



**Moberly High  
School  
Student  
Handbook  
2022-2023**

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**MOBERLY HIGH SCHOOL**  
**1625 Gratz Brown, Moberly, Missouri 65270**  
**660-269-2660**  
**Fax: 660-263-5977**  
**moberlyspartans.org**

August 1, 2022

Dear Students, Parents, and Guardians,

Welcome to Moberly High School for the 2022-2023 school year. As we begin this school year, students and faculty are given a new opportunity to grow and learn in their educational endeavors. In order for students to grow into productive adults, we must offer them great opportunities for success in the classroom and through extracurricular activities. However, participation is not enough; as a community we must hold ourselves to high expectations for the way we teach our students and their abilities to learn.

These high expectations are reflected in our mission statement, Challenge to Prepare; Prepare for Challenge. Establishing rigorous, but equitable guidelines, helps ensure each student reaches their maximum potential. High standards for academic achievement and extracurricular involvement will equip our students with the tools necessary to adapt in their ever changing global society.

The Spartan Way is a code of success following four central themes: Be Responsible, Be Respectful, Be Safe and Be Your Best. We set these standards so that all students are allowed the opportunity to grow in a safe, inviting environment. This handbook outlines these standards for all students. We will follow these procedures to ensure that our school is a great place to learn and grow.

We appreciate your continued support and dedication to student success at Moberly High School. We are looking forward to a terrific school year full of many positive memories, highlights, and success stories. We will always expect each member of our community to do their best. Welcome to the Moberly High School Spartan Community.

Sincerely,

*Deborah Hill-Haag*  
Principal

*Ray Williams*  
Assistant Principal

*Curtis Walk*  
Athletic/Activities Director

**School Emblem and Colors**

The school emblem, selected by a vote of the student body in 1967, is a Spartan. The school colors are red, white, and blue.

**Spartan Fight Song**

Fight Spartans mighty and tough  
We're gonna fight and show 'em our stuff  
Fight you Spartans – Win this game and  
Bring our good school to fame  
RA RA RA  
Fight Spartans and when we're done  
All will know that we're number one  
Fight you Spartans M.H.S.  
And show 'em that we're the best!

## MOBERLY HIGH SCHOOL

### Mission Statement

*Challenge to Prepare; Prepare for Challenge!*

*#C2PP4C*

## MOBERLY SCHOOL DISTRICT

### Vision Statement

The Moberly School District is committed to a vision of exemplary education. The learning environment that we must foster will stimulate intellectual curiosity, teach children how to learn, and enable them to become productive and effective citizens. We value the importance and contributions of the various stakeholders in our learning community. This vision statement provides a blueprint of **collective commitments** the Moberly School District will achieve and maintain.

As a vested member of the Moberly School District, I will:

- Ensure enthusiastic learning environments are created that include both students and staff.
- Provide different instructional methods that address individual learning styles based on needs.
- Provide and maintain a positive, safe, orderly, and supporting school environment.
- Build and maintain relationships with students and staff during school and outside the school setting.
- Set high expectations for the achievement of all students while working to meet individual needs.
- Strive to grow professionally through ongoing staff development.
- Work collaboratively to make decisions in the best interest of students.
- Celebrate achievements, dedication, and accomplishments.
- Create a climate focused on student success measured by performance and facilitated by effective instruction.
- Develop a school culture to facilitate and nurture staff collaboration and participate in decision-making.
- Establish credibility by modeling behavior consistent with the vision and values of their school.
- Teach lifelong learning and problem-solving schools.
- Use community resources for the development of “real world” learning and application of knowledge.
- Ensure successful academic student performance in and out of school.
- Conduct regular curriculum reviews that include all stakeholders.
- Ensure a continuous review of best instructional practices and implementation in our schools.

## **Key Moberly Public School District Information**

### **Moberly Public School District Board of Education**

Mrs. Heather Cleavenger - President  
Mrs. Susanna Freeman - Vice President  
Mr. Dan Wilcox - Treasurer  
Mr. Jimmy O'Laughlin  
Mrs. Debbie Young  
Mr. Brett Soendker  
Mr. Scott Head

### **Moberly Public School District Administration**

Dr. Dustin Fanning – Superintendent  
Mrs. Parisa Stoddard – Assistant Superintendent  
Dr. Bryan Thomsen – Assistant Superintendent  
Ms. Kendra Niner – Director of Special Education

### **Central Office Hours**

Monday - Friday 7:30 A.M. - 5:00 P.M.  
(660) 269-2600

### **Moberly High School Administrative Team**

Mrs. Deborah Hill-Haag – Principal  
Mr. Ray Williams – Assistant Principal  
Mr. Curtis Walk – Athletic/Activities Director  
Mrs. Stephanie Jerger – Counselor: Last Name A-K  
Mrs. Samantha Richardson – Counselor: Last Name L-Z  
Mrs. Paige Sanders - Counselor  
Mrs. Melissa Davidson - College/Career Readiness Coordinator

### **Moberly High Office Hours**

Monday-Friday 7:00 A.M.-3:30 P.M.  
(660) 269-2660  
**Athletic Office** (660) 269-2669

### **Office Secretarial Staff**

Mrs. Brenda McAtee – Principal  
Mrs. Jenifer Monckton – Asst. Principal/Attendance  
Mrs. Vickie Snodgrass – Receptionist  
Mrs. Allie Gibbs – Athletics  
Mrs. Danielle Lindsey – Counselors/Registrar

### **Transportation/Bus Barn**

(660) 269-2699

### **A+ Coordinator**

Mrs. Melissa Davidson  
(660) 269-2663

### **Technology Office**

QNS  
(660) 269-2665

### **Moberly District Website**

[www.moberly.k12.mo.us](http://www.moberly.k12.mo.us)

## Moberly High School Staff and Support Staff

### **Language Arts**

Sabria El-Kurbu- Department Chair  
Madeline Carasco  
Kathleen Schmidt  
Anne Menear  
Samantha Donaldson  
Jill Hill

### **Foreign Language**

Lisa Snider- Department Chair  
Drew Hunt

### **Social Studies**

Emily Beaston- Department Chair  
Megan Drennan  
Tim Barnett  
Brandie Colbert  
Jared Shipley

### **Mathematics**

Dan Linss  
Jared Van Cleve  
Dawn Jenkins  
Michelle Hogue

### **Science**

Hawk Casey- Department Chair  
Nicole Baker  
Kyler Perry  
Kim Brown  
Luke Kirkendoll  
Dalton Owens

### **Fine Arts**

Nicholas Welker- Department Chair  
Heather Armstrong  
Camille Blanford  
Dale Heimann  
Jared VanCleve

### **Health/P.E.**

Cody McDowell- Department Chair  
Jeff Engel  
Ronni Graves  
Tony Vestal

### **JROTC**

LTC Chris Lambert- Department Chair  
1SG Jeff Parks

### **Practical Arts**

Samantha Painter

### **Instructional Media Center (IMC)**

Kathy Brandon

### **Special Education**

Jennifer Christy- Department Chair  
Cheryl Cross  
Davis Gurley  
Nora Ridgway  
Allison Hatfield  
Alisa Kirkbride

### **Special Education Aides**

Shelby Campbell  
Lou Ann Orton  
Paul Jordan

### **Nurse**

Amy Mellon  
Jessica Morris

## EARLY SCHOOL DISMISSALS AND CANCELLATIONS

When it is necessary to close schools due to inclement weather or other emergencies, the local radio stations (KZZT, KOMU, KXEO/KWWR, KWIX-KRES) will be notified immediately following the decision. In times of bad weather, parents/guardians should listen to the radio to hear such announcements. DO NOT CALL THE SCHOOL, as phone lines cannot handle the large influx of inquiries.

In the event of an early school closing, students will be sent home by their regular mode of transportation unless a signed statement is on file in the school office concerning alternate arrangements previously made by parent/guardian and child. Please make sure your child knows where he/she is to go in case of early dismissal.

Early dismissal times:

MHS.....12:00 p.m.  
Middle School..... 12:15 p.m.  
Gratz Brown (3-5) ..... 12:50 p.m.  
K-2..... 1:00 p.m.

The Spartan Alert System is also utilized to inform parents of inclement weather closings and school events. You may sign-up at <http://www.moberly.k12.mo.us>.

## School Emergency Communication and Procedures

It is very important for emergency and administrative reasons that every student maintain up-to-date records at the school office. Notify the school immediately if you have a change of address or any other important information such as phone number, emergency contact, marital status, etc. during the school year.

1. Parent(s)/Guardians(s) name;
2. Complete and up-to-date address;
3. Home phone and parents/guardians work phone;
4. Name, address, and phone number of a person to contact in case parent/guardian cannot be reached
5. Physician's name and phone number; and
6. Medical alert information. Please update this information as soon as changes occur to ensure the safety needs of your child will be met throughout the school year.

In case of emergency, school authorities will use their own judgment in seeking the best treatment. In this event, parents/guardians will be contacted at the earliest possible time. Parents/Guardians who do not want their child cared for in accordance with this statement should indicate this in writing to:

Superintendent of Schools  
926 KWIX Road Moberly, MO 65270

### **Crisis Management Procedures and Drills:**

**Campus Intruder:** The alert signal for a campus intruder will be a basic warning announcement given over the public address system. The announcement will direct all students, staff, and visitors to the nearest safe and secure location. The door should be locked, the blinds closed, the lights turned off, and the group quietly positioned against the door wall in the most non-visible corner of the room. A description of the intruder will be given over the public system when possible. In the event the public address system would be ineffective or unable to be heard, a series of three short tones, repeated intermittently, would indicate a campus intruder.

**Fire/Evacuation:** Periodic fire/evacuation drills will be held. The alarm is a continuous tone. Evacuation routes are posted in each room. Please observe the following points:

1. Close windows;
2. Walk rapidly, single file; do not run or talk;
3. Take purses or valuables with you and leave books and class materials behind;
4. Go at least 100 feet from the building, do not block the driveway, and do not re-enter the building until all clear is sounded; and
5. Stay with your group or class.

**Tornado Drills:** Everyone should prepare for tornado drills at once. It might be necessary to change these plans in the event of a serious threat. The alarm will be a series of short tones, or an announcement over the intercom. Please observe the following points:

1. Stay calm;
2. Students in an interior classroom will remain in that classroom;
3. Students in an exterior classroom will proceed in an orderly fashion to a designated interior classroom
4. Students in the gym will proceed to the locker rooms;
5. If students are outside and do not have time to move into a safe building, they should lie flat in the nearest depression or ravine; and
6. All students should stay away from the gym and glass windows.

**Earthquake:** The district maintains a district wide school building disaster plan to protect students and staff before, during, and after an earthquake. Information supplied from the Federal Emergency Management Agency (FEMA) will be distributed at the beginning of each school year in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation. (BOE Policy EBC-2)

Earthquake drills will be conducted periodically. Please observe the following:

1. Students should be instructed to move away from windows and other possible hazards;
2. Students should be instructed to get under a desk, table, or other shelter or against an inside wall; if the shelter moves, move with it, and stay under it;
3. Student should assume the DROP position and be silent so directions can be heard above the noise of the earthquake;
4. Students should stay in the DROP position until the earthquake is over and/or further instructions are given; and
5. After the initial shock and things settle down, students and teachers will evacuate classrooms; being alert to the possibility of aftershocks.



# Moberly High School Bell Schedule & Supervision of Students

## Daily Bell Schedule (Tuesday-Friday)

Period 1	7:30–8:20	50 Minutes
Period 2	8:24–9:11	47 Minutes
Period 3	9:15–10:03	48 Minutes
Period 4	10:07–10:56	49 Minutes
Period 5 (Homeroom)	11:00–11:56	56 Minutes
	Lunch A: 11:00-11:25	
	Lunch B: 11:31-11:56	
Period 6	12:00-12:49	
Period 7	12:53–1:42	49 Minutes
Period 8	1:46–2:35	49 Minutes

## Late Start Schedule (Monday)

Period 1	8:30–9:15	45 Minutes
Period 2	9:19-10:04	45 Minutes
Period 3	10:08-10:53	45 Minutes
Period 4	10:57-11:42	45 Minutes
Period 6	11:46-12:56	
	Lunch 1	11:46 - 12:06
	Lunch 2	12:11 - 12:31
	Lunch 3	12:36 - 12:56
Period 7	1:00-1:45	45 Minutes
Period 8	1:49–2:35	46 Minutes

## Half Days

Period 1	7:30–8:00	30 Minutes
Period 2	8:04-8:34	30 Minutes
Period 3	8:38- 9:07	29 Minutes
Period 4	9:11-9:40	29 Minutes
Period 7	9:44-10:13	29 Minutes
Period 8	10:17–10:46	29 Minutes
Period 6	10:50-12:00	
	Lunch 1	10:50 - 11:10
	Lunch 2	11:15 - 11:35
	Lunch 3	11:40 - 12:00

## **Supervision of Students**

Students may begin arriving at school at 7:05 A.M. No supervision of students is provided until 7:05A.M. Supervision will be present at school from 7:05 A.M. until 3:00 P.M. Parents should not drop off or leave students at the school building during unsupervised periods. The District will not be responsible for supervising students outside of the stated time listed above. Any student who is in the building before the building is open and after 3:00 P.M., unsupervised, will be subject to disciplinary action.

## Academic Requirements and Policies

### Academic Recognition:

**\*\* Weighted grades will not be used for the Class of 2024 and beyond as we transition to the Latin System.**

**For the Class of 2023 Only:** Academic recognition such as Top 10% and Top 5% are honors for those students who have successfully completed their courses at the top of their class. In order to achieve this ranking, most students will take courses that are weighted, for dual credit, or are labeled Advanced Placement. Students must be enrolled in at least 3 credits per semester to be eligible for the Top 10% and 5% recognition. Cumulative weighted grade point averages will be used to determine academic recognitions. Cumulative weighted grade point averages will be used to determine recipients.

### For the Class of 2024 and Beyond:

Appropriate certificates will be awarded to students who rank in the top five percent Class Rank academically in their respective classes at the end of each school year. Students must be enrolled in at least 3.5 credits per semester to be eligible for the Top 10% and 5% recognition. Cumulative weighted grade point averages will be used to determine academic recognitions. Cumulative grade point averages will be used to determine recipients.

**Latin System:** Academic recognition such as Top 10% and Top 5% are honors for those students who have successfully completed their courses at the top of their class.

Over the course of the next two years Moberly High School will be transitioning from the traditional ranking system to the Latin System used at the collegiate level. Moberly High School believes that by implementing the Latin System students will be honored for their hard academic work they have pursued, create a more equitable way to celebrate student success and selection of course of study for individual students, as well as continuing to create high academic standards for all. Below will show the implementation of the Latin System and phasing out of the Ranking System.

- 2022-2023 School year
  - Class of 2023 - Ranking System and Latin System
    - Will not require rigorous course of study for academic letter
  - Class of 2024 & beyond - Latin System
- 2023-2024 School year
  - Class of 2024 & beyond - Latin System

Latin System	Meaning	Requirements
Summa Cum Laude	With Highest Praise	GPA 3.95-4.00 *Complete a Rigorous Course of Study
Magna Cum Laude	With Great Honor	GPA 3.75-3.94 *Complete a Rigorous Course of Study
Cum Laude	With Praise	GPA 3.50-3.74 *Complete a Rigorous Course of Study

### \*Rigorous Course of Study:

To be able to meet this requirement students would need to successfully complete at least 4.0 credit hours of honors, dual credit, and/or AP courses during their high school career. These courses could also be courses that are deemed rigorous where credit is earned at MATC. The MHS Course Description Book has a list of all courses that are listed as rigorous.

Each senior to meet this honor will receive a cord that they will wear at the graduation ceremony that signifies their honor.

### **Academic Letter:**

The representation of an academic “letter” is important as it establishes the most distinguished honor for students. Students who earn the distinction of 3.5 or higher will also earn their academic letter. A bar would be earned each subsequent year for students who qualify and seniors who meet all of the listed requirements. Students can earn an academic letter in their 3rd, 5th, and 7th semester of educational career at MHS. As MHS phases in the Latin system, seniors in the classes of 2023 will be exempt from meeting the rigorous course requirement.

### **Class Rank:**

**\*\* Weighted grades will not be used for the Class of 2024 and beyond as we transition to the Latin System.**

Class rank is determined by cumulative semester grades (overall G.P.A.) throughout a given student’s years in high school. Individual rankings are available upon request in the Guidance Office.

### **Diplomas:**

Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law. (Refer to Board Policy IKF)

### **Dual Credit Courses:**

Moberly High School has entered into an agreement with Moberly Area Community College to offer dual credit courses for junior and senior high school students. The purpose of the dual credit program is to promote enrichment and advanced placement learning opportunities for students, enabling Moberly juniors and seniors to receive both high school and college credit for courses taken through Moberly Area Community College.

Moberly High School students who have been promoted to junior or senior standing will be eligible to participate in this program by:

1. Approval of the Moberly High School Principal and Assistant Superintendent;
2. Enrolling in at least one course for credit at Moberly High School;
3. Meeting the entrance requirements of MACC;
4. Satisfying the prerequisite courses or skills required by MACC;
5. Approval of parents, signified by the signing of an agreement form; and
6. Maintaining resident or non-resident enrollment at MHS.

Hours earned in Dual Credit courses taken as a part of an AA degree will transfer to other Missouri Public Institutions under College Transfer Guidelines for State Transfers and Articulation among Missouri Colleges and Universities. Grades earned in a dual credit course through MACC must be transferred to Moberly High School for high school credit. When the grade is transferred, the percentage earned in the dual credit course at MACC will be applied to the high school grading scale for reporting the student's grade and GPA on the high school transcript. The student's college transcript will still reflect the college letter grade, credit, and GPA points earned in the dual credit class. (For example, a student may earn a 91.6 in the dual credit class at MACC which is an "A" on their college transcript; however on the high school grading scale, this grade would be reported as an "A-".) For more information concerning Dual Credit courses, contact your guidance counselor.

### **Earning Credit:**

The Superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.

The Moberly School District No. 81 recognizes units of credit obtained through correspondence courses or courses delivered primarily through electronic media (such as satellite video, cable video, or computer-driven online courses) as long as they are earned from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency.

Students may earn advanced-standing credit by successfully completing high school level courses prior to entering the ninth grade. The advanced-standing credit may be counted toward meeting the subject-area requirements. If a student demonstrates mastery by performing at the Advanced or Proficient level on the state assessment, Algebra I End of Course (EOC) exam, it will be counted toward the minimum number of credits required by the State Board.

**Grading Scale:**

95-100 =A	90-94=A-	89-87=B+	83-86=B	80-82=B-	77-79=C+	73-76=C
70-72=C-	67-69=D+	63-66=D	60-62=D-	0-59=F		

**Adjusted Weighted Grade Policy:**

**\*\* Weighted grades will not be used for the Class of 2024 and beyond as we transition to the Latin System.**

The Adjusted Weighted grading policy will be used to calculate Top 10%, Top 5 %, and other academic awards. Students must be enrolled in at least 3.5 credits per semester to be eligible for the Top 10% and 5% recognition.

The Adjusted Grades Policy will affect scores in the following specific, current MHS courses: AP American History, AP Government, Human Anatomy, Physics, Calculus, College Alg., College Trig., Statistics, Speech, Biology II, Chemistry II, and English Composition.

Additional classes may be added later. Not all dual credit courses will have weighted grades, and some classes that are not dual credit may be weighted. The decision to increase the number of courses offered for adjusted grades or to change the policy in other ways will remain with the MHS administration, with input from the MHS department chairs and the Board of Education’s final approval.

**Academic Honors are figured on the total number of credits taken. Students and parents need to understand that taking more or less credits, both weighted and non-weighted, will affect the final G.P.A. If you have any questions or concerns, consult the counselors for further clarification.**

A course with adjusted grades will include several requirements or characteristics, including the following:

- a. Adjusted grades will be considered only for junior/senior courses;
- b. Any class with an adjusted grade scale will include a comprehensive semester final that constitutes 10% of the semester grade;
- c. Anyone taking the course will receive the adjusted grade (whether taking the class for dual credit or not);
- d. A student may receive adjusted grade credit only once for the same course; and
- e. Grades may be set up in a contact format, with higher level work resulting in a higher grade; examples of possible course criteria include oral reports, research and application projects, minimum exam averages, etc. The adjustment in “adjusted grades” will come with the calculation of grade point averages. Classes with adjusted grades will be averaged on the following scale, as opposed to the standard 4.0 scale, though percentages required for particular letter grades will be consistent with district-wide policy.

<u>Percent:</u>	<u>Letter Grade:</u>	<u>Grade Scale:</u>
95 – 100	A	5.00
90 – 94	A-	4.67
87 – 89	B+	4.33
83 – 86	B	4.00
80 – 82	B-	3.67
77 – 79	C+	3.33
73 – 76	C	3.00
70 – 72	C-	2.67
67 – 69	D+	2.33
63 – 66	D	2.00
60 – 62	D-	1.67
0 - 59	F	0.00

**Incomplete Grades:**

Students receiving incomplete grades for a grading cycle must complete the required course work within a reasonable time as determined by the teacher of the course.

If the required work to change the incomplete grade is not completed in the designated time, the student will receive an “F.” Incomplete grades are not accepted for semester grades.

**Graduation Requirements:**

The Board of Education for the Moberly School District No. 81 establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

A student must meet the following requirements in order to graduate from Moberly School District No. 81, unless one (1) of the stated exceptions apply. The student must:

1. Complete a total of 24 credits in grades nine (9) and above, including credits required by the State Board of Education;
2. Pass proficiency exams concerning American History, American Institutions, and the Missouri and United States Constitutions;
3. Successfully complete a course of instruction of at least one (1) semester in length on the institutions, branches, and functions of the government of the state of Missouri, including local governments, the United States government, and the electoral process; and
4. Attend a minimum of one semester in the Moberly Public School District during the final year of study prior to graduation.

Language Arts I	(1 Credit)	Fine Arts	(1 Credit)
Language Arts II	(1 Credit)	Practical Arts	(1 Credit)
Language Arts III	(1 Credit)	Physical Education	(1 Credit)
Language Arts Elective	(1 Credit)	Health	(.5 Credit)
Government	(1 Credit)	Personal Finance	(.5 Credit)
World History	(1 Credit)	Electives	(7 credits)
American History	(1 Credit)	<b>Total</b>	<b>24 Credits</b>
Mathematics	(3 Credits)		
Science	(3 Credits)		

1. All students must pass a United States Constitution Test, Missouri Constitution Test, and Citizenship Test during high school prior to graduation. This will be taken during 10<sup>th</sup> grade in Government.
1. Eight (8) semesters of high school attendance is required. A semester of attendance is defined as receiving grades for that semester. Exceptions may be made by petitioning the Board of Education (subject to Board approval).
2. Transfer students may not bring in courses taken in 8<sup>th</sup> grade to count as high school credit. Courses such as foreign language or Algebra I may be recognized for placement in the next level and may count toward college certificates but do not count as a high school credit earned.
3. Students must complete a computer course in grades 7-12.
4. A maximum of two (2) units of correspondence credits will be accepted for graduation. These must be approved by administration prior to the beginning of the semester in which they are to be completed.

**Graduation Requirement (Exemptions):**

1. Graduation requirements and grading scales for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student’s Individualized Education Program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district’s requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.
3. Students who are placed in the ninth grade will bents who transfer from another state or country or an unaccredited private, public, or home sche required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parent to develop a program of studies that will result in graduation, if successfully completed (refer to Transfer of Student section for program of study at Moberly High School).
4. Eligible students who successfully complete the Missouri Options Program will be awarded a high school diploma.

**Honor Roll:**

\*\* Weighted grades will not be used for the Class of 2024 and beyond as we transition to the Latin System.

The purpose of the honor roll is to encourage and recognize academic excellence. An honor roll will be published at the end of each semester based on that semester’s grades. To be eligible for the Honor Roll, a student must have a G.P.A. of 3.0 with no grade lower than a C+. To be eligible for the Principal’s Honor Roll, a student must have no grade lower than an A-. Grade point averages will be computed on a four-point scale according to the following point system:

A = 4.00 points	A = 3.67 points	B+ = 3.33 points	B = 3.00 points
B- = 2.67 points	C+ = 2.33 points	C = 2.00 points	C- = 1.67 points
D+ = 1.33 points	D = 1.00 points	D- = .66 points	F = 0.00 points

Courses worth more or less than one-half credit per semester will be weighted proportionally in determination of grade point averages. For example, a vocational class worth one and one-half credits per semester. Students receiving incomplete or no credit for a grading cycle will not be eligible for the honor roll.

Any student finding an error on his or her grade card shall report it to the Guidance Office within two days of grade card distribution. Students who do not want to be listed on the published honor roll must notify the Guidance Registrar no later than two school days after grade cards have been distributed.

**Report of Student Progress:**

A grade card or progress report will be issued to each student at mid-quarter and the end of each quarter via email.

**Critical Job Shortage Reporting**

The district shall provide each student with information concerning occupations that have a critical need or shortage of trained personnel as provided by the State Board of Education. See Board Policy KB-AP(1).

## Admission of Students

### **Admission-Resident Student:**

Any person between the ages of five (5) (before August 1) and 20 years, who meets the requirements of residence, may attend Moberly Public Schools without tuition. Kindergarten students must be five (5) years of age before August 1 to enroll.

### **Admission-Nonresident Student: Nonresident Student**

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. Refer to Board Policy JECB.

Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and in accordance with procedures set forth by the superintendent or designee. The Board of Education reserves the right to limit the number of foreign exchange students enrolled in a given year. Attendance by foreign exchange students is a privilege, not a right.

## Annual Parent Testing Notification

The district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Missouri has no opt out of testing option, and the district expects all students to participate in all district or statewide assessments. This is in conjunction with Board Policy IL and our district assessment plan found on the MSD web page. The district's policy on student participation in statewide assessments is available in the district's office for public viewing.

### **Assessments**

Assessment is an integral part of the education process. Regular assessments can be beneficial both for the student and for the school in evaluating objectives mastered and the quality of instruction. Students take End of Course (EOC) exams assessing student knowledge and skills in specific course-level expectations. The courses tested are as follows: Language Arts I, Language Arts II, Algebra I, Algebra II, Geometry, Biology, American History, and Government.

As part of the college and career readiness piece, all students may utilize MO Connections to help plan for life after high school. Junior students will take the ASVAB (Armed Services Vocational Aptitude Battery) in the fall of their junior year. Junior students participate in the statewide ACT exam during the spring of their junior year. The ACT is given on ACT selected Saturdays in the months of September, October, December, April, and June.

## A+ PROGRAM – Student Benefits and Eligibility Requirements

Students who have entered into an agreement with our high school A+ coordinator and who have met the eligibility requirements listed below may be eligible for state reimbursement for the cost of tuition and fees while attending any Missouri public community college, or post-secondary vocational or technical school as a full-time student (pending available state appropriation funding):

1. Have attended a designated A+ School for three consecutive years prior to high school graduation;
2. Graduated from high school with a grade point average of 2.5 points or higher on a 4.0 scale;
3. Have at least a 95% attendance record for the four-year period;
4. Performed 50 hours of unpaid tutoring or mentoring, of which 25% may include job shadowing;
5. Maintained a record of good citizenship and avoided the unlawful use of drugs (including alcohol);
6. Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I End of Course exam;
7. Attempted to secure all student federal financial assistance funds that do not require repayment (FAFSA); and
8. Enroll in and attend on a full-time basis, a Missouri public community college or post-secondary vocational or technical school, maintaining a G.P.A. of 2.5 or higher on a 4.0 scale.

## Attendance & Absences

**Attendance Belief Statement:** We believe that class time is very important. The interaction occurring between a teacher and their students is vital to the educational process and cannot be duplicated. Consequently, that “teachable moment” is an irretrievable experience happening only in the classroom. Moberly High School’s attendance policy will help students accomplish the following goals:

- Develop student responsibility
- Develop quality citizenship
- Increase respect for teachers, other students, and learning
- Achieve success in their courses
- Prepare for college and/or future employment

### **Definitions:**

**Attendance-** A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

**Parent-** For the purposes of this policy, “parent refers to a parent, guardian, or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or older, or otherwise emancipated, the student will serve as the parent for purposes of this policy.

**Truant/Skipping Class-** A student is truant or skipping class if the student is absent from class or school without the knowledge and consent of his/her parent(s), classroom teacher and/or the administration. A student is also considered truant or skipping class if the student leaves school without the consent of the building principal, accumulates excessive unjustifiable absences (even with parental consent) or is not present in scheduled class without notifying their classroom teacher of their absence that period. Truancy is an unexcused absence.

**Attendance Standards:** Moberly Public Schools expect students to be in class every day, reporting to those classes on time and comply with the attendance expectations. Minimally, students should have an hourly attendance rate of 90% or higher to meet the Attendance Standard and avoid placement in Attendance Intervention. (Board Policy JED)

In accordance with Moberly Public School Board Policy JED, the Board of Education “recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.



Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Moberly School District No. 81.”

The following student absences will not count against participation in extracurricular activities with the *\*proper documentation from a licensed healthcare professional, funeral program, or prior approval from administration*. These absences do not count against a student’s eligibility. If notification is not received, the absence will be considered unexcused until written documentation is provided.

1. Illness or injury of the student (\*see documentation expectations);
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected (\*see documentation expectations);
3. Medical appointments, with written appointment confirmation by medical provider;
4. Funeral, The principal *may* require a program of other evidence of attendance as additional verification;
5. Religious observances/holidays, (Must have prior approval from administration);
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances;
7. Out-of-School suspension served at NCRS (OSAAEP)
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

#### Attendance Interventions

All absences will be reviewed when determining Attendance Interventions.

In an effort to encourage school attendance and support those students for whom attendance is a concern, bi-weekly checks will identify students who have entered into targeted attendance percentage ranges. Hourly attendance percentages will determine students’ placement into Tier 1, 2, or 3 for Attendance Intervention, where cumulative attendance percentages will determine the appropriate level of intervention.

- **Tier One (1)** : A student’s hourly attendance percentage is below 90%.
  - The student will be required to attend: a minimum of **four (4) days** of after school **Attendance Intervention Time** (2:45-3:45 PM) and until all missing work and current assignments are turned in
- **Tier Two (2)** : A student’s hourly attendance percentage is below 85%.
  - The student will be required to attend: a minimum of **four (4) days** of after school **Attendance Intervention Time** (2:45-3:45 PM) **and one (1) Saturday School session** (8:00 A.M - 12:00 P.M), social probation, and continue until all missing work and current assignments are turned in, additionally a referral will be made to the Randolph County Juvenile Office.
- **Tier Three (3)** : A student’s hourly attendance percentage is below 80%.
  - The student will be required to attend: a minimum of **four (4) days** of after school **Attendance Intervention Time** (2:45-3:45 PM) **and one (1) Saturday School session** (8:00 A.M. - 12:00 P.M.), social probation and continue until all missing work and current assignments are turned in, additionally a referral will be made to the Randolph County Juvenile Office. A parent meeting will be scheduled.
  - For students in Tier 3, additional referrals will be submitted after every 3rd absence until attendance percentage is recovered to 80%.

**Absence and Make-up Procedures:** Attendance will be encouraged through the implementation of the following procedures:

1. When students are absent from school, it is the responsibility of the parent/guardian to act as follows:
  - a. Notify, by telephone, the attendance clerk of their child’s school during the morning of the date of absence. The attendance clerk can be reached by phone at (660) 269-2660 beginning at 7:30 A.M. The parent/guardian must state

- the reason for the absence. If students will be absent for more than one day, parents can request assignments from the attendance clerk at that time. Students can contact individual teachers to make arrangements for missed assignments.
- b. Documentation from medical care providers should be presented or emailed to the attendance secretary to provide proof of illness or injury.
  - c. The school reserves the right to verify the reasons for the absences, including but not limited to (1) follow-up phone calls or letters to a parent or (2) a request for a medical care provider's certification of the medical need for the student's absence.
  - d. All non-school absences are considered absences under A+ guidelines, as permitted by law.
2. Regardless of the reason for the absences, **students will be dropped from the District's rolls after 10 consecutive days of absences if the parent/guardian fails to make contact during that period with the attendance secretary or an administrator.**
  3. **Absences will be counted on a cumulative basis.**

Legal Note: Moberly Public Schools consider the building principal of each school as the attendance officer and legal agent of that school in charge of attendance.

#### **Make Up Privileges after Absence:**

1. When a student is absent from school, the student may make up assignments/work from day(s) of absence under the following conditions:
  - a. Students are responsible for obtaining missed work from their teachers.
  - b. Students have one day to turn in make-up work for every day they have been absent, unless alternative arrangements are made with the teachers due to extenuating circumstances. If the teacher designates an assignment as "long-range" before the student is absent, it will be due on the day on the date it was due. If the student misses school due to a school field trip, athletic activity, etc., the assignment will be due on the original due date and should be turned in as if the student was here. If a test was announced before the student's absence, it should be taken the day the student returns to school. Other make-up tests will be arranged with the teacher.
  - c. **Students serving OSS can only make up finals and major exams outside of the school day during their suspension.** This means before or after school, or during Saturday School. Students may request their homework (for no credit) to keep up with what is happening in their classes. The term "major exams" excludes quizzes.
  - d. If a student is in attendance for part of a day, he/she is responsible for obtaining and turning in assignments in the classes that are missed, when due.
  - e. Make up work for extended illness will be arranged with each teacher. The teacher should be contacted in the event of extended illness or serious injury where a student is unable to do any academic work. Students will be able to access course work via Google Classroom in order to stay caught up with the course.
  - f. Students who are truant are denied make-up privileges.

#### **Continual Monitoring and Notification:**

1. With the auto-dialing system, parents will be notified by phone when students are absent. We encourage parents to sign up for the Parent Portal and utilize this service to access student information, including attendance, grades, and lunch account information.
2. Parent conferences may be required for students with chronic absenteeism.

#### **Late Arrival/Early Dismissal Policy:**

Under certain circumstances, students are permitted to make special arrival and departure arrangements. In order for a student to be authorized to miss any part of a regular school day, proper procedures must be followed. Students must have both parental and administrative approval for any modification to their daily schedule.

On the occasions when it becomes necessary for a student to arrive at school late or leave early, he/she should provide the assistant principal's office with evidence of parental permission. **Written authorization must be presented before first hour so that the absence can be confirmed with a phone call.** A parent may also call for the early release of their student. Early dismissal students must report to the principal's office before leaving the building. **Late arrival students must report to the front office before going to classes.** Students who leave school early without obtaining prior approval from the principal or assistant principal will be

considered truant. ALL students leaving from or arriving at school **with permission** must sign in or sign out prior to leaving school. Failure to sign out or sign in will be considered truancy.

**Cooperative Education:**

Cooperative Education students shall not be released from school prior to the beginning of sixth period. Such students must have regularly scheduled employment during sixth, seventh, and/or eighth periods.

**Discretionary Homebound Instruction:**

If a student has an extended medical problem that will cause 10 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 is based upon its sole judgment, discretion, and assessment of the application. There is no entitlement Homebound Instruction, and the District may choose not to implement a program.

Homebound Instruction or to discontinue the program at any time and for any reason.

Cooperative Education students whose approved training station assignments are outside the regular school day may apply for one (1) period of released time from school. Such students must be in good academic standing and be approved for release by the Cooperative Education Coordinator and the high school counselor.

**Part-Time Enrollment:**

Students attending classes less than full time are considered part-time students. Any student applying for part-time enrollment must meet the following criteria before they may be considered for part-time status:

1. Students must have completed six semesters of high school or be entering his/her senior year;
2. Students must have earned at least 21 units of credit;
3. Students must have maintained a G.P.A. of 3.0 or higher;
4. Students must have at least 90 % attendance; and
5. Students must submit the application fully completed with three letters of recommendation to the principal to be considered. Letters of recommendation must be from the student’s school counselor, teachers, and parent.

Students who wish to apply for part-time enrollment must submit a letter of application to the high school principal with the proper documentation of the above-mentioned criteria. Application deadline for approval of part-time status will be due on the last day of the previous semester. All applications received after the last day of the previous semester will not be accepted. After reviewing the application, the principal will have discretion to allow students to attain part-time attendance status for the semester/school year and deem how many hours they must be enrolled for the semester.

**Tardies and being late to school:**

**Definition:** A student is tardy if the student arrives after the time that class or school is scheduled to begin, as determined by the district. Students must be in the classroom when the bell stops ringing. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson, or activity. Tardies are entered into SIS by the teacher unless a student has a signed pass from the front office. Tardy referrals will be maintained and processed by the office. Random Hall Sweeps may be used from time to time to keep students from loitering in the halls. Students will be allowed four (4) tardies per semester without penalty. The following discipline will be issued for going past four tardies in a given semester. A student is considered late to school if they are not in the building and heading to class before 7:30 A.M. Tuesday through Friday or 8:30 A.M. on Mondays. Students must sign-in at the front office and receive a pass before going to class.

Tardies	Late to School
<ol style="list-style-type: none"> <li>1. 5th &amp; 6th Tardy: 1 detention each</li> <li>2. 7th &amp; 8th tardy: 2 detentions each</li> <li>3. 9th &amp; 10th tardy: 3 detentions each</li> <li>4. 11+ tardies: Saturday Detention and/or other consequences as deemed necessary by administration.</li> </ol> <p>Saturday detention from 8:00 A.M. -12:00 P.M.. If you fail to serve your Saturday detention, you will have ISS on</p>	<ol style="list-style-type: none"> <li>1. 5th &amp; 6th Late to School: 1 Monday detention each &amp; 1 week parking pass suspension.</li> <li>2. 7th &amp; 8th Late to School: 2 Monday detentions each &amp; 2 week parking pass suspension.</li> <li>3. 9th &amp; 10th: 1 Saturday Detention each &amp; 1 month parking pass suspension</li> <li>4. 11+ Late to School: Saturday Detention &amp; suspension of parking pass for the remainder of</li> </ol>

<p>the following Monday (or Tuesday if no school on Monday), reschedule your Saturday Detention, and become ineligible for any activities until the Saturday Detention is served.</p>	<p>the year and/or other consequences as deemed necessary by administration. Monday detentions will be held from 7:10 A.M 8:25 A.M. in AC during late start days. Failure to serve any of the disciplinary action above will result in a day of ISS and a complete suspension of the student's parking pass for the remainder of the year with no refund.</p>
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Students who are 5 minutes or more late to a class will be treated as being **Away from Assigned Area**. This includes being sent to the office to get a tardy pass or coming from another teacher's room, with or without an hallpass.

**Student Absences and Excuses:**

*Board Policy: JED*

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement.

The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Moberly School District No. 81.

**Extra-curricular Attendance Eligibility:**

Attendance criteria to participate in or attend extracurricular activities:

1. Students are only allowed to miss days that are verified with proper documentation and/or ADA can't drop below 90%.
2. If his or her ADA is below 90% he or she becomes ineligible to participate in, or attend extra-curricular activities. He or she would remain ineligible until his or her ADA improves to 90%.
3. Students would be allowed to practice during the suspension, but they could not participate in or attend extracurricular activities. This includes field trips that were not tied to the curriculum.
4. Once a student raised his or her ADA to 90% he or she could become eligible again.
5. Example: Today is the 70<sup>th</sup> day of school and a student has missed 1 day of school that was not documented with medical documentation. That puts him or her at an ADA of 98.5% (69/70), so this student is still okay to participate because his or her ADA is above 90%. Another student has missed 8 days undocumented without medical documentation, which gives him or her an ADA of 88% (62/70). This student is considered ineligible. It would take this student two full weeks of school to get his or her ADA back up to 90% ADA, therefore they would be ineligible to compete or attend any extracurricular activities (including Homecoming, Court Warming, and Prom) for 2 full calendar weeks.

This policy/regulation affects any student in grades 9-12. For example, including but not limited to, students would not be able to participate in sports activities, academic meets, field trips, dances, etc., if they are ineligible.

A student with overdue school work will not be allowed including, but not limited to, to attend field trips, etc. during the school day. Instead the student will use this time to make up the work.

### **MSHSAA Attendance Requirement/OSS:**

If a student is absent from school, he or she is not eligible to participate in or attend school activities, practices or games that day. To be in attendance, a student must be in school no less than 4 complete periods with the exceptions of doctor or dentist appointments, funerals, or other Principal pre-approved absences.

If a student is absent on Friday, he or she will not participate on Saturday unless it was because of a doctor appointment, funeral, or other Principal pre-approved absence.

Any student serving OSS is not allowed to attend or participate in school activities that day. If the OSS is served on Friday, he/she is not eligible to attend or compete in any event on Saturday.

Any student, in any activity, must be in school, on time, the day after participation in an activity. Failure to do so will result in the participant not participating in the next game or practice. Exceptions will be made if the parents notify the school before 9 a.m. that day and the absence or tardy is recognized as excused by the administration.

Any student athlete having an unexcused absence on a given day may not be eligible to participate in a contest until he/she has attended a full day of classes without an unexcused absence before eligibility is reinstated (MSHSAA BY-LAW 2.2.3.e).

Students who represent the school in interscholastic activities must be creditable citizens and judged so by the proper school authorities (teachers, sponsors, coaches, and/or administrators). Those students whose character or conduct is such as to reflect discredit upon themselves or their school, are not considered "creditable citizens." Conduct shall be satisfactory and in accordance with the standards of good discipline and Moberly School District Policy. Behavior, which may result in ineligibility, includes repeated tardiness, destruction of property, detention, inappropriate language, inappropriate dress, or any other inappropriate conduct.

A student shall not be considered eligible while under suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

### **Moberly High School Extracurricular Attendance/ Suspension Requirements**

#### **Attendance**

a. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. The student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an unexcused absence.

b. Students ADA can't drop below 90%. If his or her ADA is below 90% he or she becomes ineligible to participate in, or attend extra-curricular activities. He or she would remain ineligible until his or her ADA improves to 90%. Students would be allowed to practice during the suspension, but they could not participate in or attend extracurricular activities. This includes field trips that were not tied to the curriculum. Once a student raised his or her ADA to 90% he or she could become eligible again Example: Today is the 70th day of school and a student has missed 1 day of school that was not documented with medical documentation. That puts him or her at an ADA of 98.5% (69/70), so this student is still okay to participate because his or her ADA is above 90%. Another student has missed 8 days undocumented without medical documentation, which gives him or her an ADA of 88% (62/70). This student is considered ineligible. It would take this student two full weeks of school to get his or her ADA back up to 90% ADA, therefore they would be ineligible to compete or attend any extracurricular activities (including Homecoming, Court Warming, and Prom) for 2 full calendar weeks.

c. This policy/regulation affects any student in grades 9-12. For example, including but not limited to, students would not be able to participate in sports activities, academic meets, field trips, dances, etc., if they are ineligible.

d. If a student is absent from school, he or she is not eligible to participate in or attend school activities or practices. To be in attendance, a student must be in school no less than 4 complete periods with the exceptions of doctor or dentist appointments, funerals, or other Principal pre-approved absences.

e. If a student is absent from school, he or she is not eligible to participate in or attend games. To be in attendance, a student must be in a school the entire school day with the exceptions of doctor or dentist appointments, funerals, or other Principals/Activity Director pre approved absences.

f. If a student is absent on Friday, he or she will not participate on Saturday unless it was because of a doctor appointment, funeral, or other Principals/Activity Director pre-approved absence.

g. Students must be in school, on time, the day after participation in an activity. Failure to do so will result in the participant not participating in the next game/meet or practice. Exceptions will be made if the parents notify the school before 8 a.m. that day and the absence or tardy is recognized as excused by the administration. g. Any student athlete having an unexcused absence on a given day may not be eligible to participate in a contest until he/she has attended a full day of classes without an unexcused absence before eligibility is reinstated (MSHSAA BY-LAW 2.2.3.e)

### **Participant Misconduct While at School**

A participant in extra-curricular activities must not engage in misconduct while at school. Misconduct includes, but is not limited to, truancy, disrespect to teachers, fighting and use of abusive language. After a review by the head coach or supervisor and building administrator, the participant and parents will be notified of the results. Penalties will range from a reprimand and placing the participant on probationary status to temporary or permanent restriction from representing the school in interscholastic activities. The seriousness of the case and attitude of the participant will determine the penalty. Reoccurrence of the misconduct, or similar misconduct, will require that permanent restriction be considered. Any penalties imposed shall be within the sole discretion of the School District.

1. While in ISS or during OSS, students are not eligible to participate in or attend any extracurricular events/practices until the day they return to school following the suspension.

2. Saturday detention obligations must be fulfilled prior to participation in contests on that day.

## **Events**

### **Dances:**

**Must have 90% ADA and cannot be currently failing more than one class in order to attend school events.**

**Students who attend dances (Homecoming, Prom, and Court Warming) must fill out a guest application for any student who is not a student at MHS.** Guests may not be over the age of 20. Students from Moberly Middle School will not be allowed at MHS dances.

The administration reserves the right to approve or disapprove all outside guests to all dances including Prom.

### **Dance Conduct Guidelines:**

1. Dancing which implies sexual activities, including extensive physical contact, or is considered offensive to onlookers will not be allowed.
2. "Dirty Dancing" or "crowd surfing" is prohibited.
3. Students not in attendance at school on the day of a Friday before the dance will not be admitted to the dance.
4. Students must remain in the building until departing the dance.

### **Consequences:**

1st time: Student will be warned to stop.

2nd time: Student will be told to leave the dance and parents may be contacted.

Repeated incidents could lead to a student being banned from dances for the remainder of the school year.

### **Graduation:**

Graduation from Moberly High School is a privilege and will be considered as such. Students who are in good academic, behavioral, and financial standing will enjoy that privilege. Some examples of student behaviors that may cause a loss of this privilege include but are not limited to possessing/distributing or using drugs/alcohol/excessive vaping on campus, sexual harrassment, bullying, disrespectful conduct, etc. Students who have not paid fines will not be allowed to walk at graduation. This ceremony is a formal event

that celebrates the accomplishments of the entire class. Any disruptive behavior will result in the removal of the students and/or guests. Students **must be** at the graduation practice, on time, and/or be excused by a member of the MHS Administration. If a graduate is not at practice without permission, he or she will not be allowed to participate in the graduation ceremony. The graduation practice will be scheduled and announced several times to ensure that all graduates are aware of practice location and times.

## **General Policies**

1. "Honesty and integrity are the hallmarks of good character and are expected from everyone. Dishonesty in any form, including cheating and plagiarism, is wrong and will not be tolerated." Cited from Lathrop, Ann and Foss, Kathleen. *Student Cheating and Plagiarism in the Internet Era*: Libraries Unlimited, 2000.
2. A teaching staff member is available to help individual students with their difficulties during the teacher's unscheduled time, before, and after school. Teachers may, if necessary, assign a student to a study area during his/her unscheduled time.
3. Classes will begin and end on time. Students are not to be in the halls except between periods during the passing time, if, for any reason, a student has to be in the halls during a period, the student must have a current pass from his or her teacher. There shall be no student loitering.
4. Teachers have the same authority over pupils' conduct on school-sponsored trips as they do at school. Students' conduct on a field or activity trip is expected to conform to the same standards as in the classroom.
5. Students will not be called to the telephone during classes except for an extreme emergency. Emergency calls going through the office will be screened and made by the secretaries. Phone calls may be made only in the office during passing time and during the student's lunch shift.
6. A lost and found department is maintained in the Principal's office. Items not claimed will be given to a local charity as selected by the Student Senate, or discarded during the summer.
7. Students leaving the district who request transcripts must have all school debts paid before the Principal's office can comply with the student's request.
8. Special deliveries to students (flowers, candy, balloons, etc.) at school are discouraged. They will not be delivered to the student(s) until the end of the day. The school assumes no responsibility for the delivery of such items.
9. The young children of students are considered as visitors to our school and should be approved prior to being brought to school by the parents. The bringing of children to school by teen parents is discouraged, due to the potential disruptions to the learning environment and the possible health hazards to the child.

### **Calendar:**

The school activities calendar is available on the district's website at:

[http://www.moberly.k12.mo.us/Forms/District\\_Calendar\\_2022-2023.pdf](http://www.moberly.k12.mo.us/Forms/District_Calendar_2022-2023.pdf)

### **Food, Candy, and Soda:**

No food, candy, or soda will be allowed in the Computer Lab, Auditorium, or Gymnasium. All food and candy must be eaten in the Cafenadium. Students and teachers are responsible for this privilege. Abuse of this privilege or lack of responsibility will result in loss of privileges. If you make a mess, clean it up.

Only water will be allowed in carpeted areas. **No food or drink will be allowed outside of the cafenadium at MHS.** If a student brings his or her own breakfast or lunch, it may only be eaten in the cafenadium.

### **Recording by Students:**

The Moberly School district prohibits the use of visual or audio recording equipment on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts, and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal

### **Secretive Recording or Transmission:**

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that the recording equipment is present or being used, unless the superintendent or designee determines in rare circumstance that such recordings are necessary for educational or security reasons. The district prohibits simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

### **Cellular Phones, Smart Watches and Audio Visual Devices:**

With the district giving all students access to Chrome books, possession of personal electronic devices while at school not only increases the potential for theft to occur, but they also have the potential of being very disruptive. Students are discouraged from bringing their own devices to school. Students who disrupt the school or classroom through the use of cellphones/smartwatches/audio-visual devices or use them for inappropriate activities will be dealt with through the disciplinary process and are subject to having their devices confiscated. Please see the Level Two Misconduct page. **Cell phones/smartwatches/audio visual devices must not be on the students' person during the school day; this will result in a discipline issue.** If a cell phone, smart watch, or audio visual device is on the student's person or is heard (i.e. ring, alarm, vibration) during the school day; it will result in a cell phone violation and will be subject to the Student Code of Conduct. While it is preferred that plans occur before the school day, we are aware that emergencies occur. When it is absolutely necessary, parents may still communicate with their student by calling the front office and we will get messages to the student. Please be aware that messages after 2:00 p.m. may not be delivered in a timely manner.

At no point will the use of cellphones/smart watches/devices or audio devices be allowed during any time of the school day. Students will keep their devices in their school locker or in their vehicle during school hours.

1. Cell Phone/ audio device usage violation.
  - a. First Offense- Cell Phone/smartwatch/audio device to office, parent pick up, & Saturday Detention;
  - b. Second Offense- Device to office, parent pick up, 2 Saturday Detentions, and device check-in for 2 weeks
  - c. Third Offense- Device to office, parent pick up, 1 day ISS, social probation, & device check-in for 1 month
  - d. Subsequent Offenses- additional consequences could also be added but not limited to loss of hallway privileges, parking privileges, detention, ISS or OSS.

All electronics brought to school will be at the student's own risk. Moberly High School is **NOT** responsible for loss or theft of these items while on school property.

### **Distribution of Non-Curricular Student Publications:**

1. **Guidelines** - Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except those which:
  - a. Are obscene to minors;
  - b. Are libelous;
  - c. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools);
  - d. Advertise any product or service not permitted to minors by law;
  - e. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin);
  - f. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
  - g. All students are prohibited to distribute on school premises any material in categories (E) and (F) to a substantial number of students.
2. **Procedures** – Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or his or her secretary 24 hours in advance of desired distribution time, together with the following information:
  - a. Name and phone number of the person submitting request;
  - b. Date(s) and time(s) of day of intended display or distribution;
  - c. Location where material will be displayed or distributed;
  - d. The grade(s) of students to whom the display or distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.



Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provision in Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his/her secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material as to why distribution of the written material is appropriate.

3. **Time, Place, and Manner of Distribution-** The distribution of written material shall be limited to a reasonable time, place and manner as follows:
  - a. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of the activity.
  - b. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school.
4. **Definitions** – The following definitions apply to the following terms as used in this policy:
  - a. “Obscene to minors” is defined as:
    - i. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
    - ii. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to who distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
    - iii. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors. “Minor” means any person under the age of 18.
  - b. “Material and substantial disruption of a normal school activity is as follows:
    - i. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
    - ii. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays, and concerts, and lunch periods), “material and substantial disruption” is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- a. “School activities” means any activity of students sponsored by the school and includes- by way of example, and not by way of limitation- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
  - b. “Unofficial” written material includes all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards, and underground newspaper, whether written by students or others.
  - c. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation, or to lower him or her in the esteem of the community.
  - d. “Distribution” means circulation or dissemination or written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school, which are generally frequented by students.
5. **Disciplinary Action** – Distribution by a student of unofficial written material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

**District Property:**

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation, or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy, **(BOE KK)**.

Destruction or defacement of school property is grounds for suspension. Payment for replacement, repairs, and labor is expected by the person or persons responsible for destruction or defacement (i.e. gum on carpet).

**Hallpasses:**

Being in class is critical to learning thus hallpasses should be used only when it is critically essential. In order to leave the classroom, students must fill out an eHallpass and receive approval by the classroom teacher. Students who leave the class without permission or an eHallpass will be considered out of assigned area and subject to the disciplinary process.

**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.

**General:**

In order to promote a safe learning environment for all students, the Moberly School District No. 81 prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

**Definitions:**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

**Locker Assignments:**

Lockers will be issued to all students. Do not share your combination with anyone else. Lockers are the property of the school district, and school officials reserve the right to search lockers at any time when there is a reasonable need to do so. Lockers should be maintained in a neat manner. No open food or drinks will be allowed to be stored in the lockers, and the display of vulgar or unsightly pictures in lockers is not permitted.

**Lunch Time:**

Each student will be scheduled for one daily lunch period. All students will eat in the cafeteria either purchasing a lunch or bringing lunch from home. **No student will be allowed to leave the building for lunch or have food delivered by a fast food establishment.** Students are expected to eat at their assigned lunch period. The cafeteria supervisors may use their discretion for approving or denying student requests to leave the cafeteria during lunch periods. **Visitors WILL NOT BE ALLOWED TO EAT LUNCH WITH STUDENTS.**

Each student has the responsibility of keeping the cafeteria clean. Students are to return trays to the tray chute and place wrappings in trash containers. **Students are not to take food or drinks out of the cafeteria.** Students who continuously disregard the rules of the lunch period may be placed in the alternative classroom during lunch. Exceptions will be made only by the Principal or Assistant Principal.

**Cheating/Plagiarism:**

At Moberly High School, academic and personal integrity is the foundation for a strong academic community. One of the ways staff and administrators expect students to demonstrate academic integrity is by avoiding cheating/plagiarism.

At Moberly High School plagiarism is defined as:

- a. The failure to produce original work;
- b. Theft (unintentional or intentional) of another person's work;
- c. Claiming another's work as your own;
- d. Allowing someone to copy your work;
- e. Paraphrasing without citing original source(s);
- f. Copying from internet source(s) or websites;
- g. Purchasing or receiving a paper from an outside source; and/or
- h. Presenting facts or ideas without giving proper credit to the original author.

**Student Charges:**

Chromebooks will be issued to all students with an insurance fee. (see chromebook handbook) Textbooks will be furnished by the district without charge to the student. In some cases, a student may want to purchase paperbacks used in some classes. Textbooks furnished by the Moberly School District are on a loan basis. Students will be charged for damaged or lost books.

Students are responsible for all items such as locks, books, equipment, etc. loaned to them by the school. These items must be returned on time and undamaged. Charges will be assessed on items loaned to students that are returned damaged or are lost.

Students will be required to take care of all their current fines before graduation. Sponsors will provide a list of those students still owing money to help facilitate the payment of these fines.

**Students who owe fines may lose privileges to attend extracurricular activities such as athletic contests or dances (ex. Prom/Homecoming dances.)**

**Special Student Areas:**

Alternative Classroom:

Students who have their unstructured or class time taken away because of infraction of rules regarding conduct may be assigned to this area, either for full days, as in the case of in-school suspension, or for single class periods from specific classes. Students assigned to this area are expected to bring reading material or other assigned work with them.

Counseling Center:

The Counseling Center, located in the counseling office, serves many purposes. It is the office for the school counselor's secretary (registrar). Students wanting to talk with one of the counselors should go to this area, and the secretary will see that you see the counselor immediately or make an appointment for a meeting at a later date. The Career Center contains many of the guidance materials used by students or faculty members. Some of these materials are:

1. Course catalog and course offering lists of MHS.
2. College materials such as catalogs, financial aid information, applications form, etc.
3. Computer software for practice testing with the ACT and MO VIEW Career Choice.
4. Printed materials on occupations and careers.
5. Military information.
6. Materials on trade and technical schools.

The room will also be used by visitors to the school such as: college representatives, military recruiters, vocational rehabilitation counselors, Upward Bound instructors, and many others. Students are invited and encouraged to make use of the materials available to them in the Career Center.

**Instructional Materials Center – (IMC - library):**

The IMC is responsible for managing the 1:1 Chromebook distribution. Students should make sure they are familiar with all policies related to the use of their Chromebooks, including reporting lost or damaged devices. See the Chromebook handbook for more information.

1. Enter and leave as quietly as possible.
2. No phones are permitted to be out and in use without permission of library staff.
3. Students are to be seated with feet on the floor and must sit appropriately in all library furniture.
4. Please deposit trash in the containers provided. Please use the recycle bin for paper.
5. All materials taken from the stacks must be checked out from the library's staff. Students should have their IDs available for checkout.
6. Eating is restricted to the cafeteria. No candy, suckers, etc. are allowed in the IMC. Bottled water is allowed in the IMC. No other drinks are permitted.
7. Standard items are checked out for three weeks.
8. Reference and reserve items are available for overnight checkout. Items must be returned by first period on the following day.
9. Students coming to the IMC from classrooms must have a teacher signed pass and must sign in at the front desk.
10. Students are allowed to print at no charge school assignments that are typed by the student or anything that is part of a final project that will be submitted for a grade (e.g. a picture). To save paper, pictures and text from web pages should be copied into a separate document that can then be printed.
11. Students may not print entire web pages or entire articles. Research articles can be saved and or emailed to the student for later reference. Ask the library staff for assistance with saving articles.
12. Charges for damaged or lost books will be placed on student fine lists.
13. The IMC reserves the right to charge a per day late fee for all overdue materials.

**Music Area/Science Labs/Auditorium:**

1. Students are not allowed in these areas without the instructor's permission.

## Organizations

### **National Honor Society:**

NHS selection will occur in the spring semester of each year. Students must have completed three semesters to be eligible for NHS. All Moberly High School students who are in the tenth, eleventh, or twelfth grades and have at least a 3.5 cumulative GPA are issued an invitation to apply for membership in NHS. Students who choose to return the completed invitation are rated by the entire faculty on a one-to-four-point scale concerning the four qualities held in high esteem by NHS: scholarship, service, leadership, and character. Faculty members are also encouraged to comment on the previously mentioned qualities.

Using these ratings and comments, a faculty council of instructors chooses the new NHS members, who become full members as soon as the results are announced. Those students not selected are encouraged to re-apply at the next evaluation.

A student, who exercises the quality of leadership, successfully holds offices or positions of responsibility, conducts business effectively and efficiently, demonstrates reliability and dependability, shows academic initiative, and inspires positive behavior in others. A student who exemplifies the quality of service willingly undertakes actions that are done with or on behalf of others without any direct financial or material compensation to himself, or herself. A student of character demonstrates the qualities of respect, responsibility, trustworthiness, fairness, care, and citizenship.

The following outlines the procedure for students to be accepted into the National Honor Society:

1. Students fill out applications;
2. Applicant Rating Form goes out to each teacher to be rated and commented on.
3. Applicant Rating Form is tallied based upon scores from 0-4, a score of 4 being the highest, and a score of 0 is the lowest.

Applicants are scored in three areas: Character; leadership, and service

These factors are to be considered by the faculty when evaluating applicants. All activities that are school related, athletics, behavior in hallways/lunchroom, and classroom.

Teachers also need to rely on observations of students interacting with other teachers and other students in their evaluation process.

1. Applications are then discussed and voted on by a Faculty committee.
  - a. The factors considered are: Application, scores in each category, teacher comments, and council comments.
2. Students receive letters of acceptance or denial.
3. The appeal process may then be invoked and reviewed by the Administration. Students must request a meeting with the chapter advisor and assistant principal to discuss the reason for denial. After this meeting students may choose to continue with the appeal by writing a letter to the Principal stating their reasons for the appeal. Appeals must follow NHS guidelines which state students appealing the decision of the faculty council are only appealing whether or not the selection process was followed according to NHS bylaws, not the judgment of the faculty council.
4. Once students are accepted they will have an Induction Ceremony to officially become members of the organization.

Membership in NHS does not guarantee the receiving of graduation cords. Receiving cords for graduation is earned through the continual efforts and work of each student. Listed below are the requirements for the NHS cords. All requirements must be met for the student to receive graduation cords. Due date is set by chapter advisor in late April of the student's Senior year.

1. Gold Cord (Basic Cord)
  - Pay dues of \$15 per year in NHS = \$30 total (for 2 years)
  - Attend 1 fundraising event per year in NHS = 2 total (for 2 years)

- Attend 1 trash clean ups per year in NHS = 2 total (for 2 years)
  - 8 hours of community service per year in NHS = 16 total (for 2 years)
2. Blue Gold Twisted Cord (Upgraded Cord)
- Pay dues of \$15 per year in NHS = \$30 total (for 2 years)
  - Attend one fundraising event per year in NHS = 2 total (for 2 years)
  - Attend 2 trash clean ups per year in NHS = 4 total (for 2 years)
  - 12 hours of community service per year in NHS = 24 total (for 2 years)
3. NHS Student of the Year Medallion is an honor for one NHS student per year who continually showcased the four pillars of National Honor Society. The rubric is as follows:
- i. 25 pts. = NHS Officer
  - ii. 15 pts. = NHS Scholarship Recipient
  - iii. 5 pts. per Trash Pick-Up Attended
  - iv. 5 pts. per Fundraising Event Hour Attended
  - v. 1 pt. per Service Hour

**Student Government:**

The Moberly High School student governing body is the Student Senate. The Senate is made up of six elected representatives from each class, along with two additional student body representatives. Activities for the Student Senate include school spirit projects, various dances and related activities throughout the year, organizing the student election process and acting upon proposals, and resolutions brought before the student governing body.

## Scheduling Procedures

**Grades and Credit:**

The following policy will be followed concerning student grades and credit:

1. Students dropping school prior to graduation should see their guidance counselor and follow proper procedure required to officially drop.
2. Students dropping school prior to the end of a semester will receive no credit.
3. Students transferring to Moberly High School from another school after a semester has started will not lose credit.
4. Students not currently enrolled in any school, but enrolling at Moberly High School after a semester has been in session for four weeks or more will not receive credit for that semester.
5. Any student sixteen years of age or older who plans to transfer from Moberly High School to a high school outside the Moberly School District must see his or her counselor so that proper preparations can be made. All books must be returned and money owed the school must be paid before a copy of grades earned can be sent to the receiving school.
6. Students may be dropped from school because of excessive absences and will receive no credit for the semester in which they were dropped.
7. Students can only audit a class if they have taken the course previously for credit. Some courses require teacher approval.
8. Students at Moberly High School cannot take a dual credit course for college credit without getting high school credit.

**First Semester Schedule Changes:** Changes will be made prior to the beginning of school during the week of schedule changes. Students needing to change their schedules after that week and before the first day of classes, must arrange a conference with a parent, counselor, and administrator. No schedule changes will be made on or after the first day of school (exceptions will be made on a case by case basis – with exceptions for CIE/work related issues) without principal permission.

**Second Semester Schedule Changes:** Changes will be allowed up to the last day of first semester. Teacher recommendations will be considered before schedule changes are approved. The following guidelines will be followed in dealing with all schedule change requests:

1. Schedule changes will not be made for the purpose of changing teachers or rescheduling assigned time.
2. Students must be enrolled in at least six units of credit if an elective course is dropped. The student must also carry at least three full credits each semester.
3. Students are not added or dropped from courses until all proper forms have been completed, signed, and returned to their counselor.
4. The guidance office will notify teachers when students have officially been added or dropped from courses.

**Drop Date:**

After five school days in a semester, students will not be allowed to drop a class.

Rationale: Five school days allows students to get a feel for the class, the coursework, and rigor.

**Early Release Program:** Students are required to be enrolled for a minimum of six units of credit at all times, unless prior approval is granted by the principal. The Missouri State Education Department requires a student to be enrolled four years in an accredited high school before a diploma can be granted. There are certain exceptions to this requirement of four years' attendance. Exceptions are as follows:

1. Students must have completed the minimum units of credit required by State Department of Education and any additional units required by the local Board of Education.
2. Students must have a special need to leave high school in less than four years and must have an appropriately planned educational experience in college, vocational school, or an approved apprenticeship on-the-job training for the remainder of the four years.
3. Students meeting the above conditions to the satisfaction of school officials may be permitted to leave school before completing four years (but not less than three years) attendance if the school officials feel it is in the best interest of the students, school, and community. A transcript shall be given to each student showing the credits earned and the conditions under which a diploma will be granted in the future.
4. Students successfully completing the approved planned educational experience (as outlined above) shall be eligible to receive their high school diploma with their graduating class.

Moberly High School students must have 24 units of credit, finished their 11<sup>th</sup> year, and completed an application showing their special need to leave high school in less than four years as specified in #2 above. The application will be reviewed by a special committee made up of the Moberly High School principal and counselors. If the request is granted, the student will be given a contract setting forth conditions that must be followed by the student.

If the contract terms are not followed, the student will not receive his or her diploma. Students must make arrangements with their counselor during their sixth semester if they plan to be released the seventh and eighth semesters. Students who plan to be released at the end of the seventh semester must make an application by the first day of the prior semester of the time of release. A student accepted in the release program will not be eligible for a diploma until the end of the eight semesters and completion of all other requirements. Students who go through the early release program will not be allowed to attend or participate in student dances or attend extracurricular activities.

Students participating in the early release program may elect not to participate in the commencement exercises since some may be attending college or trade schools outside the Moberly School District. Those who do wish to participate will be expected to attend all practice sessions and fulfill other requirements.

## Student Code of Conduct

The Moberly School District believes that schools have been established for the education of the individual and the improvement of society. The district also believes that one of the major functions of our schools is the preparation of youth for citizenship in our community and nation. Self-discipline and the acceptance of individual responsibility are important phases of this preparation. It is the objective and policy of the Moberly Public School District to recognize, preserve, and protect the individual rights of all students and yet, at the same time, to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient, and continuing school program. Therefore, discipline and structure are necessary standards for maintenance of an atmosphere where orderly learning is possible and encouraged.

All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, or on any property of the school, on any school bus going to or returning from school or school activities, and during school-sponsored activities. The principal is authorized and directed to develop rules and regulations consistent with policies, rules, and regulations approved by the Board of Education and disseminate them each year to students and/or parents.

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting an effective instructional program in the school. Acceptable behavior is based on respect for oneself and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and school.

In order to fulfill the responsibility of the school, it is necessary that each activity is conducive to learning. Standards of student conduct are established by the Moberly School District Board of Education to create an environment in which each student's right to learn is protected. Students are expected to attend school punctually and regularly, to obey all the rules and regulations, to obey all directions and requests of staff, to observe good order and correct deportment, to be diligent in study, to be clean and tidy in person and attire, to be obliging to others, to refrain from the use of profane or improper language and to refrain from the use of tobacco, illegal drugs, controlled substances and alcoholic beverages while on school premises or under school supervision. Students and parents will be notified of rights and responsibilities, including standards of conduct, through handbooks distributed annually.

The Board believes that most individuals wish to obey the rules and the expectations of a higher authority, and that they will exhibit self-discipline when rules and expectations are made known to them. School age students are no exception. The District's discipline procedures shall serve both to clarify the Board's expectations of students as well as define the deterrents and disciplinary action 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 within our schools. However, no student will be allowed to habitually disrupt the learning environment.

The Student Code of Conduct is designed to foster student responsibility and respect for the rights of others and to ensure the orderly operations of the school. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses, which, if committed by a student, will result in the imposition of a specific consequence is up to the discretion of the administration, even where the Code of Conduct contains a range of punishment, in the event that the administration believes that a different or alternative consequence is warranted in its judgment to preserve the good order and discipline of the High School and to promote student morale. Any conduct not included herein, or an aggravated circumstance of any offense, or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. Refer to Board of Education policies: JFCJ, JFG, JFH, JG, JG-R, JGA, JGB, JGD, JGE, and JGF.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG, JG-R(1), JGA-2, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year or at the time of student enrollment and will be available in the superintendent's office during normal business hours.

**Disciplinary Consequences and Notification:** Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching/learning situations in all classes and activities in which they participate under the sponsorship of the school. All school district personnel responsible for the care and supervision of the students are authorized to hold every student strictly accountable for any disorderly conduct in violation of the standard of school conduct. The discipline authority, standard of conduct, and consequences of volatile conduct administered by district personnel as described in this handbook shall apply equally to students: A) in school; B) on any property of the school, or contiguous to school property; C) during any school-sponsored activities, including on any school bus going to or returning from school, or any school-sponsored activities; or during intermission or recess periods (refer to policies JFCC and JGA). Students may be disciplined for violations of school district policies, building handbook rules, or classroom policies. Students receiving administrative discipline will be given a copy of the disciplinary actions involving out-of-school suspension; an attempt will be made to contact the parents by phone. When a student is sent to the office for disciplinary action, the administrator has the option of following the disciplinary consequence outlined in this handbook or administering other disciplinary action as deemed appropriate. Failure of the student to come to the office on request may be deemed insubordination and be cause for out-of-school suspension. All students must secure passes upon leaving and before returning to their classes.



**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.

In accordance with Missouri Safe School Laws, the Moberly School District has adopted the following policy: Seclusion, Isolation, and Restraint in response to emergency or crisis situations: see Board Policy JGGA at <http://www.moberly.k12.mo.us> or call Central Office at 660-269-2600.

**Administrative Discretion:** The building administrators may deviate from policy guidelines when warranted by extenuating circumstances. The administration reserves the right to contact law enforcement agencies and juvenile authorities while dealing with discipline situations. In some instances, due to the severity of a wrongful behavior, the administration may invoke a penalty or consequence at a level beyond the offense.

When disciplinary situations occur that are not specifically defined in the policy, the administration will determine disciplinary action to be taken that is appropriate and in the best interest of the school and the student. The list of disciplinary situations identified are not to be considered as an all-inclusive list of possible conditions that will occur during a school year, as unusual situations invariably arise. It is, rather, meant to be a representative listing to be used as a guideline for administering the building level discipline policy.

**Definition of Discipline:** A process designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by helping to change unacceptable behavior to acceptable behavior.

**Discipline Belief Statement:**

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student:
  - a. Will not be allowed to interfere with the learning opportunities of another student;
  - b. Will not be allowed to interfere with the teacher’s responsibility to teach all students; and
  - c. Will not excuse the misbehaving student from successfully completing the learning objectives.
2. Self-discipline is the expected outcome.
3. Every discipline situation is an opportunity to teach expected behavior.
4. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
5. In the handling of unacceptable behaviors, the focus will be on judging the behavior of the student, not on judging the student.
6. Parents have a responsibility to ensure their children’s behaviors do not take away from a safe and positive learning environment.
7. Corporal punishment will not be implemented at Moberly High School.

**Types of Discipline:** Disciplinary actions implemented by an administrator from the least to most severe are as follows:

As a part of all disciplinary action taken by the school, a conference with a student shall be held giving specific instructions as to school's expectations. Referral to police, juvenile office, or other agencies may accompany any of the following actions at the discretion of the building administrator.

**Parent Conference:** A parent conference is used to inform parents, (either in person, by correspondence, or by phone) of situations that may arise and to ensure that all parties know exactly what the problem is.

**Alternative Classroom:** The Alternative Classroom communicates to the student that his or her behavior in the classroom is unacceptable and at the same time demands that his or her academic progress continue. It is imperative that the teacher communicates to the student the nature of the inappropriate behavior. It is the responsibility of the student to correct their inappropriate behavior. The Alternative Classroom is a disciplinary strategy available to teachers to deal with classroom misconduct. The procedures for use of the Alternative Classroom are as follows:

1. Students are assigned an alternative classroom period by teachers for classroom misconduct.
2. Students will be given an assignment by the teacher to be completed. Students will not be allowed in the alternative class without an assignment.
3. Students assigned three days in the alternative classroom will receive their assignments when they arrive from the supervising teacher.
4. Students are to complete and return the assignment to supervising teacher. Failure to complete and return the assignment during or at the conclusion of the period will result in a "0" for the assignment. Upon completion of the assignment, the student will receive full credit for points earned.
5. Students will not be allowed to leave to go to the restroom.
6. Failure to abide by the alternative classroom rules may result in two days AAEP.
7. The high school administration reserves the right to modify the alternative classroom policy to best satisfy the needs of the students and school.

**Detentions:** Disciplinary strategies used for attendance-type behaviors (specifically tardies or being away from assigned area and certain student misconduct). These detentions are designed to be an entry-level disciplinary response that encourages students to arrive at class on time and prepared to learn.

1. Detentions will be held Monday through Thursday from 2:40 P.M. - 3:40 P.M.
2. Failure to serve a detention will result in one day of AAEP.
3. School activities will **not** exempt a student from serving a detention.

**Detention Expectations:** The following are the expectations for students serving detentions/suspensions:

1. Students are expected to **not put their head down or close their eyes.**
2. Students are expected to work on class work or assignments.
3. Students are expected to stay in their seats.
4. Students expected to be on time to their disciplinary assignment.
5. Students are expected to leave candy, food, sodas, etc. out of the assignment area.
6. Students are expected to be quiet and not talk.
7. Students are expected to serve all disciplinary assignments.
8. Students are expected to follow the Cell Phone/Smartwatch/Audio Device Policy.
9. The administration reserves the right to modify any disciplinary policy to best fit the needs of the students and the school.

**Alternative Academic Educational Placement (AAEP or ISS):** Alternative Academic Educational Placement is a mid-level disciplinary response to improper student behavior. Students are assigned to an isolated area during the suspension period. A student does not attend regularly scheduled classes, but is expected to complete any work assigned in class. While in AAEP, students are not eligible to participate in or attend any extracurricular school events until the final day of their suspension. AAEP will begin at 7:30 and be dismissed at 2:35. Students are to be in their seat by the tardy bell.

1. **Students arriving late will be assigned an additional day of AAEP.**
2. Students are to bring all books and materials for each class scheduled for the day of AAEP – **NO PHONES.**
3. Students are not to disrupt the learning environment in any manner.
4. Assignments are to be turned in the day the assignment is due, along with the assignment sheet, to the supervising teacher. Assignments will not be accepted late. Any deviation from this rule will need to be worked out between the student, supervising teacher, and classroom teacher.

5. Lunch will be served in the lunchroom, or a student may bring a lunch. To be fair to all students, only home-prepared lunches will be acceptable.
6. Students will be allowed a restroom break in the morning and afternoon.
7. Violation of any AAEP rule may result in two days OSS. However, the student will need to complete the AAEP assignment upon returning to school. The supervising teacher may issue a warning if appropriate.
8. Students are not allowed to talk in AAEP. If a student wishes to talk to the AAEP supervisor, he or she will need to raise his or her hand and be recognized.
9. No sleeping is allowed in AAEP.
10. A letter informing the parents will be sent home, or there will be an alternative form of parental communication.

**A three strike policy is used in AAEP. The AAEP instructor will communicate strikes with students and document them. After three strikes the student will be removed from AAEP and sent to the Principal's Office. A student receiving three strikes can receive discipline of up to two days of OSS.**

#### **Saturday School:**

Rationale: Saturday school has been developed to serve as a mid-level discipline response for minor discipline issues (skipping/truancy, tardies, being out of assigned area, possession of cellphones, smartwatches, audio devices, and swearing, etc.).

#### Saturday School Expectations:

1. Detention will be served from 8:00 A.M. -12:00 P.M. at Moberly High School. Students will not be admitted after 8:00 A.M. Students will enter the building through the main entrance.
2. Students are expected to bring something to work on or read (newspapers, books, assignments, magazines, etc. of a suitable nature) during detention.
3. Students will sit and work quietly during detention. Students will only be allowed out of their seats with the permission of the detention instructor.
4. Students will not sleep or communicate with other students during detention.
5. No food or drink will be allowed in detention.
6. Students are expected to follow the Cell Phone/Smartwatch/Audio Device Policy.
7. A three strike policy is used in Saturday detention. The instructor will communicate strikes with students and document them. After three strikes the student will be removed from the Saturday detention and sent home. A student receiving three strikes will be given ISS the following Monday (or first day of the week) and the Saturday detention will be rescheduled. Students are ineligible for extracurricular activities until Saturday detention is made up.
8. Failure to serve a scheduled Saturday Detention will result in a day of ISS, rescheduling the Saturday detention to the next available date, and being ineligible for extracurricular activities until the Saturday detention has been completed.

Moberly High School reserves the right to adjust the rules of detention to best serve the students and the school. Failure to follow these rules may result in additional school discipline.

**Restitution:** Students may have to pay for damage or loss of property.

**Out of School Suspension:** The elimination of a student from the school environment for a specified period of time due to serious violation of school conduct guidelines, or when other strategies have failed to correct the misconduct. During OSS, students are not eligible to participate in or attend any extracurricular events until the day they return to school following the suspension. According to Missouri law, a principal may suspend a student for 10 consecutive days, and a superintendent may suspend for up to 180 days. Only boards of education can expel a student. The student may appeal his/her case in accordance with procedures in the Rules and Regulations of the Board of Education. In all cases of OSS, a parent conference or acceptable parental contact will be required for readmission into the school environment. Out of school suspension may be any of the following depending on the severity of the act:

- a. Two days
- b. Three days
- c. Five days
- d. 10 days
- e. 10 – to superintendent for 30 days
- f. 10 days—recommendation to superintendent for 45 days
- g. 10 days—recommendation to superintendent for 90 days
- h. 10 days—recommendation to superintendent for 180 days
- i. Recommendation to Board of Education for expulsion

#### **Academic Consequences**

Students who are suspended from school will be allowed to earn full credit for finals and major exams taken by appointment outside of school hours during the term of the suspension. Homework may be requested for no credit.

**Randolph County Off-Site Alternative Academic Educational Placement (Off-Site AAEP):**

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. Completing all class-work that has been assigned;
2. Receiving and participating in specialized education dealing with the reasons why students were given OSS;
3. Participating in community service work;
4. Participating in character education.

The following rules are unique to the Off-Site AAEP Program:

1. Students will be allowed to enter the program up to three times only. After the third occurrence the penalty will result in regular OSS;
2. This program will be available to students in other county schools;
3. The Off-Site AAEP program is a regional program and DOES NOT observe Late Start Mondays. Off-Site AAEP School begins every day, including Mondays, at 7:30 A.M.

**Off-Site Alternative Academic Educational Placement is a privilege and is not available for long term suspensions (any suspension beyond 10 days).**

**Social Probation:**

A student may be placed on social probation as an additional result of school discipline. Social probation prohibits a student from attending any school sponsored event after school hours or on weekends. This includes events hosted by MHS and events hosted by another district where the school is a participant. Events include but are not limited to: athletic events, band and choir concerts, school plays, club activities, speech/debate performances, school dances, and graduation ceremonies. A student may still participate in a school activity or athletic event during the probationary period but only under the direct supervision of a staff member, coach, or sponsor. Students placed on social probation will remain on social probation throughout the assigned period of time designated by the building's administration.

Students may be assigned social probation for the following:

1. Accumulating 5 days of AAEP during one semester;
2. Receiving OSS at any time during a semester;
3. Misconduct during extracurricular and other school sponsored events.
4. Excessive late arrival to school/tardies/absences
5. Cell phone/Smartwatches/Audio devices

A student may also be denied the opportunity to participate if he/she is a member of an athletic program or school sponsored organization during the time he/she receives social probation. This action will be at the discretion of the coach or sponsor and based upon team or organizational rules and expectations.

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**Level One Misconducts (Classroom Behaviors That May/May Not Require Referral to the Office):**

Procedures: Teachers will clearly communicate classroom guidelines to the students, preferably by displaying a list of appropriate parameters in classroom. Teachers will conference with the student and inform him or her of the infraction and impending action. Every effort will be made to keep the student in class, and direct contact with parents will be required a minimum of one time before referral to the office for classroom misbehaviors.

**Examples of misconduct:**

1. Not respecting the property of school or others;
2. Using offensive language;
3. Disorderly conduct;
4. Talking without permission;

5. Not being prepared for class;
6. Not following directions of the teacher;
7. School ground disturbance (i.e., hallway, cafeteria, parking lot).

**Progression:**

Upon determination that disciplinary action should be taken, the teacher will choose the appropriate steps:

1. Assign one alternative classroom hour for classroom misconduct.
  - a. Conference with the student and recommend parent conference
  - b. Make arrangements for homework
  - c. Record infraction and action taken
2. Assign three alternative classroom hours for second classroom misconduct.
  - a. Conference with the student and recommend parent conference
  - b. Make arrangements for homework
  - c. Record infraction and action taken
3. Prior to action taken by the building administrator, the teacher will make contact with the parent by phone, written correspondence, or parent conference in order to change behavior.
4. Refer situation to principal to determine appropriateness of disciplinary action.

**Expulsion:**

An expulsion means that the student is removed from school for an indefinite period of time until the student is reinstated by the local board of education. School boards have the authority to immediately remove a student upon a finding by school officials that the school poses a threat of harm as evidenced by prior conduct. Among other things, the board may base its determination on past disciplinary actions taken and the student's criminal or juvenile record. A school board may also suspend a student who has been charged with, convicted of, or pled guilty to a felony criminal violation in a court of general jurisdiction whether or not the violation occurred on or off school premises. In the above-mentioned situations, the board must afford the student a hearing before rendering its decision. State statute requires that a student who has been determined to bring a weapon to school shall be suspended for not less than one year, or expelled, (BOE Policy JE)

**Common Sense Statement:**

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's and school's missions will not be acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. Students are expected to use "common sense" in making decisions about their behavior choices. Discipline is progressive based on the number of infractions.

**Off-Campus Activities:** Off-campus activities/events are considered District events (e.g., basketball game in Columbia, soccer game against Centralia, etc.). School/building rules will be enforced at such events, including all student discipline code provisions. Also, the school 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.

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

**Reporting to Law Enforcement**

It is the policy of the Moberly School District No. 81 to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

**Documentation in Student's Discipline Record**

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

**Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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

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

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

**Academic Consequences**

Students who are suspended from school will be allowed to earn full credit for finals and major exams taken by appointment outside of school hours during the term of the suspension. Homework may be requested for no credit.

**Prohibited Conduct**

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

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

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

**Assault**

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

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

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

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

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

**Bullying and Cyber bullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyber bullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

**Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

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

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

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

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

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

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

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

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

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

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

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

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

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

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

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

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

**Harassment, including Sexual Harassment (see Board policy AC)**

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

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

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

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

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

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

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

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

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

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

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

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

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

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices while class is in session, or while participating in any instructional activity during the regular school day, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. Students must further ensure that their personal electronic devices are turned off completely and stowed away during the time period described above. Students are not permitted to use these devices in offices, staff areas or records storage areas at any time. Students may be subject to additional disciplinary action in the event that the violation of this provision includes other misconduct, such as cheating. Students participating in extracurricular activities may use personal electronic devices as permitted by the activity sponsor/coach, subject to the additional prohibitions below regarding audio and visual recordings.

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

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

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

4. Use of audio or visual recording equipment in violation of Board policy KKB. Students may be subject to additional disciplinary action in the event that the violation of this provision includes other misconduct, such as bullying, discrimination or harassment. Students who transfer, distribute or post photographs or videos taken in violation of policy KKB may also be subject to school disciplinary action and exclusion from extracurricular activities.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
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**Theft** – Theft, attempted theft or knowing possession of stolen property.

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

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

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

**Tobacco/Vaping**

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

First Offense:	Confiscation of prohibited products. Principal/Student conference, in-school suspension, Saturday School, and/or 1-180 days out of school suspension. The student will be required to complete the A.S.P.I.R.E program before returning to the regular classroom. Contact with the Juvenile Office will be made.	<ol style="list-style-type: none"> <li>1. 5 days of OSS, Saturday School to begin working on ASPIRE education piece, ISS until ASPIRE is completed, contact with JO.</li> <li>2. 7 days of OSS, Saturday School to begin working on ASPIRE education piece, ISS until ASPIRE is completed, referral letter to JO</li> <li>3. 10 days of OSS, Saturday School to begin working on ASPIRE education piece, referral letter to JO</li> <li>4. 10+ days of OSS, Saturday School to begin working on ASPIRE education piece, referral letter to JO</li> </ol>
Subsequent Offense:	Confiscation of prohibited products. In-school suspension, Saturday Detention, and/or 1-180 days out-of-school suspension. The student will be required to complete the A.S.P.I.R.E program before returning to the regular classroom. A referral letter with the Juvenile Office will be made.	

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

First Offense:	Confiscation of prohibited products. Principal/Student conference, in-school suspension, Saturday School, and/or 1-180 days out of school suspension. The student will be required to complete the A.S.P.I.R.E program before returning to the regular classroom. Contact with the Juvenile Office will be made.	<ol style="list-style-type: none"> <li>1. 5 days of OSS, Saturday School to begin working on ASPIRE education piece, ISS until ASPIRE is completed, contact with JO.</li> <li>2. 7 days of OSS, Saturday School to begin working on ASPIRE education piece, ISS until ASPIRE is completed, referral letter to JO</li> <li>3. 10 days of OSS, Saturday School to begin working on ASPIRE education piece, referral letter to JO</li> <li>4. 10+ days of OSS, Saturday School to begin working on ASPIRE education piece, referral letter to JO</li> </ol>
Subsequent Offense:	Confiscation of prohibited products. In-school suspension, Saturday Detention, and/or 1-180 days out-of-school suspension. The student will be required to complete the A.S.P.I.R.E program before returning to the regular classroom. A referral letter with the Juvenile Office will be made.	

**Truancy or Tardiness (see Board policy JED)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

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

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

**Weapons (see Board policy JFCJ)**

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

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

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

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

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

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

**Due Process:** Students have a right under Missouri law to attend school. If that right is to be taken away, the school district must follow certain procedures designed to ensure fairness in that decision. If the suspension is 10 days or less, the student will be given an oral or written notice of the charges. If the student denies the charges, he or she will be given an oral or written explanation of the facts that form the basis of the proposed suspension and be given an opportunity to present his or her version of the incident.

**Student Dress Code:**

The Moberly Public School District encourages all students to dress 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:

- a. Disrupt the educational process;
- b. Constitute a health or safety hazard;
- c. Promote the proliferation of gang-related activity; and/or
- d. Violate civil law or district policy.

The school administration recommends that each student be well groomed (clean and neatly dressed) at all times. Recognizing that some students will abuse dress privileges, the following limitations will be enforced.

- 1. **Extreme brevity of attire will not be acceptable.** Examples of clothing NOT allowed: low cut tops, bare-midriff clothing (upon raising arms, the student's midriff is exposed), halter-tops, off the shoulder shirts, spaghetti straps, and tube tops (unless covered by appropriate outer garments), etc. All shirts must cover the waistband. Short dresses, short skirts, short shorts or cut-off shorts worn in such a manner as to promote inappropriate exposure. No armpits or undergarments may be showing.
- 2. Hoods (hoodies), bandanas, sunglasses, and hats shall not be worn within the school and are to be removed upon entering the building. A hat being worn in the building before 2:35 pm will be taken to the front office where it can be picked up after the last bell for the day
- 3. Forms of clothing or accessories that must not be worn at school:
  - a. Advertisement of alcohol, tobacco, drugs, and other types of controlled substances;
  - b. Symbols that cause an educational disturbance
  - c. Inappropriately suggestive;
  - d. Demeaning to others;
  - e. Profane or obscene; and/or
  - f. Specifically related to gang-type activity.
  - g. No wallet chains.

Any time a teacher or student observes a student who is dressed in such a way that the educational process is being disrupted; the teacher will first ask the student to correct the issue; if that does not correct the issue the student will be referred to the building administrator, who will make the final determination as to the appropriateness of the student's dress. Students who wear inappropriate clothing will have the option to change or spend the rest of the day in AAEP.

**Privileges Concerning School Discipline:**

The District has the authority to control student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities, and for conduct away from school or in non-school activities which affect school discipline. Students forfeit their right to a public school education by engaging in conduct prohibited in the MHS discipline code and related provisions. Disciplinary consequences include but are not limited to withdrawal of school privileges (athletics, student clubs and activities, school driving and parking, and school social events).

**Possession/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 or over-the-counter medication during the school day must check them in at the nurse's office for safekeeping. Student 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 District 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.

The district may require a student to submit to a drug test or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. (Board Policy JFG and JFCI).

#### **Possession/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 eighteen or older (refer to discipline policy).

#### **Possession/Use of Weapons:**

The safety of all students and faculty members within our school is of utmost importance. Consequently, the possession or use of unauthorized weapons at school will not be tolerated, and students doing so will be subjected to the existing discipline policy. Weapons are defined as any object which may be used to inflict bodily harm upon others, such as any firearm, knives, brass knuckles, etc. Students who choose to use weapons in school or school functions by brandishing or displaying them in a threatening manner or actually harming another may be referred directly to the superintendent of schools for disposition. Possession of firearms on school grounds may result in suspension of up to one year in length.

Weapon examples are as follows: firearm, knife, brass knuckles, blackjack, explosives, explosive weapons, gas gun, a projectile weapon or any implement that is used to harm another student or staff person.

## **Technology Usage**

#### **Internet/Network Usage Agreement:**

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

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 of 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. The district requires staff members to maintain professional boundaries with regard to all electronic communications with students. (BOE Policy GBH)

The school district is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or 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 for this use. 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 student.**

For a complete copy of the district technology policy, refer to the Moberly Schools home page at <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. The district is committed to teaching students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse. (BOE Policy IGAEB)

Students are only to be on computers designated for student use. This does not include computers designated for staff members. All users must respect and adhere 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 society.

**Student Technology Discipline Guide:**

<b>OFFENSE</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>Repeated</b>
Sharing login information/signing in under another student’s login	Computer restriction-3 school days	Principal detention and computer restriction 5 school days	1 AAEP and computer restriction for 15 school days
Attempting to evade school filtering	Principal detention and computer restriction for 30 school days	1 AAEP and Computer restriction- 60 school days	2 AAEP and Computer restriction 90 school days
Instant Messaging, blogging (not under teacher direction), chatting	Computer restriction-3 school days	Principal detention and computer restriction 5 school days	1 AAEP and Computer restriction for 15 school days
Pornographic or inappropriate pictures	3 AAEP/Computer restriction-90 school days	3 OSS/Computer restriction-180 school days	5 OSS and Permanent computer restriction
Pornographic acts	5 OSS/Computer restriction-90 school days	10 OSS/Computer restriction-180 school days	10 OSS+ Referral to Superintendent. Permanent computer restriction
Misuse of district provided e-mail or login for threatening, cyber bullying, misrepresentation, or monetary gain	5 OSS/Computer restriction-90 school days	10 OSS/Computer restriction-180 school days	10 OSS+ Referral to Superintendent. Permanent Computer restriction
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 Superintendent/ Indefinite Computer restriction	

**Chromebook Procedures**

Chromebooks will be provided by the district for each student to use for their course work. A \$20.00 fee will be charged that will cover a one time incidental damages to the student’s Chromebook. Students are expected to bring their Chromebooks to school and class each day charged. Students who do not bring their Chromebook to school will follow the disciplinary sequence below.

- 1-4: Warning
- 5-6th: 1 detention each
- 7-8th: 2 detentions each
- 9-10th: 3 detentions
- 11+: Saturday Detentions or Administrative Discretion

Any damages or issues occurring with a student’s Chromebook will need to be reported immediately to the librarian. A loaner Chromebook will be issued while repairs are being made. Loaner Chromebooks will need to be returned when repairs are completed before the student may get their student issued Chromebook back. If the loaner is not returned there will be a \$250.00 charge to the student’s account, which will be paid before the student can receive their student issued Chromebook.

Students will need to return their Chromebooks at the end of each school year or if they withdraw/transfer from Moberly Public Schools. Failure to return the Chromebook on time will result in a \$250.00 charge on the students account.

\*\*Misuse of the Chromebooks will follow the Technology Agreement.



## Transcripts

A student's cumulative record is a private document entrusted to the care of the administration of the school district. The following guidelines are established in honoring a request for copies of an individual's records:

1. The guidance secretary/registrar will handle all requests, preparation, disposal, and recording of requests on the transcript.
2. Business establishments and/or prospective employers may receive a student's transcript upon the student's request. A transcript release form must be signed by the student before the transcript will be sent.
3. A student's transcript is available to the student, but shall be designated as unofficial.
4. Each transcript request must be recorded on a student's cumulative record in one of the following areas: record entries, withdrawals, re-entries, and transcripts sent or received area, or miscellaneous area, or same.
5. Students must have all school debts paid before transcripts will be sent.
6. Following graduation from Moberly High School, each graduate will be obligated to pay \$5.00 for each transcript requested.

**MHS will be closed during the month of July. Students will need to request their transcripts be sent out before July 1 or after July 31.**

## Transportation Policy

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

### **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 promote safe and efficient student transportation.
3. Support efforts to improve school bus safety.
4. Communicate safety concerns to school administrators.
5. Assist their children in understanding safety rules and encouraging them to abide by the rules.
6. Support safe riding practices and reasonable discipline efforts.
7. Understand that students who ride school buses must obey all laws, rules, and regulations governing student transportations. 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.
8. Recognize their responsibilities for the actions of their children.
9. 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.
10. 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 safety from a designated school bus stop.
  - d. Helping the bus driver to teach their children proper procedures for safely crossing the roadway before loading and after leaving the bus.
  - e. Supporting emergency evacuation procedures as prescribed by state law, rules, and regulations, and District rules and regulations.
11. Respect the rights and privileges of others.

12. 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.
13. 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 that 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.
9. School District policies and procedures pertaining to drugs, alcohol, tobacco, controlled substances, unauthorized prescriptions, and weapons or look a-like weapons are in effect at the bus stop and on the bus.
10. Other items not permitted on the bus are breakable containers, skateboards, scooters, roller blades, ball, 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. Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school or by school transportation personnel.
13. No gum or candy is allowed.
14. Students must cooperate with the driver to keep the bus clean. Excessive trash is a safety hazard for all riders.
15. Sexual misconduct, harassment, bullying, or threats to students, staff, or driver will not be tolerated.
16. At the end of the school day, students must board the bus at their home school. They cannot walk across campus to board at another building.
17. Once a student gets on a bus, the student is to remain on the bus until his or her assigned bus stop. Once a student gets off a bus, he or she will not be allowed back on the bus unless a serious safety issue arises.
18. Fighting and assault cannot 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:**

Student Misconduct	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
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Possession of any illegal substance, paraphernalia, controlled substance, drug (other than epi-pen, when approved in advance by the principal), drug and/or alcohol (in any amount)	Loss of bus privileges and school discipline per the Level 2 Misconduct page		
Not in assigned seat, out windows, eating or drinking, talking loudly, yelling, and or making distracting noises	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Conduct resulting in safety issues	5 days loss of bus privileges	10 days loss of bus privileges	Loss of bus privileges
Horseplay, and or disruptive and disrespectful conduct	1 day loss of bus privileges	3 days loss of bus privileges	5 days loss of bus privileges
Harassment and/or bullying	5 days loss of bus privileges and school discipline	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Obscene and unacceptable language, gestures, or signs on the bus or bus stop	Warning	5 days loss of bus privileges	10 days loss of bus privileges
Sexual contact	Loss of bus privileges and school discipline		
Weapons as defined in handbook	Loss of bus privileges and school discipline		
Obscene and unacceptable language, gestures, or signs at driver, threat to driver	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline	
Tobacco possession	5 days loss of bus privileges and school discipline	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline
Aggressive physical contact/Fighting	Loss of bus privileges and school discipline		
Throwing an object(s) out of a bus window	Loss of bus privileges		
Vandalism or theft	Loss of bus privileges until restitution made for repairs/replacement and school discipline	5+ days loss of bus privileges and school discipline	10+ days loss of bus privileges and school discipline
PDA including kissing and groping	Warning	3 days loss of bus privileges and school discipline	5 days loss of bus privileges and school discipline
Tobacco use	Loss of bus privileges and school discipline		

**Student Operated Vehicles: The act of driving to school is a privilege. Students that arrive late to school will receive disciplinary action. See pg. 18 & 19 for disciplinary action.**

The school provides bus transportation to all high school students living a mile or more from school. Students who drive to school will park in the parking lots provided by the school. Parking spots will be assigned according to the order that completed registration packets/parking permit applications are turned in. There are only 220 parking spots. Parking tags will have numbers that correspond to your parking spot. All MHS enrolled students who drive to school will park in the two lots on the east side of the building. **Student parking tags will be \$20 per year** (\$10 for second semester only). The tags must be visible and hanging in the car at all times. There will be a \$5.00 replacement fee for lost tags. It is unlawful for students to park on the access roads off the school grounds. **Students are not to park in the MATC parking lot, on the circle drive, sidewalk, access roads, tennis courts, or gym/weight room area at any time.** A student who parks illegally or inappropriately will be warned and asked to move his/her car to a legal parking area. Cars parked illegally may be towed to a legal parking area at the owner's expense if warnings are ignored.

Examples of driving violations would be: high speed, illegal parking, careless and imprudent driving, etc.

Four items will be needed to get a parking pass:

1. Parking permit form from main office with parent signature
2. Proof and copy of insurance policy
3. Copy of driver's license
4. Availability – first come, first serve. When the spots are filled, there are no extra spaces (parking permits will be sold and handed out during registration)

**The act of driving to school for students is considered to be a privilege** by the MHS administration. Students are expected to operate vehicles safely and responsibly. Failure to do so may result in loss of driving and/or parking privileges for up to the remainder of the school year. Penalties for failure to operate vehicles safely are as follows:

- 1<sup>st</sup> infraction = warning
- 2<sup>nd</sup> infraction = 5-day removal of driving privileges
- 3<sup>rd</sup> infraction = 2-week removal of driving privileges
- 4<sup>th</sup> infraction = removal of driving privileges for remainder of the year.

Parking Violations:

- 1<sup>st</sup> infraction = warning
- 2<sup>nd</sup> infraction = 1 detention
- 3<sup>rd</sup> infraction = 2 detentions

Subsequent infractions = Students will be disciplined according to the Student Code of Conduct for defiance/disrespect.

Unsafe Driving:

- 1<sup>st</sup> infraction = warning
- 2<sup>nd</sup> infraction = 5-day removal of privileges and 2 detentions
- 3<sup>rd</sup> infraction = 10-day removal of privileges and 1 day AAEP
- 4<sup>th</sup> infraction = Removal of driving privileges for the rest of the year and 3 days of AAEP

Rationale: There is a different level of safety concern between a parking violation and unsafe driving. Most parking violations occur when a student is late for school, thus serving a detention is a logical consequence.

Students who are responsible for their own transportation to school will not be excused for arriving late to school. **Students may have their parking pass suspended without refund if coming to school late becomes habitual.** Parental contact will not be a guarantee that student tardiness will be excused. **At no time during the school day may a student leave the building to go to his or her car.** This is considered away from the assigned area. **Excessive tardiness and skipping will result in loss of driving privileges.** Refer to Board Policy JFCC.

## MOBERLY PUBLIC SCHOOLS DISTRICT WIDE POLICIES

### 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 at 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. Refer to Board Policy JO-1.

### **Military Recruiter Access To Certain Information**

The District must release student names and telephone numbers to military recruiters upon their request, unless a parent or eligible student notifies the District in writing that such information may be disclosed only with advance written consent. The District is required to permit military recruiters to have the same access to students as is provided to post-secondary institutions and prospective employers. If a parent or eligible student desires to deny release of information to military recruiters, the high school administrator must be notified in writing each school year. See Board Policy JO-1.

### **Distribution Policy of Non-Curricular Literature/Printed Materials by Students**

All students should notify and have the building administration's permission before handing out any non-curricular literature or printed materials.

### Food Service Program

A breakfast and hot lunch program is provided in all buildings for students in the Moberly Public School District. We encourage all parents/guardians to find out through an application at registration if their child qualifies for free or reduced-price food service.

Eligible students, as determined by appropriate school officials based on guidelines established under the national school lunch program, will be provided nutritionally acceptable meals at no cost or at a reduced cost if they are unable to pay the regular price. The criteria for determining a student's need and the procedures for securing "no-cost" and "reduced-cost" lunches for the student will be outlined and made known each year by the Board of Education. The criteria and procedure are established at the state/federal level.

Applications for "Free and Reduced-Price Meals" may be picked up in your child's school office.

Parents/Guardian may apply anytime throughout the school year for "Free and Reduced-Price Meals."

If required by law, the district will establish a school breakfast program and summer food service program for eligible students or will adopt a resolution requesting a waiver excusing the district from these requirements. Such writing shall be filed with the Missouri Department of Elementary and Secondary Education and shall be valid for a period of three (3) years.

The students who participate in "no-cost" or "reduced-cost" meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff members as needed to make the special arrangements for the students.

Students may pay on account, or they may pay daily. Free and reduced meals must be approved each year.

In order to maintain a clean and pleasant dining area, please keep the following guidelines in mind:

1. Students may not cut into lines nor have friends save them a place in line or at a table. Once a student has left the line, he/she must go to the end of the line.
2. Faculty will be allowed to go to the front of the line when coming into the cafeteria. It is necessary for teachers to go to the front, as they have noontime duties they must complete.
3. Students are responsible for cleaning up after themselves and are expected to help govern the activities of others at their table. If trash is left on the table, the students will be responsible for cleaning it up.
4. Those who bring lunches to school will also eat in the cafeteria.
5. The price of the lunch will be \$1.90 with or without milk (\$.40 reduced fee). Breakfast will cost \$1.30 (\$.40 reduced fee).
6. No food is to be taken from the cafeteria. Students must remain seated until they are finished eating and are dismissed.
- 7. Students may not leave the building at lunch time.**
8. Students are not to be in any part of the building during their lunch period except the cafeteria, unless they first receive permission from a teacher.
9. Students are not to bring energy drinks to school.
10. Students cannot have pizzas or other foods delivered to the school.
11. If parents are bringing in take-out for lunch, they must eat lunch with their child.

## **Food Service Management**

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

### **Notice**

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price meals, will be provided to the parents/guardians of all students who enroll after the beginning of the year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

### **Nutrition Guidelines**

It is the policy of the Moberly School District No. 81 that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day. For more information regarding nutrition standards and Free/Reduced Meals, see Board Policies ADF and EFB.

### **Employees**

Employees may not charge meals. Adult meals costs are: \$2.75 for breakfast and \$3.75 for lunch

### **Students**

1. A student may not accumulate more than \$10 in unpaid meal charges.
2. Students may not charge a la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

### **Alternative Meals**

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated \$10 unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal,

that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

### **Interventions**

After a student accumulates five unpaid meal charges, the district will encourage the parent/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

### **Working with Parents/Guardians**

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

### **Debt Collection**

#### **Delinquent Debt**

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment of payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

#### **Bad Debt**

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of a la carte items and profit from foods not purchased with NSFSA funds and are funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

### **Records**

The district will maintain detailed records pertaining to delinquent and bad debt including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

## Health Services

### **Immunizations:**

State Law requires all students meet the immunization standards established by the Missouri Department of Health in order to enroll in and attend school (MO State Law Section 210.003 RSMO, 19CSR 20-28.040, 19 CSR 20-28.010, Sections 167.181 and 192.006.1.) Additional information about immunization schedules may be obtained by contacting the school nurse or local Public Health Department.

For school attendance at Moberly Public School District, required child immunizations are: diphtheria-tetanus-pertussis (DTaP), measles-mumps-rubella (MMR), polio (IPV), hepatitis B (HepB), and varicella and tetanus-diphtheria-pertussis booster (Tdap).

**School Age Children (K-12):** Missouri State Law, Section 187.181, RSMo 19 CSR 20-28.010 Immunization Rule requires school age children to be appropriately immunized or exempted in order to enroll in or attend school.

**Preschool Students:** Missouri State Law, Section 210.003 RSMo 19 CSR 20-28.040 Immunization Rule requires children to be appropriately immunized or exempted in order to enroll in or attend school. Refer to Board Policy KB-AP(1).

### **Student Health Information:**

Health Services maintains student health records and forms. The Health History form is required health documentation to be completed annually for all students.

Medical history noted on the Health History form may require further documentation. *Physician documentation (including an Emergency Action Plan) is required for all chronic or potentially life threatening medical diagnoses such as: Asthma, Life-threatening Allergies, Seizure, Diabetes, and others.* Please be advised that without this necessary documentation, we cannot ensure proper care for the health and safety of your child at school unless the forms are filled out properly and returned annually.

The District will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK) to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (Board Policy KB-AP-1)

### **Student Health Screenings:**

Screening is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. *Screenings for the following health conditions will be conducted on various grade levels as per Missouri Department of Health Guidelines: Vision, Hearing, Scoliosis, Growth (height, weight, body mass index) and Dental.* Screening will be performed through the Health Services Department. In addition, blood pressure screenings are sometimes conducted. Screenings will be performed during the current school year as time and resources permit. Parents/Guardians will receive a written notice for children whose results require follow-up with a physician. Those not receiving a notice should consider their child's screening results to be normal. Rescreening and follow-up is done after mass screenings have been completed and is coordinated with the overall school calendar as time and resources permit.

If a parent or guardian has questions or concerns regarding any health screenings at school, please contact the school nurse in writing by the last day in August of said school year.

### **Health Room Guidelines:**

A Registered Nurse oversees health care for students at Moberly School District. Students who are injured or become ill at school will be sent to the health office for observation. Many common minor illnesses and injuries can be managed in the school setting. Parents/Guardians of students who require specific health plans or procedures must communicate and provide documentation to the school nurse or health aide prior to the student attending school.

### **Illnesses:**

Students experiencing an illness at school are to report to the school nurse. Most common health ailments can be managed in the school setting. Student's with a specific plan of care or treatment plan must submit a HealthCare Action Plan to the school nurse. Parents/Guardians may bring over-the-counter medications for the nurse or health aide to store and dispense to treat common health complaints like headache, pain, stomach upset, cough, and congestion.

If there is a concern of a communicable disease, the child may be verified home at the discretion of the nurse or health aide under the following circumstances:

- A temperature of 100 degrees or greater
- Other ongoing symptoms of illness or discomfort after consultation with the school nurse or health aide

To decrease the spread of communicable diseases, students may not attend school if they exhibit one or more of the following symptoms during the previous 24-hour period:

- A temperature of 100 degrees or greater (without medication given to reduce fever) who also exhibit symptoms of illness
- Other ongoing symptoms of illness after consultation with the school nurse or as deemed necessary by a physician or primary care provider



**Communicable Diseases:**

Moberly School District follows the Missouri Department of Health and Senior Services Communicable Disease guidelines. For any questions, contact the school nurse or the local Public Health Department.

**Injuries:**

All school related injuries are to be reported to the school nurse. Assessment and care of students with injuries will be coordinated or supervised by a Registered Nurse or designee.

If needed, the nurse or trained district personnel will provide appropriate first aid and emergency treatment and contact Emergency Medical Services (EMS) for any individual who is injured or becomes ill while on district property, on district transportation, or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the parent/guardian or individual requiring the care.

**Medication:**

The administration of medication at school, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act, along with the Missouri Safe Schools Act. *Moberly School District will only administer necessary medication that cannot be given on an alternate schedule.* A Registered Nurse will review all medication requests presented for administration at school. 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 writing when this occurs. Appeals will be reviewed by the Health Services Coordinator in collaboration with the Assistant Superintendent of Special Services and the school building principal.

**Medication Procedures at School:**

Medication should be given at home whenever possible. Most medications prescribed for three times a day or less can be given before the child leaves for school, when the child gets home from school, and at bedtime. ***Please discuss any questions or concerns with your school nurse or health aide.***

If ANY medication is needed during school or at school sponsored activities, the following procedures will apply:

- **A Medication Form must be completed, signed, and returned to school with the medications by a parent or authorized adult.**
- **Students may not possess or self-administer medication while on Moberly School District grounds, transportation, or during activities** unless they have obtained appropriate authorization by the school nurse, parent, and physician per the Missouri Safe Schools Act.
- *All medication (including cough/throat lozenges) is kept in an assigned area at all times.*
- The Registered Nurse, using his or her professional judgment and in consultation and authorization with the parent, may allow students who have demonstrated appropriate skills to carry their own inhalers, insulin, and epinephrine auto-injectors. *A physician will need to provide a written treatment plan and authorization for students to carry such medication at school.* Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996.

**Prescription Medications:**

- **All medicine must be in the original and current prescription bottle. The pharmacist can provide an extra labeled prescription bottle for school doses.**
- The prescription label must contain the child's name, name of the medicine, dosage, and directions.
- The first dose of any medication should be given at home.
- Any changes to a medication dosage must have an updated Medication Administration Form at School and the updated prescription label with the medication.
- Parents/Guardians will receive a medication refill schedule when medications are authorized for administration at school. It is the parents'/guardians' responsibility to maintain a supply of ordered medications at school.
- Should your child require controlled pain medication at school, the parent must meet with the Registered Nurse to develop an Individualized Health Plan in order to ensure a safe and appropriate plan of care.

**Nonprescription/Over-the-Counter Medications** (acetaminophen, ibuprofen, cold/cough medicine, cough/throat lozenges, etc):

- **Medication must be in the original container clearly labeled with the student's name and accompanied by the completed Medication Form.**
- No medication will be given past the expiration date on the container.
- Medication will only be administered per label directions.
- Due to the risk of dangerous side effects from long-term use of medication, a physician's order may be required if the student needs to take more than 25 doses of any combination of non-prescription medication in a given school year.
- Medications and supplements not approved by the Federal Drug Administration (FDA) will not be given at school.
- Aspirin or medications containing aspirin will not be administered to children due to the risks of Reye's Syndrome.

**Injectable/Inhaled Medications** (for asthma, allergies, diabetes, life threatening allergies to bee stings, or certain food):

- If a medical condition exists requiring injectable or inhaled medication, whenever possible the student should self-administer the medication.
- To properly identify symptoms and treat your child during an emergency, an Emergency Action Plan must be on file at the school.
- A current prescription label and written care plan from the physician, along with written parent authorization, is required for the administration of all injectable medication or for a student to self-manage and administer medication for a life threatening chronic health condition.
- All inhalers must be labeled with a prescription label, or the inhaler must be carried in the prescription box with the child's name legibly written on the inhaler.

#### **Emergency Medications**

- Each school building is equipped with an epinephrine auto-injector (Epi-Pen) and albuterol nebulizer medication. In the event of a suspected student anaphylactic reaction (a life threatening allergic reaction that may be triggered by a food allergy, insect bite, drug allergy or asthma attack), an Epi-Pen will be administered by the school nurse or trained school personnel, and 911 will be notified. Epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication is not readily available. In the event of a suspected student asthma related breathing emergency, albuterol nebulizer treatments will be administered by the school nurse or trained personnel. Written standing orders will be obtained annually from the District's consulting physician for the administration of epinephrine and albuterol in emergency situations.
- **Please inform the school nurse or building principal if your child CANNOT be administered either epinephrine or albuterol during an emergency situation.**

#### **End of the Year Procedures for medications in the Health Office:**

- Medications must be picked up by a parent or responsible adult prior to the end of the school day on the last day of the school year. Medications left in the Health Office will be destroyed according to standard procedure.

#### **Pediculosis (Head Lice):**

The Centers for Disease Control (CDC) and the Missouri Department of Health and Senior Services removed head lice from the contagious disease advisory because head lice do not spread any type of disease causing bacteria or virus that directly results in an infection or illness.

Moberly School District does not perform routine, regularly scheduled school wide screening for head lice with the exception that the Kindergarten-Second grade population will be screened upon return to school from periods of closure greater than five (5) days.

Additional screenings may occur when two or more cases of live lice are identified in the same classroom. The school nurse or designee may screen any student when deemed appropriate and necessary.

**Students with live lice:** When live lice are found on a student, all other known students attending Moberly School District living in the identified child's household will be screened for the presence of live lice. The parent/guardian will be notified to pick up the student and meet with the school nurse or designee before the student is sent home. Instructions in current treatment, eradication methods, and school protocols will be reviewed with the parent.

*Exclusion of the student(s) identified with live lice will not exceed 24 hours.* Students must be rescreened for lice with a parent/guardian present prior to returning to the classroom setting. An additional rescreening will be conducted 6-10 days following the original identification of live lice.

Should live lice be found during the re-screenings, then the instructions, eradication, exclusion, and rescreening will be repeated until such time as there are no live lice on the student.

**Students with lice eggs without live lice:** Students identified with head lice eggs (commonly referred to as 'nits') will not be excluded from school. Parent/guardian will be notified and instructed in lice egg removal techniques.

Students will be rescreened every five days until no lice eggs are found for three screenings.

Parents/guardians of students identified with live lice or eggs for a third time may be referred for case management by Moberly School District Registered Nurse, Counselor, and Resource Coordinator. For subsequent identification of live lice or eggs, the matter will be referred to Building administration and may be reported to Missouri Social Services, Children's Division, for review and intervention.

Confidentiality of student(s) will be maintained in accordance with FERPA and Board Policy.

Prevention education will be distributed to families throughout the school year.

#### **Student Allergy Prevention and Response:**

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure, and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is avoidance of the allergen.

Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing, and attendance. Further, healthy students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

**Identification:**

Each school will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

**Prevention:**

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An individualized health plan, (IHP), including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any Section 504 plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing Section 504 plan or IHP/EAP will be disciplined, and such discipline may include termination.

Staff members shall not use air fresheners, oils, candles, or other such items intended to add fragrance in district instructional areas, non-ventilated spaces, or if otherwise determined by the administration. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides, or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines that are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers, and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

**Education and Training:**

All staff members will be regularly trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices.

In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication, including epinephrine, in accordance with standard medical practice.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, signs, and symptoms of allergic reactions; information on avoiding allergens; and simple steps students can take to keep classmates safe.

**Confidentiality:**

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will not be shared with students and others who do not have a legitimate educational interest in the information unless authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

**Response:**

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's Section 504 plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

**Hazardous Waste and Asbestos Provisions:**

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Moberly School District No. 81 directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures. The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA. **Refer to BOE Policy EBAB**

## **GENERAL POLICIES**

### Notice of the District's Obligation to Identify and Provide Education and Assistance to Students Who are Homeless, Migrant, and Learning English as a Second Language

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Mrs. Penelope Fadler, Director of Special Services and Homeless Coordinator, at (660)269-2693.

### **Homeschooling**

167.042. For the purpose of minimizing unnecessary investigations due to reports of truancy, each parent, guardian, or other person responsible for the child who causes his or her child to attend regularly a home school may provide to the recorder of deeds of the county where the child legally resides or to the chief school officer of the public school district where the child legally resides, a signed, written declaration of enrollment stating intent for the child to attend a home school within 30 days after the establishment of the home school and by September first annually thereafter. The name and age of each child attending the home school; the address and telephone number of the home school; the name of each person teaching in the home school; and the name, address, and signature of each person making the declaration of enrollment shall be included in said notice. A declaration of enrollment to provide a home school shall not be cause to investigate violations of section 167.031. The recorder of deeds may charge a service cost of not more than one dollar for each notice filed.

### **Inappropriate Sexual Conduct**

All students at Moberly High School 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. Sexual harassment is a 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 sexual harassment, but which may support a potential claim against the district and/or employee if not remedied. Such harassment 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 his or her gender.
4. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Sexual harassment of students by adults who otherwise come within this policy is absolutely prohibited regardless of whether the conduct is "welcome."

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

In addition to freedom from inappropriate sexual/gender-based conduct, students at the High School should also be free of discrimination, harassment, and all other inappropriate conduct 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 subjected 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 previously 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  
Mr. Dustin Fanning  
Assistant Superintendent  
Moberly School District  
926 KWIX Road  
Moberly, MO 65270-3813  
Phone: (660)269-2600

Coordinator for IDEA, Section 504, and ADA  
Mrs. Penelope Fadler  
Director of Special Services  
Moberly School District  
926 KWIX Road  
Moberly, MO 65270-3813  
Phone: (660)269-2693

## **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present, and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification. **Refer to BOE Policy JFC.**

## **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student. **Refer to BOE Policy JFG.**

## **MSHSAA Board Policy on Use of Drugs, Medicine, and Food Supplements in Interscholastic Sports**

School personnel and coaches should not dispense any drug, medication, or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals, and senior administrative personnel of the school or school district.

Use of any drug, medication, or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel or coaches. Even natural substances in unnatural amounts may have short-term or long-term negative effects.

In order to minimize health and safety risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel or coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

## **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

## Definitions

Language Minority (LM) – Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student’s language background and not on proficiency.

Limited English Proficiency (LEP) – Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student’s English language proficiency.

*English Language Learner* – Refers to an LM student with limited English proficiency.

English for Speakers of Other Languages (ESOL) – An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

Bilingual Education – An instructional approach that explicitly includes the student’s native language in instruction. This approach requires an instructor fluent in the student’s native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

Child – Any individual age 3-21.

Parent – Parent, legal guardian or person otherwise responsible for the child.

Language Instruction Education Program – An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is the director of Special Services.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

*BOE Policy IGBH*

## Registered Sex Offenders and Persons Prohibited on or Near District Property

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere*, or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or *nolo contendere* to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity, or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.

2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 568.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian, or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy. See Board of Education Policy KK.

## 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, antisocial, 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

- Instructional material (federally funded) used as part of the educational 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 the collection, disclosure, or use of personal information for marketing, sales, or other 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 below 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.

## **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 of Schools, 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.

### **Procedures for Students Claiming Discrimination on the Basis of Race, Sex, Creed, Color, Age, National Origin, or Handicap**

#### **Informal Procedures:**

1. Verbal communications of alleged discrimination shall be made directly to the teacher or other school employee directly involved.
2. Unresolved complaints may be taken directly to the appropriate building administrator after a reasonable time.
3. Complaints not resolved in the informal stages may be presented as formal charges.

#### **Formal Procedures:**

1. Students, accompanied by parents, may present discrimination complaints in writing to the school principal. Students and parents or legal guardians must sign written complaints. Written complaints must include the following information: date of filing, description of alleged grievances, and the names of the school staff involved.
2. Upon receipt of formal complaint, the Principal will:
  - a. Forward copies of the complaint to the Superintendent of Schools.
  - b. Make a decision and notify the student, parents, and Superintendent of Schools of that decision no later than ten (10) days following the filing of the formal complaint.
3. Students and parents or legal guardian may appeal the decision of the building principal to the Superintendent of Schools. The parents and students may arrange a conference with the Superintendent of Schools at their earliest convenience. Parents and students may appear together and present their written report of the decision of the building Principal. Notification of the action taken by the Superintendent will be given in writing to the students, parents, and Principal within five (5) school days of this conference.
4. Students and parents may appeal the decision of the Superintendent of Schools to the Board of Education by notifying the Superintendent of Schools of their intent and by appearing before the Board of Education at the next regularly scheduled or special called meeting. The hearing before the Board of Education may be conducted in Executive Session upon the request of either the Board of Education or the parents and students with the complaint.

#### **Handicap**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity which receives federal financial assistance. Discrimination is prohibited in all aspects of employment against handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.

#### **Age**

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age and older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

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

### **PIRC- Missouri Resources for Parents and Families**

The Missouri PIRC (Parental Information and Resource Center) provides statewide impact, with administrative offices in St. Louis and Kansas City, early childhood services offered in each school district in the state coordinated by a national center based in St. Louis, K-12 training and technical assistance based in Jefferson City, and toll-free hotline for parents based at the state's largest university.

The Missouri PIRC, grounded by the six PIRC quality indicators, delivers parental support services in a systemic manner. The Missouri PIRC organizational structure assures a statewide impact that engages increasing numbers of parents in Missouri's 641 Title I schools.

Please visit the following websites for further information on these resources: <http://www.missouri-pirc.org/> or <http://www.nationalpirc.org/directory/MO-32.html>.

### **Professional Qualifications**

Parents can request information on the professional qualifications of their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional as well. Refer to Board Policy GBL.

### **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.

### **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 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.

### **RIGHT TO REQUEST AMENDMENT**

Parents or eligible students have the right to request that the District correct any parts of an educational record which they believe to be inaccurate, misleading, or otherwise in violation of their 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.

## School Insurance

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care. The school district does not carry insurance that covers school-related injuries to children. Parents/Guardians are encouraged to take advantage of this service. Insurance forms will be given to parents/guardians when they enroll their child or may be picked up in the school office at any time.

## School Health and Wellness Advisory Council (SHWAC)

SHWAC is a district advisory council. It is made up of parents, students, community members, and school staff working together to improve the health of all students and families through coordinated school wellness programs. A Coordinated School Wellness Program utilizes personnel, agencies, and programs, both in and out of the school building, which relate to student and staff wellness and success in school. For information on becoming a member, please contact a Moberly School District Administrator or the Health Services Coordinator.

SHWAC generally meets the first Thursday of the month during the school year. The date, time, and location shall be available on the District website [moberlyspartans.org](http://moberlyspartans.org) or contact the Moberly School District Health Services Coordinator.

## Searches and Seizures

- Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- The district may conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law.

### Drug Detection Dog

The district works in conjunction with local law enforcement agencies. We will employ the use of a drug detection dog periodically throughout the school year. The purpose of the district's efforts is to create a zone around our schools that is free from the menace of drugs and at the same time respect the privacy of the students. Scope of the operation:

- There will be no prior notice to the students of the visit of the drug detection dog.
- The building will be subject to periodic rechecks throughout the school year at the discretion of the administration and the cooperating law enforcement agency.
- The drug detection dog will be used to sniff student lockers, unattended inanimate objects, and unoccupied areas of the building or campus.
- At no time will the dog be intentionally used to physically sniff students. The presence of the dog around students will be minimized as much as possible.
- Only certified narcotic canines will be utilized.

**More information regarding searches can be found in School Board Policy JFG.**

## Sex Discrimination (Wages)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, and Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing the same substantially equal work in the same establishment. The law covers most private employers, state and local governments, and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII because of size are covered by the Equal Pay Act. If you believe you have been discriminated against in a program of any institution which receives federal assistance, you should contact immediately the federal agency providing such assistance.

## Notification of Objectionable Topics

The district recognizes that parents/guardians are the primary source of sexuality education for their children, and that parents have the right to remove their student from any part of such instruction. For more information regarding sexual education, see Board Policy IGAEB.

## Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education has established a Trauma-Informed Schools Initiative to provide information and training to school districts regarding trauma-informed approaches. For more information, please visit <https://dese.mo.gov/traumainformed> and see Board Policy KB-AP(1).

## **Suicide Awareness and Prevention**

The district is dedicated to educating employees and students on the resources and actions necessary to promote suicide awareness and to the prevention of suicide. For more information, please see Board Policy JHDF.

## **Virtual Instruction**

Eligible students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP). Please see our [MOCAP info on our website](#) or call our school office for enrollment information. Please see Board Policy IGCD for more information.

## **School Accountability Report Card**

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information.

## **Special Education Services**

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 children 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, and 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 to be 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 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 Mrs. Penelope Fadler, Director of Special Services, at: 1623 Gratz Brown, Moberly, Missouri, 65270-3813, (660)269-2693.

## **Student Initiated Group Use of District**

Pursuant to the Equal Access Act, secondary schools of the district will provide an opportunity for student-initiated non-curricular groups to conduct meetings or activities on district property to the same extent that the district allows other non-curricular student

groups to meet on school premises during non-instructional time. Student-initiated non-curricular groups will not be denied access on the basis of religious, political, philosophical, or other content of speech at such meetings or activities. The superintendent or designee may create administrative procedures to govern the use of district facilities by student-initiated non-curricular groups. Community use of district facilities is governed by policy KG. See Board of Education Policy IGDA.

## Video Surveillance Policy

Video surveillance occurs on school property throughout the Moberly School District. Students or staff in violation of school policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action and/or referred to law enforcement agencies.

## Visitors

Because of a number of crowded classrooms and the importance we place on the educational process, we are unable to permit friends or relatives from other schools or areas to accompany you to your classes. Exceptions to this policy are, of course, parents/guardians who come to the school for legitimate business and for authorized visitation. All parents/ guardians are required to report to the office upon entering the building. Unauthorized persons will be requested to leave the school property. Refusal to follow a request to leave will result in the unauthorized person being reported to the city police. Students who are on suspension are not considered properly enrolled and are subject to the same procedures as an unauthorized person or may be subject to an extension of the suspension.

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation, or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

## 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 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. Refer to Board Policy KKB.

The Board encourages parents/guardians and members of the public to share their thought 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 parents/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 violators for prosecution.

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

Adopted: 10/14/2003

Revised: 03/11/2008

Cross Refs: BDDH, Public Participation at Board Meetings GBM, Staff Complaints and Grievances IGBC, Parent/Family Involvement in Instructional and Other Programs IGBCA, Programs for Homeless Students JFH, Student Complaints and Grievances No Child Left Behind Act of 2001, P.L. 107-110  
Moberly School District No. 81, Moberly, Missouri

**Every Student Succeeds Act**

Parents Right to Know:

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the Moberly School District No. 81 will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

Whether the student's teacher—

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

Under the Every Student Succeeds Act:

- Districts should disseminate to parents, guardians, schools, and the public, the district's annual report card.
- Districts should disseminate to parents, guardians, teachers, principals, schools, and the community the results of the district's yearly progress review of each school.
- Schools identified for corrective action must provide notice to parents/guardians of the availability of supplemental services.
- Districts must inform parents of Title I, Part A students that parents/guardians may request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- Schools must invite parents/guardians to informational meeting to inform them about the school's participation in Title I, Part A funded language instruction educational program of parental involvement opportunities in the same manner as other Title I programs.

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

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

**Missouri Department of Elementary and Secondary Education  
Complaint Procedures for ESSA Programs  
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**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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