor Kitchen Manager
- Ms. Tammy Sanders Kitchen Staff

### **Chance Elementary School Calendar (2023-2024)**

School is NOT in session on the following days:

September 4  
September 18  
October 13  
October 16  
November 6  
November 22, 23, 24  
December 22-January 5  
January 15  
February 16  
February 19  
March 18  
March 29  
April 1  
April 19

Early Dismissal Days - Dismissal Time 12:45 p.m.

October 12  
December 22  
May 16

**School Hours**

8:15 Bell rings to start the day, tardy if not in classroom  
3:12 School Dismissed

**Late Start Monday Hours**

9:15 Bell rings to start the day, tardy if not in classroom  
3:12 School Dismissed

Late Start Mondays occur each Monday we are in session. School will begin at 9:15 AM.

AM Preschool does NOT participate in Late Start Mondays and will attend school at regular Tuesday-Friday time.

AM Preschool Class runs Monday through Friday from 8:00-11:10 AM. AM Preschool does NOT participate in Late Start Mondays. PM Preschool Class runs Monday through Friday from 11:55 AM-3:12 PM. Preschool runs an alternate calendar then the kindergarten through second grade. Please check with your child’s preschool teacher for special days, events, and days when there are no preschool classes.

Lunch Times

<u>Tuesday-Friday School Day</u>		<u>Late Start Monday School Day</u>	<u>Early Out Days- Dismiss at 12:45 PM</u>
Preschool	No Lunch Provided	No Lunch Provided	No Lunch Provided
Kindergarten	12:20-12:50 PM	12:15-12:45 PM	12:05-12:35 PM
1 <sup>st</sup> Grade	11:45-12:15 PM	11:40-12:10 PM	11:30-12:00 PM
2 <sup>nd</sup> Grade	11:10-11:40 AM	11:00-11:30 AM	10:55-11:25 AM

**School Attendance**

Student Absences and Excuses

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular school attendance.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Centralia R-VI School District.

Please refer online to additional School Board Policies for further information.

Chance Elementary Procedure for Frequent Absences (Board Policy and Regulation 2310)

1. In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note or call from the parent/guardian will be required on the first day of the student’s return to school. The absence will be recorded as unexcused if a note or telephone call is not received.
2. The following procedures should be followed by students who are absent so as to prevent academic difficulties:
  1. The student/parent shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
  2. All assigned work shall be submitted upon returning to school.
  3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.
3. A student arriving late to school or leaving early must be signed in or out by a parent/guardian. No student may leave school during the day except by permission of the principal/designee and/or parent/guardian.
4. In an effort to keep parents informed about how many absences and/or tardies their child has, the school will quarterly mail computer generated attendance letters.
5. Unexcused Absences:
  1. Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken.
    1. After a student has been absent for three (3) consecutive days, it is the building principal’s responsibility to ensure contact has been made with the parent/guardian by phone and/or letter in order to inquire about the reason for the student’s absence.
    2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a letter to the parent/guardian requesting a conference in person within a week.
    3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.

4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.
6. Frequent absences without documentation and/or contact with the school after the principal (or designee)/guardian meeting (or lack of meeting) could result in the Principal/designee contacting Children's Division for educational neglect and/or our school resource officer.
7. Excessive Absences: A student shall attempt to not obtain more than twenty (20) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.
8. Excessive Preschool Absences: A student shall attempt to not obtain more than fifteen (15) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may result in being immediately un-enrolled in our preschool program for the remainder of the school year after attempted contact with guardian(s) has been made. Final decision lies with administration.

Excused Absences

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family (Each District shall define degree of relatedness required to excuse absences).
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define degree of emergency required to excuse absence).

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 above). Vacation is not considered an excused absence.

Perfect Attendance

In order to be considered to have perfect attendance, a child needs to have not missed any part of any school day; this includes tardies and leaving school early.

Lunch/Breakfast

Chance Elementary Cafeteria Schedule

Breakfast is served from 7:40 - 8:05 a.m.

Cost:

Breakfast for Students- \$2.15

Lunch for Students- \$2.45 at CES & CIS only

General Breakfast and Lunch Information

- Student breakfast/lunch money will be sent to the office to our secretary. She will take the student's money and credit the account. A lunch letter will inform parents of your student's account balance.

Online Lunch Payments

This service provides parents the convenience of depositing money into student meal accounts using a credit card, debit card, or electronic check. PayPal is a secure online payment processing service that uses the latest electronic security to protect your information. Credit and debit card transactions can be completed without a PayPal account. However, payments made directly from your checking or savings accounts require you to have a personal PayPal account where you must register your bank information. Please note that by using PayPal, the school district does not have access to any of your credit card or bank information. This is a service for school meals only. There is a convenience fee for using the online meal payment service for each transaction you complete.

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 Schools. In written policies of the Board of Education the term "parents" shall be understood to include others who have legal custody of the child.

Info 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, such as orders terminating parental rights or child orders of protection. The District will not restrict a parent's access to his or her child based on a parent plan when both parents have custody of the child. 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.

## **Dress Code**

Realizing that the school's main objective is the education of the students entrusted to it and that an environment free from distracting and demoralizing factors is conducive to the educational atmosphere, the following rules should be observed by students in regards to our dress code. Students at this age need adult guidance when choosing outfits for school.

1. Cleanliness/neatness will be expected during all regular school hours and at all scheduled extra-curricular activities.
2. Appropriate footwear is required. Flip flops are discouraged due to recess and PE.
3. The torso of students shall be clothed. Spaghetti straps, halter tops, and one-shoulder shirts are discouraged.
4. Suggestive or offensive clothing will not be allowed. This will include; underclothes worn as outer clothes, short waist shirts, short shorts, pants with excessive cuts or tears, etc.
5. Clothing may not advertise alcohol, tobacco, or drug products or have inappropriate language or suggest anything of a sexually explicit nature.
6. Hats, hoods, and sunglasses are not permitted in the school building during regular school hours. (Unless designated spirit day or reward.)
7. Clothing must be worn appropriately.
8. Anyone who violates any of these rules could be asked to leave school and not return until he/she can meet the standards set forth.

## **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. Please refer online to School Board Policies for further details.

### **Vision Screenings**

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. Parent/guardian should notify the school district of any follow up information received from a specialist for the student's medical file.

### **Hearing Screenings**

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. Parent/guardian should notify the school district of any follow up information received from a specialist for student's medical file.

**Immunization** – A record of immunizations (diphtheria, polio, tetanus, mumps, measles, rubella, hept. B, varicella) and proof of age (birth certificate, ID card, hospital records) must be furnished for each student for the school nurse upon entering school for the first time. Physicals and vision examinations of new students are also requested. If immunizations are not up to date on 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 after their 4<sup>th</sup> birthday.

**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.

**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.

**Hept B:** 3 doses are required for all Kindergartners. Initial visit 1 dose, 1 month later, 2<sup>nd</sup> dose, and 6 months after 2<sup>nd</sup> dose you should get the 3<sup>rd</sup> dose. If the Hept 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 2<sup>nd</sup> 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 due to religious objection by placing a Religious Exemption Form on file with the child's school immunization record. Both exemptions can be obtained from local health department. Also note that unimmunized children can be excluded from school during disease breakouts.

- 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 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:

- The child does not feel well enough to participate comfortably in usual activities, such as with extreme signs of tiredness or fatigue, unexplained irritability or persistent crying.
- The child requires more care than the school staff is able to provide without affecting the health and safety of the other children.
- 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.

<b>Illness or Symptom</b>	<b>Exclusion is Necessary</b>
<b>Chicken Pox</b>	<b>Yes</b> - A child with uncomplicated chicken pox may return when blisters have dried and crusted (usually 6 days).
<b>Conjunctivitis</b> (pink or red eyes with thick mucus or pus draining from the eye)	<b>Yes</b> – May return 24 hours after treatment begins. If your health provider decides not to treat your child, a note may be required.
<b>Coughing</b> (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing)	<b>Yes</b> – Medical attention may be necessary. <b>Note:</b> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment.
<b>Coxsackie Virus (Hand, foot and mouth disease)</b>	<b>No</b> – May attend if able to participate in school activities, unless the child has mouth sores and is drooling.
<b>Diarrhea with illness</b> (vomiting, fever, rash) <u>Diarrhea:</u> stools that are watery and frequency is twice what is usual	<b>Yes</b> – Not attend if cause of diarrhea is not illness related, e.g. caused by antibiotics or food sensitivity.
<b>Fever</b>	<b>Yes</b> – 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.
<b>Fifth's Disease</b>	<b>No</b> – child is no longer contagious once rash illness appears.
<b>Head lice</b>	<b>Yes</b> – may return after treatment and removal of all live lice.
<b>Impetigo/Staph/MRSA</b>	<b>Yes</b> – may return 24 hours after treatment starts. Wound must be covered with dressing taped on all 4 sides.
<b>Body Rash with Fever</b>	<b>Yes</b> – 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.
<b>Mild Cold Symptoms</b> (stuffy nose with clear drainage, sneezing, mild cough)	<b>No</b> – May attend if well enough to participate in school activities.
<b>Upper Respiratory Complications</b> - large amount or thick nasal discharge - extreme sleepiness - ear pain - fever (about 100)	<b>Yes</b> – Seek medical advice. May return when symptoms improve.
<b>Ringworm</b>	<b>Yes</b> – May return after treatment begins; must be covered while in school.
<b>Roseola</b>	<b>Yes</b> – Seek medical advice. <b>Note:</b> A child with rash and no fever may return to school.
<b>Scabies</b>	<b>Yes</b> – May return after treatment is started with note from medical provider.
<b>Strep Throat</b>	<b>Yes</b> – May return after 24 hours of antibiotic treatment and fever free without medication (Tylenol/ibuprofen).
<b>Vaccine Preventable Diseases</b> (mumps, measles, whooping cough)	<b>Yes</b> – until judged not infectious by a medical provider. Report all cases to Health Services Coordinator.
<b>Vomiting</b> (2 or more episodes in past 24 hrs)	<b>Yes</b> – until vomiting resolves or health care provider determines that cause is not communicable. <b>Note:</b> observe for other signs of illness and for dehydration.
<b>COVID-19</b>	Refer to specific District procedures and protocols provided by the District regarding any health situations which are COVID-19 related.

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

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

Student Injury– First aid will be given by the nurse or teachers. Parents will be notified if needed.

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:

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).

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.

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 for 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 to school bathed, with clean hair and clothing. Children with a cleanliness concern will be referred to the principal or nurse who in turn will visit with the parents and/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:

- Examining their children's hair particularly above the ear and at the crown periodically.
- Notifying the school if lice are found.
- Treating the infestations with a lice shampoo according to directions.
- Treating the home environment so that there will be no further infestations.
- 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 has limited resources to provide your child with a replacement. Please wash and send the clean clothing back the next day if you are provided something. 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.

Exercise

All children are expected to play outdoors (weather suitable) and at PE. Requests to stay in or not participate should be in written form stating the medical reason from a doctor.

Money

Money sent to school should be in a labeled envelope with the child's name, amount and use. The school is not responsible for lost/stolen money.

Distractions

Teachers will send a note if a certain type of toy is permitted for indoor recess and/or as a reward for the class. Unless requested by the teacher, we ask that toys and electronic devices do not come to school. Any disruption caused by an electronic or toy could result in the item being held with the teacher or principal until the end of the day. The school is not held accountable for any lost/stolen items brought from home.

Report Cards

Report cards are distributed via email after the end of each school quarter.



### **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.

### **Acceleration**

Acceleration to a higher grade level should be approached with caution and should have school data to support. A decision will be made 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. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

### **School Bus Safety and Behavior Code for Bus Riders**

Permission for any pupil to ride a bus is conditioned on his/her good behavior and observance of the following rules and regulations. Any pupil who violates any **of** these rules will be reported to the transportation office and/or school administration. Students can be denied the privilege of riding a bus to and from school.

1. Be **on** time at the bus stop. Avoid running to catch the bus because you may slip and fall under the vehicle. While waiting for the bus, stay clear of the roadway to avoid being hit by passing cars.
2. Wait for the bus to come to a complete halt before trying to board and, if you must cross the road, wait for your bus driver to signal you to cross with his/her hand. Always cross at least 10 feet in front of the bus.
3. When necessary, there will be at least three persons in **a** seat, and the practice of saving seats for students getting **on** at other stops will not be allowed.
4. After boarding the bus, you must remain in your seat until the bus reaches your designated stop.
5. Please use handrails when getting on **or** off the bus. Be extra careful when the weather is wet with ice, as steps can become very slippery.
6. Treat bus equipment as you would the furniture in your home. Any damage to bus seats, windows, etc., must be paid for by students responsible for the damage.
7. Keep the aisles clear of items such as musical instruments, etc. If you must carry personal items on the bus with you, please hold them in your lap or store them under the seat.
8. At no time will a student put hands, head, or other body parts out the window.
9. Don't be loud, boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.
10. Be absolutely quiet at all railroad crossings. Your driver stops at railroad crossings to listen for oncoming trains. Your talking could drown out all warning signals.
11. Do not throw paper or other objects out bus windows. This could obstruct the view of an oncoming vehicle and result in an accident or cause the driver to have to stop suddenly, causing injury to passengers.
12. No eating on the bus. Loose papers or food on the floor may cause a slipping hazard.
13. A driver has the responsibility to correct any student on the bus for improper language, use of tobacco, and unnecessary noise.
14. Drivers have the authority, given by the School Board, to enforce all bus rules. Any student refusing to obey these rules will be reported **to** school authorities and may lose his/her bus riding privilege.
15. Remember, your driver is only human, so greet him or her cheerfully each time you board the bus and give him/her the same respect you would your teacher.

## **SECTION II: GENERAL INFORMATION**

### **Mission Statement**

It is the Mission of Centralia R-VI School District to work collaboratively in helping students realize their potential, and maximize life opportunities, by becoming college and career ready.

### **Notice of Non Discrimination**

## **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. The Compliance Coordinator for the applicable law, who is identified below, will provide information regarding those procedures upon request. 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:

Mr. Marshall Gingrich, Director of Operations  
123 N Rollins, Centralia, MO 65240 | 573-682-3561 | marshall.gingrich@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 N Rollins, Centralia, MO 65240 | 573-682-3561 | steven.chancellor@cr6.org

**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<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education</b> <b>Complaint Procedures for ESSA Programs</b> <b>Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b> 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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V  
<sup>2</sup> 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.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

**9. How will appeals to the Department be investigated?**

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

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

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

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## **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 Student Services, Dr. Mary Decker, Centralia R-VI School District, 123 Rollins St., 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 Student Services, Dr. Mary Decker, Centralia R-VI School District, 123 Rollins St., 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 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, member 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, 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.

**SECTION III: 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 school's 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 cell phones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. 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.

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 student 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 report immediately 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 intercom outside the front doors and wait to be buzzed in by the secretary. Visitors must check in at the office prior to proceeding elsewhere in the building. When a patron of the school has a need for a conference, 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 cancelled 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, KRCCG.

## **SECTION IV: 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.

## **SECTION V: 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 pled 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.

### 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 Schools. 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*: Student will receive an automatic zero on the assignment and a discipline referral.
- *Second Offense*: 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*: 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, number of offenses is calculated on a school year basis.

<b>SECTION I:</b>	<b>PROPERTY/POSSESSIONS</b>
<b>Prohibited Conduct</b>	<b><u>Arson</u></b>
<b>Definition</b>	Intentionally causing or attempting to cause a fire or explosion
<b>Consequences</b>	All Offenses – 10-180 Days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Destruction of property - Accidental</u></b>
<b>Definition</b>	Destruction of school, school personnel or student property without intent
<b>Consequences</b>	All Offenses – restitution for the cost of material and labor needed to repair the damages.
<b>Prohibited Conduct</b>	<b><u>False Alarms</u></b>
<b>Definition</b>	Tampering with emergency equipment, setting off false alarms or making false reports.
<b>Consequences</b>	1 <sup>st</sup> Offense – 1-180 days of OSS 2 <sup>nd</sup> & Subsequent Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Tampering</u></b>
<b>Definition</b>	Manipulating, altering or interfering with the property or possessions of staff, students or the district.
<b>Consequences</b>	1 <sup>st</sup> Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2 <sup>nd</sup> Offense – After school detention, Saturday detention or 1-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses - 1-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Theft</u></b>
<b>Definition</b>	Nonconsensual taking, or attempting to take the valuables, property or possessions of another. Knowingly possessing stolen valuables, property or possessions of another.
<b>Consequences</b>	1 <sup>st</sup> Offense – Saturday detention or 1-180 days of OSS 2 <sup>nd</sup> Offense – 3-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Unauthorized Entry</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – 5 Days of OSS 2 <sup>nd</sup> & Subsequent Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Vandalism</u></b>
<b>Definition</b>	The intentional damaging or destruction, or the attempting to damage or destroy property belonging to staff, students or the district.
<b>Consequences</b>	1 <sup>st</sup> Offense – After school detention, Saturday detention, 1-180 days of OSS, restitution if appropriate. 2 <sup>nd</sup> Offense – 1-180 days of OSS, restitution if appropriate. 3 <sup>rd</sup> & Subsequent Offenses – 5-180 days of OSS or expulsion. Restitution if appropriate.
<b>SECTION II:</b>	<b>VICTIMIZATION</b>
<b>Prohibited Conduct</b>	<b><u>Assault</u></b>

<b>Definition</b>	Use of physical force with the intent to do bodily harm
<b>Consequences</b>	1 <sup>st</sup> Offense – 5-180 Days of OSS 2 <sup>nd</sup> Offense – 10-180 Days of OSS 3 <sup>rd</sup> & Subsequent Offenses – 10-180 Days of OSS or expulsion
<b>Prohibited Conduct Definition</b>	<b><u>Bullying or Cyber bullying (See Board Policy 2655)</u></b> 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.
<b>Consequences</b>	1 <sup>st</sup> Offense – 5-180 days of OSS 2 <sup>nd</sup> & Subsequent Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct Definition</b>	<b><u>Extortion</u></b> Use of verbal, physical or written threats, expressions or conduct designed to obtain money or other valuables.
<b>Consequences</b>	1 <sup>st</sup> Offense – 1-10 days of OSS, restitution if appropriate. 2 <sup>nd</sup> & Subsequent Offenses – 1-180 days of OSS, restitution if appropriate
<b>Prohibited Conduct Definition</b>	<b><u>Fighting</u></b> Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
<b>Consequences</b>	1 <sup>st</sup> Offense – 3-10 days of OSS 2 <sup>nd</sup> Offense – 5-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct Definition</b>	<b><u>Harassment, including Sexual Harassment</u></b> Unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples 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.
<b>Consequences</b>	1 <sup>st</sup> Offense – 5-180 days of OSS 2 <sup>nd</sup> & Subsequent Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct Definition</b>	<b><u>Hazing</u></b> 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.
<b>Consequences</b>	1 <sup>st</sup> Offense – 3-180 days of OSS 2 <sup>nd</sup> Offense – 10-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses -10-180 days of OSS or expulsion
<b>Prohibited Conduct Definition</b>	<b><u>Threatening Language or Conduct</u></b> The use of verbal, physical or written threats to do bodily harm to a person or personal property.
<b>Consequences</b>	1 <sup>st</sup> Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2 <sup>nd</sup> Offense – After school detention, Saturday detention or 1-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses - 1-180 days of OSS or expulsion
<b>SECTION III:</b>	<b><u>STUDENT/STAFF RELATIONSHIPS</u></b>
<b>Prohibited Conduct Definition</b>	<b><u>Defiance of Authority (Insubordination)</u></b> Refusal to obey directions or defiance of school personnel authority
<b>Consequences</b>	1 <sup>st</sup> Offense – 1-10 days of OSS 2 <sup>nd</sup> & Subsequent Offense – 3-10 days of OSS
<b>Prohibited Conduct Definition</b>	<b><u>Disparaging or Denigrating Language or Conduct</u></b> Use of verbal, physical or written expression or acts meant to demean other persons due to race, gender, disability, natural origin or religious beliefs.
<b>Consequences</b>	1 <sup>st</sup> Offense – 1-10 days of OSS 2 <sup>nd</sup> & Subsequent Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct Definition</b>	<b><u>Disrespectful Language or Conduct</u></b> 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.
<b>Consequences</b>	1 <sup>st</sup> Offense – Warning, after school detention, Saturday detention – 1-180 days of OSS 2 <sup>nd</sup> Offense – After school detention, Saturday detention – 1-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses - 1-180 days of OSS or expulsion
<b>Prohibited Conduct Definition</b>	<b><u>Disruptive Language or Conduct</u></b> 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.
<b>Consequences</b>	1 <sup>st</sup> Offense – Warning, after school detention, Saturday detention – 1-180 days of OSS 2 <sup>nd</sup> Offense – After school detention, Saturday detention – 1-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses – 1-180 days of OSS or expulsion

**SECTION IV: INNAPROPRIATE ACTIVITY**

<b>Prohibited Conduct</b>	<b><u>Improper Display of Affection</u></b>
<b>Definition</b>	Consensual kissing, hand holding, fondling, embracing, groping, etc., in a public location.
<b>Consequences</b>	1 <sup>st</sup> Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2 <sup>nd</sup> Offense – After school detention, Saturday detention or 1-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses - 1-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Inappropriate Touching</u></b>
<b>Definition</b>	Physical touching of another student in the area of the breasts, buttocks or genitals.
<b>Consequences</b>	1 <sup>st</sup> Offense – 1-180 days of OSS 2 <sup>nd</sup> Offense – 5-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses –10-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Indecent Exposure</u></b>
<b>Definition</b>	Displaying breasts, buttocks or genitals in a public location.
<b>Consequences</b>	1 <sup>st</sup> Offense – 1-180 days of OSS 2 <sup>nd</sup> Offense – 5-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Sexual Activity</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – 5-180 days of OSS 2 <sup>nd</sup> Offense – 10-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Sexually Explicit, Vulgar or Violent Material, Language or Conduct</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – After school detention, Saturday detention or 1-180 days of OSS 2 <sup>nd</sup> Offense – 1-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses – 5-180 days of OSS or expulsion
<b>SECTION V: <u>ACADEMIC SETTING</u></b>	
<b>Prohibited Conduct</b>	<b><u>Dress Code Violation</u></b>
<b>Definition</b>	Being dressed in such a manner that violates the school dress code
<b>Consequences</b>	All Offenses – Correct the situation or leave the premises and 3 days of OSS
<b>Prohibited Conduct</b>	<b><u>Lack of Academic Preparation</u></b>
<b>Definition</b>	Failure to bring proper homework, books or necessary supplies/materials to class
<b>Consequences</b>	1 <sup>st</sup> Offense – After school detention 2 <sup>nd</sup> & Subsequent Offenses – After school detention, Saturday detention or 1-10 days of OSS
<b>Prohibited Conduct</b>	<b><u>Not Meeting Class Participation Requirements</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – After school detention 2 <sup>nd</sup> & Subsequent Offenses – After school detention, Saturday detention or 1-10 days of OSS
<b>Prohibited Conduct</b>	<b><u>Technology Misconduct</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – After school detention, Saturday detention, 1-180 days of OSS, loss of technology privileges and restitution if appropriate 2 <sup>nd</sup> & Subsequent Offenses – 1-180 days of OSS or expulsion, loss of technology privileges and restitution if appropriate
<b>Prohibited Conduct</b>	<b><u>Truancy</u></b>
<b>Definition</b>	Failure to report to school or class, or leaving school without permission from school authorities
<b>Consequences</b>	All Offenses – Saturday detention
<b>Prohibited Conduct</b>	<b><u>Detention Accumulation</u></b>
<b>Definition</b>	Students that accumulate a number of after school detentions may be subject to additional consequences.
<b>Consequences</b>	All Offenses – Students who accumulate 3 after school detentions will be assigned a Saturday detention in lieu of ASD's.
<b>SECTION VI: <u>ITEMS/SUBSTANCES PROHIBITED</u></b>	
<b>Prohibited Conduct</b>	<b><u>Alcohol</u></b>
<b>Definition</b>	Possession or presence under the influence of alcohol on school property or at a school sponsored event.
<b>Consequences</b>	All Offenses – 5-180 Days of OSS
<b>Prohibited Conduct</b>	<b><u>Drugs - Possession of Invalid Prescription Medication</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	All Offenses – 10-180 days of OSS or expulsion.
<b>Prohibited Conduct</b>	<b><u>Drugs - Possession or Presence under the Influence of a Controlled Substance</u></b>

<b>Definition</b>	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.
<b>Consequences</b>	All Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Drugs - Sale or Distribution of a Controlled Substance – includes Invalid Prescription Medication</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	All Offenses – Minimum 10 days of OSS or expulsion.
<b>Prohibited Conduct</b>	<b><u>Possession of a Firearm or Weapon</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	All Offenses – 10-180 days of OSS or expulsion
<b>Prohibited Conduct</b>	<b><u>Tobacco</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – 1 day of OSS 2 <sup>nd</sup> Offense – 2 days of OSS 3 <sup>rd</sup> & Subsequent Offenses – 5 days of OSS
<b>Prohibited Conduct</b>	<b><u>Fireworks and Explosives</u></b>
<b>Definition</b>	Possession, transfer, distribution or igniting of fireworks or explosive devices that falls short of the definition of a weapon on school property.
<b>Consequences</b>	All Offenses – Warning, after school detention, Saturday detention or 1-180 days of OSS
<b>Prohibited Conduct</b>	<b><u>Incendiary Devices</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2 <sup>nd</sup> Offense –After school detention, Saturday detention or 1-180 days of OSS 3 <sup>rd</sup> & Subsequent Offenses - 1-180 days of OSS or expulsion
<b>SECTION VII:</b>	<b><u>TRANSPORTATION</u></b>
<b>Prohibited Conduct</b>	<b><u>Automobile/Vehicle Misuse</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – Warning to 5 school days of loss of parking privileges 2 <sup>nd</sup> Offense – Warning to 20 school days of loss of parking privileges 3 <sup>rd</sup> & Subsequent Offenses – Loss of parking privileges for the balance of the school year.
<b>Prohibited Conduct</b>	<b><u>Bus or Transportation Misconduct</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – Warning to 5 school days of loss of riding privileges 2 <sup>nd</sup> Offense – Warning to 20 school days of loss of riding privileges 3 <sup>rd</sup> & Subsequent Offenses - Loss of riding privileges for up to 365 days.
<b>SECTION VIII:</b>	<b><u>OTHER</u></b>
<b>Prohibited Conduct</b>	<b><u>Gambling</u></b>
<b>Definition</b>	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.
<b>Consequences</b>	1 <sup>st</sup> Offense – Warning, after school detention, Saturday detention or 1-180 days of OSS 2 <sup>nd</sup> Offense – after school detention, Saturday detention or 1-180 days of OSS 3 <sup>rd</sup> & 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 Harassment and Discrimination and Grievance Procedure (Board Policy and 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 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 designates 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 incidences, 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 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 VI: 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 insure 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 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. Inform 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 VII: ADDITIONAL INFORMATION AND FORMS**

***Permission Form for Photos, Videos, Interviews and Publications***

CENTRALIA R-VI SCHOOL DISTRICT  
123 Rollins St., 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 web site, 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.**



**Immediately tell your Principal, Counselor, any teacher, parent, guardian, or any trusted adult.**