

*North  
Central  
Regional  
Middle  
School*

*Student/Parent  
Handbook  
2010-2011*



# MOBERLY SCHOOL DISTRICT



## 2010-2011 Calendar

### - DATES TO REMEMBER -

AUGUST						
S	M	T	W	T	F	S
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				

SEPTEMBER						
S	M	T	W	T	F	S
			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		

OCTOBER						
S	M	T	W	T	F	S
					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						

NOVEMBER						
S	M	T	W	T	F	S
	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				

DECEMBER						
S	M	T	W	T	F	S
			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	

JANUARY						
S	M	T	W	T	F	S
						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					

FEBRUARY						
S	M	T	W	T	F	S
		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					

MARCH						
S	M	T	W	T	F	S
		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		

APRIL						
S	M	T	W	T	F	S
					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

MAY						
S	M	T	W	T	F	S
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				

JUNE						
S	M	T	W	T	F	S
			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		

JULY						
S	M	T	W	T	F	S
					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						

**August 5, 6, 9:** Registration at Gratz Brown Elementary 10 am - 6 pm  
**August 16-17:** New Teacher Work Days  
**August 18-23:** Teacher Work Days  
**August 24:** First Day of School - Full Day  
**September 6:** No School - Labor Day  
**September 21:** Mid-Quarter (Progress reports sent home Sept. 24)  
**September 24:** Early Dismissal for Homecoming  
**October 11:** Professional Development Day - Students not in session  
**October 19:** End of First Quarter  
**October 28:** Early Out - Parent/Teacher Conferences, 2 pm - 8 pm  
**October 29:** No School - Parent/Teacher Conferences, 8 am - 12 pm  
**November 17:** Mid-Quarter (Progress reports sent home Nov. 19)  
**November 24-26:** Thanksgiving Vacation  
**December 21:** End of First Semester (Grades sent home Jan. 7)  
**December 21:** Early Out  
**Dec. 22-31:** Christmas Vacation  
**January 3:** CLT to work on grades  
**January 17:** No School - Martin Luther King, Jr. Birthday  
**February 4:** Mid-Quarter (Progress reports sent home Feb. 11)  
**February 21:** No School - President's Day (Make up Day)  
**March 10:** End of Third Quarter  
**March 17:** Early Out - Parent/Teacher Conferences, 2 pm - 8 pm  
**March 18-21:** No School  
**April 14:** Mid-Quarter (Grades sent home April 21)  
**April 22-25:** No School - Spring Break (April 25 Make up Day)  
**May 22:** Commencement, 2:00 pm  
**May 24:** Early Out - Last Day of School - End of Fourth Quarter  
**May 25:** Extended Contract Day for Staff - Grades distributed by 6/01  
**May 26:** NCRS Commencement, 7:00 pm

### Inclement Weather Make-Up Days

- Day 1: Built In
- Day 2: Built In
- Day 3: May 25
- Day 4: April 25
- Day 5: May 26
- Day 6: Feb 21

### Late Start Mondays - Arrival Schedule

- Moberly High School - 8:25
- Moberly Middle School - 8:25
- North & South Park - 9:25
- Gratz Brown Elementary - 9:35

### Early-Out Dismissal Schedule

- Moberly High School - 12:00
- Moberly Middle School - 12:10
- North & South Park - 12:50
- Gratz Brown Elementary - 1:00

### - LEGEND -

- OO First & Last Day of School
- OO Late Start Mondays
- OO Teacher Contract Days
- End of Quarter
- No School/Vacation
- Early-Out Days

\*All Mondays that school is in session are late-start days

# Table of Contents

<b>Welcome Letter</b> .....	<b>2</b>	<b>Transportation Policy</b> .....	<b>15</b>
<b>Moberly School District Central Office</b>		Mission Statement; Parent/Guardian Expectations;	
<b>Administration</b> .....	<b>3</b>	Student Expectations; Bus Misconduct/Discipline	
<b>Moberly Board of Education</b> .....	<b>3</b>	<b>Technology Usage</b> .....	<b>17</b>
<b>Positive Behavior Support District Purpose</b>		Internet/Network Usage Agreement; Computer	
<b>Statement</b> .....	<b>3</b>	Misconduct/Discipline	
<b>NCRMS Goals</b> .....	<b>3</b>	<b>Notification of Student Rights</b> .....	<b>18</b>
<b>Moberly School District Mission Statement</b> .....	<b>4</b>	(Notification of Rights Protection of Pupil Rights	
<b>“Ground Zero” First Ten Days in the Program</b> .....	<b>5</b>	Amendment (PPRA); Admission of Nonresident	
No Privileges; Merit Coupons		Students; Notification of FERPA Rights &	
<b>North Central Regional Middle School</b>		Designation of Directory Information; Public	
<b>Discipline Policy</b> .....	<b>5</b>	Complaints	
Calls; Group One Offenses; Group Two Offenses;		<b>Special Education Services</b> .....	<b>19</b>
Group Three Offenses		Special Education Public Notice; Discipline of	
<b>North Central Regional Middle School</b>		Students with Disabilities; Homeless; Discretionary	
<b>Sleeping Policy</b> .....	<b>9</b>	Homebound Instruction	
<b>NCRMS General Policies</b> .....	<b>9</b>	<b>OCR Notice of Nondiscrimination</b> .....	<b>20</b>
Special Education; Professional Qualifications of		Inappropriate Sexual Conduct; Inappropriate	
Faculty and Staff; Criteria for Transition Back To		Conduct on Basis of Other Prohibited Categories	
Regular Middle School Setting; Grades; Report		<b>Federal Programs</b> .....	<b>21</b>
of Student Progress; Multiple Retention Students;		Parental Information and Resource Center (PIRC);	
Attendance; School Contact; Mandatory Attendance;		Parent/Guardian Notification No Child Left Behind	
Leaving School; Late Policy; Emergency School		(NCLB)	
Closing; School Year Calendar; Transportation;		<b>Missouri Department of Elementary &amp; Secondary</b>	
Communication with Parents/Conferences;		<b>Education NCLB Complaint Procedures</b> .....	<b>22</b>
Breakfast and Lunch; Breaks; Fire, Tornado, and		Who May File a Complaint; Definition of a	
Earthquake Drill Procedures; Crisis Situations;		Complaint; Alternatives for Filing Complaints;	
Visitors; Health Care; Student Dress		Informal and Formal Complaints Received by the	
<b>North Central Regional Middle School Referral and</b>		Local Education Agency; Informal Complaints	
<b>Placement Procedures</b> .....	<b>12</b>	Received by the SEA Office; Formal Complaints	
Home School Responsibilities; NCRMS		Initially Received by the SEA Office; Appeals	
Responsibilities		- Appeal to the SEA; Decision; Formal LEA	
<b>District Policies and Information</b> .....	<b>12</b>	Complaints against SEA; Complaints Against LEAs	
Home Schooling Information; Use of Drugs/		Received from the United States Department of	
Alcohol; Use of Tobacco; Weapons In School Policy		Education; Procedure Dissemination	
JFCJ); Hazing/Bullying; Insurance; Medication		<b>Moberly Public School District Professional Teaching</b>	
Administration; Communicable Disease Policy;		<b>Standards</b> .....	<b>23</b>
Pediculosis (Head Lice) Policy			

August 2010

Dear Parents and Students,

The faculty and staff welcome you to North Central Regional School and the 2010-2011 school year. We hope that you will find our alternative program challenging and rewarding. Your success will depend on regular attendance, self-discipline, and a desire to succeed. We want to assist you in your journey to becoming life-long learners and productive members of society. This will take a great deal of effort on the part of educators, community members, employers, parents, and students.

This handbook is provided to help you become aware of your responsibilities and privileges as a student at North Central Regional School. Please read the handbook and be aware of the contents of it. If students or parents have any questions or concerns regarding the contents of the handbook, please contact any of the staff members at North Central Regional School (NCRS). *Sections of the handbook that are in italics have been added to this year's handbook.*

I hope you have a productive and enjoyable year at NCRS. We think you will find this “alternative choice” for high school a good one. We are all looking forward to working with you and helping you to meet your goals as a group of “at-promise” students.

Sincerely,



Debbie Young  
North Central Regional School Director

Address: 200 Porter, Moberly, MO 65270

Phone: (660) 269-8669

Office Hours: 7:15 a.m. – 3:30 p.m.

e-mail: [dyoung@moberly.k12.mo.us](mailto:dyoung@moberly.k12.mo.us)

FAX: (660) 269-9334

Moberly School District Website: [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us)

Visit the East Park Webpage to view more information about our staff and the courses they teach.

Supervision of students is available from 7:00 a.m. to 3:30 p.m. Please do not drop your child off before 7:00 a.m. and make arrangements so that he/she will be picked up or allowed to leave by 3:30 p.m. Thank you for your understanding in this matter.

Parents have 10 (ten) school days after the school year begins to notify the school in writing if they choose not to have their child published in print or picture. If there is written notification, the school may not publish without prior consent.

North Central Regional Middle School is operated by Moberly Public School District for the North Central Regional School Consortium. Consortium members include: Harrisburg R-VII, Higbee R-VIII, Macon Co. R-I, Madison C-3, Moberly, Northeast Randolph County R-IV (Cairo), Paris R-II, Salisbury R-IV, Sturgeon R-V, Renick, Middle Grove and Westran R-I school districts.

### **Moberly School District Central Office Administration**

Moberly Superintendent of Schools: Mr. Mark Penny  
Moberly Asst. Supt. of Personnel/Special Programs: Mr. Tim Roling  
Moberly Asst. Supt. of Curriculum/Instruction: Mrs. Gena McCluskey  
Director of Special Services: Mrs. Kelley Speakar

### **Moberly Board of Education**

Mr. Les Keleher , Mr. Jeff Lawrence, Mr. Ken Asbury, Mrs. Lisa Vanderburg,  
Mr. Dan Wilcox, Mr. Bobby Riley and Mrs. Amy Hager

### **Positive Behavior Support District Purpose Statement**

*Moberly Public Schools will unify by establishing a common language of positive behavior expectations to create the optimal learning environment for all students and staff.*

### **NCRMS Goals**

1. 80% of the students will achieve a reading comprehension level no more than one grade level below their present grade level.
2. Staff will maintain safe schools/crisis management training at 100%.
3. NCRMS staff will participate in the School Wide Positive Behavior Support program and will continue to be trained in the use of strategies to fully implement the program.
4. 100% of the students (grades 6-8) will be able to successfully complete timed multiplication and division assessments for numbers “1-12” at a 70% mastery level.

Moberly School District  
*Mission Statement*

ADOPTED FEBRUARY 18, 2010

*Vision:*

*Create a safe environment that fosters mutual respect & responsibility.*

*Inspire and value life-long learners.*

*The Spartan way is excellence for ALL*

**I. Students**

In the Moberly Public School district, all students have a sense of community and accept responsibility for their behaviors and learning. In our district:

- A. A safe, secure school environment is created through mutual respect and responsibility.
- B. Students are provided with differentiated instructional methods.
- C. Positive relationships are fostered and valued.

**II. Staff**

An exemplary school district knows that it can only be as effective as the personnel it employs. Therefore, the Moberly School District is committed to recruiting, supporting, and retaining educators who can advance the district's vision.

All members will:

- A. Have high expectations for achievement of all students while working to meet the individual needs.
- B. Strive to grow professionally and work collaboratively to make decisions in the best interest of students.
- C. Build and nurture positive attitudes that celebrate achievements and accomplishments.

**III. Leadership**

Successful school districts require strong leadership. The Moberly School District's leaders will:

- A. Develop an atmosphere for all staff, students, and community of trust, support, and openness as well as the freedom for all to grow.
- B. Establish credibility by modeling behavior consistent with the vision and values of their school.
- C. Develop an atmosphere for staff, students, and community of trust, support and openness as well as the freedom for all to grow.

**IV. Curriculum & Instruction**

An exemplary school provides students with a diverse and balanced curriculum in a global society. The Moberly School District curriculum and instruction will:

- A. Use concise, proven curriculum.
- B. Ensure a continuous review and implementation of best instructional practices in our schools.

**V. School Climate**

Moberly School District will create a school climate that provides an opportunity for all students to be successful by:

- A. Provide and maintain a safe, respectful, and responsible school environment. Recognize and celebrate individual efforts and achievements.
- B. Continue to provide an environment to meet the social, emotional, physical and intellectual needs of all students.
- C. Create a climate focused on student success measured by performance and facilitated by effective instruction.
- D. Develop a school culture to facilitate and nurture staff collaboration and participate in decision-making.

**VI. Parent/Community Involvement**

The successes and achievements of students are directly linked to parent/guardian and community involvement. Moberly Public Schools will increase involvement between educators, parents/guardians, students and community members in the following ways.

- A. Build a partnership between our board, parents/guardians, students, staff, and community. Open communication. Improve customer service. Emphasize the positive.
- B. Educate parents and community on technological resources to communicate to all.

# “Ground Zero” First Ten Days in the Program

## No Privileges

- Staff will assess the student’s behavior and set baseline for improvement.
- *Reading and math skill levels will be assessed to determine if one-on-one assistance is required.*
- Student begins to earn merits during this period, but is not allowed to use them until the “payday” after their tenth day in the program.

## **AFTER THE INITIAL GROUND ZERO:**

Students will be allowed to begin using merits for privileges and rewards.

Merits will be awarded each Friday or the last day of the week.

Privileges and rewards may be chosen from:

1. Thirty minutes of computer time (educational games, fun games, keyboarding practice). Cost-10 merits
2. Soft drink with extra ten-minute break. Cost-10 merits
3. Snacks with extra ten minute break. Cost-10 merits

*Students are not allowed to take extra break if they have lost break(s) for being tardy to school.*

## Merit Coupons

Merit coupons must be signed by a staff member to be valid. The student’s name will also be recorded on the coupon. Students may not trade merit coupons. Once the coupon is used, it will be destroyed.

Students may earn merit coupons in the following ways:

1. No referrals to the director for behaviors listed under “Referrals” for five days and at least a 25% reduction in classroom misbehaviors (calls) from the established baseline, or 20 calls (whichever is less), for five days.

Students who have a baseline of less than five calls cannot exceed their baseline in order to receive their merits for meeting the discipline goal. (5 merits)

2. 100% attendance for ten consecutive days. (5 merits)
3. Reading - Students will receive merits equal to the points assigned to books read on the Scholastic Reading Counts program. Quizzes must be passed at a 70% level. Students may not take more than one book quiz per day. Special approval may be granted to read and then discuss reading material with a staff member or write a summary of the material read. *Students reading during core class time will be prohibited from taking a “Reading Counts” quiz for five school days.*
4. Cooperate/participate in counseling sessions, when possible, each week (meetings with DFS caseworkers, juvenile officers, or private counselors will count for counseling merits). (1 merit)
5. Cooperate/participate in exploratory activities for the week without receiving calls. (1 merit)
6. Cooperate/participate in P.E. activities for the week without receiving calls. (1 merit).

Physical Education Three Strikes Rule:

Strike One-One call during P.E. session - Out of activities for 5 minutes.

Strike Two-Second call during P.E. - Out of activities for 10 minutes.

Strike Three-Third call during P.E. - Out of P.E. class until “P.E. Packet” is completed at a 70% level. If P.E. packet is not completed within five (5) school days, Ground Zero will be assigned.

7. Successfully complete a core class unit. Core classes include social studies, language arts, math, and science. Students will be allowed a maximum of 15 school days to complete a unit.

Failure to complete three units in a quarter will result in incomplete work and will impact final grades. (Note: Units must be completed at a 70% level by the end of the day on Thursday in order to receive merits on Friday.) (15 merits)

Students completing more than the required number of units per quarter, will receive 30 merits for each additional unit. *After mid-term of each quarter, any student who does not have at least one unit completed in all four core classes cannot take extra breaks with their merits until after the end of that quarter.*

## **GUIDELINES FOR SPENDING MERITS**

1. A maximum of twenty minutes of free time may be purchased per day with merits for snack breaks.
2. Time spent looking for merits counts toward break time. Extra break time cannot overlap regular breaks and add time on the end of regular breaks. When regular break time is over, all students will return to class.
3. Students will be limited to one food item and one drink per extra break.
4. Computer time and extra breaks cannot be purchased on the same day.

Students assigned multiple “Ground Zero” consequences only receive merits for the last set of packets assigned. Four GZ packets earn five merits. Previous merits earned for GZ are canceled when a student receives a new office referral. For example, if a student is currently working on GZ packets for a previous referral and receives another write-up that results in additional packets being assigned, the last two or four packets (depending on whether it is the first, second, or third (+) referral) will be the only packets with which the student may earn merits. He or she must have completed all packets assigned before receiving the merits.

# North Central Regional Middle School Discipline Policy

**Background and Purposes:** It is the goal of NCRMS to teach the young people of our community those basic educational skills required in a rapidly changing world and those skills required of a citizen in a participatory democracy. It is the expectation of the school that each student exhibit the behavior on a day-to-day basis that is harmonious and congruent with this goal. It will be the duty of each student to (1) study and learn under the directions of the teaching staff and the director; (2) behave in a way that promotes positive and social interactions; (3) follow the rules set forth by the school, the director, and the staff. It is the duty of the staff to maintain an orderly classroom environment.

North Central Regional Middle School’s discipline procedures and referral process will serve both to clarify expectations of students and define the deterrents and disciplinary actions to be applied when students do not meet those expectations. The aim of disciplinary action is to change inappropriate behavior to acceptable behavior when self-discipline has failed. The director or designee reserves the right to modify consequences to best meet the needs of the students, the staff, and the school. This handbook is meant to be a guide. The Director may use discretion in assigning discipline.

The purpose of this policy is to:

1. Teach self-discipline.
2. Confront students with consequences of unacceptable behavior.
3. Enlist aid of parents and local agencies in correcting unacceptable behavior.
4. Preserve a positive and orderly educational climate in which students can learn.

*Positive Behavior Support (PBS) – North Central Regional Middle School began the process during the 2008-2009 school year, to incorporate Positive Behavior Support into the program. Our purpose in using PBS is to create a learning community in which a positive environment exists, by which the community members become better role models and citizens. The resulting outcome will be improved self-esteem, behavior, and family involvement. A matrix of expectations was developed and will be incorporated into the learning environment at NCRMS. The NCRMS PBS matrix of student expectation follows:*

### North Central Regional Middle School Behavior Expectations

I am	All Settings	Classroom	Hallways	Cafeteria	Bathroom	Bus	P.E. Areas
RESPECTFUL	<ul style="list-style-type: none"> <li>* Speak to all people with respect</li> <li>* Treat all belongings appropriately</li> <li>* Show others care, kindness, and respect</li> <li>* Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Follow all rules</li> <li>* Be honest</li> <li>* Respect others need for a quiet working environment</li> </ul>	<ul style="list-style-type: none"> <li>* Walk, without talking, single file</li> </ul>	<ul style="list-style-type: none"> <li>* Eat and touch only your own food</li> <li>* Eat your food using utensils correctly</li> <li>* Be green &amp; conserve meal supplies</li> </ul>	<ul style="list-style-type: none"> <li>* Allow for the privacy of others</li> <li>* Clean up after yourself</li> <li>* Treat belongings and others with respect</li> </ul>	<ul style="list-style-type: none"> <li>* Enter and exit bus calmly</li> <li>* Respect all school and personal property of others</li> </ul>	<ul style="list-style-type: none"> <li>* Use only NCRMS equipment</li> <li>* Share</li> <li>* Use good sportsmanship</li> </ul>
RESPONSIBLE	<ul style="list-style-type: none"> <li>* Be at school on time</li> <li>* Stay in assigned areas</li> </ul>	<ul style="list-style-type: none"> <li>* Stay on task</li> <li>* Make good choices</li> <li>* Always do your own work</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>* Use proper manners</li> </ul>	<ul style="list-style-type: none"> <li>* Be green &amp; conserve supplies</li> </ul>	<ul style="list-style-type: none"> <li>* Listen to and follow directions given by adults on the bus</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions</li> </ul>
SAFE	<ul style="list-style-type: none"> <li>* Keep all body parts to yourself</li> <li>* Report any concerns</li> <li>* Follow all scheduled activities and lessons</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in assigned area</li> <li>* Report any concerns to an adult</li> </ul>	<ul style="list-style-type: none"> <li>* Keep feet on floor</li> <li>* Report any concerns to an adult</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up spills</li> <li>* Place trash in trash can</li> <li>* Report any concerns to an adult</li> </ul>	<ul style="list-style-type: none"> <li>* Wash hands with soap and water</li> <li>* Keep water in the sink</li> <li>* One person per stall/urinal</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in seat</li> <li>* Talk quietly to those close to you</li> <li>* Keep all items inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>* Keep shoes tied</li> <li>* Wear outer layer of pants no lower than top of hips</li> </ul>

**Rules and Regulations:** All organizations must have rules and regulations to operate efficiently. We wish to have as few rules as possible. Some rules and regulations are needed to meet state requirements. Our rules are subject to review, replacement, and revision.

#### **Program Behavior Rules:**

1. Students will follow all scheduled activities and lessons.
2. Students will speak to all people in the room with respect.
3. Students will treat everyone's belongings with respect.
4. Students will keep all body parts to themselves.
5. Students will stay in assigned areas at all times.

#### **Calls**

Students who are disruptive, noncompliant, or aggressive will receive "calls" for the instances in which they are inappropriate. Each incident of noncompliance, inappropriate verbal responses, inappropriate use of an object, or inappropriate use of one's body will be recorded and the student must complete a "Self-Evaluation" form indicating the rule broken, a better choice, etc. for each "call" issued by a staff member. Satisfying "calls" will be completed during break time and after school. Students may not "buy" extra breaks to complete calls. Students will be required to stay after

school until 3:30 p.m. every day until calls are satisfied if they are not completed during breaks. If students complete their calls before 3:30 p.m., they will be dismissed at that time.

#### **Categories of Calls:**

- a.) Noncompliance (NC) - Not following directions, not in assigned area, defiant attitude, not working during assigned times, printing without permission, sleeping, etc.
- b.) Verbal (V) - any negative statement directed toward people or objects, talking without permission, disrespectful speech toward staff/students, inappropriate tone of voice.
- c.) Object (O) - Any actions toward, or with, and object that is likely to cause harm to a person, property, or is disruptive to the class.
- d.) Physical (P) - Any action where a part of one's body touches another person or invades their "personal space", inappropriate use of one's body to communicate a message.

**OFFICE REFERRALS:** Students will be referred to the director, or designee, for disciplinary action for all behaviors listed in the discipline policy.

## Group One Offenses

Those behaviors included in **Group One Offenses** are: Using offensive language/swearing/ cussing, disruptive conduct, disrespectful speech/defiance to staff, not following directions of teacher, outside building or NCRMS area without permission, general harassment, bullying, hazing, public display of affection, technology misconduct, truancy, unauthorized entry to a school building, bus or transportation misconduct, dishonesty, and possession or use of tobacco products, lighters or matches (tobacco products, lighters and matches will also be confiscated by NCRMS staff) or any other behaviors that disrupt the learning environment or pose a threat to the safety of the student or others.

Students who receive an office referral for the misconducts listed above will be assigned consequences using the following grid. Specific descriptions of the consequences are discussed on the pages following the Misconduct/Consequence Grid. A “*Bully Packet*” will be added to any consequences when bullying behavior was the offense.

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

### Frequency of Misconduct In Group One

Offenses	Consequence
#1	Conference and review of discipline policy
#2	One Ground Zero Packet
#3	Two Ground Zero Packets
#4	Three Ground Zero Packets
#5	Four Ground Zero Packets
#6	Four Ground Zero Packets
#7	Four Ground Zero Packets
#8	Four Ground Zero Packets
#9	Four Ground Zero Packets
#10	Four Ground Zero Packets
#11-20	Four Ground Zero Packets
#21	1 Day OSS or OSAAEP Program
#22	2 Days OSS or OSAAEP Program
#23, etc.	3 Days OSS or OSAAEP Program will be assigned for repeated misconducts in Category One Offenses. Upon return to school, after serving OSS or OSAAEP, the student will be assigned four Ground Zero Packets.

**Conference:** As a part of all disciplinary action taken by the school, a conference with a student will be held giving specific instructions as to the expectations of the student.

Information may be discussed concerning:

- A. School rule that the student violated.
- B. Strategies developed to assist the student in remedying his/her behavioral problem/ infraction of the rule.

### Loss of Privileges and Assignment to “Ground Zero” (With

**Restrictions):** If a student loses privileges because of behavior issues that require a Referral to the director, he or she will be assigned to “Ground Zero” (GZ) with Restrictions”. There will be no privileges/rewards granted to the student while in GZ. Merits previously earned, but not yet used, will be destroyed. The student must complete “Ground Zero” packets at a 70% mastery level to earn their way out of Ground Zero. The last set of packets assigned

will earn the student two merits per packet. Recurrent or serious disciplinary issues may result in assignment to the OSS program or Regular out-of-school suspension. The GZ work will be completed in an assigned area.

**Bully Packets:** Students will be required to read about their misconduct, why it is a problem in school, and review scenarios in which characters in the reading had problems due to their misconduct. Students are then required to complete short-answer questions regarding their own misconduct and the characters in the stories. The students must make a reasonable attempt to answer at least 70% of the questions appropriately.

**Randolph County Off-Site Alternative Academic Educational Placement (OSAAEP) Program:** Students are assigned to one-half day academic work at the Randolph County OSAAEP Program site and one-half day of community service for the number of days assigned by the building administrator. The purpose of this project is to develop a program for students who are suspended from school. This program will allow them to continue to receive an education while developing strategies and practices for avoiding the behaviors that led to the suspension. This program would develop a school in which students who are suspended from school would be engaged in the following activities:

1. Complete all class work that has been assigned.
2. Receive and participate in specialized education dealing with the reasons why students were assigned to the OSAAEP Program.
3. Participate in community service work.
4. Participate in character education.

The following rules are unique to the OSAAEP Program:

1. Students will be allowed to enter the program up to a maximum of three times. After the third time, the penalty will result in regular OSS.
2. This program will only be available to students in Randolph County schools or NCRMS “sending schools”.

**Regular Out-of-School Suspension:** Persistent referrals for any one or a combination of Group One behaviors may result in out-of-school suspension. Suspensions for this category of misbehaviors may be for one to ten days, depending on the severity and/or persistence of the behavior. Students may not work on class work and regular OSS will count against students’ attendance percentage. Suspensions of more than ten consecutive days may only be made by the Superintendent of Schools or his designee. All expulsions are recommended to the Board of Education for action. Students will continue with their unit work once they return from out-of-school suspensions. Time spent in regular OSS will delay students’ progress toward completion of units.

**Parent Conference:** The parent/guardian will be informed, in writing and/or by phone, or in person, of the specific behavioral difficulties their child is having in school. A face-to-face conference or phone call may be necessary to discuss strategies to be used to remedy the problem.

## Group Two Offenses

Besides suspension for the persistent referrals in the category discussed above, student suspension may be invoked for, but not limited to behaviors listed under **Group Two Offenses**, which include:

Threaten to/or assault of any school employee or student, fighting, extortion, sexual harassment of a student or any school employee

(Title IX), vandalism/ damage/ destruction of school property, false alarms, theft, possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug related paraphernalia, profanity toward *or about* staff, or any other behaviors that disrupt the learning environment or pose a threat to the safety of the student or others.

**Consequences for Group Two Offenses may include:**

Ground Zero with Restrictions, Out-of-School Suspension Program (1-10days), Regular OSS (1-10 days), with possible recommendation to the Superintendent for additional suspension, up to expulsion from school, or change in placement. Law enforcement authorities will be notified concerning many of the offenses listed in GROUP TWO. (See explanation above regarding details of these consequences).

Students who receive an office referral for the misconducts listed above will be assigned consequences using the following grid. Specific descriptions of the consequences are discussed on the previous pages.

<b>Offense Number</b>	<b>Consequence</b>
#1	4 Ground Zero Packet or One (1) Day OSS/OSAAEP Program*
#2	2 Days OSS/OSAAEP Program
#3	3 Days OSS/OSAAEP Program
#4	4 Days OSS/OSAAEP Program
#5	5 Days OSS/OSAAEP Program
#6	6 Days OSS/OSAAEP Program
#7	7 Days OSS/OSAAEP Program
#8	8 Days OSS/OSAAEP Program
#9	9 Days OSS/OSAAEP Program
#10	10 Days OSS/OSAAEP Program
#11-etc.	10 Days OSS/OSAAEP Program for all offenses in Category Two for the remainder of the school year.

\* *Dependent on severity of the behavior*

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

**Group Three Offenses**

**Safe School Laws:**

In accordance with Missouri House Bills 1301 and 1298, the “Safe Schools” legislation provides the following safeguards for the local school district. The act establishes the crime of “assault while on school property” if the person:

1. Knowingly causes physical injury to another person; or
2. With criminal negligence, causes physical injury to another person by means of deadly weapon; or
3. Recklessly engages in conduct which creates a grave risk or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle at the time of service to the district, or arose as part of a school district sponsored activity.

Assault while on school property is a class D felony. Additionally, school administrators are required to report acts of school violence to the proper authorities. When a pupil allegedly commits an assault or possesses controlled substances or weapons, the

incident must immediately be reported to the police and the school superintendent. The school board is authorized to immediately remove, through suspension or expulsion, a pupil upon finding by a principal, superintendent, or the school board that such pupil poses a threat of harm to self or others, based upon the child’s prior conduct. No school board is permitted to readmit or enroll a pupil suspended or expelled for having committed certain felonies.

Under the regulations of the Safe Schools Act, student dismissal will be recommended to the Superintendent and/or Board of Education for, but not limited to, the following actions:

First or second degree murder, kidnapping, first or second degree assault, forcible rape, forcible sodomy, burglary in the first or second degree, robbery in the first degree, distribution of drugs to a minor, arson in the first degree, voluntary or involuntary manslaughter, felonious restraint, or possession of a weapon.

Students will be suspended, by the director, for ten days for the offenses, with possible long-term suspension recommended to the Superintendent or Assistant Superintendent for consideration.

NCRMS will comply with the regulations set forth in the Safe Schools legislation. Discipline and suspension policies or procedures are provided with the district’s discipline policy. If there are questions regarding compliance with the Safe Schools Act, please contact the Superintendent of Schools, 926 KWIX Road, Moberly. Phone: (660) 269-2600.

ALL OF THE ABOVE OFFENSES ARE CONSIDERED CRIMINAL ACTS, LEGAL AUTHORITIES WILL BE NOTIFIED AFTER EACH OFFENSE.

**Search and Seizure:** School property assigned to students may be searched when there is reasonable suspicion for school authorities to believe that the student possesses an article(s) that constitutes a violation of the law or of school rules. Students will be required to empty their pockets, show their shoe/sock area, have their outer garments checked, and leave all contents in the office. Students will be checked with a metal detector before and after school, and items left in the office will be returned to them at the end of the day. Cellular phones must be left in the office during the day. Desks and areas where students leave personal objects are the property of the school district and may be searched. The school district will periodically use drug-sniffing dogs to assess the school environment. Student files on computers will also be checked to determine if the computer was used for something inappropriate, in violation of the technology agreement.

**Student Conduct Away From School:** The school does have the authority to deal with students for acts that occur beyond direct school supervision, if those actions interfere with the school purposes, or threaten the safety and welfare of students and staff members. Off-campus misconduct that has a connection to the environment and/or to other students or staff of the District will be dealt with through disciplinary sanctions, including suspension and possible referral to the Superintendent for further action.

Due to the fact that off-campus activities/events are considered to be District events (e.g., basketball game in Columbia, soccer match against Centralia, etc.), school rules will be enforced at such events, including all student discipline code provisions. Moberly School District reserves the right to refer to law enforcement and to expel from such activities/events any person who fails to demonstrate appropriate behavior or conduct suitable for a school activity and/or who is disruptive to the activity or event.

**Noncompliance/Aggressive Behavior:** Students exhibiting behavior that is aggressive, non-compliant, and/or disruptive may require physical restraint in order to protect the student from injury to self, possible injury to others, and/or property destruction. In the event a student is considered to be out of control by staff members, the student may be physically removed from the classroom and taken to the “Quiet Room”. The student will remain in the Quiet Area until the staff has determined that return to the classroom is appropriate. If the student remains aggressive for more than 30 minutes after being initially restrained by staff, law enforcement officials will be called and a police report made. If a student acts out verbally for more than 30 minutes, he/she will be removed from the building by law enforcement officials and a peace disturbance report will be made. The student’s parent/guardian will be notified and the police may detain the student until juvenile authorities can make a determination of what action to take.

Students may request to go to the “Quiet Room” or be asked to go there voluntarily in order to calm down if they wish to exercise self-control. The student will be escorted and supervised by a staff member at all times that he/she is in the Quiet Room. Students will not be allowed to use the Quiet Room to avoid academic work. Attempts to calm down and an effort to begin to make good choices must be shown in order to use the quiet room for self-control.

NCRMS staff is trained in Crisis Prevention Institute’s (CPI) intervention techniques in order to ensure the safe restraint of the student. Moberly School District Board Policy JGA states that staff may “use reasonable force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protections of other persons or the property of the school district.”

## **North Central Regional Middle School Sleeping Policy**

We have had a persistent problem with some our students wanting to sleep at school. Many of students state that they are not able to sleep at home, they stay up to play PlayStation or other games, or they simply do not feel like staying awake. Students cannot be productive when they are sound asleep and unable to be roused. The procedure regarding students who are unable to stay awake in school follows:

- Students will be given a prompt every three minutes by informing them that they have a “call” for noncompliance (sleeping).
- After five calls (15 minutes), a staff member will knock on the desk (not the student) to attempt to wake him/her up.
- The student will be given two more calls (six additional minutes).
- A staff member will take the student to run one lap around the gym or playground (weather permitting).
- At the maximum of 30 minutes cumulative time of sleeping, *the director or designees will determine if a parent needs to be called* to decide if they want to pick the student up since we will assume he/she is ill if they cannot respond to all these attempts to wake them. If the parent/guardian does not choose to pick the student up, the sleeping will be considered noncompliant behavior and disciplinary action will be taken.
- The time out of school will count against the student’s attendance, which is a transition goal to earn the right

to return to their home school, unless the parent brings a doctor’s note in indicating that there is an illness that caused the sleeping.

- The student will be responsible for completing their calls when they return to school.
- Should a student attending NCRMS be licensed to drive, they will not be allowed to drive themselves home due to the safety issue involved if they are not able to stay awake at school.

## **NCRMS General Policies**

### **Special Education**

Students presently being served through an Individualized Education Program (IEP) may attend North Central Regional Middle School (NCRMS). The student’s home school will maintain case management responsibility. NCRMS will not be responsible for providing related services, however, services may be provided at the student’s home school. Goals and objectives will be developed by the IEP team so that the IEP can be implemented within the constraints of the NCRMS program. NCRMS staff will implement the IEP. No individualized behavior management plan will be developed or implemented by NCRMS other than what is developed for all NCRMS students. A “Change of Placement” form must be completed and signed by appropriate home school personnel and a copy sent to NCRMS. If the above conditions cannot be met, the student will be deemed unsuitable for placement at NCRMS. As with all students referred to NCRMS, the director retains the right of refusal for placement in the program.

### **Professional Qualifications of Faculty and Staff**

It is your right to request information on the professional qualifications of your child’s teacher and if the child is receiving services from a paraprofessional, you also have the right to request information on that person’s qualifications. Contact the building administrator and your request will be forwarded to the Assistant Superintendent of Personnel, Mr. Tim Roling (660) 269-2615.

### **Criteria for Transition Back To Regular Middle School Setting**

Once the four criteria listed below are met, the transition procedure will be arranged and students will gradually return to their home school.

1. **BEHAVIOR** - No disciplinary referral for ten school days and not more than ten classroom behaviors/incidents (calls), during the same time period, recorded by the teachers and aides. Disciplinary referrals are counted when an incident requires the student to be sent to the director for disciplinary action.
2. **ATTITUDE** – Able to work with others in a group setting and actively participates in improving decision-making skills.
  - a.) Participation in a minimum of five group or individual counseling (or combination of group and individual sessions).
  - b.) Cooperation and participation in P.E and exploratory classes.
3. **ACADEMIC SUCCESS** - 70% mastery of objectives in the four core classes (language arts, social studies, math, and science). Students are required to complete three packets in each core area every quarter. Not doing so will result in a letter grade reduction for each packet not completed. (i.e. If a student completes only one packet at 90% level, the quarter grade would be 70% for incomplete work).

#### 4. ATTENDANCE - 90% or above.

Transition back to the home school can take place shortly after a grading period. The director will initiate exit procedures once the criteria, outlined above, has been met at the review point of mid-term and quarter grading periods. This level of competencies indicates that the student can be successful in the regular school setting. The student's transition back to the regular school setting will be phased in over several weeks, depending on the student's progress, once it has been determined that the student has met the criteria to re-enter the home school. The student will begin their return to the home school for two periods a day. Once the home school staff determines that more time at the home school is appropriate, more hours will be added until the student is attending full days at their home school. However, the student will be monitored by NCRMS staff after the student has achieved full day status at the home school. If no serious problems occur during transition, the student will be released from the alternative program. If the student exhibits any behavior during transition that would result in in-school-suspension or out-of-school-suspension, he/she will be returned to NCRMS at Ground Zero with Restrictions. The student may attempt to re-enter the home school the following quarter. The home school counselor, principal, and NCRMS director may decide to keep the student on Transition until it is determined that the student will be successful, but not longer than nine weeks from the time the student starts back at the home school full days. Students who are transitioning at the beginning of the school year may have abbreviated periods of transition, or may start the school year full days, if it is considered appropriate by the home school counselor, principal, and NCRMS director. However, it is suggested that the student not be released until at least three weeks (15 school days) of the new school year have passed to ensure that the student will maintain a support system at the alternative school. *Students, who have been sent by Moberly Middle School to NCRMS, due to not passing to the next grade unless they attend NCRMS, must complete a minimum of one semester at NCRMS before being allowed to transition.*

#### Grades

Grades are based on completion of units, not individual assignments. Students are expected to complete three units in each core subject area at a 70% level or above. Failure to complete an adequate number of units will result in grade reductions (10% for each unit not completed). Students who receive all their grades during a quarter form Ground Zero packets only, will receive a 5% grade reduction. Students must complete at least one regular unit during the quarter in order not to receive the grade reduction. Grades will be issued on an eleven-point grade scale (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F)

#### Report of Student Progress

A grade card will be issued to each student after the end of each nine-week grading period. Quarter and semester grades will be issued from the student's home school based on information provided by NCRMS staff. Progress reports will be issued by NCRMS staff midway through each quarter.

#### Multiple Retention Students

Students at NCRMS who are 16 years old or older may be recommended for placement at NCRS (alternative high school) once 70% mastery can be demonstrated through meeting a portion of 8th grade objectives. The student must also meet the

three remaining NCRMS transition criteria for NCRS placement. Meeting these four pieces of criteria may be considered equivalent to meeting minimum standards of completion of 8th grade. The parent, the home school, the NCRMS director, and the student's parent must agree to this placement. The acceptance of a multiple retention middle school student may only be made to the high school program as space is available. A gradual transition to the high school program may be used to determine if the student is ready for the high school alternative program's structure.

#### Attendance

All students are expected to be in class daily. This is necessary if the student is to develop his/her full potential. Parent/School contact is required concerning each absence. Students are required to attend school 90% of the time in order to be considered for transition back to the regular school setting or to the alternative high school program.

**Reporting absences:** Parents are expected to phone the school the morning of the absence.

**Written excuse:** Parents may provide a written verification of the reason for the absence upon the day of the student's return when phoning is impossible. Verification of an absence by the parent or guardian does not constitute an excused absence. Excused absences are those which are verified by a doctor, hospital, or documentation from a funeral home of a death in the family. NCRMS staff will supply school work for those students who have unavoidable absences. Excused absences will also be considered when there is a decision to be made regarding truancy reports to the juvenile office. Unexcused absences are when a student is absent and we are unable to make contact with a parent/guardian regarding the reason for the absence.

#### School Contact

The school will call the parent at work or at home reporting the student's absence each day if the parent has not called the school.

#### Mandatory Attendance

State law requires all students who are not 16 years old by September 15th to be in attendance the full school year. The school is required to report such students not attending school to law enforcement authorities. Parents will be kept informed of attendance problems. If a student attends less than 70% of the time, a letter will be sent to the Juvenile Office informing them of this problem.

#### Leaving School

No student will be allowed to leave without parent/guardian permission. Any student leaving the building during school hours is expected to be signed out in the office by a parent or guardian before leaving. If a student leaves school without permission, law enforcement authorities and the parent/guardian will be contacted and disciplinary action will be taken.

#### Late Policy

It is important that students are punctual to school so that class continuity is not disrupted. Students are late if they are not at school at starting time. Students more than 5 minutes, but less than 25 minutes late will lose their first break. Students who are over 25 minutes late will lose both breaks. Since instructional time has been lost when a student is late, there are no exceptions for this rule.

## **Emergency School Closing**

When it is necessary to close school early or not have school at all because of snow or ice storms, roads are checked very early in the morning and if the buses are unable to run, school will be closed. This information will be disseminated via the local radio stations, hopefully before 6 a.m. and continually thereafter until the regular start time of school. If a storm develops after school is in session and it becomes necessary to send the students home early, local radio stations are asked to make the announcement. Our staff will attempt to contact parents/ guardians to let them know that we are dismissing early. If a student does not ride the bus, we will contact someone on the emergency list to obtain transportation for students. Sending schools will be notified of early dismissals by our staff so they can arrange for transportation for their students.

## **School Year Calendar**

NCRMS will follow the Moberly Public School calendar. A copy of the current calendar is located in this handbook.

## **Transportation**

Moberly students may board a school bus at their home school for transportation to the alternative school. Moberly students residing more than a mile from NCRMS (located at East Park, 200 Porter) will board a bus at their home and ride it to Moberly Middle School. A shuttle bus will take those students to NCRMS. Sending schools are responsible for arranging for transportation with the parents/guardians of their students. These arrangements are between the sending school and the student's family. Moberly School District is not responsible for transportation arrangements for out of district students. All bus rules and regulations must be adhered to. The transportation department will assign consequences for inappropriate behavior. School administrators may also assign consequences for serious behavior issues that take place on the bus, according to the school discipline code.

## **Communication with Parents/Conferences**

NCRMS staff will make written or verbal contacts with parents twice a month regarding positive progress of their son/daughter. Tally sheets regarding the number of calls earned by the student each day will be sent home weekly. Parents are encouraged to attend Parent/Teacher conferences at the end of first and third quarters. Parents are encouraged to contact NCRMS staff any time there is a question or concern throughout the year. A conference will be set up as soon as possible for all parties involved.

## **Breakfast and Lunch**

Students will have school breakfast and lunch available to them. Students should sign up with, and pay the school secretary if they wish to eat. Students may not charge meals. Students may receive free or reduced meals, if eligible. If students wish to eat breakfast, they must arrive at school before 7:40 a.m.

## **Breaks**

Students will be allowed supervised restroom and water breaks at assigned times. Students who choose to request additional restroom breaks, without a doctor's written order, will forfeit their next free-time break. This is required to keep unnecessary trips to the restroom to a minimum so as not to interrupt class. Students may get a drink of water while on free-time break before staff calls the end of break. Any student getting a drink after staff makes notification that break is over will receive a call for non-compliance. Students requesting to have their temperature taken

during class time will forfeit their break, unless staff made the request. Students may request their temperature to be taken during break without losing break. Students will have approximately 20 minutes of Silent Sustained Reading time each day.

## **Fire, Tornado, and Earthquake Drill Procedures**

Fire drills will be held nine times (monthly) throughout the school year. Each classroom will have the fire exit posted. Students will follow teacher instructions, move quickly and when outside, move clear of the area around the building. Turning in a false alarm is a very serious matter that disrupts the educational process and endangers students and firemen. The school will take disciplinary action and guilty persons will be turned over to the Fire Marshall for further action. When tornado warnings are given, students will move to the basement area with staff. Some staff members may be required to carry handicapped students from the Early Childhood Special Education Program in our building, to the basement. It is essential that our students maintain a mature, helpful demeanor during these drills. During earthquake drills, students will be instructed to take cover in designated areas, under desks and other safe areas. Each teacher will go over the tornado and earthquake drill instructions with the classes at the beginning of the year and post the same instructions near the classroom exit. Intruder drills will also be held periodically.

## **Crisis Situations**

Should an emergency situation occur in our building, our staff will contact someone on your child's emergency contact list as soon as possible. We will not be able to begin making contact until we are cleared by our supervisors that the emergency situation is under control. Our staff will work calmly and diligently to ensure the safety of all students and staff. Please do not attempt to contact the school directly if you hear of an emergency situation in our building. It is important that professional emergency personnel are allowed to perform their duties without interference. Again, we will contact you as soon as we are cleared to do so.

## **Visitors**

Students are not to bring guests to school, unless approved by the school director. Parents are always welcome to observe our program. Please make arrangements with the director. All visitors are to sign in at the office. No visitors will be allowed to disrupt the learning process of our students. Any visitor causing a disruption to the educational environment of the school will be asked to leave. If they refuse to do so, law enforcement authorities will be called to have them removed.

## **Health Care**

Health care is available to students at the NCRMS. Moberly School District's nursing services will monitor the needs of students. Designated staff at NCRMS will have first-aid training to assist in health care. District policies and procedures concerning all medical services and regulations are described fully later in this handbook.

## **Student Dress**

North Central Regional Middle School encourages all students to dress and groom in a manner that reflects good taste and style appropriate for regular school day attendance. Students are expected to dress in a fashion, which will not do the following:

- a.) Disrupt the educational process.
- b.) Constitute a health or safety hazard.
- c.) Promote the proliferation of gang related activity.

d.) Violate civil law or district policy.

Recognizing that some students will abuse dress privileges; the following limitations will be enforced:

1. Extreme brevity of attire will not be acceptable. Examples would be short shorts or skirts, form fitting or bare midriff clothing, halter-tops, tank tops, including sleeveless shirts and tube tops (unless covered by an appropriate outer garment), etc. Belts must be tucked in belt loops. Pants must be worn at an appropriate level so that the waistline does not sag and show under-garments. Staff members may require that a student hold their pants up with a cable tie if the pants cannot stay up without assistance.
2. Caps, hats, bandanas, and hoods (all types of headwear) will not be worn in the school building. Sunglasses are not to be worn without the approval of the director and a note from a doctor. Hoop earrings, watches, bracelets, necklaces, and protruding rings are not to be worn at school. They are to be left in the office until the end of the school day. Due to safety issues, students will be required to wear laces in lace-up shoes and have their shoes tied tightly enough so that they will not come off while walking or participating in P.E. Failure to follow this directive has caused students to be hit and will not be tolerated. A disciplinary referral will be written for shoes that are not tied so that they come off during the course of the day's activities.
3. Forms of clothing that must not be worn at school:
  - a.) Advertisement of alcohol, drugs, tobacco, and other types of controlled substances.
  - b.) Inappropriately suggestive
  - c.) Demeaning to others, profane, or obscene
  - d.) Specifically relate to gang-type activity
4. Coats will not be worn in class without the permission of the instructor and then only when the classroom temperature warrants additional protection. Students are to wear or bring gym shoes, wear or bring appropriate clothing, and are required to participate in P.E. as a scheduled activity.

Any time a staff member observes a student who is dressed in such a way that the educational process is being disrupted; the student will be referred to the director, who will make the final determination as to the appropriateness of the student's dress. If the item or article of clothing in question is determined to be inappropriate, the student will be asked to remove the item (in the case of jewelry), turn an inappropriate shirt wrong-side-out, or a parent will be called so that the student can have attire brought to the school. An article of clothing may also be given to the student to cover or replace inappropriate clothing. The student will be directed to not wear the item or article of clothing to school again. If the student does not comply with this directive, it will be considered defiance of staff and dealt with according to the discipline policy.

## **North Central Regional Middle School Referral and Placement Procedures**

### **Home School Responsibilities**

#### **Step 1:**

Initial Referral

- A. School Representative receives the initial "Referral for Student Placement" form.
- B. The Representative, in consultation with local faculty, review

the student's file to determine if the student is a viable candidate for NCRMS. If the student is determined to be a candidate for NCRMS, the school principal, or designee, must sign and date the referral form.

#### **Step 2:**

Home School Screening

The home school Representative contacts the student and his/her parents. If the parent does not authorize the continuation of the screening process, the referral process ends. Home School Representative informs the person having made the initial referral.

If the parent does authorize the continuation of the process, the referral is forwarded to the NCRMS Director.

If the student is on an IEP, the school Staffing team will be convened to review the student's consideration as an alternative school student. An IEP meeting will be held to consider a change in placement before the student can be accepted at NCRMS.

### **NCRMS Responsibilities**

#### **Step 3:**

NCRMS Screening

- A. The NCRMS Director, or designee, meets with the students and parent/guardian to review the program and allow the parent to make their final decision regarding their desire for placement.
- B. The NCRMS Director and staff meet to determine if the student referred is a viable candidate for the alternative program.
- C. The NCRMS Director completes the Notification of Placement form and sends it to the Home School Representative.
  1. If rejected, the Home School Representative contacts the Student and his/her parents and explains reasons for non-placement.
  2. If accepted, the NCRMS director first contacts the Home School representative and then contacts the student and his/her parents to set a time for meeting to review the program and complete necessary paperwork.

The student begins attendance at NCRMS as soon as all paperwork is completed. Students who have an IEP will not be allowed to begin attendance at NCRMS until the IEP has been reviewed/ revised and change in placement has been documented.

## **District Policies and Information**

### **Home Schooling Information**

1. Any parent may educate a child at home. The parent does not have to have a teaching certificate or meet any education requirements.
2. According to Section 167.031 of the Revised Statutes of Missouri a parent or guardian of a child, between seven and sixteen years of age, shall cause the child to attend regularly some public, private, parochial, parish, home school or a combination of such schools.
3. If a parent decides to home school, he or she shall offer 1,000 hours of instruction during the school year, with at least 600 hours in the basics, which will be in reading, language arts, mathematics, social studies, and science. At least 400 of the 600 hours shall occur in the home location.
4. The school year is defined as beginning July 1 and ending the next June 30
5. A parent who is home schooling a child must maintain the following records:

A plan book, diary, daily log, or other written record indicating the subjects

- a.) Taught and the activities engaged in with the student.
  - b.) A portfolio containing samples of the student's academic work.
  - c.) A record of evaluation of the student's academic progress.
  - d.) Other written, or credible evidence equivalent to a, b, and c.
6. Handicapped children attending a home school program may receive special education services provided by the local school district, in accordance with Section 162.996 of the Revised Statutes of Missouri and State Plan for Special Education.
7. The law is permissive in the area of registering. The statute says the parent may notify the superintendent of schools or the recorder of county deeds in the county where the parents reside. This is to be done before September 1 annually. However, the law says may, and it is not mandatory.

### Use of Drugs/Alcohol

The possession or consumption of intoxicants, drugs, or any substance represented as illegal or controlled in the school building, on the grounds, on a bus, or at school sponsored activities is **not permitted at any time**. It results in suspension from school and the notification of the proper legal authorities. Students who must use prescription medication during the school day must check them in at the nurse's office for safekeeping. Students referred to the administration as possibly under the influence may be subjected to a series of sobriety checks to verify level of involvement, including the use of an intoximeter.

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend Moberly School District No. 81. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school property, at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

The districts shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy.

### Use of Tobacco

The Moberly School District has adopted a smoke free policy, which prohibits the use of tobacco products in any form being used on school property at any time. Consequently, the use of tobacco in any form is not permitted on school grounds, and **students found to be in possession of tobacco will have their tobacco confiscated and appropriate disciplinary action will be taken** even if the student is 18 or older.

### Weapons In School (Policy JFCJ)

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary

disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S. C. 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in 571.010. RSMo.
3. A dangerous weapon as defined in 18 U.S.C. 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education, along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

### Hazing/Bullying

Hazing and bullying will be considered under harassment in the discipline policy. Hazing is defined as any activity that would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purpose of initiation, affiliation, admission, membership, or maintenance of membership in any organized group.

Bullying is repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individual or groups. Bullying included, but is not limited to; physical violence, verbal taunts, name calling, put downs, threats, extortion or theft, and damaging property.

### Insurance

School insurance will be offered at the beginning of each school year. The cost is minimal compared to the potential cost of medical care. **The school district does not carry insurance to cover**

**school-related injuries to children.** Parents are encouraged to take advantage of this service. Insurance forms will be given to parents when they enroll their child or may be picked up in the school office at any time.

### **Medication Administration**

The Moberly School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Plan (IEP). The Board recognizes that some student may require medication for chronic or short-term illnesses to enable the student to remain in school and participate in their educational process. District policy **prohibits** students from possessing or self-administering medications while on District grounds, on District transportation, or during District activities unless explicitly authorized in accordance with the ADMINISTRATION OF MEDICATIONS TO STUDENTS policy and Administrative procedures. Students who possess or consume medications in violation of the policy and procedures while on District grounds, on District transportation or during a District activity may be disciplined up to and including suspension or expulsion. (Refer to discipline section and Board Policy JHCD)

The District retains the discretion to reject requests for administration of medication or to terminate existing administration of medication requests. The parent/guardian will be notified in written when this occurs. The District will not administer the first dose of any medication.

Medications are defined as those drugs prescribed by an authorized prescriber, over-the counter drugs, alternative/herbal preparations, nutritional supplements, and any substance that claims to have medicinal or performance enhancing properties. Administration routes (methods of delivery) are defined as oral, inhalation, instillation, insertion, and injection.

All medications (as defined above) presented for consideration for student administration must meet the following requirements:

1. Be in the original container/packaging and identify the student by name.
2. For prescription medications, be accompanied by the diagnosis for each medication in the form of a written statement from the prescribing physician on physician letterhead or official prescription document (request this statement at the time of your visit).
3. Be accompanied by the District's Parent Request and Consent for Medication Administration form completed by the parent. This form is down-loadable in PDF format on the District's website [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us). Follow the school health services link and click on **forms** or forms are available in the main office of each building.
4. Be brought to the student's school by the parent/guardian (or designated adult) and left with the designated building staff.
5. The dosage of the medication is within normal range for the student's age and development according to recognized pharmaceutical guides.
6. All requirements verified by the registered professional nurse prior to administration.

**The school nurse will notify parent/guardian of missing requirements. Parent/guardian should be prepared to administer school doses until medication is approved for administration in the school setting.**

Additional requirements for administration and use by students

whose chronic health condition warrants self-administration and possession of his/her medication during the school day, while on District transportation, or during District sponsored activities include, but are not limited to:

1. Prescribing doctor's certification that the student is capable of self-administration, has been instructed in the method of delivery and potential side effects.
2. Instructed in the dangers of and disciplinary consequences of sharing medication
3. Verification by the age-level RN of student's competency in self-management techniques.
4. Completion and return of the notarized Permission for Student to Self-administer Medication.

### **Communicable Disease Policy**

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

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

Those students who have an immunization exemption card in their file shall be excluded from attendance to public school until the county health department provides evidence that an epidemic is not longer a threat. By enforcing the state communicable disease regulation, excluding children who are ill, and promptly reporting all suspected cases of communicable disease, personnel working with children can help ensure the good health of the children in their care.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The district will implement reporting and disease outbreak control measures in accordance with 19 CSR 20-20.010 through 20-20.060 and 20-28.010. Recommended procedures are detailed in Board Policy EBB.

### **Pediculosis (Head Lice) Policy**

#### **First Incident of Head Lice**

1. The nurse, nurse's aide, teacher, administrator or principal appointed volunteer may inspect students for lice. If lice or nits are found, a second opinion should be sought.
2. Upon identification of lice or nits, the student will be excluded from the classroom, the parent called and the student excluded from school until proof of first treatment has been received and examination shows no lice or nits. Proof of treatment will consist of any empty 2oz. bottle per student which will be destroyed by the principal or a partial 4oz. bottle dated, marked and returned to the family for later use.
3. Parents will be given verbal and written guidelines regarding adequate treatment procedures for the family and home.
4. The school will require that a second treatment occur after 7 days from the first treatment but before the 10th day. Proof of

treatment must be presented as described above or the student will be suspended until the second treatment is obtained. Treatment past the 10 days will require a repeat of the first treatment and a second treatment 7 to 10 days later. Students may be admitted back in school after treatment if no lice or nits are found.

5. A letter will be sent home to the parent of a student with Pediculosis capitis. Siblings in other classes will also be checked for lice/nits.
6. A letter will be sent home to parents of students who had been exposed to Pediculosis capitis. The entire class will be checked.
7. Absences under this section should not exceed 2 days.

#### **Second Incident of Head Lice**

1. The same procedures as described above will be used.
2. In addition the parent will be required to provide the principal a signed form from the Randolph County Health Department stating that the student has been examined by them and is free of lice/nits. This note will be kept in the student's health record.
3. Absences under this section should not exceed 3 days.

#### **Third Incident of Head Lice**

1. The student will be suspended for 10 days and referred to the Superintendent's Office for a long-term suspension until such time as the home and all persons who live in the home are properly treated to the Superintendent's satisfaction.
2. The student and parents will be referred to the County Health authorities for additional instruction on treatment for the family members and home.

The Missouri Department of Health states that even with a no nit policy, a child should not miss more than one or two days because of treatment for head lice. In the event a student is absent for more than one week because of lice infestations, the Juvenile Office and Division of Family Services will be notified.

**Refer to the district web site for the immunization chart.**

## **Transportation Policy**

**Moberly Public School District contracts with First Student to provide transportation for the district.**

Transportation will be the responsibility of the student. Moberly students may board a school bus at their home school for transportation to the alternative school. Moberly students residing more than a mile from NCRS (located at East Park, 200 Porter) will board a bus at their home and ride it to Moberly High School. A shuttle bus will take those students to NCRS. Sending schools are responsible for arranging for transportation with the parents/guardians of their students. These arrangements are between the sending school and the student's family. Moberly School District is not responsible for transportation arrangements for out of district students. All bus rules and regulations must be adhered to. Students are to sit quietly and refrain from horseplay or any loud activity that might distract the driver. The transportation department will assign consequences for inappropriate behavior.

#### **Mission Statement**

Our mission is to align the district with a company that we pledge will provide safe, timely, courteous and reliable transportation to the students of our community so that the students of Moberly Public Schools can achieve and earn a proper education.

## **Parent/Guardian Expectations**

Parents/Guardians are an important part of the transportation team. Their knowledge and support of safe transportation procedures is integral to the success of the transportation operations.

Parents/Guardians are encouraged to:

1. Understand and support District rules and policies, regulations and principles of school bus safety.
2. Cooperate with school officials to promoting safe and efficient student transportation.
3. Support efforts to improve school bus safety.
4. Communicate safety concerns to school administrators.
  - Assist their children in understanding safety rules and encouraging them to abide by the rules.
  - Support safe riding practices and reasonable discipline efforts.
  - Understand that students who ride school buses must obey all laws, rules and regulations governing student transportation. School bus riding privileges may be suspended or terminated, as indicated in this handbook, for failure to follow applicable student transportation laws, rules, and regulations.
  - Recognize their responsibilities for the actions of their children.
  - Be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories and other loose personal items, such as belts, musical devices, etc.
  - Be responsible for:
    - a.) Care, supervision and behavior of their children prior to loading and after unloading from a school bus operated in regular route, special education, career education, or similar type service. Whenever possible, parents/guardians are encouraged to monitor bus stops.
    - b.) Getting their children safely to designated school bus stop on time (no less than five (5) minutes and no more than ten (10) minutes before the scheduled pick up time) and having the children dressed in clothing appropriate for the weather season. The school bus will not wait for students not at the loading area when the bus arrives.
    - c.) Getting their children safely from a designated school bus stop.
    - d.) Helping the bus driver to teach their children proper procedures for safely crossing the roadway before leading and after leaving the bus.
    - e.) Supporting emergency evacuation procedures as prescribed by state law, rules, and regulations and District rules and regulations.
  - Respect the rights and privileges of others.
  - Be knowledgeable about the traffic laws regarding when to stop for school buses. On a roadway that is three (3) lanes or less, both the oncoming traffic and traffic following the bus must stop when the overhead red lights are flashing and the stop arm is extended. On a roadway that is four (4) or more lanes, only the traffic following the bus must stop.
  - Parents/Guardians shall be responsible for malicious

destruction to the bus and the parents/guardians shall pay restitution for damages caused by student or students.

### **Student Expectations**

Riding a school bus is a privilege and not a right. It is a privilege, which each rider can keep by maintaining appropriate behavior while waiting at the bus stop, loading, riding, and unloading. Proper conduct by the students contributes greatly to the safety of the student transportation program. With this in mind, the Superintendent or designee shall develop appropriate procedures for student bus conduct. The rules shall include, but not be limited to, the following:

1. The bus driver is in full charge of all persons riding on the bus and has the same status and authority as a teacher in so far as discipline is concerned. The bus driver will assign seats to students on the bus. This seating arrangement will be changed as needed. Students shall obey the directions of the bus driver promptly and courteously.
2. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent/guardian listing a valid reason to board or leave from another established stop. This request must also be approved by the school principal/designee. Students shall ride their assigned bus unless reassigned by the respective school principal/designee.
3. Students shall observe safe pedestrian practices while walking to and from the bus stop. Students shall arrive at their designated bus stop not less than five (5) minutes or more than ten (10) minutes before the bus is scheduled to arrive. Students shall wait in an orderly manner and shall respect private and public property while waiting at the bus stop.
4. After the bus has come to a complete stop, students shall enter the bus, go to their assigned seat, and remain seated until the bus stops to unload students.
5. If it is necessary for students to cross the road before boarding or after leaving the bus, the student must wait ten (10) feet in front of the bus until the "all clear" signal is given by the driver, then cross carefully.
6. Students shall talk quietly and avoid loud or distracting noises on the bus. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at railroad crossings.
7. Students shall not tamper with emergency doors or equipment.
8. Students must keep all parts of their body (hands, arms, feet, head, etc) inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus. Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school transportation personnel.
9. School District policies and procedures pertaining to drugs, alcohol, tobacco, controlled substances, unauthorized prescriptions, and weapons or "look alike" weapons are in effect at the bus stop and on the bus.
10. Other items are not permitted on the bus are breakable containers, skateboards, scooters, roller blades, balls, cigarette lighters, matches, shop projects, or animals (except assistive animals), flammable or explosive substances (such as gasoline), or anything else that could jeopardize the safety of the persons involved, on any school bus. Any items carried

on the bus must be small enough to be held on the lap of the student.

11. Horseplay will not be tolerated on the bus. Horseplay is defined as throwing objects, shoving, pushing, chasing, loud yelling, play fighting, spitting, tripping, and obscene gestures.
12. There will be no eating or drinking on the bus except for bottled water. No gum or candy is allowed.
13. Students must cooperate with the driver to keep the bus clean. Excessive trash is a safety hazard for all riders.
14. Sexual misconduct, harassment, bullying, or threats to students, staff, or driver will not be tolerated.
15. At the end of the school day, students must board the bus at their home school. They cannot walk across campus and board at another building.
16. Once a student gets on a bus, the student is to remain on the bus until their assigned bus stop. Once a student gets off a bus, they will not be allowed back on the bus unless a serious safety issue arises.
17. Fighting and assault can not be tolerated anywhere within the educational setting this includes the bus stop, while on the bus, and on school property. Fighting is defined as when both individuals are engaged in physical contact of hitting, slapping, punching, and or kicking. Assault is defined as hitting, striking, and/or attempting to cause injury to another person.

### **Bus Misconduct/Discipline**

Note: Loss of privileges is for the remainder of the school year.

<b>Student Misconduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Possession of any illegal substance, controlled substance, prescription drug (other than epi-pen, when approved in advance by the principal), drug, or alcohol (in any amount)	Loss of Privileges		
Not in assigned seat, out windows, eating or drinking, talking loudly, yelling, distracting noises, throwing objects	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Horseplay, disrupting conduct, conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Sexual harassment bullying, other forms of legally prohibited harassment	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Vulgar/cursing, inappropriate language on bus or bus stop	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Physical/Sexual contact	Loss of bus privileges		

Student Misconduct	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Weapons as defined in handbook	Loss of bus privileges		
Vulgar/cursing language at driver, threat to driver	10 days loss of bus privileges	Loss of bus privileges	
Tobacco possession	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Fighting, tobacco use, lighters and other paraphernalia	Loss of bus privileges		
Throwing an object(s) out of a bus window	Loss of bus privileges		
Vandalism	Loss of bus privilege until restitution is made for repairs/replacement	5 days loss of bus privileges	10 days loss of bus privileges

## Technology Usage

For a copy of the Technology Usage Policy see: [www.moberly.k12.mo.us](http://www.moberly.k12.mo.us)

### Internet/Network Usage Agreement

The internet/network usage agreement provided for by the board policy EHB and EHB-R must be signed and on file prior to use of any school district computers.

The purpose of the district's internet access and other technological resources is to support and enhance learning and teaching by providing students and faculty with the tools necessary to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment they will enter in the work force and will ensure that teachers and other staff have access to the latest in research materials.

Because of the far-reaching implications of these resources, the Board realizes that parameters must be set to assure that activities, which are not appropriate to the learning environment, do not take place. Acceptable uses of the computer resources are activities resulting from specific tasks and assignments, which support learning and teaching, promote the district's goals and objectives and advance the mission of the district. Unacceptable uses are those which violate the rights to privacy of others; violate copyright law; spread computer viruses; deliberately attempt to degrade or disrupt system performance; and locate, transmit, receive, store or print files or messages that are profane, obscene, or that use language that is offensive or degrading to others.

### Computer Misconduct/Discipline

The school district is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and for abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. The

administration may develop rules and regulations to help ensure that this information resource is used in accordance with acceptable guidelines. Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate uses of technological resources and for assuring that students understand that if they misuse them, they will lose their access.

All users of the district's computer resources are responsible to society. Computer use at school must be safe to promote opportunities to learn. Our goal with our discipline plan is to positively modify the negative behaviors of students.

For a complete copy of the district technology policy, refer to the Moberly Schools home page <http://www.moberly.k12.mo.us/>.

All computer violations are not covered in our plan, because of unforeseeable circumstances. Due to the severity, frequency, and/or special circumstances surrounding some offenses, each administrator may use professional discretion in working with students and parents to determine appropriate disciplinary action.

Students are only to be on computers designated for student use. This does not include computers designated for staff members and for respecting and adhering to local, state, federal, and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

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

Offense	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral
Attempting to evade school filtering/Shar-ing login information	Computer restriction-90 school days	Isolation/Computer restriction-180 school days	3 OSS/Permanent Computer restriction
Instant Messaging, Blogging (not under teacher direction), and chatting	Computer restriction-90 school days	Isolation/Computer restriction-180 school days	3 OSS/Permanent Computer restriction
Pornographic or In-appropriate Pictures	Isolation/Computer restriction-90 school days	3 OSS/Computer restriction-180 school days	5 OSS/Permanent Computer restriction
Pornographic acts	5 OSS/Computer restriction-90 school days	10 OSS/Computer restriction-180 days	10 OSS + Referral to Superintendent/Permanent Computer restriction
Misuse of district-provided e-mail or login for threatening, cyber bullying, misrepresentation, or for monetary gain.	5 OSS/Computer restriction-90 school days	10 OSS/Computer restriction-180 days	10 OSS + Referral to Supt./Permanent Computer restriction

Offense	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral
Hacking/Vandalism to computer or network/system including but not limited to vandalism programs (i.e. worm, Trojan)	10 OSS/ Computer restriction- 180 school days	10 OSS + Referral to Supt./ Computer restriction indefinitely	

- Instructional material (federally funded) used as part of the education curriculum.

Our District has adopted a policy regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and collection, disclosure, or use of personal information for marketing, sales or to the distribution purposes. Our District will directly notify parents (or eligible) students age 18 or over) of their rights under the PPRA annually, and parents of students who are scheduled to participate in the specific activities or surveys described above will be notified of their right to opt their child(ren) out of participation therein. Parents will be provided reasonable notice of the planned activities and surveys listed above and an opportunity to opt their child(ren) out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys before their administration. Parents who believe their PPRA rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C., 20202.

### Admission of Nonresident Students

Except as otherwise required by law, this district does not accept nonresident students unless they reside in a K-8 district and have selected Moberly School District No.81 as their high school attendance center. This only applies when the student is eligible to attend high school. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the Moberly School District No. 81, as defined in Board policies and the law.

### Notification of FERPA Rights & Designation of Directory Information

Our School District complies fully with the Family Educational Rights and Privacy Act (“FERPA”). FERPA is a federal law that affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights include:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review the student’s “educational records,” as that term is defined under FERPA and its implementing regulations, within 45 days of the date upon which the District receives a request for access. Parents or eligible students should submit to their School Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURE:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information).

The District will disclose educational records to school officials who have a legitimate educational interest in the records. School officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or

## Notification of Student Rights

### (Notification of Rights Protection of Pupil Rights Amendment (PPRA))

PPRA affords parents certain rights regarding certain types of federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. **PLEASE NOTE THAT THE PPRA AND THE RIGHTS GRANTED IN THIS NOTIFICATION APPLY ONLY TO FEDERALLY FUNDED ACTIVITIES/ SURVEYS DESCRIBED BELOW. OUR DISTRICT DOES NOT ANTICIPATE ADMINISTERING INSTRUMENTS COVERED UNDER THIS NOTICE.** Student rights under the PPRA include the following:

1. **Obtain Parental Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”), if, and only if, the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - Political affiliations or beliefs of the student or student’s parent;
  - Mental or psychological problems of the student or student’s family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or
  - Income, other than as required by law to determine eligibility.
2. **Receive notice and an opportunity to opt a student out of:**
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. **Inspect, upon request and before administration or use of:**
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

**DESIGNATION OF DIRECTORY INFORMATION:** The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA.

- Student's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members on athletic teams
- Degrees, honors, and awards received
- Grade level
- Dates of Attendance
- Photographs and other similar information

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. The person requesting information must submit a signed and dated request letter. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**RIGHT TO REQUEST AMENDMENT:** Parents or eligible students have the right to request that the District correct any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

### **Public Complaints**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated, through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and

Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

The Board encourages parents/guardians and members of the public to share their thoughts with district employees at school. However, the recording of such conversations may inhibit this free-flow of communication and disrupt school operations. To assure the fluidity of communications and to prevent disruption of the school environment, the Board prohibits the recording of any on-campus conversations between district employees and either parent/guardians or members of the public. This prohibition applies regardless of whether the recording is by video, camera phone, cellular device, tape recorder, digital recorder, electronic or battery-operated recorder, or other means. This prohibition does not forbid the manual taking of written notes.

In addition, Missouri law prohibits the recording of closed session Board meetings without the Board's expressed consent. Violation of this provision constitutes a crime under Missouri law and the district will refer violations for prosecution.

## **Special Education Services**

### **Special Education Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Moberly School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Moberly School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Moberly School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of

Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Moberly School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during normal school hours at the local district's office.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Kelley Speakar, Director of Special Services, at: 1623 Gratz Brown, Moberly, Missouri, 65270-3813, (660)269-2693.

This notice will be provided in native languages as appropriate.

### **Discipline of Students with Disabilities**

It is the goal of the Moberly School District No. 81 to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime. The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

### **Homeless**

The federal No Child Left Behind Act of 2001 includes a provision to make sure that homelessness does not cause children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held. If, due to a lack of housing, you must live in a shelter, motel, vehicle, or campground; on the street; in an abandoned building, trailer, or other inadequate accommodations; or doubled-up with relatives or friends; then according to the McKinney-Vento Homeless Education Assistance Act, you are considered homeless. Homeless students have the right to enroll in school and are entitled to a free and appropriate public education. If you are homeless, please notify the building administration or contact Kelley Speakar, Director of Special Services and Homeless Coordinator, at (660) 269-2693.

### **Discretionary Homebound Instruction**

If a student has an extended medical problem that will cause ten or more days of absence, the parents may notify the Principal, who will provide the parent/guardian with the application form for Homebound Instruction. Upon approval of Homebound Instruction, the student will be counted present in school. The decision to offer homebound instruction is a District decision based upon its sole judgment, discretion, and assessment of the application. There is no entitlement to Homebound Instruction, and the District may choose not to implement a program of Homebound Instruction or to discontinue the program at any time and for any reason.

### **OCR Notice of Nondiscrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws, Superintendent Robert Bach, 926 Kwix Road, Moberly, MO 65270; phone (660) 269-2600. Any person who is unable to resolve a problem or grievance arising under Title VI (race/color/national origin), Title IX (sex), the Age Discrimination Act (age), Section 504 (disability), or Title II of the ADA (disability), may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

### **Inappropriate Sexual Conduct**

All students have the right to attend classes in a safe and orderly environment. They should be free of harassment by other students, especially that which is of a sexual nature. Inappropriate sexual conduct is a rather serious matter with the potential for creating long-term physical and emotional trauma for those involved.

Students may experience harassment that is unique to their situation, some of which may not be immediately recognized as inappropriate sexual conduct, but which may support a potential claim against the district and/or employee if not remedied. Such inappropriate sexual conduct may include, but is not limited to, the following:

1. Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on school premises.
2. A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment;
3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class; purposefully limiting or denying students access to educational resources because of their gender;
4. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Inappropriate sexual conduct toward students by adults who otherwise come within this policy is absolutely prohibited regardless of whether the conduct is “welcome.” Students who believe that they (or others) are being subject to conduct that could constitute sex-based discrimination, sexual harassment or any other type of inappropriate sexual conduct should consult the District’s Nondiscrimination Compliance Statement provided later within this Handbook, the grievance policy AC-R set forth in this Handbook, and/or the District’s compliance coordinator for Title IX:

Mr. Tim Roling  
Assistant Superintendent  
Moberly School District  
926 KWIX Road Moberly, MO 65270-3813  
Phone: (660) 269-2600

### **Inappropriate Conduct on Basis of Other Prohibited Categories**

In addition to freedom from inappropriate sexual/gender-based conduct, students should also be free of discrimination, harassment and all other inappropriate conduct by on the basis of all other legally protected categories, including: race, color, religion, national origin, age, and disability.

Students who believe that they (or others) are being subject to conduct that could constitute discrimination, harassment or any other type of inappropriate conduct on the basis of race, color, religion, national origin, age, and disability should consult the District’s Nondiscrimination Compliance Statement provided later within this Handbook, the grievance policy AC-R set forth in this Handbook, and/or the District’s compliance coordinator below:

#### **Coordinator for Title VI**

Mrs. Gena McCluskey, Assistant Superintendent  
Moberly School District  
926 KWIX Road Moberly, MO 65270-3813  
Phone: (660) 269-2600

Coordinator for IDEA, Section 504, and ADA

Mrs. Kelley Speakar  
Director of Special Services  
Moberly Public School District  
926 KWIX Road Moberly, MO 65270  
Phone (660)269-2693

## **Federal Programs**

### **Parental Information and Resource Center (PIRC)**

Local educational agencies (LEAs) or buildings that receive Title I.A funds must assist parents and parental organizations by informing them of the PIRCs and their purpose.

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals,

administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

### **Parent/Guardian Notification No Child Left Behind (NCLB)**

1. Districts/LEAs must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district/LEA must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district/LEA will provide in a timely manner, information regarding the professional qualifications of their child’s classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district/LEA must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district/LEA must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified

of their option to transfer their student to a school that is not designated persistently dangerous.

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **Missouri Department of Elementary & Secondary Education NCLB Complaint Procedures**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

### **Who May File a Complaint**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

### **Definition of a Complaint**

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the

SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### **Informal and Formal Complaints Received by the Local Education Agency**

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days.

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### **Formal Complaints Initially Received by the SEA Office**

1. **Record.** Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. **Notification of LEA.** Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. **Report by LEA.** Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of

the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.

4. **Verification.** Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

### **Appeals - Appeal to the SEA**

1. **Record.** Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. **Investigation.** The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. **Hearing.** If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### **Formal LEA Complaints against SEA**

1. **Record.** The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. **Decision.** The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. **Appeal.** The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. **Second Appeal.** An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

### **Complaints Against LEAs Received from the United States Department of Education**

1. Complaints against LEAs received from the U.S. Department

of Education will be processed as though they had been received initially at the SEA.

2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

### **Procedure Dissemination**

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

## **Moberly Public School District Professional Teaching Standards**

### **Standard 1: Engaging and Supporting All Students in Learning**

Indicators:

- A. Teacher uses multiple instructional strategies consistently to meet the needs of diverse learners.
- B. Teacher provides clear and timely feedback to students about their learning.
- C. Teacher makes connections to prior learning and creates interest in learning.
- D. Teacher works toward facilitating students to become self-directed and provides opportunities for students to reflect upon their learning.
- E. Teacher instruction is interactive, engaging and motivational for students.
- F. Teacher makes appropriate use of technology to engage students.

### **Standard 2: Effective Learning Environment**

Indicators:

- A. Teacher provides a positive environment and demonstrates positive interactions with all students.
- B. Teacher establishes and maintains standards for student behavior in a fair and consistent manner through classroom rules, procedure and routines.
- C. Teacher promotes social development and group responsibility.
- D. Teacher creates a safe, neat, and orderly classroom.
- E. Teacher demonstrates instruction using the effective instruction principles and high expectations for learning.
- F. Teacher maximizes the amount of class time students are engaged in learning.

### **Standard 3: Understanding and Organizing Content**

Indicators:

- A. Teacher demonstrates knowledge of subject matter content.
- B. Teacher aligns instruction with the Moberly School District curriculum.
- C. Teacher organizes curriculum to support student understanding of subject matter and create relevance and rigor for all students.





**Knowledge is a comfortable and necessary retreat and shelter for us in an advanced age; and if we do not plant it while young, it will give us no shade when we grow old.**

**– Lord Chesterfield**