

Russellville
Junior High and Senior High



Student Handbook
2023 – 2024

Cole County R-1 School District

Cole Co. R-1 Schools Yearly Calendar 2023– 2024

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						7

15-16 New Teacher Work Days
 17-21 Teacher Work Days
 21 Open House
 23 First Day of School

1 Christmas Break
 2 Teacher Work Day-No School
 15 MLK Day-No School
 31 Mid Qtr

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						20

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

4 Labor Day-NO SCHOOL
 15 Mid Quarter

8 P/T Conference—12:30
 9 NO SCHOOL
 19 NO SCHOOL-President's Day

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						19

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						20

6 Homecoming 12:30 Release
 9 NO SCHOOL- Teacher PD Day
 20 End of 1st Qtr
 26 Early out @ 12:20-P/T Conf
 27 NO SCHOOL

1 Carnival
 1 End of 3rd Quarter
 4 NO SCHOOL- Teacher PD
 14-15 NO SCHOOL-Spring Bk
 28-29 NO SCHOOL-Easter Bk

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						16

15 Mid Quarter
 20 Thanksgiving Break
 21 Thanksgiving Break
 22 Thanksgiving Break
 23 Thanksgiving Break
 24 Thanksgiving Break
 27 Teacher Work Day-No School

1 NO SCHOOL Easter Break
 2 PD Work Day-NO SCHOOL
 10 Mid Quarter

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						20

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						14

20 Early Dismissal—12:30
 21-31 Christmas Vacation
 20 End of 2nd Qtr

3 Tentative Graduation
 9 Last day of School
 10 Teacher Work Day

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						7

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General Information

Address: 13600 Rt. C, Russellville, MO 65074

Phone: 573-782-3313

Fax: 573-782-3262

Website: coler1indians.socs.net

Office Hours: 7:30 a.m. to 4:00 p.m.

Superintendent: Dr. Jeff Jennewein

Principal: Mrs. Amy Scroggins

Assistant Principal: Mr. Brian Knight

Counselor: Mr. Lucas Morris

Athletic Director: Mr. Lucas Branson

Administrative Assistant to the Principal: Ms. Devona Maharas

School Nurse: Ms. Kaylyn Bopp

Letter from the Principal

August 1, 2023

Dear Parents and Students,

This handbook is provided to help you become familiar with school practices and procedures. Each student is expected to follow the guidelines in the handbook. Please take time to read and discuss the information with your child. Feel free to contact us if you have any questions about the information provided in this handbook.

On behalf of the Russellville Junior High and High School Faculty and Staff, we would like to invite and encourage parents to be involved in our school and attend your child's activities. A successful school requires a team effort from the community, parents, students, faculty, and staff. We look forward to working with you throughout the school year.

Sincerely,

Amy Scroggins, Principal
Brian Knight, Assistant Principal

School Song

There is a school among the best,
A school that stands the hardest test,
A place that is our pride and joy,
Hail Russellville High School.

A place where honor and the right,
Defeats the wrong in every fight,
A place where friendships are acquired,
That last throughout the years.

Dear Russellville High, we will strive,
To keep your high ideals alive,
And cherish memories when we've gone,
Of our dear high school days.

Professional Learning Communities (PLC)

The Cole R-I School District commits itself to the PLC learning model. Teachers, staff, and administrators at Cole R-I commit themselves to the success of every student. Teachers focus on improving student achievement by using regularly-scheduled staff collaboration time to address student needs. Cole R-I schools dismiss early, at 2:29 p.m., every Thursday throughout the school year to accommodate this collaborative time for staff. During this time, teachers clarify exactly what students need to learn by evaluating student progress through the use of formative and summative assessments. They provide students feedback on performance, utilize interventions for students who require extra support, and design enrichment activities to extend students beyond proficiency of learning goals.

Philosophy of the Cole County R-I School District

It is the philosophy of the Cole County R-I School District to provide an educational environment that will ensure a positive atmosphere for the intellectual, social, physical, and moral development of the students in the district. The basis of this philosophy is a belief in the dignity and worth of every student, a belief that each student can learn and should be provided the opportunity to achieve his or her maximum development.

A continuous effort is made to develop the understanding that adherence to moral principles is essential to the stability, unity, and lifeblood of any society. Through the development of a respect for all individuals, the total school experience becomes a workshop in the democratic way of life.

Mission Statement

Our mission is to educate all students and develop the foundation of tomorrow's community by expecting excellence today.

Vision Statement

Cole R-1 is a partnership of administrators, staff, students, parents, and community with a vision of a student-centered educational community where

- all students are encouraged, supported, and challenged to achieve at high levels.
- students are encouraged to build healthy, empathetic relationships with others in order to become successful members of society.
- growth, problem-solving, and collaboration extends to the community and its vision for the future.
- all stakeholders have high expectations and are held accountable.
- all stakeholders communicate effectively.
- a community exists among staff members based on respect, trust, and mutual support.
- Everyone is safe, welcomed, and cared for every day.

Motto

“Expecting excellence”

Expectations Regarding School Hours

The school day begins at 8:00 a.m. and ends at 3:25 p.m.

The school building opens at 7:30 a.m. Students may not enter the building prior to 7:30 a.m.

If students enter the building between 7:30 a.m. and 7:55 a.m., then junior high students must report immediately to the gym, and high school students must report immediately to the cafeteria. Students and staff members may schedule to work together in the morning, prior to 7:55 a.m.

Students must remain on school grounds once they arrive. Students who leave school without office permission are truant. Students must enter the building once they arrive on campus.

Students must leave campus by 3:35 p.m. unless supervised by a staff member.

Lockers

The school encourages students to store belongings in lockers and to lock those lockers to prevent the loss, theft, or tampering of items. The school will assign a locker to every junior high student. High school students have the option to receive a locker assignment. Students may borrow locks from the school free-of-charge. The school will charge students' accounts \$8.00 for locks that students fail to return or that they return damaged. The administration reserves the right to search a student's locker at any time without notice or consent, especially to ensure tidiness, to investigate inappropriate items, and to help stop theft.

Students can use locks for hallway and/or gym lockers. The same rules apply to gym lockers as to hallway lockers. The school encourages students to store belongings in lockers and to lock those lockers to prevent the loss, theft, or tampering of items.

Visitors

Visitors must check in at the front office immediately upon arrival in order to sign in and to receive a visitor badge. Visitors must sign out when they leave.

Office Phone

Students may call family members during the school day using the phone available in the main office.

Student Drivers

Students driving to schools must register their vehicle with the high school office prior to being parked on school property. Parking on school property is a privilege that can be revoked. Students will park vehicles in the designated parking lot and will not re-enter the vehicle until the end of the school day. This policy is effective as soon as the car enters the school parking area in the morning. Students who arrive in vehicles must immediately enter the building. Students are asked not to park in teacher designated areas. The school has the right to search vehicles when there is reasonable suspicion of wrongdoing. Failure to follow school rules can result in loss of driving privileges.

School-to-Work and A+ Students

All students who transport themselves to work during the school day or tutoring for A+ purposes must sign in and out at the office upon arrival and departure. School to work and A+ coordinators handle all required driving permission forms.

Vocational Students Riding to Nichols Career Center (NCC)

Area vocational students will ride the bus or van to the vocational school and back unless picked up at the vocational school by a parent and then only if permission is requested from the principal in advance.

VOCATIONAL STUDENTS WILL NOT BE ALLOWED TO DRIVE THEIR OWN VEHICLES TO VOCATIONAL SCHOOL WITHOUT A COMPLETED APPROVED DRIVING PERMIT FROM NICHOLS CAREER CENTER.

School Closings / Late Starts / Snow Routes

The district will notify families via text alert and local media outlets as soon as possible to inform the community of closings and late starts. The district will alert the community by 9:00 p.m. on the evening prior to a late start. On late start days, school will begin at 10:00 a.m. Students may arrive at school and enter the building starting at 9:55 a.m. The school will not serve breakfast on late start days.

Snow routes were established and approved by the Cole County R-I School Board for bus routes in Moniteau County only and are as follows:

- Morris Road
- McCarty Road
- Corticelli Road
- South Creek Road
- Valley View Road
- Elm Ford Road
- Stoney Creek Road
- Carney King Road (north end)

Bell Schedule

Mon – Tues – Wed – Fri		Thursday	
1st hour	8:00 - 8:49	1st hour	8:00 - 8:41
2nd hour	8:53 - 9:42	2nd hour	8:45 - 9:26
3rd hour	9:46 - 10:35	3rd hour	9:30 - 10:11
4th hour	10:39 - 11:28	4th hour	10:15 - 10:56
5th hour	11:32 - 12:46	5th hour	11:00 - 12:10
Lunch	A shift: 11:32 - 11:54	Lunch	A shift: 10:56-11:18
	B shift: 11:58 - 12:20		B shift: 11:22-11:44
	C shift: 12:24 - 12:46		C shift: 11:48-12:10
6th hour	12:50 - 1:39	6th hour	12:14 - 12:55
7th hour	1:43 - 2:32	7th hour	12:59 - 1:40
8th hour	2:36 - 3:25	8th hour	1:44 - 2:25

Attendance

The Public School Law of Missouri 167.031 and School Board Policy state that students between the ages of seven and seventeen must attend school. The school realizes that medical and dental appointments, deaths of family members, and illnesses are legitimate reasons for absences. If a student is absent for any of these reasons, the student or caregiver should obtain and submit verified documentation to excuse the absence.

Whenever a student is absent from school, a caregiver must call the principal's office before 10:00 a.m. on the day of the absence. If this is not possible, then on the day of return, before the first hour bell rings, the student must present to the front office a written excuse, signed and dated by a caregiver, that states the reason for the absence. Once the school excuses an absence, the student bears the responsibility to make up missed assignments due to the absence. The school allows students one day to make up missed work per each absence.

The school reserves the right to deny any student credit for any course for which the student misses class (for any reason) for more than ten days. The administration neither authorizes nor approves any "skip day." All students need to attend school every day possible. In order for students to compete in, to perform in, or to attend any student activity, they must attend at least 4 class periods on the day of the scheduled activity,

unless excused by the principal. Students who miss school for an activity are responsible to collect the assignments for the classes they miss and to complete the work on time.

When a student is absent due to planned family vacation or leave, the student must make arrangements with teachers before the absence and must submit all work upon return.

The school encourages students to visit college campuses in order to prepare for academic careers after high school. The school allows each student up to two college visits during junior year and up to two college visits during senior year. The school requires students to provide verification for each college visit.

Appeals Process

If a student loses course credit due to excessive absences, the student and/or family may appeal, in writing, to the attendance committee to recover the credit. The attendance committee will consist of the building principal, the counselor, and three additional staff members. If the attendance committee upholds the loss of credit, then the student may appeal the decision to the superintendent. If the appeal to the superintendent fails, then the student may appeal to the Board of Education.

Academics

Schedules and Schedule Changes

Students may change their first-semester schedules during the summer or during the first three days of the first semester. Students may change their second-semester schedules before the first day of the second-semester. All schedule changes require permission from the parents, teachers, and the counselor.

*Dual-credit courses are subject to deadlines established by dual-credit institutions.

Grade Calculations

Russellville Junior High School bases semester grades on total points earned for the semester. Each teacher determines the point values used in each course.

Russellville High School bases semester grades on an 80/20 grading scale, which utilizes two weighted categories:

1. 80% – assessments and major projects, writings, presentations, labs, and research
2. 20% – daily classwork, assignments, and homework

If teachers offer assessment retakes, they will outline the necessary procedures in their syllabi.

All high school students are required to take semester finals. Finals are worth 15% of the semester grade.

Grading System

Grade	Grade Points	Weighted	Percentage
A	4.00	5.00	95 - 100
A-	3.67	4.67	90 - 94
B+	3.33	4.33	87 - 89
B	3.00	4.00	83 - 86
B-	2.67	3.67	80 - 82
C+	2.33	3.33	77 - 79
C	2.00	3.00	73 - 76
C-	1.67	2.67	70 - 72
D+	1.33	2.33	67 - 69
D	1.00	2.00	63 - 66
D-	0.67	1.67	60 - 62
F	0.00	0.00	0 - 59

Honor Roll

To qualify for an honor roll, students must enroll in at least four courses. To qualify for the “Principal’s Honor Roll” a student must earn a minimum GPA of 3.75. To qualify for the “Honor Roll,” a student must earn a GPA between 3.5 and 3.74.

Coursework Policy

I. Purpose:

Coursework helps instill within students responsibility, self-discipline, and lifelong-learning habits. Russellville JH/HS teachers may assign rigorous and relevant homework assignments that reinforce classroom learning objectives. Homework should provide students opportunities to apply information, to complete unfinished lesson tasks, and to develop academic independence. Teachers modify homework based on students’ individual needs, including IEPs and 504 Plans.

Homework assignments may include:

- Practice exercises that follow classroom instruction
- Preview assignments that prepare students for subsequent lessons
- Extension assignments that transfer new skills or concepts to new situations
- Creative activities to integrate skills toward the production of a response or product

II. Time

Time required to complete assignments will vary with each student’s study habits, academic skills, and selected course load. If you find that your student spends an inordinate amount of time doing homework, please contact your student’s teacher(s). The school also encourages students to pursue non-assigned, independent, leisure reading.

III. Late Work Policy

Teachers will accept late work if students meet the course requirements outlined in the course syllabus. Students must complete the unit work before the day of the unit test. Students will not receive credit for unit work once they complete a unit’s test.

IV. Major Projects

Major Projects may include research reports, book reports, major essays or writings, presentations, labs, or other assignments that teachers designate.

Staff Responsibilities:

- Assign rigorous and relevant work that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose of each task
- Provide students feedback on tasks and coursework
- Communicate/Collaborate with other teacher to help ensure student success
- Contact families if patterns develop where students fail to complete work effectively or efficiently
- Provide models and examples of projects or work from which students can learn

Caregiver Responsibilities:

- Set aside a consistent, uninterrupted study time and location
- Help monitor your student's organization of tasks and assignments
- Help your student seek to understand tasks, not just to finish them
- Offer support when your student becomes frustrated with challenging assignments
- Contact teachers to stay informed about your student's progress

Student Responsibilities:

- Write down assignments in your planner, personal device, or personal agenda
- Ask clarifying questions when you do not understand something
- Prioritize a consistent time to study in an uninterrupted place
- Check Google Classroom each school day, and take notes in class
- Work on tasks as independently as possible so that your work accurately reflects your own abilities
- Give consistent attention and effort to produce quality work
- Complete assignments accurately and on time

V. RTI (Response to Intervention)

In order to intervene as early as possible to help ensure students' success, the school implements a variety of tiered strategies. Teachers meet in grade-level RTI teams to review teacher academic referrals. Teachers can refer students for a number of reasons, including when students struggle academically or behaviorally. Students do not have to fail a course for teachers to refer them; rather, teachers refer students who do not perform at levels consistent with their abilities. Grade level teams, which consist of educators and administrators, assign necessary interventions.

School Counselor

The Russellville Junior High and High School Counseling Program is predicated on the understanding that each student is a unique, developing, capable individual who will learn from experience and grow personally, socially, and educationally throughout adolescence. The Counseling Program designs services to meet the needs of all students and to assist in developing positive attitudes/skills in the areas of self-awareness, interpersonal relations, educational and career awareness, goal setting and decision making. In addition to providing necessary educational and career information, the counselor seeks to promote each student's desire to maximize potential in preparation for success in a post high school career. Counseling promotes effective communication and life planning skills, which help students to grow into responsible adults.

Early Graduation

Students who wish to petition the School Board of Education for early graduation must do so by September 30th. The School Board will not consider applications after September 30th. Students must complete 7

semesters, 25 credits, and meet all requirements of the state and of the Cole R-I School Board. If approved, individuals will no longer be considered a Cole R-I student. Early graduates may not participate in school sponsored activities, except as guests. The school will not consider early graduates for Valedictorian or Salutatorian honors. Their class rank pertains only to scholarship purposes. Early graduates may participate in the graduation ceremony. All students who wish to graduate early must complete all required IRCs (Industry Recognized Credentials), EOC (End of Course) exams, and all other required tests. Early graduates must either attend college or work on a full-time basis. If you elect to graduate early, you must remain off campus during the school day after early graduation.

Graduation Ceremony

All students must meet graduation requirements prior to participating in any graduation ceremony. The junior high and high school principal, in consultation with the high school counselor, shall certify that each student has met graduation requirements. Students may not modify the graduation cap or gown in any way without the approval of the administration.

Student Debt

Student debt includes, but is not limited to, library fines, class dues, and lunch balances. Failure to pay debt could result in loss of student parking privileges and/or activities privileges.

Withdrawal from School

Any student who transfers to another school or who withdraws for any reason must return all school property and pay all fines before the school will release or transfer credits.

Nichols Career Center

Students who qualify academically may apply to attend Nichols Career Center at Jefferson City High School. Students interested in vocational training, who are on track to graduate, can make arrangements through the counselor's office to attend Nichols during their junior and senior years only. Students must finish the course assignments. **Students who do not complete a full semester of coursework must reimburse the Cole R-I School District for the cost of tuition.**

Graduation Requirements

Required Courses	Number of Credits
Math	3
Language Arts	4
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Health	½
Personal Finance	½
Electives	8

17 required credits plus 8 elective credits = **25 total credits**

Students must meet all legal requirements in order to receive a high school diploma.

Student Classification

Freshman:	less than 5.5 credits
Sophomore:	5.5 to 10.5 credits
Junior:	11 to 17.5 credits
Senior:	18 or more credits

Student Behavior

Self-discipline and behavior management serve as components critical to students' growth toward excellence in all areas of life. This discipline code outlines consequences that help students hold themselves accountable for their choices.

Discipline Code

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

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

Arson – Intentionally causing or attempting to cause a fire or explosion.

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

Assault (see Board policy 2673)

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

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

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

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

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

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

Bullying and Cyberbullying (see Board policy 2655) – 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by 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.

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

Bus or Transportation Misconduct – 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.

	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Misconduct or disruptive behavior **	Warning. Caregiver notified.	One-day transportation suspension. Caregiver notified.	Two-day transportation suspension. Caregiver notified	Five-day transportation suspension. Caregiver notified	Permanent transportation suspension. Caregiver notified

** Transportation misconduct includes, but is not limited to, the following examples: disrespectful or disruptive behavior, possession or use of disruptive or nuisance items, willful disobedience, profanity, degrading language or gestures, or boisterous behavior (ex. scuffling, horseplay, tripping, harassment, threatening bodily harm, etc.). **

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

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
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Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.
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Displacement of Student – A student is at school but not in the proper location.

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

Disrespect or Defiance of Authority – Refusal to obey directions, directives, or requests; defiance of staff authority. This provision also includes disrespectful verbal, written, pictorial or symbolic language or gesture that is directed at authority that is in violation of district policy or is otherwise rude, vulgar, defiant, or considered inappropriate in educational settings.

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

Disruptive Behavior – Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

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

Disruptive or Demeaning Language or Conduct – Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct or verbal, written, or symbolic speech considered inappropriate for educational settings or which materially and substantially disrupts class, school activities, transportation, or school functions.

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

Dress Code Violation – Failure to comply with the student dress code.

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

Drugs / Alcohol / Controlled Substance

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

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

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

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

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

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

Extortion – Verbal threats or physical conduct designed to obtain money or other valuables.

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

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

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

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

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

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

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

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

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

Harassment, including Sexual Harassment

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

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

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

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

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

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

Improper Display of Affection - Consensual kissing, fondling, or embracing. (This provision stands separate from “Sexual Misconduct.”)

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

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

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

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

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

Obscene or Vulgar Language – Use of language which depicts, for example, sexual acts or human waste; blasphemous or profane language. The administration will determine the severity of consequences on a case-by-case basis.

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

Pushing, Horseplay, or Reckless Behavior – Physical contact with another person or reckless behavior – often mutual – without the intent of malice, harm, or disruption of the educational process.

First Offense:	Warning, principal/student conference, or detention.
Subsequent Offense:	Principal/Student conference, detention, or in-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

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

Sexual Misconduct – Exposing of body parts to another individual including, but not limited to, possession, transfer, or exposure of images, electronic or otherwise, of body parts or sexually explicit images of oneself or others. This provision also includes initiating or participating in an act of a sexual nature and/or touching another student in the area of the breasts, buttocks, or genitals. (This provision stands separate from “Improper Display of Affection.”)

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

Tardy – Failure to be in assigned place when the class bell rings.

Tardies 1 – 2	Warning.
Tardy 3	Principal/Student conference plus family contact (email or phone call).
Tardies 4 – 5	Family contact and one detention.
Tardies 9 – 10	Family contact and one day in-school-suspension.
Tardies 11+	Family contact and two days in-school-suspension.

Technology Misconduct

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

First Offense:	Confiscation for the remainder of the day.
Subsequent Offense:	Confiscation for the remainder of the day and for the following day.
Each Additional Offense:	Confiscation and In-school suspension. If misbehavior persists, the administration may create a plan with families that requires students to leave personal devices in the office or off school property for an extended period of time.

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

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

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

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

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

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

Theft - Nonconsensual taking or attempt to take the property of another.

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

Threatening Language - Use of verbal, physical, or written threats to do bodily harm to person or personal property.

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

Tobacco

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

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

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

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

Truancy (See Board policy 2340) – Absent or tardy from class or classes without authorization.

First Offense:	Principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-10 days out-of-school suspension, reported to school resource officer.

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

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

Vandalism – Intentional damage or attempt to damage property belonging to the staff, students, or the District.

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

Weapons/Firearms (See to Board policy 2620)

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

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

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

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

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

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

** Weapons in this policy include blackjacks, concealable firearms, firearms, firearm silencers, explosive weapons, gas guns, knives, knuckles, machine guns, projectile weapons, rifles, shotguns, spring guns, switchblade knives. **

The administration will address at its own discretion issues involving student discipline not covered by the disciplinary code. The administration also will use discretion in cases of extreme misconduct.

Reporting Requirements

Administrators are required by law to report certain felony offenses to law enforcement officials. Administrators are also required to report, on a need to know basis, acts of violence. The Safe Schools Act of 1996 requires teachers, administrators, and law enforcement officials to respond to acts of violence.

Reportable offenses include murder, kidnapping, assault, rape, sodomy, burglary, robbery, distribution of drugs, possession of drugs, arson, manslaughter, felonious restraint, property damage, weapons possession (including weapons carried in a weapons rack inside a vehicle).

Dress Code

Personal appearance must not disrupt the educational process; violate federal, state, or local health or obscenity laws; or jeopardize students' welfare or safety. Specific dress code rules include:

- No clothing that might be perceived as sexually suggestive will be permitted
- No clothing advertising drugs, alcohol, tobacco, paraphernalia, or with profanity will be permitted.
- No abbreviated tops, muscle shirts, or spaghetti strap dresses will be permitted. Tank tops must have two-inch or wider seams on the shoulders. Sleeveless shirts must have a finished hem (no ripped or torn edges allowed). No bare midriffs; no bare shoulders.
- No hats, caps, or headgear are to be worn in school
- No sunglasses.
- Skirts and shorts should be mid-thigh.
- No "low rider"/"sagging" shorts or pants will be permitted.
- No blankets in hallways or classrooms.
- No chains will be permitted.

The administration will require students to change clothes if in violation of the dress code. The administration may assign disciplinary action as dictated in the student handbook. The dress code encourages students to dress for success. Students should prioritize respect for themselves and others as representatives of Russellville Junior High and High School.

Lunch Detention (LD)

- LD meets for the entire duration of the student's lunch period.
- If eating school lunch, students must enter the lunch line immediately.
- Students report to the supervisor to check in.
- Students must sit in assigned seats to eat lunch until dismissed by the supervisor.
- Failure to serve LD may result in further disciplinary consequences.

Before-School and After-School Detention (BSD and ASD)

- Before-school detention (BSD) meets from 7:30 a.m. – 8:00 a.m., and after-school detention (ASD) meets from 3:30 p.m. – 4:30 p.m. Because BSD is half the duration of ASD, two BSDs equal one ASD.
- Students must bring all necessary supplies to detention.
- No personal electronics are permitted (except calculators for schoolwork).
- Students and families must provide transportation after ASD.
- If students cannot serve detention on the assigned date(s), they must contact an administrator or supervisor before the assigned date to reschedule detention.
- Failure to follow conditions of detention may result in further disciplinary consequences.

In-School-Suspension (ISS)

- Students may not attend school activities until after having fully served ISS.
- Students must bring all necessary supplies to ISS.
- No personal electronics are permitted (except calculators for schoolwork).
- Students must work on class assignments and/or work assigned by the ISS teacher. Students earn credit for work completed during ISS.
- Students must remain at Russellville for the duration of ISS, even if they participate in Nichols Career Center, the A+ program, or the school-to-work program.
- Failure to follow ISS expectations and/or removal from ISS may result in further disciplinary consequences.

Out-of-School Suspension (OSS)

- Students must remain off school property and may not attend any school activities until after having fully served OSS.
- Students may request assignments for the duration of OSS. Students earn credit only for assessments during OSS.
- Students must serve OSS if assigned, even if they participate in Nichols Career Center. A suspension at one school also applies to the other school.
- Students lose attendance credit during OSS.

Saturday School

- Saturday school meets from 8:00 a.m. – 12:00 p.m.
- Students must bring all necessary supplies to Saturday School.
- No personal electronics are permitted (except calculators for schoolwork).
- Students and families must provide transportation both to and from Saturday School.
- Failure to follow conditions of Saturday School may result in further disciplinary consequences.

This student disciplinary code was developed in accordance with the requirements of House Bill 463 of the 83rd General Assembly. Section 5, which pertains to the code, is quoted below:

Section 5.1 The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during normal business hours, for public inspection.

1. The policy shall contain the consequences of failure to obey standards of conduct set by the local board of education, and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
2. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.
3. Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

Any student, who has been suspended from school on two (2) previous occasions, shall have his record reviewed by the administrative staff for a recommendation to the Superintendent and the Board of Education for a long-term suspension from school upon the student's third (3) suspension.

The administrative staff may refer students to other agencies to include but not limited to: juvenile division, division of family services, Ozark Care and Counseling.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

Referrals of a student to the office of the principal for misconduct may be considered sufficient reason to declare a student ineligible to participate in extracurricular school activities. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

Extracurriculars and Co-Curriculars

Athletics/Activities

- In order to participate in interscholastic activities, students must meet the standards of the Missouri State High School Activities Association. Students not judged good citizens by the faculty will not be permitted to participate. The coaches will make such rules as are deemed necessary. All students must have a C- average and be passing on courses in a grading period to participate. If a student has been declared academically ineligible, then the student cannot participate until the next grade period. (Exception: The student may become eligible if he/she brings that same letter grade to passing. If the letter grade falls back to failing during that same period, the student will become ineligible until the end of the grading period.) If the student meets the academic requirements at the end of the period, then the player will be eligible again. Grade checks will be roughly every four weeks. The administration will be looking at the semester grade at each grade check.
- Athletic participation is voluntary.
- Students attending games must refrain from engaging in any conduct that degrades Russellville School. "Booing" is one of the most serious examples of poor conduct and sportsmanship.

- Admission to athletic events is \$4.00 for adults and \$1.00 for students in Russellville spirit attire.*Regular gate fees are capped at \$10.00 for immediate family households per each sporting event. (* MSHSAA sets ticket prices for district and state level games.)

Physical Exams

A current physical exam must be on file with the athletic department. Physical exams by a physician of your choice are required before a student can participate in interscholastic sports (practices and/or contests). Any physical on file is good for 2 years (730) days from the date it was performed.

Transportation to and from School Activities

Students who ride designated transportation to a supervised activity must ride it both going and returning.

Exceptions:

- A student may ride to and or from an activity with a parent or another participating parent/guardian if the parent/guardian agrees and notifies the sponsor in writing at least 24 hours before the activity. Sponsors should confirm with the parent.
- A student may get on and off the transportation at a point designated by a parent if the sponsor is notified by parent and the designated point is in route. No student shall be let off the transportation at this point unless the home they are going to is on or near the road or a designated person is waiting to meet the student.
- Students may return from an activity with a parent/guardian or a designated adult with written permission from the parent/guardian for each occasion. The adult who assumes responsibility for the student must sign out the student.
- The supervisor must approve all transportation requests.
- Students should arrive no more than ten minutes before the bus departure time. Sponsors should arrive at least fifteen minutes before departure.
- Boys and girls are not allowed to sit with one another unless the sponsor's approval is obtained prior to the trip.
- All other rules above pertain to transportation to and from school activities.

Student Leadership Team

The Student Leadership Team shall consist of students from grades 7 - 12.

- Each class will elect a class president.
- There shall be two additional class representatives elected from each grade. Students must have a C average from the previous semester and be in good citizenship standing.
- Students in grades 9-12 will elect the student body president. Student body president elect candidates shall submit the proper application to the office at the announced deadline date. This application is available from the principal's office.

Missing Class for Field Trips and Meetings

- Field trips, club trips and class trips must be approved by the principal. Students must have signed permission from each teacher to attend a trip during the school day.
- Group meetings are discouraged during class time.
- It is the responsibility of the student to make arrangements with his/her classes prior to attending any trip or activity. This includes all extra-curricular and co-curricular activities.

Parties and Dances

During the school year, classes and organizations can sponsor dances, parties, and other social activities. The following rules will prevail at these activities.

- Anyone leaving the building or defined area of the activity will not be permitted to return. Anyone not at the party or dance within an hour of the start time will not be permitted to enter unless prior arrangements have been made with sponsors. All activities will end by 11:00 p.m. unless special permission is received.
- Students who have dropped out will not be allowed to attend as a guest.
- Each class or organization will be permitted one school-wide activity each semester.
- Each of the four high school classes plus the FFA chapter may have an all-school dance as one of their social functions.
- All school dances require a form for invited out of school guests to attend who do not attend Russellville. Forms are due in the office by noon the day before the event (Friday at noon if the dance is on Saturday). Some dances may not permit out of school dates. High School dances may be attended by students in 9th grade to graduates who are under 21 years of age. Junior High dances are for Russellville students in grades 7-8 only.
- The Junior-Senior Prom is restricted to juniors, seniors, and approved guests. *NOTE: All outside dates MUST be signed up in the approved time stated by the organization's sponsors. You must meet the deadline with all paperwork and fees as they apply.

King and Queen Candidates

Once a student wins as King or Queen of Homecoming, Courtwarming or Barnwarming, they are no longer eligible to be a candidate for the rest of that school year for other activities. Students may only be a candidate one time for a specific activity during their high school career. Prom royalty candidates Homecoming, Courtwarming and Barnwarming.

Activity Fees

- Each organization has the ability to set dues or fees.
- Students in high school have annual dues of \$25. High school class dues are paid to the high school office. Only those students who keep their dues or fees paid currently shall be permitted to participate in activities, including Prom. Dues cannot be refunded. Class dues are used for prom and graduation.

Health Services

Health Program

Upon the registration and entrance of your child into our school, our school nurse will initiate the student's health record, which includes a record of the child's immunizations.

Immunizations are compulsory, according to Missouri School Law (167.181) which states "It is unlawful for any student to attend school unless he/she has been immunized, as required under Public Health and Welfare..."unless "one parent or guardian objects in writing to the school administrator against immunization of their child."

We have a full-time school nurse whose duties include administration of first aid, counseling with parents regarding health records, etc. We ask for your full cooperation in providing us with your child's health and immunization records.

Immunization Requirements

Since the 1994-1995 school year, Missouri State Statutes for immunization requirements for school attendance will allow no grace period.

All immunization requirements must have been accomplished and records of verification must be in the school files or the student will not be allowed to attend class the first day of school and until these requirements are met.

If you have questions regarding the above, please feel free to contact the school nurse or your child's principal.

Medication Policy for Cole County R-I Schools

The Cole County R-I Schools will administer medications under the following guidelines:

- All Prescription medications to be given longer than 10 days require health form 101-4/04; Authorization for medications to be taken during school hours filled out and signed by a physician prior to giving the medication.
- Short term medicines such as antibiotics, will be given only if in the original prescription bottle. A note accompanying the medicine that states the doses and time the medicine is to be given. Medication **WILL NOT BE GIVEN** if there is not a note.
- Students may not carry medications at school. All prescription and over the counter medication must be distributed from the nurses office.
- In order for over the counter medicines to be given, the medicine must be supplied by the parent with the student's name on the bottle and a note from the parent/guardian stating the school has permission to administer or a completed health form 102/4/04.
- Emergency medications such as inhalers, epipens, etc. will be an exception with proper physician documentation.
- All over-the-counter medications must remain in their original containers.
- The first dose of any medication must be given at home due to the possibility of an allergic reaction.

Pain Relievers

For low-grade fevers (100 or less) the nurse will offer the student a non-aspirin pain reliever. The nurse will examine the student again in one hour. If the fever persists, then the school will call the parents. The nurse's office will make non-aspirin pain relievers available for headaches and minor pains as well. Parents and caregivers must fill out the "Authorization for Medications to Be Taken During School Hours" form before the nurse can administer pain relievers. If you have any questions concerning the district's policy on medications, please feel free to call the school nurse or your child's principal.

Communicable Diseases

A student cannot attend classes or other school sponsored activities if the student has any contagious or infectious disease, unless the Board or its designee determines, based upon medical evidence, that the student no longer has a chronic infectious disease or that the student poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student's exclusion from school. Any student who has a chronic infectious disease and who is not permitted to attend school will receive instruction in an alternative educational setting in accordance with district policy.

Students and their families have a right to privacy and confidentiality. The school will inform only those staff members who need to know about confidential student medical information.

Administering Opioid Antagonists

The District shall maintain NARCAN or other opioid antagonists at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained.

The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

NARCAN, also known as naloxone, is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

Library Media Services

Library Rules

- Anything taken from the library area must be checked out with the librarian.
- Books are checked out for two-week periods; they may be rechecked after that period.
- Students who are dismissed from the library will have limited access to the library until such time that the librarian grants full access. They may only use the library while under the direct supervision of a regular classroom teacher.
- Students will have a specific purpose for being in the library which will be written on a library pass by the classroom teacher.
- Report cards will be held at the end of the quarter if overdue books are not returned and fines paid. Any student whose report card is held for the above reasons will lose his/her library privileges for the next quarter.
- Students must go directly to the library and return directly to class. They are not to go to any other part of the building, including the restroom, etc.
- The library is to be a quiet place to work at all times. Students who are disruptive will be asked to go back to class.
- Computers are to be used for school work only.
- No student may be in the library or computer lab without supervision.

Food Services

School Breakfast and Lunch Program

Each student will have a code. When the code is entered, it will subtract the amount of the meal from the student's account; each breakfast is \$1.55 and each lunch is \$2.50. A warning will be given when \$3.75 is left in the student's account. The maximum that may be charged is \$7.50. Please make your lunch money payments at the principal's office. This money will be credited to the student's account to be debited as the student purchases breakfast, lunch, or extra portions in the lunch line. The reduced prices are \$0.40 for lunch and \$0.30 for breakfast. Peanut butter sack lunches will be \$0.50.

Lunchroom

For students who eat school lunch, the school will offer students food items even if students do not intend to eat them. The law requires students to select at least three items and to pay the full meal price. Students have the option to take milk. Food and drink must remain in the lunchroom.

Students must remain on campus during their entire lunch period. Parents/caregivers can only bring in food for their student(s). They must deliver the food to the front office before lunch begins.

Personal Electronic Devices

General Guidelines

The Cole R-I School District recognizes the value technology devices add to the educational experience of all students as well as aid in improving communication with parents. Therefore, the use of personally-owned wireless electronic devices including laptops, netbooks, and other approved devices are permitted for students and staff. Cell phones, earbuds, or headphones may not be seen or heard in classrooms. Phones, earbuds, or headphones must remain out of sight, except for during passing and meal times.

Possession or use of personal wireless devices must not:

- Disrupt the educational process in the school district
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct

In addition, students cannot use phones or unauthorized personal electronic devices during class time.

NO SOCIAL NETWORKING ALLOWED.

In addition to the guidelines outlined in this policy, the Acceptable Use Policy (AUP) of the Cole R-I School District applies to personal devices that are brought to school. These guidelines are in effect while the student is on school premises. School premises include any place which is owned, rented, or under the control of the Cole R-I School District.

Use of personal electronic devices students is a privilege that students who fail to abide by the terms of this policy may forfeit.

Access and Appropriate Use

Access is for educational purposes only. The user experience will vary depending on the device used. Use of personal wireless devices is prohibited in locker rooms, dressing rooms, bathrooms, or other locations that are private in nature.

Technical support will not be provided for personal devices. The student must take full responsibility for setting up and maintaining the device. Students are responsible for ensuring their personal wireless device has virus protection and free of any viruses or other files that may affect the district network.

Terms of Service

The Cole R-I School District is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Cole R-I School District also does not guarantee that all areas of the district have wireless coverage. Use of the wireless network is entirely at the risk of the user, and the Cole R-I School District is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection.

Safety and Security

Students who bring in electronic wireless devices do so at their own risk. The Cole R-I School District shall not be responsible for the safety, security, loss, or damage of personal electronic devices that students choose to bring to school. Investigation by school officials of loss, theft or damage will be minimal unless it can be established that the student adequately secured the device, such as keeping it in a locked locker.

The Cole R-I School District does not provide personal property insurance for any personally owned wireless communication devices. Such insurance can be obtained by an independent carrier.

Consequences of Inappropriate Use

Loss of access to personal wireless devices can occur if the district becomes concerned about appropriate use. Examples of District concerns include safety, potential for disruption to educational processes, and security issues related to connecting a personal device to the District network.

When devices are used on school property, they will be treated as school property. The district may examine the personal electronic devices and search their contents if there is reason to believe that school policies, rules or regulations have been violated. The administration may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes harm to others.

Families must sign the Acceptable Use Policy Agreement in order for students to use personal devices.

Student Technology Use Agreement – Students must agree to the following:

1. All network and computing resources of the Cole R-I School District and access to the Internet exist to support the instructional and educational needs of the district and use of the network for non-school related work is prohibited.
2. The District network is not for private or commercial business use, political, or religious purposes.
3. Students are prohibited from changing or, in any way, altering a network device, a device or peripheral name, file and/or folder names.
4. Network resources, including hardware, peripherals, and software, may not be used for personal entertainment (games) and/or any private activities.
5. District computers may not be used illegally to duplicate copyrighted software.
6. No student will use District owned computers, peripherals or the Internet to deliberately access obscene, pornographic or otherwise non-educational material or show others how to do the same.
7. No student will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
8. Sending material likely to be offensive, objectionable, or harassing is strictly prohibited.
9. Any use of the District network, which accesses outside resources must conform to this StudentTechnology Usage Agreement.
10. Students are responsible to take precautions to prevent a virus infection on the equipment of the Cole R-1 School District and immediately report to an instructor if a virus is detected.

Access is a privilege that entails responsibility. Individual users of the District's computer network are responsible for their own behavior and communications over the network. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information retrieved via the Internet.

Violation of any of the items listed will result in disciplinary action as outlined in the Cole R-I Junior High/High School Student Handbook. Further, serious violations may be punishable under Missouri criminal statutes covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal function of any organization.

DISCLAIMER: The Cole R-I School District is not responsible for any virus transferred from District operated equipment to systems outside the District. It is highly recommended that any data obtained through the use of District operated equipment should be thoroughly checked for viruses before use outside the District.

Google Consent

Notice of Parent or Guardian Consent

To parents and guardians,

Cole R-1 uses Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Cole R-1, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

To view the entire notice visit: <https://support.google.com/a/answer/7391849>.

Please read it carefully, let us know of any questions. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

Legal Issues

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD

representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/11/2003

Last Revised: 10/20/2005

Cross Refs: EFB, Free and Reduced-Cost Food Services

EHB, Technology Usage

GBCB, Staff Conduct

IGBA, Programs for Students with Disabilities

IGDB, Student Publications

IIAC, Instructional Media Centers/School Libraries

IL, Assessment Program

KB, Public Information Program

KBA, Public's Right to Know

KDA, Custodial and Noncustodial Parents

KI, Public Solicitations/Advertising in District Facilities

KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022,.115, .122, .123, 210.115, .865, 452.375, .376, 610.010 - .028, RSMo.

Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

Cole County R-I School District, Russellville, Missouri

Student Rights and Records

For the purposes of this procedure, the following terms are defined:

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

Eligible Student - A student or former student who has reached age 18 or is attending a post-secondary school.

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

Education Records - Any record (in handwriting, print, tapes, film, computer or other medium) maintained by the school district or an agent of the district that contains information directly related to a student, including student health records, *except*:

1. Records kept in the sole possession of the maker of the record, used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the school district law enforcement unit for law enforcement purposes.
3. An employment record that relates exclusively to an individual in his or her capacity as an employee of the school district and that is not available for use for any other purpose.
4. Alumni records that contain information about a student after he or she is no longer in attendance at the district and that do not relate to the person as a student.

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

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

School Official -- A person who has a legitimate educational interest and who meets one (1) of the following criteria:

1. A person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff.
2. A person elected to the School Board.
3. A person paid by the district to perform a special task, such as an attorney, auditor, medical consultant or therapist.
4. A person who is employed by the school district's law enforcement unit.
5. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
6. A screened volunteer, as defined in administrative procedures, who has authorization from the district and is working under the direct supervision of a staff member.

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

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

Education Records

A. General

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

B. Review of Education Records by Parents or Eligible Students

1. Education records shall be open for inspection by parents of a student or an eligible student. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions.

2. The parents or the eligible student should submit to the school principal a written request that identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within three (3) business days. However, the period for document production may exceed three (3) days for reasonable cause. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record that pertains to other students.
3. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in this procedure.

C. Transfer of Education Records

1. The district will respond to a request for records from another school district enrolling a student within five (5) business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request.
2. Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense listed in § 167.115.1, RSMo., and the notification of disposition of such case, to the superintendent of the new school district in which the student has enrolled.

D. Annual Notification of Rights to Parents and Students

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

E. Annual Notification of Directory Information

1. The district shall annually notify parents and eligible students of the directory information the district will release without written consent. Parents or eligible students will have ten (10) school days after the annual public notice to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school-day period, the school district may disclose any of those items designated as directory information without the parent or eligible student's prior written consent including in print and electronic publications of the school district.
2. Directory information is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law.

F. Release of Education Records

1. Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. The district may disclose education record information without consent when the disclosure is:
 2. To school officials who have a legitimate educational interest in the records.
 3. To officials of another school, upon request, in which a student seeks or intends to enroll.
 4. Directory information. If the district annually notifies parents and eligible students that directory information may be released without prior written consent and gives parents and eligible students the opportunity to notify the district in writing that they do not want the information released, the district may release directory information without prior consent.
 5. To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, the district will honor a request from a secondary school student or his or her parent not to release the information.
 6. To authorized representatives of state and local educational authorities.
 7. To law enforcement and juvenile justice authorities if the disclosure concerns law enforcement or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).
 8. To accrediting organizations to carry out their accrediting functions.
 9. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
 10. To parents of a student who is not an eligible student or to the student.
 11. To comply with a judicial order or a lawfully issued subpoena. Unless otherwise ordered, the district will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action.
 12. In connection with a student's request for or receipt of financial aid to determine the eligibility amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
 13. To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
 14. To appropriate parties in a health or safety emergency.
 15. To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99 or other applicable laws. The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or the eligible student. This paragraph does not apply if the request was from or the disclosure was to:
 - The parent or eligible student.
 - School officials within the district who have a legitimate educational interest in the student's educational records
 - A party with written consent from the parent or eligible student.
 - A party seeking directory information.
 - A party seeking or receiving the records as directed by a law enforcement subpoena if the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

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

G. Appeals Procedures

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

1. Parents or the eligible student must ask the school district to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the building principal.
2. The school district will decide whether it will amend the record as requested within a reasonable time after receiving the request. If it decides not to amend the record as requested, the district will notify the parents or eligible students of the decision and inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading or in violation of the student's privacy rights.
3. Upon request, the school district will hold a hearing within a reasonable time after the request is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or eligible student may be assisted by one (1) or more individuals of their choice, including an attorney.
5. The school district will prepare a written decision based solely on the evidence presented at the hearing within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the school district decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student of the amendment in writing.
7. If the school district decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.

Notice of Non-Discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Cole R-I School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Cole R-I School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to the Director of Special Services of Cole R-I School District, 13600 Rt. C, Russellville, MO 65074, (573) 782-3325 who has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, Section 504 and the Boy Scouts Equal Access Act.

Public Notice – 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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Cole R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Cole R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Cole R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Cole R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Cole R-I Special Services office during regular school hours.

Public Notice – 504

The Cole R-I School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty. The Cole R-I School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Cole R-I School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Cole R-I Special Services office during regular school hours.

Universal Screening and Early Dyslexia Identification

In the 2018-19 school year and subsequent years, each public school, including each charter school, shall conduct dyslexia screenings for students in the appropriate year (K-3rd) consistent with the findings and recommendations of the task force created under section 633.420. "Dyslexia screening" is a short test conducted by a teacher or school counselor to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support. The Cole R-I School District's Dyslexia Plan is posted on the school's website or may be reviewed upon request at the Special Services office during regular school hours.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (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 of the day the school receives a request for access.*

Parents or eligible students should submit a written request to the superintendent, identifying the record(s) they wish to inspect. The superintendent 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.*

Parents or eligible students may ask Cole R-I to amend a record that they believe is inaccurate. They should write the superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Cole R-I 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 advise them 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 consent to disclosures of personally identifiable information contained in 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. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health, or medical staff and law enforcement unit personnel); a person serving on the school; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Cole R-I discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cole R-I to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

Political affiliations; Mental and psychological problems potentially embarrassing to the student and his/her family; Sex behavior and attitudes; Illegal, anti-social, self-incriminating and demeaning behavior; Critical appraisals of other individuals with whom respondents have close family relationships; Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical

assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

Policy Against Bullying

In order to promote a safe learning environment for all students, the Cole County R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying -In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying -A form of bullying committed by 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 has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day -A day on the school calendar when students are required to attend school.

Designated Officials -The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. The district compliance officer appointed in policy AC will serve as the district wide anti bullying coordinator. The anti bullying coordinator will receive all completed investigative reports from all FILE: JFCF Critical 8 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office Page 2 For Office Use Only: JFCF-C.1C (9/16) buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti bullying education and training programs. In addition, the anti bullying coordinator will assist in making any relevant reports as required by state and federal law.

- **Reporting Bullying** - School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.
- If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation- Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation.

- If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director. The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation.
- Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee will document the report in the files FILE: JFCF Critical 8 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office For Office Use Only: JFCF-C.1C (9/16) Page 3 of the victim and the alleged or actual perpetrator of bullying.
- All reports will be kept confidential in accordance with state and federal law.
- If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.
- The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences- Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims.

- Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.
- District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action.
- Volunteers who violate this policy will no longer be permitted to volunteer.

Courage2Report (formerly the Missouri School Violence Hotline): 1-866-748-7407

Suicide & Crisis Lifeline: 988

Safety Guidelines and Safety Hotlines

Missouri Revised Statutes

Chapter 160: Schools—General Provisions – Section 160.455

Duties of the School District

160.455. At the beginning of each school year, each school district in the state shall distribute to each student such materials that have been prepared by the Federal Emergency Management Agency, the state emergency

management agency or by agencies that are authorities in the area of earthquake safety and that provide the following objectives:

1. Developing public awareness regarding the causes of earthquakes, the forces and effects of earthquakes, and the need for school and community action in coping with earthquake hazards.
2. Promoting understanding of the impact of earthquakes on natural features and manmade structures; and
3. Explaining what safety measures should be taken by individuals and households prior to, during and following an earthquake.

Contacts for Earthquake-Related Information

Federal Emergency Management Agency Region VII

9221 Ward Parkway, Suite 300

Kansas City, MO 64114-3372

Telephone: (816)283-7063

FEMA Earthquake Program: <https://www.fema.gov/emergency-managers/risk-management/earthquake>

Missouri State Emergency Management Agency

P.O. Box 116

Jefferson City, MO 65102

Telephone: (573) 526-9100

SEMA Earthquake Program: <http://sema.dps.mo.gov/EQ.htm>

Missouri Center for Safe Schools

Union Station, Suite 401

30 West Pershing Road

Kansas City, MO 64108

<http://education.umkc.edu/safe-school/index.asp>

Missouri Department of Natural Resources

Division of Geology and Land Survey

111 Fairgrounds Road

Rolla, MO 65401

Telephone: (573)368-2100

DGLS Homepage: <http://www.dnr.mo.gov/geology/geosrv/geores/GeoHazhp.htm>

Additional Information

United States Geological Survey: <http://www.usgs.gov/>

Central United States Earthquake Consortium: <http://www.cusec.org/>

Saint Louis University Earthquake Center: <http://www.eas.slu.edu/EarthquakeCenter>

Kansas Geology Survey concerning Nemaha uplift: <http://www.kgs.ku.edu> /

Ready.gov: <http://www.ready.gov>

Student Drug Testing (Grades 9-12)

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment. The district will randomly select participating students for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen.