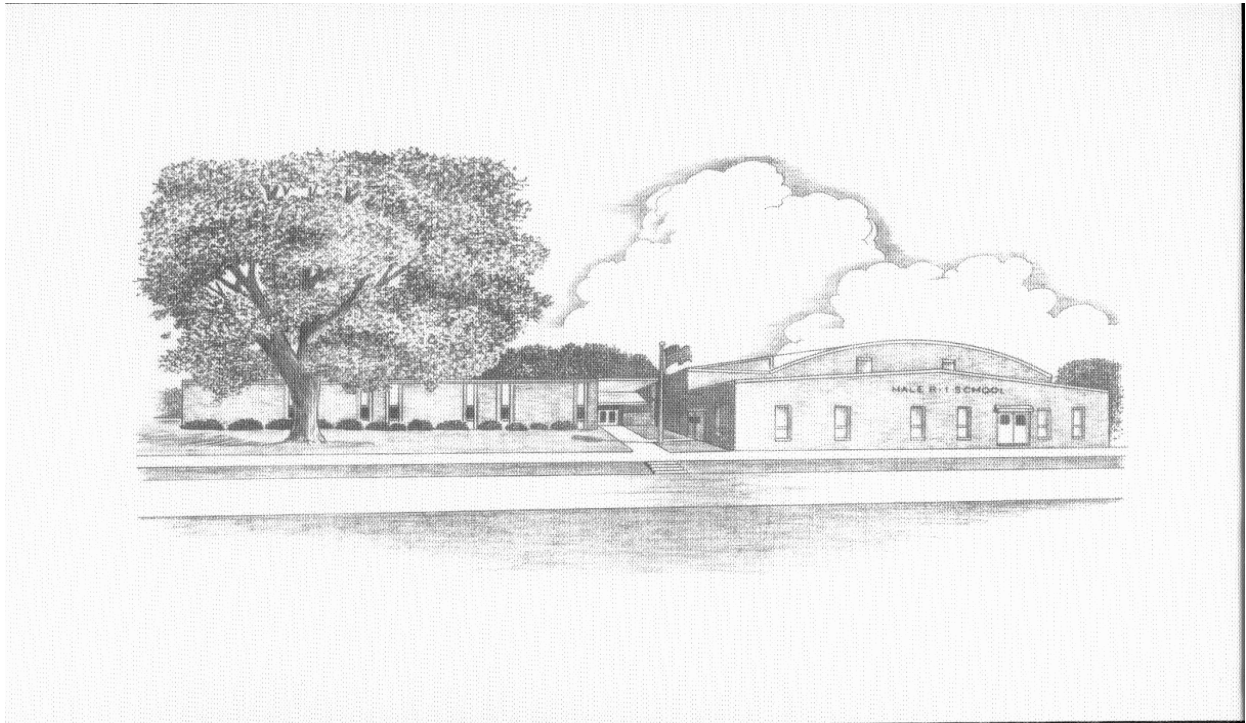


# Hale R-1



# 2022-2023 Student Handbook

Approved by the Hale R-1 Board of Education:

# HALE R-I SCHOOL

518 MAIN STREET  
HALE, MISSOURI 64643  
(660) 565-2417

## “HOME OF THE CARDINALS”

### HALE SCHOOL SONG (to the tune of “Caisson Song”)

Dear old Hale, grand old Hale,  
We will always love you so,  
And honor we’ll always uphold.

Loyal sons, daughters, too,  
Many are the memories,  
That we’ll cherish forever of you.

So we’ll shout and sing,  
And our voices let them ring;  
Glory and praise to your dear name!

Where’er we go  
You will always know,  
That we’ll ever and always be true.

Dear old Hale High School!  
(immediately followed by fifteen “rah’s”)

Rah, Rah, Rah, Rah, Rah,  
Rah, Rah, Rah, Rah, Rah,  
Rah, Rah, Rah, Rah, Rah,  
HALE!!!!

### MISSION STATEMENT

The mission of the Hale R-1 School District, in participation with parents and community, is to offer educational opportunities which allow our students to master basic skills, communicate effectively, and become productive, knowledgeable, and ethically responsible citizens.

### VISION STATEMENT

We believe in the importance of:

- Creating a safe and supportive learning environment
- Building on each student’s strengths
- Encouraging each student to reach his/her potential
- Providing learning opportunities and role models in conjunction with parents, patrons, and the community which promote positive character traits

## **EDUCATIONAL PHILOSOPHY**

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within their capacity of learning. Through education, it is possible for the individual to discover and endeavor to achieve to their highest potential.

We believe that education will help students realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the level of capacity and to create a learning situation in which individual motivation for learning is a stimulus for achievement. The teacher is a role model whose words and behavior model the traits of good character.

We believe that parents/guardians have definite responsibilities in education. Children “learn what they live”. We recognize that the home is ideally the primary source of moral, ethical, and religious instruction and that the role of the school is to support the family by upholding the highest example of morality, ethics, and integrity.

We believe that the student must have responsibilities in the educational program. The most important of these is attitude. Students should come with an open mind, equipped with the necessary materials, and ready to fulfill the responsibilities in the learning process.

We believe that the foundation of the district’s educational program is based on the development of competencies of basic fundamentals of reading, oral and written communication, mathematics, and character. It is therefore the responsibility of the Hale R-1 School District to provide an educational environment for the children of the district, who will foster and accelerate their intellectual, physical, social, character, and career development.

## **SCHOOL DISTRICT GOALS AND OBJECTIVES**

The Board of Education is charged on behalf of the patrons of the district with the responsibility of determining the goals for the school district. In discharging this responsibility the Board has addressed four primary areas: education, professional personnel, school environment and operations. It is the commitment of the Board to develop policies, rules and regulations to implement the goals within each area.

Furthermore, it is the commitment of the Board to review annually and restate as necessary the goals and objectives applicable to district operations, as well as those for each administrative and/or instructional level.

## **COMPREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP)**

With the help of faculty, staff, parents, and patrons, the following objectives were developed as part of the district’s CSIP. A complete copy of the CSIP is available in the Superintendent’s office.

- Objective 1—Ninety-eight percent (98%) of students will read at or above grade level by the end of their fourth grade year.
- Objective 2—The Hale R-1 School District will hire and maintain 100% of their teachers who are certified teachers and provide ongoing professional development opportunities.
- Objective 3—The Hale R-1 School District will optimize the use of established technology and integrate emerging technology to support learning and staff productivity.
- Objective 4—Parents and community members will understand their role in helping the district reach the goal of ninety-seven percent (97%) average daily attendance and ninety percent (100%) cohort graduation rate.
- Objective 5—The Hale R-1 School District will maintain 0% dropout rate.
- Objective 6—The Hale R-1 School District will maintain the district facilities and grounds to ensure safety, accessibility, appearance, and endurance by completing at least one project listed on the five year facility improvement plan.

# HALE R-1 SCHOOL PERSONNEL 2022-2023

## ADMINISTRATION

Clint Heussner	Superintendent
Hollie Burnside	Principal

## FACULTY

Robin Squires	PreSchool
Phoebe Tieman	Kindergarten
Jennifer Gilson	1 <sup>st</sup> Grade
Courtney Nier	2 <sup>nd</sup> Grade
Alexis Duty	3 <sup>rd</sup> Grade
Tena Eggers	4 <sup>th</sup> Grade
Natasha Renfro	5 <sup>th</sup> Grade
Tina Worman	6th - 7th ELA, At Risk, Librarian
Rusty Burns	Special Education
Nicole Head	Speech Therapist
Kathy Nelson	Title I
Kris Gilson	Music
Amanda Ponting	Math
Carisa Gilliland	Business & Keyboarding
Anita Grant	Social Studies
Kaylee Sears	8 <sup>th</sup> – 12 <sup>th</sup> Language Arts
Clarissa McDanel	FACS & Art
Janet Foster	Science
Keith Berger	Health & P.E.
Rhonda Oesch	Ag
Becky Dodson	Counselor

## SUPPORT SERVICES

Mary Kay Richards	Office Manager
Diann Sullivan	Bookkeeper
Nicole Miller	SIS Coordinator
Kris Gilson	Maintenance
Ashley Fisher	Custodial
Lisa Bryson	Food Service
Cindy Corf	Food Service
Dale Paris	Bus Driver
Nancy Officer	Paraprofessional

## BOARD OF EDUCATION

Sarah Ralls	President
Chauncey Ponting	Vice President
Adam Gilliland	Treasurer
Buddy Singer	Secretary
Kevin Miller	
Cynthia Campbell	
Daniel Worman	

## SPONSORS

6th Grade	Martina Worman & Rusty Burns
7th Grade	Kris Gilson & Amanda Ponting
8th Grade	Rhonda Oesch & Janet Foster
9th Grade	Anita Grant & Clarissa McDaneld
10th Grade	Keith Berger & Carisa Gilliland
11th Grade	Kathy Nelson & Kaylee Sears
12th Grade	Becky Dodson & Hollie Burnside
Student Council	Kris Gilson & Clarissa McDaneld
FCCLA	Clarissa McDaneld
FFA	Rhonda Oesch
Science Club	Janet Foster
Quiz Bowl	Becky Dodson
Drama	Kaylee Sears
Honor Roll 7-12	Hollie Burnside
FBLA	Carisa Gilliland
National Honor Society	Becky Dodson
Girls' Softball	Joshua Fisher
Junior High and Varsity Football	Albert Foster
Junior High Boys' Basketball	
Junior High Girls' Basketball	Courtney Nier
Junior High Cheerleading	
High School Boys' Basketball	Clint Heussner
High School Girls' Basketball	Alison Eggers
High School Cheerleading	
Junior High Track	Courtney Nier
High School Track	Courtney Nier
Baseball	Aaron Varner
Yearbook	Carisa Gilliland

# HALE R-I 2022-2023 SCHOOL CALENDAR

*Dates are subject to change*

August 22	School begins
September 5	No School – Labor Day
September 12	No School - Northwest Consortium Day @ TA
September 16	Mid Term - 1st Quarter
October 14	1st Quarter
October 24	Parent-Teacher Conferences
November 11	Mid Term-2nd Quarter
TBA	Veteran’s Day Assembly
November 23-25	No School – Thanksgiving Break
December 14	Winter Concert at 6:30
December 19	Finals—1st, 3rd, 5th, 7th hours
December 20	Finals—2nd, 4th, 6th, 8th hours
December 21	End of 2nd Quarter/1st Semester
December 22-Jan. 2	No School—Winter Break
January 3	Classes Resume
January 16	No School - Martin Luther King Day
January 20	Court warming vs. Southwest
February 3	Mid Term-3rd Quarter
February 16	Senior Night vs. Winston
February 20	No School — Presidents’ Day
March 10	End of 3rd Quarter
March 20	Parent-Teacher Conferences
March TBA	Northwest Consortium Math Bee
March 27	Make Up Day (if needed)
April 3	Make Up Day (if needed)
April 6	4th Qtr. Mid-Term
April TBA	Northwest Consortium Spelling Bee
April 7	No School - Easter
April 10	No School - Easter
April TBA	CLAA Conference Track Meet
April 21	OPTS Pee Wee Games at 6:30
April 24	Make Up Day (if needed)
April 26	Academic & Athletic Banquet
May 1	Make Up (if needed)
May 5	No School Graduation at 7:00
May 8	Make Up (if needed)
May 9	Finals — 2nd, 4th, 6th, 8th hours
May 10	Finals — 1st, 3rd, 5th, 7th hours
May 11	Elementary Track –n- Field Day (morning) OPTS Elementary Picnic Community Clean Up (afternoon)
May 12	8th Grade Graduation/Awards Day at 8:30 a.m. End of 4th Quarter Early Out – Dismiss immediately after assembly
May 15	Make Up Day (if needed)

## Hale R-1 Athletic Schedule 2022-23

### Softball

August 27	Brunswick Tournament	TBA
August 30	Braymer	5:30
September 1	Glasgow	5:30
September 6	@Brunswick	5:30
September 8	Tina-Avalon	5:30
September 13	@Higbee	5:30
September 19-22	CLAA Tournament @Brunswick	TBA
September 27	@Hardin-Central	<b>5:00</b>
September 29	Slater	5:30
October 3	Winston	5:30
October 4	Meadville	5:30
October 6	@BMC (Bucklin)	<b>5:00</b>
October 11-16	Girls District Tournament	TBA

### Junior High Football

All		
September 6	St. Joe Christian	5:00
September 13	@ Knox County	TBA
September 20	Norborne/Hardin Central	6:00
September 27	Northland Christian	TBA
October 4	NW/Hughesville	5:30
October 6	@ Sweet Springs	6:00

### Varsity Football

August 19	Jamboree @ Orrick	7:00
August 26	@ East Atchison	7:00
September 2	South Holt	7:00
September 9	@ Dekalb	7:00
September 16	Mound City	7:00
September 23	@ Stewartsville	7:00
September 30	Platte Valley	7:00
October 7	Rock Port	7:00
October 14	@ Nodaway Valley	7:00
October 21	@ North Andrew	7:00
October 28	Districts	TBA

### Junior High Basketball

October 15-22	CLAA Tournament @ Hale	TBA
October 24	Northwestern	6:00
October 25	@Tina-Avalon	6:00
October 27	@Norborne	6:00
November 1	@Southwest	6:00
November 3	@Brunswick	6:00
November 7	Breckenridge	6:00
November 8	Higbee	6:00
November 10	Keytesville	6:00
November 14	@ Braymer	6:00
November 15	Meadville (7 <sup>th</sup> & 8 <sup>th</sup> )	6:00
November 16	Hardin-Central	6:00

**Varsity Basketball**

November 17	Jamboree @ Hale	TBA
Nov 28-Dec 3	Northwestern Tournament	TBA
December 6	@BMC	6:00
December 8	@Bevier	6:00
December 9	Breckenridge	6:00
December 13	Norborne	6:00
December 15	@Keytesville	6:00
December 19	Higbee	6:00
TBA	NCMC Holiday Shootout	TBA
January 3	@Northwestern	6:00
January 6	@Brunswick	6:00
January 13	@Hardin-Central	6:00
January 17	Braymer	6:00
January 20	Southwest	6:00
January 23-28	Meadville Tournament	TBA
January 31	@Tina-Avalon	6:00
February 2	@Meadville	6:00
February 4-11	CLAA Tournament @ Tina-Avalon	TBA
February 14	Linn County	6:00
February 16	Winston	6:00
February 18-25	Districts	TBA



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# STUDENT HANDBOOK TOPICS

## A+ SCHOOLS PROGRAM

The Missouri A+ School Program is a school improvement initiative established by the Outstanding Schools Act of 1993. The following are the goals of the A+ School Program:

- All students graduate from high school.
- All students complete a selection of high school studies that is challenging and for which there are identified learning expectations.
- All students proceed from high school graduation to a college, post-secondary vocational/technical school, or high wage job with workplace skill development opportunities.

The program entitles Hale R-1 graduates who have met all requirements to receive reimbursement for tuition and fees to any Missouri public community college, vocational/technical school for two years (six college semesters) or the completion of one certificate program through a vocational/technical school. The tuition incentives will only be made available to reimburse the unpaid balance of the cost of tuition and fees after available federal post-secondary student financial assistance funds including scholarships have been applied to those costs.

To be certified, a student must:

- Sign a **Missouri A+ Program Student Agreement**.
- Attend a designated Missouri A+ School Program high school for **three consecutive years immediately prior to graduation**.
- Graduate from Hale R-1 High School with a cumulative **grade point average of 2.5** or above on a 4.0 grading scale.
- Graduate from Hale R-1 High School with a cumulative **attendance record of 95%** or better.
- Perform **50 hours of unpaid tutoring or mentoring with younger students**.
- Maintain a record of **good citizenship** and avoidance of unlawful use of alcohol and drugs.
- Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I MAP End-of-Course (EOC) exam, or ACT Math subscore & GPA combination of...  
ACT Math subscore of 17 or better with a GPA of 2.5 or better,  
ACT Math subscore of 16 with a GPA of 2.8 or better,  
ACT Math subscore of 15 with a GPA of 3.0 or better.
- Make a good **faith effort to first secure all available federal post-secondary student financial assistance (FAFSA)** funds that do not require repayment. The tuition incentives will only be made available to reimburse the unpaid balance of the cost of tuition, books and fees after the federal post-secondary students financial assistance funds have been applied to the cost.

For more information and guidelines please refer to the A+ Handbook.

## ACCEPTABLE USE

### Student Users

Access to the school district's technology resources is a privilege. No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures.

### Employee Users

Access to the school district's technology resources is a privilege. No employee will be given access to the district's technology resources before the district has a signed *User Agreement* on file. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable. Because computers are shared resources, it is not appropriate for an employee to access, view, display, and store, print or disseminate information via district resources, including e-mail or Internet access that students or other users could not access, view, display, store, print or disseminate, without authorization by the district.

## **Board Member Users**

Members of the School Board may be granted user privileges, including a mail address, upon completion of a *User Agreement*. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

## **External Users**

Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the Superintendent or Technology Coordinator, subject to completion of a *User Agreement* and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

## **Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

## **Violations of Technology Usage Policies and Procedures**

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations, and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

## **Damages**

All damages incurred by the district due to the misuse of the district's technology resources, including but not limited to the loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

## **General Rules and Responsibilities**

The rules and responsibilities below will be followed by all users of the district technology resource. Violation of these rules may result in the termination or suspension of the user's account pending investigative measures.

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password for any reason is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Except as specifically permitted for the limited purposes set forth in this Acceptable Use Policy, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, or commercial purposes, or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws pertaining to the use of the district's technology resources, including but not limited to criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including but not limited to e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

11. Accessing, viewing or disseminating information using district resources, including but not limited to e-mail or Internet access, regarding any product or service not permitted to minors is prohibited unless the user has obtained a Waiver as provided below.
12. Accessing, viewing or disseminating information using district resources, including but not limited to e-mail or Internet access, that constitutes 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); presents a clear and present likelihood that, 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; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
14. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

#### **Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Coordinator. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, Technology Coordinator, or designee.<sup>1\*</sup>

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited. This prohibition includes but not limited to the following: computer "viruses," "hacking" tools, scripts, & logic bombs.
7. Accessing Proxy Servers for any reason without the permission from the Technology Coordinator is prohibited.

#### **Online Safety – Disclosure, Use, and Dissemination of Personal Information**

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.\*
5. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing, or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.

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<sup>1\*</sup> If the user wishes to remain anonymous, they can use the program titled "Anon Tell" to send an anonymous message to Administrators.

7. Employees shall not transmit confidential student information using district technology, unless designated for that use.
8. Employees will take precautions to prevent negligent disclosure of student information or student records.
9. No curricular or non-curricular publication distributed using district technology will include the address, phone number or email address of any student without permission.
10. The School District reserves the right to limit access to any materials designated by the Technology Coordinator.

### **Electronic Mail**

A user is responsible for all e-mail originating *from* the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is prohibited.
2. Unauthorized attempts to read, delete, copy, or modify e-mail of other users are prohibited.
3. All users must adhere to the same standards for communicating online that are expected in the classroom, and that are consistent with district policies, regulations, and procedures.

### **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations, or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

### **Waiver**

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations, and procedures may request a waiver from the building principal, superintendent, or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, miss-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

### **Acceptance of Terms and Conditions**

All terms and conditions as stated in this document are applicable to the School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, United States of America.

## **ALCOHOL/DRUG ABUSE**

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Hale R-I School District. 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 or school activities; or off 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.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

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 shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such a program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### **ALTERNATIVE METHOD INSTRUCTION (AMI) - DISTANCE LEARNING PLAN**

During this time (due to illness or inclement weather) our teachers will be working from school and/or home to lead your child's learning. The District and teachers will be utilizing private school email, Google Classroom, SeeSaw, and Facebook groups to connect with parents and students online to provide daily lessons and activities.

Communication with Parents and Students:

The following are the platforms the Hale R-1 School District will use to communicate with stakeholders:

- Google Classroom
- Zoom
- Seesaw (PK-2nd)
- Email
- TextCaster
- Phone Call
- FB page
- Website
- Local radio stations

Technology:

The district will issue a device to all students in grades 3rd-12th. The district is committed to providing a device to all pre-k through 2nd grade students who need one. However, during distance learning one device will be issued to each family; unless there are extenuating circumstances and it's approved through administration.

Grading:

Students will be held to the same standards, deadlines, and expectations as in-person learning. Letter grades will be given.

Attendance:

- Hale R-1 will be required to take DAILY attendance.
- Student attendance will be recorded and documented based on completion of check-in. Check-in must be completed by 3:30 pm on that day.
- Assignments given will be due at the beginning of class time the following day.
- Incomplete assignments will receive a MaSH. If not completed after the MaSH is assigned/served, then the assignment will result as a '0' in the gradebook.\
- This means students will have to be present in-person and/or logged in each day for every course, to be counted present for credit purposes.
- Additional points for attendance may be given to keep students accountable.

**Grades PK-5th**

<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
Work independently through SeeSaw &/or Google Classroom. Teachers will push out videos of instruction & post assignments.	Work independently through SeeSaw &/or Google Classroom. Teachers will push out videos of instruction & post assignments.	Work independently through SeeSaw &/or Google Classroom. Teachers will push out videos of instructions & post assignments.	Work independently through SeeSaw &/or Google Classroom. Teachers will push out videos of instruction & post assignments.

Zoom meeting's days and times will be scheduled at teacher's discretion.

Zoom meetings may also be scheduled individually or in small groups.

All assignments will be due the next day at 7 p.m. All work (including late work) for the week will need to be turned in by Friday at 7 p.m. of that week. Due dates will be posted on the assignments. If assignments aren't turned in, parents will be notified and the situation will be discussed & resolved. (excluding end of term grading)

**Grades 6th-12th****Grades 6th-12th**

Teachers in grades 6-12 will be utilizing Zoom and Google Classroom as the primary method for delivering instruction to students. Teachers will be reaching out to students with additional information via email. Students should check their district email accounts on a regular basis. Each teacher will be responsible for creating a "parent" facebook page if they feel it is necessary for a specific class.

Teachers will have planning time from 8 to 9 a.m. Lessons will be posted for students by 9 a.m. Teachers will be available to students during their regular school day, with the exception of an hour for lunch and midday planning from noon to 1 p.m. Students should check their online learning platform at 9 a.m. to see what teachers have planned for the day. Teachers will be available during normal school hours by email, Google Classroom message, or Zoom.

Attendance will be taken EACH hour!

<b>SCHEDULE</b>
<b>8 - 9 a.m.</b> Teachers pushing out assignments, videos, & links.
<b>9 - 9:20 a.m.</b> 1st Period
<b>9:25 - 9:45 a.m.</b> 2nd Period
<b>9:50 - 10:10 a.m.</b> 3rd Period
<b>10:15 - 10:35 a.m.</b> 4th Period
<b>10:40 - 11:00 a.m.</b> 5th Period
<b>11:05 - 11:25 a.m.</b> 6th Period
<b>11:30 - 11:50 a.m.</b> 7th Period
<b>11:55 - 12:15 p.m.</b> 8th Period

<b>12:15 - 1:15</b> LUNCH
<b>1:15 - 3:30</b> Teachers available for questions, tutoring, grading, etc.

Teachers available for questions, tutoring, grading, etc.

Methods of turning in assignments will be at the discretion of the individual teachers.

- Instructional lessons will be an asynchronous style of learning day for students. This means that students will receive instructional material and information virtually, through Google Classroom. Students are expected to check-in and complete the assigned learning activities virtually, or in hard copy to be returned the first day school opens. Student attendance is determined by check-in on AMI days.
- Students are responsible for contacting the school for needed materials, hard copies, or extra help.
- If the student experiences internet problems; they need to contact the teacher promptly and explain their situation.

\*If you do not want to use a personal Facebook account for this purpose you may want to consider creating a separate account for just this purpose.

#### Lesson Plans and Packet Pickup

Families will also receive information about learning packets that will be distributed through various options, such as online, mail, or pick-up.

### ATTENDANCE

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five and twenty-one years. Any senior attaining age twenty-one during the course of the term may complete that particular term tuition-free.

Regular attendance is a critical factor for student success. If physically able, the student should attend school every day the school is in session. The regular contact of students with each other in the classroom and their participation in a well-planned instructional program under the direction of a competent teacher are vital to this purpose. The habits students develop at an early age will affect their behavior in the future.

The frequent absence of students from classroom learning experiences disrupts the continuity of the learning process. The benefit of a regular classroom is lost and cannot be regained. Teachers cannot teach students that are not present. The total process of education requires a continuity of instruction, classroom participation, and learning experience in order to obtain the maximum educational benefit for each individual student. We encourage parents to schedule medical and other appointments after school if at all possible.

The purpose of this policy is to encourage students to maintain good attendance. Students who miss **no school time** during the school year will be recognized at the end of the school year.

#### Call-In Procedures for Absences

If a student is to be absent, a parent/guardian must either call the school NO LATER than 9:00 a.m. or send a note with another child to explain the reason for the absence. If school personnel do not hear from parents by 9:00 a.m., they will call to check on the student.

#### Making Up Missed Assignments

Parents may pick up their students assignments in the office after 3:00 p.m. Students are responsible for making up the work missed during the absence. A student has one extra day to make-up missed work for each day absent. Failure to do the work within the time allowed will result in a MASH. After two MASHes are given and work still not completed, a grade of zero will be given for the missing work.

#### Extra-curricular Activities

To attend or participate in school activities, a student must be in attendance at school for at least the second half of the day (by 11:45). If students are absent on Friday, they will not be allowed to attend or participate in school activities falling on that weekend. This includes home and away activities. Students receiving homebound instruction are not able to come to school during that time period;



in turn those students are not allowed to participate in extracurricular activities until returning to school. Special circumstances may be allowed with **prior** approval from the principal. Students that participate in an extracurricular activity must arrive on time to school the following day. Any unexcused tardy or absence will result in loss of playing time in the next activity for which the student is eligible. If students attend an extracurricular activity and they were not in attendance for that day of school (and did not have prior approval or doctor's note) they will be given one day of ISS.

### **Checking In and Out of School**

Students are required to check out and into the office when leaving the grounds or returning to school. No student will be allowed to leave the building without consent from a parent/guardian. Leaving school without permission to leave will result in disciplinary action for truancy.

### **Exceptions**

There will be times when extenuating circumstances will make it necessary for the principal to deviate from this policy. Such circumstances would include, but not limited to, serious illness, unforeseeable family emergencies, military leave/deployment of parent, etc. Appropriate documentation will be required for such circumstances.

Formal appeals of this policy must follow the chain of command. Initial appeals may be made in writing to the principal. If this is unsatisfactory, a further appeal may be made in writing to the superintendent. If both of these are unsatisfactory, a final appeal may be made in writing to the Board of Education.

### **Graduation**

In order to walk at graduation seniors must have 90% attendance.

## ***ELEMENTARY ATTENDANCE POLICY***

Students will be allowed a maximum of **6** days absent per semester. These 6 days described in this policy are to take care of:

1. Personal illness
2. Professional appointments that could not be scheduled outside the regular school day
3. Absence approved by the parents or guardians

Excused Absences (will not count toward **6** days per semester):

1. Long-term illness (chicken pox, strep throat, etc.) with documentation from their doctor
2. Hospitalization
3. Funeral of immediate family members

### **Tardies**

Parents can call to excuse a student from being tardy 2 days per semester. After 6 days per semester of being tardy, the student will be required to serve 30 minutes after school.

### **Excessive Absences and Tardies**

By law, it is the parent's responsibility for the regular attendance of a child in their care. A tardy is arriving at school and entering the classroom after 8:00 a.m. Parents of students who have missed or been tardy more than 6 days per semester will be notified in writing of the days missed. A letter will be sent to parents of students missing or being tardy 10 days, requesting a conference with the principal, as well as being referred to the Missouri Division of Family Services as "educational neglect". Attendance hours will need to be completed before the student participates in any extracurricular activities or practices.

### **Administrative Procedures Absence (per semester)**

4	Parents notified by letter
5	Parents notified by letter
6	Parents notified by letter
7+	Parents notified by letter
	Student is required to make up time after school (1 hour per half day missed)
10+ days/ semester	Student receives a zero on all work missed during absence
	Letter sent to Juvenile Office
	Referral ("hotline") to Missouri Division of Family Services

**JUNIOR HIGH AND HIGH SCHOOL ATTENDANCE POLICY**

All students are expected to attend school regularly and be on time for classes in order to benefit fully from the instructional program and to develop habits of punctuality, self discipline and responsibility. There is a direct correlation between poor attendance and class failure. Students having good attendance generally achieve higher grades, enjoy school and school activities more, and stand a much better chance of becoming employed after leaving high school.

Students will be allowed no more than **5** absences per semester per period. The absences should be adequate to cover the following:

1. Personal illness
2. Professional appointments that could not be scheduled outside of the regular school day.
3. Absences approved by parent or guardian.

Excused Absences (will not count toward **5** days per semester):

- Driver’s Test (no more than 2 - ½ days per school year)
- College Visit (1 day per junior year and 2 days per senior year)
- Long-term illness (chicken pox, strep throat, etc.) with documentation from their doctor
- Hospitalization
- Funeral of immediate family members

**Tardies**

A tardy is arriving at school and entering the classroom after 8:00 a.m. or getting to class after the second bell has rung. Parents can call to excuse a student from being tardy to school 2 days per semester. After 2 days per semester of being tardy before school, the student will be required to serve 30 minutes after school. Students receiving tardies during the school day will be required to serve 30 minutes after school.

**Excessive Absences**

By law, it is the parent’s responsibility for the regular attendance of a child in their care. Parents of students who have missed more than 5 days per semester will be notified in writing of the days missed. Any absences over five per semester will result in the student making up the time missed by serving one hour Mandatory Study Hall after school. Students missing three hours or less of a day (or missing the same hour three times over a period of days) will be assigned one hour of Mandatory Study Hall after school. Attendance hours will need to be completed before the student participates in any extracurricular activities or practices. Hours owed during 2nd semester that haven’t been completed before the end of school can be completed during the summer.

**Administrative Procedures Absence (per semester)**

- |                   |   |
|-------------------|---|
| 3                 | Parents notified by letter  |
| 4                 | Parents notified by letter  |
| 5                 | Parents notified by letter  |
| 6+                | Parents notified by letter  |
|                   | Student is required to make up time after school (1 hour per half day missed) |
|                   | Grade deductions begin per class.   |
| 8+ days/ semester | Student receives a zero on all work missed during absence                     |
|                   | Letter sent to Juvenile Office  |
|                   | Referral (“hotline”) to Missouri Division of Family Services                  |

<i>Absences (Quarter Classes)</i>	<i>Absences (Semester Classes)</i>	<i>Grade Reduction</i>
<b>6</b>	<b>8 and 10</b>	<b>2%</b>
<b>7</b>	<b>11</b>	<b>4%</b>
<b>8</b>	<b>12</b>	<b>8%</b>
<b>9</b>	<b>13</b>	<b>16%</b>
<b>10</b>	<b>14</b>	<b>32%</b>
<b>11</b>	<b>15+</b>	<b>50%</b>

- A phone call or a note from home are **required** for all absences. A phone call or a note from the parent/guardian are required if the student plans on leaving during the school day.

- Students can appeal absences to the Superintendent.
- Students can appeal absences to the Hale R-I Board of Education.
- School sponsored or school sanctioned activities are exempt from and will not count toward the total count of absences.
- Students who participate in school sponsored activities that require the student to miss a day of school must be present the day before or the day following the activity. If a student is absent the day before and the day after the activity, they will not be allowed to attend the next school sponsored activity that requires time away from school. Any exceptions must be approved by the administration.

### **ATTENDANCE OF EXTRA CURRICULAR ACTIVITIES**

Students attending extracurricular activities are not to be dropped off and left unattended. A parent or guardian (a responsible adult) must accompany them. Unsupervised children will be sent home and/or a parent will be called to come pick them up immediately from the activity. Students are expected to sit with their supervising adult or parent/guardian while attending activities.

- Students will not be allowed to run up and down the bleachers as this causes a problem and is a distraction for those trying to watch the activity.
- Students are not allowed to sit on the stairs and block this area. Stairs are to be used for spectators to get to and from their seats.
- Students are not to loiter in the halls or in the cafeteria; again the purpose of attending is to watch the activity. Violators will be warned, asked to leave, and if needed not allowed back into activities.
- Students are not allowed to go outside with a supervising adult, and may not be allowed back in.
- Students are not allowed to sit on the stage. Only team managers may sit on the stage.
- After activities are finished, students aren't allowed to run and play on the gym floor.
- Students need to be in school at least ½ day in order to attend any extracurricular activity unless excused by the principal or superintendent.
- If discipline issues occur students will be subject to the discipline policy outlined in this handbook, and possibly barred from attending further extracurricular activities.

### **BUS POLICY FOR ATHLETIC/INTERSCHOLASTIC TRIPS**

This policy is to clarify the individuals permitted to be transported on the Hale bus for athletic/interscholastic events. The following people are authorized by the Hale R-I School Board to ride the bus for these specifically scheduled trips. No unauthorized persons are permitted transportation on the team bus.

1. The coach/sponsor and his/her family
2. The assigned bus driver and his/her family
3. The scorekeeper and his/her family
4. All team members/participants
5. All designated student managers and students assigned specific duties by the coach/sponsor
6. All cheerleaders and their sponsor
7. Any administrators and their families should his/her presence on the bus be required

Any students who are participating in an activity or sport must ride the bus/school provided transportation to the event unless prior permission has been obtained from the principal. Parents/Guardians may sign their students out after an event. An adult other than their parent/guardian may not sign out students unless prior permission has been obtained from the principal due to extenuating circumstances. The parent must provide permission in writing prior to the event as well, and the adult signing out the student must be a family member. Failure to follow these procedures will result in disciplinary action, which may include being ineligible for future activities of a similar nature.

### **CARE OF SCHOOL PROPERTY BY STUDENTS**

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear or stolen while during possession. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

### **CELL PHONES /WIRELESS DEVICES**

Cell phones, video games, musical devices, and other electronic devices are not allowed to be used during school hours (8:00 a.m. - 3:30 p.m.). Any electronic devices in use, view, or found will be confiscated and placed in the office. Cell phones should be turned off at all times. Exceptions will be allowed for ebooks, such as a Kindle or Nook. Use of ebooks will only be allowed for reading ONLY with prior permission from the teacher. Use of such devices for online purposes will result in disciplinary action.

- **1<sup>st</sup> Offense:** Item returned to the student and student will serve one hour after school detention.
- **2<sup>nd</sup> Offense:** Item returned to the parent and student will serve 1 day of ISS.
- **Subsequent Offenses:** Item will be returned to the parent, conference held between parent, student, & administration, and student will serve 2 days of OSS.

### **CHANGE OF ADDRESS/PHONE NUMBER**

For your child’s safety and well-being, please notify the school immediately if you have a change of address and/or phone number either at home or work.

### **CHARACTER EDUCATION PROGRAM**

The Hale R-1 School District believes that human uniqueness and diversity are valued and that all students must acquire the skills, knowledge, and character traits to prepare them to function as educated citizens. In order to meet the challenges of the 21<sup>st</sup> Century, it is equally important to recognize character development and academic learning to achieve the school mission. This policy on character development is for the benefit of all students and is written with respect and sensitivity to the diversity of religions, cultures, creeds, and beliefs. A variety of activities will be implemented to facilitate the learning of these traits. Such activities include, but are not limited to: service learning projects and mentoring programs.

In the Hale R-1 School District, we believe that:

1. Families, schools, and the community accept responsibility and work together to promote and enhance character development in our students.
2. Our entire staff, through its words and behaviors, must model the traits of the Character Education Initiative.
3. All children can become responsible and respectful people if they live and learn in a climate where they are respected and given responsibility.
4. It is expected that all students will be responsible decision makers.
5. Character development and academic development are equally important.
6. Character education is an integral part of the school’s activities, programs, and curriculum.

Hale R-1 Character Traits:

August/September	Responsibility
October	Respect
November	Citizenship/Service
December	Compassion
January	Tolerance
February	Self-Control
March	Honesty/Integrity
April	Cooperation
May	Perseverance/Patience

### **COMMUNITY USE OF SCHOOL FACILITIES**

As a service to the community and in accordance with state law, the Board of Education may allow the use of public school facilities by individuals, groups and associations for educational, recreational, social, civic, philanthropic and other similar purposes as the Board deems are for the best interests of the community.

Permission to use school facilities will be granted to community organizations and residents by the superintendent, or his or her designee, in keeping with the policies, rules and regulations adopted by the Board. However, such use will not interfere in any way with the regular programs and activities of the school district.

A nominal rental fee to cover operational costs (heat, lights, etc.) and custodial service will be charged in accordance with a schedule recommended by the superintendent and approved by the Board. The fee will not be charged to any school-related organization. The Board may consider waiving the fee for special public programs.

The use of playgrounds and building during the summer months for recreational purposes shall be governed by the superintendent according to the Board policies, rules and regulations.

A certificate of insurance or hold-harmless agreement shall be provided by the persons or organizations using school facilities. For specific regulations governing the use of school facilities by non school groups and an application to use the facilities see Board Policies KG-R, KG-R-1, and KG-R-1A.

### **COMPLAINTS AND GRIEVANCES**

Any alleged act of unfairness or any decision made by the school personnel, which students or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated individual.

The following guidelines are established for the presentation of students' complaints and grievances.

- The principal shall schedule a conference with the student and any staff member involved to attempt to resolve the problem. Parents/guardians may be involved in the conference or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student or the student's parents/guardians, a request may be submitted for a conference with the superintendent. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.
- If the student or the student's parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal. All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personnel or student files.

### **COMPULSORY ATTENDANCE AGES**

Any child between the ages of five and seven who is enrolled in the Hale R-I School District shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian, or other person having charge, control or custody of the child. Any child who is a resident of the school district and who is between the ages of seven and sixteen years shall attend a day school, public or private, as specified in state law. The Board of Education shall abide by the compulsory attendance laws of Missouri by requiring district resident children between the ages of seven and sixteen years to attend school full-time, with the exception of those students, who may be excused from full-time attendance by the superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the superintendent on the merits of the individual student's application.

Any student age sixteen years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, the following procedures will be followed:

- The high school counselor will report to the State Literacy Hotline that said student dropped out of school.
- The high school counselor will provide GED alternative on-line education and Job Corp information to the student.
- The high school counselor will inform the students that if he/she decides to return to school in the future, they are welcome to re-enroll. The high school counselor will then meet with the student to prepare a graduation plan.

### **DISCIPLINE**

## ***DISCIPLINE GUIDELINES***

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities. Off-campus misconduct, which is not school-related and which adversely affects the educational climate, will also be subject to these policies, rules and regulations. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

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

The Board authorizes the immediate removal of a student upon a finding by a principal, superintendent or Board that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures set forth for suspensions.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and all sub coded policy codes. This includes, but is not limited to the following policies and regulations: JG-R, JGA (Corporal Punishment), JGB (Detention & ISS), JGD (OSS & Expulsion), and JGF (Reporting & Records). A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

### ***After School Detention***

After School Detention may be scheduled from 3:30-4:30.

### ***In-School Suspension***

When disciplinary problems occur, students may be assigned to serve a specified time period in the in-school suspension program. Students will be isolated from their regular classes and will be allowed to make up any daily work. Tests may be made up at the discretion of the teacher. Assignments, location, and time period shall be determined by the principal, or his/her designee.

### ***Saturday School***

Saturday School takes place from 8:00-11:00 a.m. on a specified Saturday. Failure to attend will result in a day of ISS and a Juvenile Office referral unless prior arrangements have been made with the administration.

### ***Out-of-School Suspension***

During Out-of-School Suspension students are not allowed to attend any school sponsored activity or be on school grounds. All grades, tests, and homework may **NOT** be made up.

Anytime a student is referred to the principal for misbehavior that will result in detention, ISS, or suspension, the student's parent/guardian shall be contacted. Upon missing 3 detentions after school the Juvenile Office may be contacted. In addition, failing

to serve at Saturday School will also constitute the Juvenile Office being contacted. Any action taken by the principal or superintendent shall afford the student due process.

Children or their parents/guardian may file a grievance if they believe that the action taken was unfair or not in accordance with district policy.

Note: Students who are in ISS or OSS may not attend or participate in any home or away school activities (including practices for extracurricular activities) until their ISS or OSS is completed. If an ISS or OSS extends over a weekend, the student will not be able to attend or participate in any weekend activities. ISS begins immediately upon its being assigned to a student. Students are not eligible to attend or participate in any school activities from that point until the ISS has been completed. ISS ends at the end of the school day on the final day of the ISS.

## ***BULLYING & HARASSMENT***

### **Bullying**

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

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

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

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

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

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student

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

Schools have a responsibility to provide a nondiscriminatory environment. Students who are found to have violated this policy (Board Policy 2655) will be subject to the Hale R-1 School District's Discipline Policy. The Superintendent may reduce the length of suspension for elementary school students based upon the facts in each case.

### **Harassment**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

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

### ***WEAPONS IN SCHOOL***

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities. [This includes students and parents/community members on any school property, including parking lots, at any home or away event.]

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person. [Laser lights/pointers are included as weapons.]

The Hale R-1 Board of Education, to comply with the Gun-Free Schools Act, will expel any student, who brings a gun to school, for not less than one calendar year. Any student expelled for bringing a gun to school will be referred to the criminal justice system or the juvenile delinquency system.





Subsequent Offenses	expulsion**/++
Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia	
1 <sup>st</sup> Offense	expulsion**/++
Extortion—Threatening or intimidating any student for the purpose of obtaining money or anything of value	
1 <sup>st</sup> Offense	principal/student conference, ISS, or 1-10 days OSS
Subsequent Offenses	ISS, 1-180 days OSS, or expulsion*
False Alarms—Tampering with emergency equipment, setting off false alarms, making false reports	
1 <sup>st</sup> Offense	principal/student conference, ISS, 1-180 days OSS, or expulsion*
Subsequent Offenses	ISS, 1-180 days OSS or expulsion*
Fighting—Mutual combat in which both parties have contributed to the conflict either verbally or by physical action	
1 <sup>st</sup> Offense	principal/student conference, ISS, or 1-180 days OSS*/+
Subsequent Offenses	ISS, 1-180 days OSS, or expulsion*/+
Horseplay—Physical contact which is unnecessary and potentially harmful to either participant	
1 <sup>st</sup> Offense	principal/student conference, detention, or ISS
2 <sup>nd</sup> Offense	detention, ISS, or OSS
Insubordination—Failure to comply with the request of a faculty/staff member or any adult in charge of students	
1 <sup>st</sup> Offense	principal/student conference or ISS
Subsequent Offenses	ISS or 1-180 days OSS
Profanity—Use of profane language in the school, on school grounds, school bus, or school activity	
1 <sup>st</sup> Offense	principal/student conference or detention
Subsequent Offenses	ISS or OSS
Prohibited Use of Cell Phone/Wireless Devices	
1 <sup>st</sup> Offense:	1 hour after school detention and principal/student conference
2 <sup>nd</sup> Offense:	1 day of ISS and principal/student conference
Subsequent Offenses:	1-20 days of OSS and principal/student conference
Public Display of Affection—Physical contact which is inappropriate for the school setting	
1 <sup>st</sup> Offense	principal/student conference, ISS, or 1-180 days OSS*
Subsequent Offenses	ISS, 1-180 days OSS, or expulsion*
Sexual Harassment	
Use of verbal, written or symbolic language that is sexually harassing	
1 <sup>st</sup> Offense	principal/student conference, ISS, 1-180 days OSS, or expulsion*
Subsequent Offenses	ISS, 1-180 days OSS, expulsion*/+
Physical contact that is sexually harassing	
1 <sup>st</sup> Offense	ISS, 1-180 days OSS, expulsion*/+
Subsequent Offenses	11-180 days OSS or expulsion**/++
Theft—Theft, attempted theft or willful possession of stolen property	
1 <sup>st</sup> Offense	ISS or 1-180 days OSS*/+
Subsequent Offenses	11-180 days of OSS or expulsion**/++
Tobacco	
Possession of any tobacco products include but are not limited to...e-cigarettes & vape products (or similar products) on school grounds, bus, or at any school activity	
1 <sup>st</sup> Offense	principal/student conference, ISS, or OSS
Subsequent Offenses	ISS or 1-10 days OSS

Use of any tobacco products (e-cigarettes, vapes, etc.) on school grounds, bus or at any school activity

1 <sup>st</sup> Offense	ISS or 1-3 days OSS
Subsequent Offenses	ISS or 1-10 days OSS

Truancy—Absence from school without the knowledge and consent of parents/guardian and/or the school administration

1 <sup>st</sup> Offense	principal/student conference or 1-3 days ISS*/+
Subsequent Offenses	3-10 days ISS**/++

Vandalism—Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students

1 <sup>st</sup> Offense	ISS, 1-180 days OSS or expulsion; restitution*/+
Subsequent Offenses	11-180 days OSS or expulsion; restitution**/++

Weapons—Possessions or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

1 <sup>st</sup> Offense	ISS, 1-180 days OSS, or expulsion*
Subsequent Offenses	11-180 days OSS or expulsion**

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo

1 <sup>st</sup> Offense	one calendar year suspension or expulsion**/++
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**All offenses and resulting disciplinary actions will be dealt with on a case-by-case basis for all students depending on the severity and frequency of such offenses and/or to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.**

**Repeated offenses by a student may constitute insubordination and a student may be suspended for a greater length of time.**

### ***DISCIPLINE CODE***

What is a Discipline Code?

Hale R-I has prepared this Discipline Code to assist students. It is our aim to develop positive attitudes and to provide information, which will assist students in becoming good decision-makers. Learning to behave in a responsible manner will be necessary to benefit from the educational opportunities provided within the school. The development of high ideals and appropriate behavior in our young people will be our goal.

The purpose is to describe behavior that builds a positive environment for learning, describe specific examples of student misbehavior, define penalties that will be imposed for student misbehavior, and provide for consistency in dealing with student discipline. This code is written to promote an atmosphere where orderly learning is possible and encouraged. All district personnel are expected to hold all pupils accountable for conduct in school, on school property, on any school bus, and during school sponsored activities.

When is this Code in force?

The Code is in force during regular school hours (or from the time students board the bus until the bus returns to the student's home) and at all school-related functions where school personnel have responsibility for students.

Principals should:

- Establish a school climate for learning which is conducive to maximum student growth
- Strive to assist students to perform in a socially acceptable manner
- Serve as the leader for the instructional program
- Work to assure that physical surroundings are conducive to a learning environment

Teachers should:

- Provide an effective program of instruction
- Maintain an atmosphere conducive to learning
- Serve as a role model for students by showing respect for others
- Maintain regular contact with parents
- Assist students in learning to follow the rules of expected behavior
- Teach students responsibility for their actions by applying rules of conduct and disciplining fairly and appropriately
- Recognize and praise the success, achievement, and progress made by students

Parents should:

- Assume major responsibility for helping their children develop good habits of behavior
- Recognize and help their children understand that the teacher assumes the role of the parent while the children are at school
- Teach their children respect for property and the rights of others
- Speak positively about the school and education in front of their children
- Assist their children to come to school well-groomed and appropriately dressed
- Send their children to school regularly and on time
- Explain any necessary absences or tardies promptly to the office
- Provide necessary school supplies for their children to be able to perform classroom work
- Discuss daily work assignments and report cards with their children in a constructive manner
- Keep in close contact with the school to ensure good communication
- Attend and/or request parent conferences

Students should:

- Respect the authority of the teachers and school administration
- Cooperate in the development of good habits of behavior
- Attend school daily and arrive on time
- Assume responsibility for their own actions
- Come to school well-groomed and dressed appropriately
- Respect the rights of others
- Help keep the school and school property neat, clean, and in good condition for those who follow
- Keep parents informed regarding school activities, needed materials, progress, and any information which might be sent home
- Bring school supplies as required for daily classroom work
- Listen to the teachers, follow directions, and answer questions as required
- Do all assigned work
- Treat all students and school personnel with respect
- Obey all school and classroom rules of behavior
- Strive to be cooperative and courteous with others

### **DISCIPLINE AND THE SPECIAL EDUCATION STUDENT**

Handicapped students enrolled at the Hale R-1 School, should, to the maximum extent, adhere to the discipline codes established for the general school population. Any variations will be based on the nature and extent of the handicapping condition and the IEP will address the relationship of the student's handicap to disciplinary issues, outlining methods for monitoring and improving behavior.

Federal and state regulations do dictate that before a handicapped student can be suspended, the administration and the child's teacher must review the student's special education placement to determine whether:

1. The behaviors that may lead to suspension are related to the child's handicapping condition.
2. The special education placement is appropriate.

If the review determines that the behaviors are not related to the handicapping condition and the services being provided are appropriate, the school may suspend the student and then return him/her to the same placement. Follow normal district procedures.

If the behaviors are related to the handicapping conditions, then the district must conduct a review of the IEP to determine whether an alternative placement is needed. The district would provide alternative special education services based upon the revised IEP.

The following guidelines are provided:

1. Suspension of handicapped students for ten days or less is permissible and is not considered a change in placement.
2. Successive short-term suspensions may be interrupted as long-term and, therefore, a change in placement.
3. In the case of a long-term suspension/expulsion, an IEP team must meet to determine appropriate services within 10 days of the starting date of the suspension.
4. A district may not cause the complete cessation of services to a handicapped student.

### **DISCIPLINE HEARINGS**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition,

student discipline hearings also will be held upon a written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days.

For specific hearing procedures, refer to Hale R-I Board Policies and Regulations, JFAA.

### **SCHOOL BUS DISCIPLINE POLICY**

In order to insure that all students are transported safely and to provide guidelines for expected student behavior, the following rules are included but not limited to (including Grand River Vo-Tech bus transportation):

- Bus driver may assign seats
- Students must be courteous
- No profanity is to be used
- No eating or drinking; keep bus clean
- Violence is prohibited; no aggressive or malicious physical contact or verbal abuse will be permitted
- Students must remain seated, unless loading or unloading
- No smoking or use of tobacco products
- Keep hands and head inside bus and do not throw objects out bus windows
- Do not destroy property

Misbehavior will result in disciplinary action by the bus driver or the school principal. The following interactions and consequences are guidelines to see that children are transported in a safe and orderly environment.

#### **Assault (\*)**

- 1<sup>st</sup> Offense— Referral to principal; bus riding privileges suspended for 5 days  
2<sup>nd</sup> Offense— Referral to principal; bus riding privileges suspended for 10 days  
3<sup>rd</sup> Offense— Referral to the superintendent; bus riding privileges suspended indefinitely; Board action required for reinstating riding privileges

#### **Eating or drinking on the bus**

- 1<sup>st</sup> Offense— Warning by bus driver  
2<sup>nd</sup> Offense— Referral to the principal; student will serve one hour detention after school  
3<sup>rd</sup> Offense— Referral to principal/superintendent; bus privileges suspended for 3 days

#### **Fighting (\*)**

- 1<sup>st</sup> Offense— Referral to principal; bus riding privileges suspended for 3 days  
2<sup>nd</sup> Offense— Referral to principal; bus riding privileges suspended for 10 days  
3<sup>rd</sup> Offense— Referral to superintendent; bus riding privileges suspended indefinitely; School Board action required for reinstatement of riding privileges

#### **Loud or disruptive behavior (\*)**

- 1<sup>st</sup> Offense— Warning by bus driver  
2<sup>nd</sup> Offense— Assignment of a certain seat  
3<sup>rd</sup> Offense— Referral to principal; one hour detention after school  
4<sup>th</sup> Offense— Referral to principal; bus riding privileges suspended for 3 days  
5<sup>th</sup> Offense— Referral to principal; bus riding privileges suspended for 10 days

#### **Not staying seated when bus is moving**

- 1<sup>st</sup> Offense— Warning by bus driver  
2<sup>nd</sup> Offense— Assignment of a certain seat  
3<sup>rd</sup> Offense— Referral to principal; one hour detention after school  
4<sup>th</sup> Offense— Referral to principal; bus riding privileges suspended for 3 days  
5<sup>th</sup> Offense— Referral to principal; bus riding privileges suspended for 10 days

#### **Throwing articles out bus windows**

- 1<sup>st</sup> Offense— Referral to principal; one hour detention after school cleaning school grounds  
2<sup>nd</sup> Offense— Referral to principal; 3 days ISS  
3<sup>rd</sup> Offense— Referral to principal; 5 days ISS

**Use of profanity (\*)**

- 1<sup>st</sup> Offense— Referral to principal
- 2<sup>nd</sup> Offense— Referral to principal; bus riding privileges suspended for 3 days
- 3<sup>rd</sup> Offense— Referral to principal; bus riding privileges suspended for 3 days

**Use of profanity directed toward a bus driver or sponsor (\*)**

- 1<sup>st</sup> Offense— Referral to principal; bus riding privileges suspended for 5 days
- 2<sup>nd</sup> Offense— Referral to superintendent; bus riding privileges suspended for an indefinite period; Board action required for reinstatement of riding privileges

**Use of tobacco products (\*)**

- 1<sup>st</sup> Offense— Referral to principal; bus riding privileges suspended for 3 days
- 2<sup>nd</sup> Offense— Referral to principal; bus riding privileges suspended for 10 days
- 3<sup>rd</sup> Offense— Referral to superintendent; bus riding privileges suspended indefinitely; Board action required for reinstatement of riding privileges

**Vandalism (\*)**

- 1<sup>st</sup> Offense— Referral to principal and bus riding privileges suspended until restitution is made
- 2<sup>nd</sup> Offense— Referral to principal and bus riding privileges suspended until restitution is made
- 3<sup>rd</sup> Offense— Referral to superintendent and bus riding privileges suspended indefinitely, restitution is required; Board action required for reinstatement of riding privileges

**(\*) refers to the fact that consequences from the “Discipline Actions” may also apply to these misbehaviors, in addition to the consequences listed above.**

**DRESS CODE**

The following dress code will apply to student dress during regular school hours. It is not the school’s intention to infringe on the individual student’s right to freedom of expression, but rather to encourage students to “dress for success” and to come to school properly prepared to participate in the learning process. The list given details items that are not appropriate for the school setting; however, the administration reserves the right to determine that other items not listed here are causing interference to the educational process and therefore will not be allowed.

1. No headgear such as: hats, sunglasses, handkerchief, head scarves, etc.
2. No midriffs (the mid-section must always be covered), see-through shirts, shirts with sleeves cut off or low-cut armholes, backless tops, halter top, or any tank top, spaghetti strap top or any other top which exposes the wearer's undergarments.
3. No low cut tops exposing excessive cleavage.
4. All shirts must be “tuckable”.
5. No holes in jeans above the mid-thigh area.
6. No pajama pants.
7. Appropriate shorts may be worn. They will not be allowed if they are too tight or too short. (Mid-thigh is an appropriate length.) Dresses and skirts must meet the same standard as shorts.
8. No clothing with inappropriate language, phrases, pictures, or innuendos will be allowed. Clothing that advertises illegal drugs or paraphernalia, alcohol, bars, or tobacco is also prohibited.
9. “Sagging” is not allowed. Pants/jeans must cover the undergarments at all times.
10. All students must wear shoes, boots, or some type of footwear. Heelys or shoes with wheels are prohibited.
11. Students must refrain from wearing oversized or bulky coats/jackets that may conceal.

It is impossible to anticipate all dress or grooming situations that might be considered improper for school attire. The school administration has exclusive right and authority to address any questionable or improper dress deemed detrimental to the learning environment. Students not in proper attire will not be allowed in the classroom and are to obtain proper clothing as soon as possible. Repeated violations of the policy will result in disciplinary action.

Students are representing our school when they attend activities/contests at Hale R-1 or other schools or places in the community. For this reason, Hale R-I students are encouraged to dress appropriately to all school activities. Any student wearing an article of clothing that is not age appropriate or is a safety hazard to one’s self or others will not be allowed. The school administration has the right and authority to have the student remove or obtain proper clothing before returning to extracurricular activity (“home” or “away”).

Any student participating in an extracurricular activity, whether home or away, will follow the dress code as described above as well as outlined by the sponsor/coach of the extracurricular activity.

### **DRIVING PRIVILEGES**

Driving to school is a privilege that high school students have. As such the following procedures should be followed for a student to continue to have the privilege of driving to school.

- Students will drive their vehicles slowly in school parking lots and on the streets surrounding the school grounds.
- Parking in the school parking lot is highly suggested for the safety of all our students.
- Students will park in the parking lot in an orderly manner by forming rows. No one should block another person's vehicle from being able to move.
- Students should not bother any vehicles in the parking lot, which do not belong to them.
- These regulations apply to ALL types of motorized vehicles.
- Students **must** receive **prior** permission from the administration to drive to Grand River Vo-Tech along with written permission from their parents. Any student missing the bus to Vo-tech will remain at school until a parent can be contacted, or an administrator can transport them to Vo-tech. Violation of this policy will result in the following disciplinary actions:
  - 1<sup>st</sup> Offense: After School Detention, parents contacted.
  - 2<sup>nd</sup> Offense: 1 Day of ISS and parents contacted.
  - 3<sup>rd</sup> Offense: 1 Day of OSS and parents contacted.
  - 4<sup>th</sup> Offense: Dismissal from the Vo-Tech program and parents contacted.

Failure to follow these procedures will result in the student's being assigned a detention. Continuous failure to comply could result in the student losing his/her driving privilege.

### **DRUG TESTING**

#### *BACKGROUND AND PURPOSE*

The Hale R-1 School District Board of Education is committed to protecting the health and safety of its students. The use of illegal drugs and alcohol by students poses a threat to all students' health and safety and has a detrimental effect on the learning environment. The Hale R-1 School District strives to create a truly drug-free school district by implementing a program of deterrence and educating, preventing, and intervening in students' use or abuse of illegal drugs and alcohol. The rules and regulations of this Policy seek to (1) protect the health and safety of all students; (2) improve the learning environment by eliminating disruptive substance abuse-related influences; (3) encourage student substance-users and substance-abusers to participate in treatment programs; and (4) ensure that students have the opportunity to participate in extracurricular activities in a fair and safe environment.

Participation in interscholastic athletics, extracurricular activities, and on-campus parking is a privilege. Student participants have voluntarily positioned themselves as school leaders and role models in the learning community. Student participants are responsible for adhering to high standards of conduct, including refraining from the use of illegal drugs and alcohol. All students participating in interscholastic athletics, extra-curricular activities, and those students participating in on-campus parking, shall receive a copy of the Substance Abuse Testing Policy and Procedures, including a Substance Abuse Testing Consent Form.

The Hale R-1 School District shall conduct random drug and alcohol testing of students in grades 7-12 as a condition of participation in interscholastic athletics, extra-curricular activities, and on-campus parking. Eligible athletics and activities shall include but are not limited to those activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities for which students receive an academic grade for participation. Random drug and alcohol testing shall be performed in accordance with the Policies and Procedures herein.

No Hale R-1 School District employee shall have the authority to waive the testing of any student selected in the random selection process. All students participating in interscholastic athletics, extra-curricular activities, and on-campus parking shall be eligible for random drug and alcohol testing.

Sanctions for positive drug and alcohol test results shall be limited to exclusion from participation in interscholastic athletics, extra-curricular activities, and on-campus parking. A violation, without more, shall not result in suspension from school, academic sanctions, or reporting to municipal authorities. Documentation regarding drug and alcohol test results shall be maintained separately from all other student records.

#### *DEFINITION OF TERMS*

Alteration - the process where an individual ingests large amounts of water, vitamins and/or other various chemicals in an attempt to interfere with testing results. In drugs-of-abuse screening, it is important to ensure the integrity of samples. The test provides information on the possible alteration of urine samples submitted for DAU (Drugs-Of-Abuse Urine) testing. The object of tests for alteration is to discover deviations in urine samples, such as dilution, or the addition of drug-test interfering substances.

Drug Use Test - scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

Extracurricular Activities - activities that take place outside the regular course of study in school.

Illegal Drugs - the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

Positive Test Result - when referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

#### *SUBSTANCE ABUSE TESTING CONSENT FORM*

Each student shall be required to sign a Substance Abuse Testing Consent Form, which shall be returned to the high school principal prior to commencing participation. The signed Substance Abuse Testing Consent Form shall be valid for all eligible activities and will remain effective for the school year unless revoked in writing by a parent or guardian. Students who fail to return the signed Substance Abuse Testing Consent Form shall be prohibited from parking on the school grounds and participating in all eligible activities. Consent forms will be renewed each school year.

#### *PARENT-REQUESTED PERMISSION*

Parents of students who wish for their student to participate in the drug-testing program may voluntarily enroll the student in the district's program even if the student is not involved in extracurricular activities and does not park on school property. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent will be notified of the positive test, but the student will not be penalized through this policy or the student disciplinary policy of the Hale R-1 School District.

#### *CONFIDENTIALITY*

All aspects of sample collection and testing under this Policy shall be conducted so as to ensure the confidentiality of all personal information and/or privacy rights of students to the maximum extent possible. Information identifying a student as a drug or alcohol user may be disclosed only for purposes and under conditions permitted by federal and state law.

#### *STUDENT TESTING PROCEDURE*

1. The random selection process will primarily follow standard practices for federal random test selection. Student testing will most often identify a student by number rather than a name. Normally, the district will tally the number of participants in the random program(s) and provide that number(s) to Tomo Drug Testing (Tomo). The district's Designated School Official (DSO) would also assign a name to each number and create a Student Random ID list to indicate which student is assigned what number. The DSO would keep that list on file in a confidential manner. For illustrative purposes, if a district has 250 participants, Tomo would enter the numbers 1 through 250 into a computer-generated random selection program. We would then generate a random list of numbers and provide that list to the DSO. The DSO would use the Student Random ID list to match names with the numbers on the random selection list.
2. On the day of random testing, the DSO would notify each student on the random selection list that he/she has been selected for a random drug test. The student would go to the collection site where the DSO will provide the student with the Student's Random ID number. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the DSO. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom, as applicable, by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student. The collector will explain that the student is to provide a urine specimen in the collection cup. When the void is completed, the student is instructed to either place the cup on a pre-designated flat surface or hand the collection container to the collection technician. The student will also be reminded not to flush the toilet or to use the faucet until the collection is completed. The



collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private. Once the student has completed the void and opened the bathroom door, the collection technician will check the specimen for sufficient amount, appropriate temperature, no foreign color and no foreign odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands. The collection technician then initiates a preliminary drug screen of the specimen. The student will remain in the collection area and in sight of the collector until dismissed by the collection technician. All procedures will be conducted in accordance with accepted industry practices. If a sufficient urine specimen is not provided within one hour, an alternative method of testing for drugs beyond urine (e.g., saliva, hair).

3. All results will be recorded by the technician on a form acceptable to the district. A Custody and Control Form (CCF) will be used: 1) If the initial screening test indicates a non-negative result; 2) if the collection technician is conducting an internal self-audit of a testing device; or 3) the district requires a CCF for all tests completed. If a CCF is used, the specimen collected will be poured into the specimen vials that came in the collection cup. This will be performed in the presence of the student. The collection technician will complete a CCF with the appropriate copy being sent (along with the specimen) to a HHS-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS. If the GC/MS test is non-negative, the results will be forwarded directly to the Medical Review Officer (MRO). The MRO will contact the DSO to inform him/her of the non-negative result. At this point, the MRO will request that the student's parent/legal guardian contact the MRO directly to determine if there is a medical explanation for the non-negative results. The DSO will then contact the student's parent/legal guardian, inform him/her of the non-negative result, and provide the information necessary to contact the MRO. When the parent/legal guardian makes contact with the MRO and verifies their identity, they will discuss medications the student is taking. If any of the student's medications could explain the non-negative result, the MRO will verify the legitimacy of the prescription with the pharmacy who filled it and/or the prescribing physician. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. Those results will be forwarded to Tomo Drug Testing who will then forward to the DSO. The MRO will reach out to the DSO on two separate occasions, over the course of two separate days (excluding weekends and holidays) to request a student's parent/legal guardian call them to discuss the student's non-negative result. If the parent/legal guardian does not make contact with the MRO during that time frame, the MRO will release the result as a "non-contact positive". A parent/legal guardian can make contact with the MRO after the result has been released. If the district requires a split-specimen collection for a confirmation test, then the parent/legal guardian may contest the MRO's decision and request, within 72 hours of the decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

Urine samples may be tested for the presence of the following specific substances:

Opiates: morphine, codeine, hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Dilaudid). One manufacturer also noted that high concentrations of oxycodone might cause a positive.

Amphetamines: Adderal, Dexedrine, Benezedrine.

Methamphetamine will usually show up in an amphetamine panel.

Benzodiazepines: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others.

Barbiturates: pentobarbital, butabital, amobarbital, secobarbital and phenobarbital.

Methadone: Dolophine

Oxycodone: Percodan, Percocet, Oxycontin, Oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine.

Cocaine

Methamphetamine: though it usually shows up in the amphetamine panel, many manufacturers feel that a separate panel specifically for Meth is more beneficial. The material I have says that MDMA (Ecstasy) can show up as Meth. Some medications, taken in larger dosages, may show up as Meth. Those listed are: Pseudoephedrine, Selegiline (Atapryl, Dipryl, Eldepryl), Benzphetamine (Didrex), a Vicks inhaler and Ranitidine (Zantac). The lab confirmation can separate between legal and illegal Meth.

Marijuana

Phencyclidine (PCP): Venlafaxine (Effexor) may show up as PCP.

MDMA (methylenedioxymethamphetamine): Ecstasy

Propoxyphene (Darvon), a synthetic opiate.

In addition, urine samples may be tested for the presence of performance-enhancing drugs (including anabolic steroids), designer drugs (K2, Spice; Bath Salts) and other substances the district deems appropriate to the preventative intent of this policy.

Breath-alcohol testing may also be used to determine the presence of alcohol. The district also may use alternative methods of testing for drugs beyond urine (e.g., saliva, hair).

#### *REFUSAL TO SUBMIT FOR TESTING*

An eligible student refuses to submit for drug and alcohol testing when he or she (1) refuses to provide a sufficient specimen (2) engages in conduct that clearly obstructs the testing process. An eligible student who refuses to submit for testing, or who acts to falsify testing results, shall be suspended from all eligible activities for one year (365 days) and will forfeit all awards and honors related to participation in eligible activities.

#### *POSITIVE TEST RESULTS*

Positive test results shall be reported to the Superintendent of Schools or his/her designee. The administrator shall notify the student and the parent or legal guardian of the student. All documentation regarding drug and alcohol test results shall be maintained separately from all other student records. Access to the confidential drug testing files shall be limited to school personnel on a need-to-know basis. No testing results will be used to initiate or substantiate any criminal charges against a student. The Hale R-1 School District will not share students' test results with municipal authorities, unless required to do so by law. Failure to abide by the consequences set forth below shall constitute ineligibility for all athletics, extracurricular activities, and on-campus parking.

#### *CONSEQUENCES*

**First Offense:** The student shall be suspended from participation in all school-sponsored activities and/or student parking privileges on school property for a period of 30 participation days from when the test results are determined by the test administrator. If the offense occurs between extra-curricular seasons the consequence will begin with the next activity the student participates in regardless of the school year. When students are allowed to return to school, after the OSS suspension, students will be allowed to have contact with the team but will not be allowed to participate until the end of the extra-curricular suspension. The student must also submit to a mandatory retest at the end of suspension, at the expense of the school.

**Second Offense:** The student shall be suspended from participation in all school-sponsored activities and/or student parking privileges on school property for a period of 90 calendar days from when the test results are determined by the test administrator. If a student completes a drug treatment program (one approved by the school district), forty-five (45) days may be subtracted from the suspension at the discretion of the superintendent or his or her designee. This may only take place if an approved drug treatment program was completed. The student must also submit to a mandatory retest at the end of suspension, at the expense of the school.

**Third Offense:** Following a third confirmed positive test result, the student shall be suspended from participating in all interscholastic athletics, extra-curricular activities, public performances, and on-campus parking for a minimum period of 365 calendar days.

A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extracurricular activities and/or the privilege of parking on school property for 365 calendar days. Any student who refused to re-test after a failed test will be considered to have committed the next offense level.

In order for the student to be reinstated to extracurricular activities and/or park on school property, he/she must take another drug test at the expense of the school district. This test must show negative for drugs in the system. The lab testing facility must be pre-approved by the school district, and the test must include the substances tested for in the school testing program. The student can attend practice sessions, continue to attend team functions and sit with fellow participants during the activities but not participate. After a student tests positive for illegal substances, he/she will be subject to non-random testing at the request of the administration for the remainder of the student's participation in extracurricular activities and/or parking on school property in the designated student areas for the current school year.

### **DUE PROCESS RIGHTS**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is encouraged at Hale R-I School. However, participation in such activities is a privilege, and participants must meet certain eligibility standards. All students—elementary, junior high, and high school—who wish to participate in any extracurricular activities, must follow these guidelines.

At any grading period (mid-term or quarter), if any student has an "F" in any class, he/she will be on probation for two weeks. During this two-week period, he/she will practice and compete in his/her extracurricular activity. After this two-week period, if the grade is

not brought up to above an “F”, he/she will be ineligible. He/She can then practice, but cannot compete, in any extracurricular activities until the next grading period (mid-term or quarter).

### **Eligibility at Semester**

Students Becoming Eligible:

Students who were academically ineligible for the first semester but HAVE met the academic requirements to become eligible second semester may BEGIN participating the FIFTH day classes are attended second semester.

Students Becoming Ineligible:

Students who were academically eligible the first semester but have NOT met the academic requirements to remain eligible second semester must CEASE participate the FIFTH day classes are attended second semester.

If after becoming ineligible, he/she is still failing at the next grading period, he/she is still ineligible until the next grading period (there will be no probation in this case). If he/she is passing after the probation period, but then is failing at the next grading period, then he/she will fall under the probation guidelines again.

Fourth quarter grades will carry over to the first quarter of the following year.

Extracurricular activities will be defined as any activity in which student participation is optional. The extracurricular activities involved will include, but are not limited to, the following: Basketball, Baseball, Softball, Track, Quiz Bowl, School Play, FBLA, FFA, FHA, Speech Club, Math Club, SADD, Student Council, Science Club, NHS, Cheerleading, Dance Squad, Pom Poms, Band, Choir, Flag Corp, certain field trips, school sponsored dances, and any other activities which are deemed appropriate by the administration. Activities, which are tied to a student’s grade in a class or are academic in nature, will not fall under this policy.

At all times, the MSHSAA eligibility guidelines will be in effect.

### **EMERGENCY CLOSINGS**

Should it become necessary to close the Hale R-I School, by reason of weather or other emergencies, the superintendent may order the closing of the school. Notification of such closings will be given to the staff, students, and public under the direction of the superintendent.

The superintendent encourages the staff and patrons to listen to radio stations KMZU-Carrollton (100.7 FM, 1430 AM, & 710 AM) and KCHI-Chillicothe (98.5 FM or 1010 AM) for notification of school closings due to inclement weather. Information will also be available on Kansas City television stations KCTV – Channel 5 and WDAF – Channel 4.

The superintendent will also have the authority to delay the opening of school by one hour or to dismiss early because of weather conditions and other emergencies.

On days when school is not in session because of inclement weather, there will be no student-related activities in the school building, unless approved by the superintendent.

### **EMERGENCY CLOSINGS: LATE START**

It is anticipated the frequency of times a “Late Start” is required will be minimal. The Late Start would only be implemented if conditions allowed the District to follow this practice and do so in a safe operation. On Late Start days, school will begin at 10:00 a.m. (3<sup>rd</sup> period). On Late Start days, students dropped off or walking to school should not arrive any earlier than 9:45 a.m.

The following will be implemented when the “Late Start” rule is in effect:

- Morning bus routes will be utilized at the discretion of the administration. Notice will be given the night before if possible.
- The District will not serve breakfast the day of the Late Start.
- Pre-School classes will be canceled.
- When possible, notice to parents will be given the night before so arrangements can be made.
- The following methods will be used for notification purposes: Local Radio Stations (KCHI, KMZU, KFMZ/KBZK) and TV Stations (4, 5, & 9).

- End of day release time will remain the same as normal.

By utilizing the Late Start, the District will be able to observe a full day of operation and not require a make-up day.

### **EMERGENCY PLANS/SAFETY DRILLS**

The superintendent has the responsibility for developing and maintaining the district’s emergency preparedness plans. Emergency preparedness drills (fire, severe weather, earthquake, tornado, bomb threat, or civil emergency) will be developed by the superintendent in cooperation with the building principal. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. The decision for calling and executing drills will be the responsibility of the superintendent and/or the building principal. The district shall maintain close cooperation with other community agencies (fire department, law enforcement officials and civil defense personnel) in a continued program of preparedness.

Students and staff members shall be retained at the school buildings during actual emergency conditions for safety reasons. Parents/Guardians are urged not to come to the school premises to pick up their children. Buses will not be made available for transportation until authorized by the superintendent or designee. During actual emergency conditions, civil defense vehicles, ambulances, fire-fighting units, law enforcement, and other authorized vehicles will have priority in the vicinity of the schools.

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building and evacuation plans which are best suited for the protection of students from severe storms, tornadoes, fires, earthquakes, or situations involving a civil defense emergency. School will not be dismissed during tornado warnings or civil defense alerts.

#### **Earthquake Procedure**

1. The earthquake signal will be announced over the intercom.
2. At the sound of the announcement ALL class activity should stop and students will await the instructions of the teacher.
3. Classes will move quickly and orderly to the designated areas in the classroom away from windows.
4. Teachers should take their grade book with them and take roll immediately after reaching their designated areas.
5. Everyone will drop under something sturdy, cover their body as much as possible, hold on, and protect eyes by pressing face against arm until the shaking stops.
6. People should remain calm and await further instructions.

#### **Fire Procedure**

1. The fire alarm warning signal will be a continuous horn.
2. At the sound of the fire alarm ALL class activity should stop and students will await the instructions of the teacher.
3. Classes will move orderly and quickly to their assigned areas. The assigned areas are posted near the door in each room.
4. Teachers should take their grade book with them and will take roll of the assigned students immediately after reaching their assigned areas.

#### **Tornado Procedure**

1. The alarm signal for this emergency will be a continuous bell.
2. At the sound of the tornado signal, all class activity will stop and students will await instruction of the teacher. Classes will move quickly and orderly to the designated shelter areas. The designated areas are posted near the door in each room.
3. Teachers should take their grade book with them and take roll immediately after reaching their designated areas.
4. Everyone will come into the building from outdoors and take cover in their designated area. Stay clear of glass areas, all doorways and entrances. No one will be allowed in the gym during a tornado.
5. People should remain calm and await further instructions. Only through the efforts and cooperation of everyone can we survive in the event of an actual disaster.
6. In the event that emergency procedures are in effect during the time of school dismissal, everyone is to remain in the sheltered area until released by the principal. Buses will not run, and no person is to leave the designated area. Students will be released ONLY to their parents.

#### **Lockdown/Intruder Procedure**

Signal—message over the intercom system saying

“Please lock your doors. We are under a Lockdown.”

- Two types of lockdowns...
  - Threat **outside** the building
  - Threat **inside** the building

### ***Outside Threat***

1. Building administrator orders and announces, “Lockdown, there is a threat *outside* the building” over the PA system. It will be repeated a couple of times.
2. All exterior doors will be locked.
3. All students will remain inside the building until the threat has subsided.
4. All exterior doors will be locked.
5. Classroom attendance will promptly be taken
  - a. A list of missing students will be collected and submitted to the office.
6. All rooms with windows will have lights turned off.
7. Classes will continue to take place while keeping children away from exterior doors and windows.
8. Once the threat has subsided, the building administrator will announce “all clear” over the PA system.

### ***Inside Threat***

1. Building administrator or trained school personnel orders and announces, “Lockdown, there is a threat *inside* the building”. This may be announced over the PA or by word of mouth.
2. Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
3. Lock classroom doors immediately.
4. Move students and others away from windows and doors. Turn off lights. Keep everyone quiet.
5. Keep students out of sight.
6. Do not respond to anyone at the door. Do not allow anyone to leave the classroom and do not unlock the door until the “all clear” or other instructions are given from the office.
7. Classes that are outside the building **should not** enter the building.
8. Move outside classes to the primary evacuation site.
9. When the threat is over the building administrator will announce “all clear” over the PA system
10. When safe to do so, classroom attendance will be taken immediately.
  - o If evacuated, teachers should take gradebook in order to take roll after reaching the primary evacuation site.
  - o A list of missing students will be collected by the office.

Fire Evacuation, Tornado Alert, Earthquake Safety, and Lockdown/Intruder Alert procedure plans are posted in all classrooms and student-use areas of the school building. Teachers are directed to review these plans with students in their classes.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or disability.

## **FIELD TRIPS**

The Hale R-I School District may provide educational experiences to students when appropriate off the school premises. These experiences may or may not occur during the time that school is in session. The teacher will have the trip approved by the administration. A bus request will be approved unless alternate transportation is justified. Any student planning to attend such a trip will get all classroom assignments in advance of leaving on said trip and will turn those assignments in on the first day they are in attendance during the regularly scheduled time for that class. Each student must have a field trip permission form (IGCA-1) fully completed and returned to the sponsor prior to participation in the field trip. The number of supervisors will be determined by the administration in order to provide adequate supervision. For music, drama, academic bowl or athletic events involving students in grades 7-12 only, one permission slip must be completed prior to the first away contest.

The school’s discipline guidelines will need to be adhered to during field trips. In addition to the trip discipline code, a student may be excluded from attendance on a field trip if warranted by the administration. The administration has the authority to deviate from this policy if necessary. Parent attendance on field trips is at the discretion of the teacher and administration.

The school district will not discriminate due to sex, race, age, or handicap.

### SENIOR TRIP ELIGIBILITY:

- Students must maintain a cumulative 95% attendance rate.
- If a student receives more than five office referrals through their high school career (freshman - senior), more than two days of in school suspension as well as one day of out of school suspension they will be ineligible for the senior trip until they meet before the board of education.
- Any student involved in any legal problem in which law enforcement officials may be involved will be ineligible for the senior trip until they meet before the board of education.

### FOOD AND DRINK AT SCHOOL

Students should not have food and/or drinks in the halls or classrooms unless a teacher has pre-approved having food and/or drink in the classroom with the building principal. Open bottles or cans should never be in the halls and should not be stored in lockers. The pop machines are to be used after school hours ONLY. Failure to follow these rules will result in disciplinary action.

### GRADES/CLASSES

#### COURSE WEIGHTING SYSTEM

All college level courses will be designated as “weighted” courses due to the level of difficulty and/or prerequisite. The weighting of these college courses shall be for the purpose of figuring Honor Roll and Class Ranking. Students enrolled successfully in a weighted class will receive an extra grade point value which is automatically applied in the School Information System (SIS) program.

### GRADING POLICY

These guidelines are to provide consistency among teachers when assessing student performance. Teachers will count tests, in-class assignments or participation, homework, and/or student skill/performance. Teachers may determine to put more emphasis on certain assessment criteria in determining the final grade.

The following evaluation system will be used in determining grades:

96-100%	A	73-76%	C
90-95%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
77-79%	C+	59 and below	F

At the midpoint of each quarter, a progress report will be mailed home for each student. Grade cards will be sent home at the end of each quarter. The semester grade will be the average of the percentages of the two-quarter grades in that semester.

### HOME SCHOOL CREDIT

Students enrolling with Home School credits **will not** be accepted without appropriate documentation and certification from the state.

### HONOR ROLL

Each quarter an honor roll will be figured in the following manner:

A Honor Roll	All grades must be “A”
A-Honor Roll	Must have an “A-“average, with no grade below B- and no more than one grade in the B category
B Honor Roll	Must have a “B” average, with no grade below C- and no more than one grade in the C category

### ITV/DUAL ENROLLMENT CLASS REQUIREMENT

Students enrolled in ITV courses will be required to sign an ITV Student Contract. Students taking classes for college credit are required to meet specific guidelines established by each university. Those taking courses for high school credit shall have a GPA of

3.0 or higher. Students may appeal this with proper justification at which time administration and the school counselor shall make determination for exception.

### **MO-VIP COURSES**

Students are limited to two (2) credits from MO-VIP courses. Exceptions may be made with prior approval of administration.

### **PROMOTION & RETENTION OF STUDENTS**

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work; however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the principal. If parents/guardians do not accept the decision, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The processes for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading are contained in Regulation 2520 – Promotion and Retention.

If an elementary or Junior High student receives two or more "F" grades in the "Semester" column of his/her grade card, the principal and his/her teachers will meet to determine what actions need to be taken to help the student be successful. The team will make a plan of action to help the student reach their potential. The plan may include retention, summer tutoring, and/or mandatory tutoring after school during next school year until grade is above failing and is maintained at that level.

Students in the high school will be classified according to the number of credits they have earned. The following criteria will be used to determine grade placement and promotion:

Class	Number of Credits
Freshmen	0-5
Sophomore	6-11
Junior	12-16
Senior	17-24

Once a high school student has been placed in a particular grade level at the beginning of the year, they shall remain classified as that grade level until the following school year.

### **GRADUATION REQUIREMENTS**

Title 5 – DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
Division 50 – Division of School Improvement  
Chapter 345 – Missouri School Improvement Program  
As approved October 6, 2005, by the Missouri State Board of Education  
5 CSR 50-345.300 Graduation Requirements for Students in Public High Schools

PURPOSE: This rule establishes minimum graduation requirements for public school districts.

1. High School Graduation Requirements. Effective for the graduating class of 2010 and thereafter, the state minimum high school graduation requirements comprise twenty-four (24) units of credit that must be earned between grades nine (9) and twelve (12). The requirements are stated in terms of the number of units of credit that must be earned in each subject area:

<b>Subject Area</b>	<b>Units of Credit</b>
Communication Arts	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health Education	.5
Personal Finance	.5*
Electives	7.0
Total Credits	24.0

\*The .5 unit of credit of Personal Finance may be earned in social studies, practical arts, or as an elective. If earned in social studies or practical arts, the required units of credit in that area are reduced by .5 (i.e. social studies from 3.0 to 2.5) and the elective total is increased to 7.5.

2. The minimum high school graduation requirements should focus on competencies and align with the Missouri Show-Me Standards and grade-level expectations. Missouri Show-Me Standards and grade-level expectations are located on the Department of Elementary and Secondary Education (DESE) website.
3. Course Requirements. In order to earn one standard unit of high school credit, a student must earn a passing grade in that course. A standard unit of credit is defined by a course that meets for seven thousand eight hundred thirty (7,830) minutes during a school year. Half- and quarter-units of credit may be earned for courses meeting proportionately fewer minutes. However, if a student demonstrates mastery of the required competencies of a course, the district may grant credit through an alternative method with prior approval by DESE. Alternative time schedules may be approved if requested by the District.

### **GRADUATION REQUIREMENTS FOR SPECIAL EDUCATION STUDENTS**

High school graduation requirements for special education students will be established individually at the time the student enters the tenth (10<sup>th</sup>) grade. If any special education student should transfer to the Hale School after this time period, graduation requirements will be established after evaluation of this student has taken place. Graduation requirements will be decided upon by the special education teacher, the counselor, and the high school principal, and approved by the superintendent of schools. The Final requirements will be included in the special education student's IEP (Individual Education Plan). It is the intent of the Hale School Board that these requirements be as close to the number of current graduation units as is possible.

It shall be the Hale R-I School Board policy to finance vocational training during a special education student's junior and senior years if this is recommended by the special education teacher, counselor, high school principal, and approved by the superintendent of schools. This educational group must take into consideration the abilities of the student related to success in academics, the interests of the student, and the wishes of the parent. The final recommendation to the Board of Education must contain statements to the above considerations.

### **SENIOR HONOR STUDENTS**

Students may be granted Valedictorian or Salutatorian honors for their graduating class by being ranked first or second in GPA as of their end of the 8<sup>th</sup> semester. To be eligible for this honor, an individual student must have been enrolled and attending class at

Hale R-I prior to and continuously following the 10<sup>th</sup> day of school of their junior year. In case of a tie, Co-Valedictorians and/or Co-Salutatorians will be honored.

A student that enters the Hale School after the above date and prior to the tenth day of the first semester of their senior year, based upon transferred grades, may be eligible to be named as a co-valedictorian or co-salutatorian of their graduating class.

### **GUIDANCE AND COUNSELING**



Guidance services are available for every student in the school. The counselor has a scheduled period with each elementary class weekly and JH/HS class as needed. In addition, assistance with student problems, help with home, school, or social concerns is available for all students.

## HEALTH

### ***ADMINISTERING MEDICINES TO STUDENTS***

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the principal's designee will administer the medication in compliance with the regulations that follow:

Prescription and over-the-counter Medications-- The medication shall be in the original container and labeled with the physician's prescription in the case of a prescription drug.

Parents shall authorize school personnel to give medication. Forms are available in the office for parents to complete when their child is to be given medication at school. This authorization may also be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription.

Procedures—The principal's designee will follow the procedure listed below regarding the dispensing of personal medication:

- Inform appropriate school personnel of the medication.
- Keep a record of the medication administered.
- Return unused medication to the parent or dispose of it if the parent requests disposal.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

### ***HELP CONTROL COMMUNICABLE DISEASES***

By enforcing the state communicable disease regulations, excluding children who are ill, and promptly reporting all suspected cases of communicable disease, personnel working with children can help ensure the good health of the children in their care.

Be alert for signs of illness such as skin rashes; inflamed eyes; flushed, pale, or sweaty appearance. If a child shows these or other signs of illness, pain, or physical distress, he/she should be evaluated by a health care provider. Children with communicable diseases should not be allowed to attend school until they are permitted to return to school by their doctor. Recommendations for exclusion necessary to prevent exposure to others are maintained in the principal's office and will be made available to any guardian or patron of the district that wishes to review its contents.

The following are a few communicable diseases, which require the student to be excluded from school for a specified amount of time:

#### Conjunctivitis (Pink Eye)

- *Immunization*—none
- *Symptoms*—The most obvious clinical manifestation is hyperemia of the conjunctiva (reddening of the white of the eye and inner eyelids), may have mucopurulent (pus) drainage.
- *Incubation Period*—Usually 24 to 72 hours
- *School Attendance*—Children should not attend school during the acute stage, or if itching, pain and/or drainage are present. Body fluids/ drainage/ secretion precautions

#### Pediculosis Capitis (Head Lice)

- *Immunization*—none
- *Symptoms*—Irritation and itching of the scalp. Presence of insects and eggs or “nits” in the hair, especially at the nape of the neck and about the ears. Lice may appear lighter on persons with fair hair and darker on persons with dark hair.
- *Incubation Period*—The “nits” hatch in a week and reproduce 8 to 10 days after hatching.
- *School Attendance*—Exclusion until effective insecticiding of scalp, skin and clothing. Children may return to school after being treated with a pediculicide and after delousing of personal articles. **The Hale R-I School does participate in the state recommended plan of a “no nit” policy and we do exclude all children until all nits**

**have been removed.** We do also require that the child return proof of treatment, in the form of a label or bottle that has contained the treatment.

- *Special Features*—All household and other intimate contacts should be examined for infestation. Concurrent treatment of the child and all of his or her infested contacts and clothing are necessary to eradicate the infestation.

#### Streptococcal Sore Throat and Scarlet Fever

- *Immunization*—none
- *Symptoms*—Streptococcal sore throat is scarlet fever infection without a rash. All symptoms are the same except the rash and peeling do not occur. Sudden onset, with sore throat, fevers, tonsillitis or pharyngitis, and tender lymph glands in the neck. Rash, if it appears, usually does so within 24 hours upon the neck, chest and the folds of the axilla, elbows and groin. It appears as a fine pinpoint rash, which can be felt (like sandpaper). The face is flushed, with paleness around the mouth. The red papillae of the tongue may show through white coating (“strawberry tongue”).
- *Incubation*—Short, usually ranging 1 to 3 days
- *School Attendance*—Children should not return to school until at least 24 hours after beginning antibiotic treatment, and until they are afebrile. Prescribed treatment should be completed.
- *Special Features*—Rheumatic fever and nephritis may follow streptococcal infections.

### ***LIFE-THREATENING FOOD ALLERGY***

The Hale R-1 School District recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. The district has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction. The school’s aim is to help students learn how to manage their food allergies while providing an environment where the risk of exposure is reduced and emergency support is available. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately, the primary responsibility for reducing the risks associated with food allergies rests with the students and their parents. The school’s policy is as follows:

#### School’s Procedures

- Information pertaining to the student’s allergies will be shared with faculty and staff who have had contact with the student, but otherwise will be kept as confidential as possible.
- Based on information from the student’s parents and doctor, the school nurse will develop a 504 Plan which lists the student’s food allergies, emergency treatment protocols and contact information. These plans will be kept in the student’s health file in the nurse’s office. Copies will be distributed to food service personnel, classroom teachers of those students with food allergies, and other faculty/staff on a need to know basis. Plans will be updated yearly or as needed.
- Hale R-1 School will provide food allergy and anaphylaxis training for faculty, staff, and coaches as needed. This training will include information on how to recognize an allergic reaction and respond appropriately.
- Hale R-1 School will work with the food service director to provide food in the cafeteria that all students may enjoy. However, in the case of a student with multiple or unusual allergies, Hale R-1 School may require the student/family to provide lunch and snacks to ensure the student’s safety.

#### Parent/Student Responsibility:

- Parents of students with life-threatening allergies must provide the school with emergency medications and a written medical treatment protocol for their students addressing allergy-related events. The protocol and medication must be provided to the school nurse prior to the beginning of each school year. The school nurse will maintain the medication and information according to the current emergency medical treatment protocol. In elementary school, student medications will be kept in the nurse’s office and, if necessary, in the student’s classroom. In the Junior High and High School, a student may carry and administer their own Epi-Pen with written permission from their doctor and parents. This may also apply to upper elementary students when appropriate. In this case, it is the family’s responsibility to be sure that the medication is accessible during school hours and within its expiration date. Parents may, however, choose for the medication to be housed in the nurse’s office.

- Parents are responsible for educating their child about managing their food allergy at school, including identifying “safe foods” by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that the student should ask for help if they are unsure about choosing foods in the cafeteria or classroom.
- Parents of elementary students are strongly encouraged to provide their child’s teacher with a written list of safe snacks for that child. Parents may also provide their child’s teacher with a supply of safe snacks to reduce the likelihood of accidental exposure if needed.

This policy has been developed to provide the Hale R-1 students with the safest learning environment possible. This policy will be reevaluated yearly or as needed.

### ***VACCINATION REQUIREMENTS OF STUDENTS***

It shall be the policy of the Hale R-I School District that all students attending the district schools shall be in compliance with state laws and regulations requiring immunization against poliomyelitis, rubella, rubeola, mumps, tetanus, pertussis, diphtheria and hepatitis B.

The parents or guardians of each student entering the school district shall furnish satisfactory proof that the student has been adequately immunized, or that the immunization process has begun.

It shall be unlawful for any student to attend school in the district unless the student has been satisfactorily immunized or unless the parents/guardians have signed and placed on file with the school administrator a statement of exemption because of religious beliefs or medical contraindications. A physician’s statement will be provided if the reason for exemption is a medical contraindication. Failure to comply with this legal requirement will result in the student’s exclusion from school until proof of compliance has been presented to the district. If the student produces evidence of having begun the process of immunization, he or she may continue to attend school as long as the process is proceeding. Homeless children are the only exception, and are allowed a 24-hour time period in which to provide proof of compliance.

The superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with the guidelines prepared by the Department of Social Services-Missouri Division of Health.

### ***VISION SCREENING FOR KINDERGARTEN***

Hale R-1 requires all incoming Kindergartners to have an eye exam performed by an actual optometrist or ophthalmologist prior to beginning Kindergarten. Complete exam and documentation needs to be turned in prior to the first day of school to the office.

### ***STUDENT HEALTH SERVICES AND REQUIREMENTS***

The Board of Education will provide for the health and physical well being of students through the establishment of a district-wide student health services program in the school district. The purpose of the district health services program is to help each student attend school in optimum health and to benefit from the school experience.

The provisions of the student health services program will include the following items:

- Continuous health appraisal of all students at all grade levels. All students shall be subject to a perfunctory examination by the county nurse whenever such examination is deemed necessary.
- The administration of state laws which protect the health of children attending public schools in Missouri.
- Emergency first aid treatment for accidents or illness occurring during the school day.
- Guidance and counseling concerning health problems of students.
- Maintenance of student health records.
- Health education in the district’s instructional program.
- Screening tests for defects in vision, hearing and speech. Parents/guardians will receive a written notice of any defects, which interfere or tend to interfere with a student’s progress.

The student health services program shall not include diagnosis, treatment, or the administering of medicine for physical ailments of which the parents/guardians are aware before the child is sent to school, unless special arrangements have been made with the staff.

## **DISTRICT WELLNESS PROGRAM**

The Hale R-1 School System recognizes healthy eating and activities are essential for students to achieve their full academic and physical potential, mental growth, and lifelong health and well-being. With this as their goal the district has developed a comprehensive district wellness program. The district will provide developmentally appropriate nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multi-disciplinary fashion and will be evidence based. The district recognizes that school influences students' eating and physical activity patterns thus making this policy essential to the life-long wellness of its students.

## **WELLNESS COMMITTEE**

The district has established a wellness committee according to guideline requirements of Federal Law 108-265. The committee will review the present strategies that are used for proper diet and healthy activities while reviewing current research on proper diet and healthy activities for students. They will develop a policy that is research based and will provide the Hale R-1 district with guidelines for a comprehensive wellness program.

## **INTERROGATIONS AND SEARCHES**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles or exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law, when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

The Hale R-I School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or 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. If the interviewer raises a valid objection to the notification, parents will not be notified.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

## **LOCKERS**

Each student will be assigned a locker and is to use the one assigned. Students are not to change lockers without permission from the principal. This is to assure that the student's books can be found in the case of an absence from school. Failure to comply with this could result in disciplinary action.

Lockers are to be kept clean, with no food or drinks. No one is to be in another person's locker without that person's permission. Lockers will be inspected at the end of the year and whenever the need arises.

### **LUNCH AND BREAKFAST PROGRAM**

Breakfast and lunch will be served daily. Breakfast will be served from 7:40 to 8:00 each morning. Students are expected to eat the school lunch or bring a lunch from home. Students will not be allowed to leave the school grounds to purchase lunch in town or go home to eat lunch. The costs for each are listed below:

	PK-6 <sup>th</sup> grade		Grades 7-12
Breakfast	\$1.70 (full price) \$0.30 (reduced price)	Breakfast	\$1.75 (full price) \$0.30 (reduced price)
Lunch	\$2.05 (full price) \$0.40 (reduced price)	Lunch	\$2.15 (full price) \$0.40 (reduced price)

Students are not allowed to purchase pop from the pop machine. Students are not allowed to bring pop to school to have with their lunch. If your child is bringing his/her lunch, please send juice, water, or money for him/her to purchase milk/juice. For elementary students purchasing extra milk at snack time, the cost will be \$0.30. Adult breakfast is \$1.95 and lunch price is \$2.50.

Each student will have his/her own account from which all meals and milks/juices will be deducted as they are consumed. Therefore, students are to pay in advance to avoid a negative balance. If a negative balance should occur, the student will receive notice of a delinquent account. Students will be allowed to accumulate a negative balance up to the amount equal to \$10.00. When a student's negative balance reaches this point, he/she will be served an alternative meal until the negative balance is paid.

### **LUNCH SCHEDULE**

1 <sup>st</sup> Shift	PK, K, 1, 2	10:50-11:15
2 <sup>nd</sup> Shift	3, 4, 5,	11:20-11:50
3 <sup>rd</sup> Shift	6, 7 & 8*	12:00-12:24
4 <sup>th</sup> Shift	9, 10, 11, 12**	12:27-12:51

- 6th-8th grade students will stay in the cafeteria until dismissed by the supervising teacher.
- 9<sup>th</sup> – 12<sup>th</sup> grade students will stay in the cafeteria until being dismissed by the bell.
  - They may use the computer lab to work on school assignment, if they receive prior permission from the principal.
  - They should not be in the hallways or in ANY classrooms during this time.
- Parents and grandparents are welcome to eat lunch with their student by notifying the office by 9:00 A.M. on the day of the planned event.

### **MANDATORY STUDY HALL POLICY**

The Mandatory Study Hall (MASH) is a program for 2<sup>nd</sup> thru 12<sup>th</sup> grade, designed to increase expectations of those students who habitually, or even occasionally, fail to get their homework assignments turned in to the teacher when the assignment is due. MASH involves the entire staff and clearly emphasizes the belief that homework assignments and projects are important and must be completed. Anytime a student fails to turn in an assignment on time they receive a MASH (After School Study Hall from 3:30-4:30). In addition, if the assignment is not complete the teacher will not accept it and consequently, the student will receive a MASH. Students must follow directions and fully complete all assignments. If the teacher feels that the student has not given 100% effort on the assignment in order to keep from having to serve a MASH, he/she may also give a MASH. It is the student's responsibility to put forth their best effort to produce quality work and to get the assignments in on time. Even though MASH is an external discipline, the program will direct students to tap into their abilities and acquire the self-discipline and work habits that will serve them well in an educational setting and hopefully when they enter the workplace. When the belief is expressed and maintained that a student can and will be successful, it follows that the student will meet the expectations and will place a significant value on the importance of

completing homework and doing it to the best of one's ability, the students will hopefully adopt the same value, which translates in success in all areas.

Lunch Detention (means working lunch and applies to Elementary only) and Mandatory Study Hall (MASH) will be assigned to provide assistance in completing assignments. Above all else, "Working Lunch" and MASH should not be misconstrued as a form of punishment; more to the point, the message is that failure is not acceptable. See MASH Procedure #2 for further explanation of Lunch Detention: MASH will be served on the day the student receives a MASH. Arrangements may be made by parents to serve MASH on the following day, if parents are unable to provide transportation on that particular day. Once a MASH is received, the student will only receive 75% of the recorded grade. Any assignment not turned in on the second day after the MASH was given, will result in an automatic zero.

Students will receive a separate MASH for each missing assignment in each individual class. The maximum number of MASHes allowed per quarter is 3 and includes MASHes from all of a student's classes. Once the fourth MASH is accumulated, the student will be assigned one Saturday detention. "Saturday School" will be on specified Saturday, as needed, from 8:00 – 11:00 in designated areas. Additional sanctions will be assigned for every 4<sup>th</sup> MASH accumulated thereafter.

Regardless of when Lunch Detention (Elementary Only) or MASH is served, assignment is always due the following morning of the day the MASH was received. Failure to submit an assignment to the office by 8:00 will result in another MASH.

Elementary

K: Lunch Detention does not apply at this level.

1<sup>st</sup> – 6<sup>th</sup>: One written warning will be given prior to receiving a MASH.

**MASH Procedure:** Students fails to turn in homework or turns in an assignment that is not complete:

1. The student fills out a MASH form that has his/her name, grade, telephone number, date and a brief description of the assignment. The teacher then signs and submits the MASH folder to the office by 11:15 along with a copy of the worksheet/assignment. If MASH is received after 11:15, then the teacher must submit to the office by 2:30.
2. Students will report to Lunch Detention that day. (If received after 11:15, students will serve Lunch Detention the following day.) During this "Working Lunch" opportunity, students will eat lunch in silence and then complete their assignment. If assignment is not completed during this time, parents will be contacted to schedule MASH. If unable to stay for MASH that evening, the assignment is still due on the following day. Students must turn it into the office before 8:00.
3. If two or more MASHes are given in one day, students will report to Lunch Detention as well as MASH.

#### **Working Lunch / MASH / Saturday School Rules**

1. Hours of Detention
  - a. Working Lunch hours – lunch shift
  - b. MASH hours – 3:30-4:30
  - c. Saturday School hours 8:00-11:00
2. No talking is permitted.
3. No food/drink allowed.
4. Must work on late assignment, other homework, or read (in that order).
5. Students must come prepared with necessary supplies to last the entire period.
6. Students are not allowed to use computers.

#### **Failure to Report to MaSH/Saturday School**

1st Missed Opportunity: Parents notified by phone and one day of ISS.

2nd Missed Opportunity: Parents notified by phone, two days of ISS, parent conference, and contact Juvenile Officer.

*If parents can be reached when the session is skipped, administration has the right to pick up a student that has failed to report. Any Saturday School that is missed must be made up on the next scheduled Saturday School. The Juvenile Office will also be contacted when the student fails to attend any Saturday School unless prior contact or arrangements were made with the parent/guardian.*

### **NATIONAL HONOR SOCIETY SELECTION PROCEDURE**

Membership in the National Honor Society is an honor which is recognized throughout the nation. It provides public recognition of accomplishment and the private commitment to continued excellence on the part of the members. Please see the NHS Handbook for more information and guidelines.

## **PHONE CALLS**

Students will not be allowed to receive phone calls while classes are in session, except in **emergency** situations. A message will be taken and given to the student during the next passing time between classes. Students are allowed to return phone calls only to their parents/guardians. Students are encouraged to use the telephones before and after school and during their lunchtime. Students are only allowed to use the phone in the office. Student use of the phone in the teachers' office or workroom will result in disciplinary action.

## **PLANNERS**

Planners will be issued to each student in grades K-12 at the beginning of the school year. The function of the planner is to serve as an organization tool for students and provide daily communication between students, parents, and teachers. The district will provide one planner to each student per year; however replacements may be purchased through the office for \$5 each. 7-12 students are required to have planners when traveling in the halls between classes unless otherwise noted by a teacher or administrator. Students 7-12 are allotted 3 hall passes per day, which are documented in their planners. Students will be disciplined if not following the correct procedures (see discipline; insubordination).

## **READING IMPROVEMENT PLAN**

According to Every Student Succeeds Act Senate Bill 319, all districts must assess all students in grades 3-6 to determine their reading level. From this data, individualized "Reading Improvement Plans" for students in grades 4-6 who are substantially below grade level in reading, will be developed by a team of teachers, administration, and parent(s) to provide additional reading instruction. The reading plan will include, at a minimum, "30 hours of additional reading instruction or practice outside the regular school day during the fourth-grade year." Such instruction may be provided during the summer before fourth grade or during the regular school term. Students who have finished the 4<sup>th</sup> grade year and are still reading below 3<sup>rd</sup> grade level "shall not be promoted to fifth grade". Mandatory retention as a result of this can only be imposed one time. A team of teachers and administration shall review each student at the end of the year with a Reading Improvement Plan to determine if progress was made toward the goal.

The following assessments will be given to determine students' levels and develop a Reading Improvement Plan.

- STAR Reading Assessment – Accelerated Reader
- AIMSweb
- MAP Data
- Teacher Observation/Checklist (Summary of Classroom Performance)

## **SCHOOL DANCES**

### ***SCHOOL DANCE POLICY***

1. There will be no more than one student body dance per school quarter.
2. The superintendent or high school principal must be in the building during each dance.
3. All school rules will be in effect at all times. Appropriate dress will be enforced.
4. Students shall not go outside the building without permission from the principal or sponsor. Once a student leaves the building, that student MAY NOT return.
5. Activity sponsors are at the dance to supervise.
6. Each student may bring one date that does not attend Hale R-I. Students bringing dates must complete and submit a request form for their prospective date. This date must be approved by the high school principal.
7. All dances, except prom, are restricted to students in grades 6 – 12. Students' dates are also restricted to this age, with the exception a date can be up to the age of 20 years old. Prom is for students 9 – 12.
8. A minimum of decorations is encouraged.
9. No grinding, moshing, body surfing or sexually explicit dancing.
10. Students are permitted to slow dance but may not engage in open-mouth kissing.

## ***COURTWARMING RULES AND REGULATIONS***

1. A King and Queen will be elected by the popular vote of all students in grades 6-12. There will be 3 King and 3 Queen candidates.
2. Only Juniors and Seniors can be elected King and Queen.
3. The boys and girls basketball teams will jointly select one Junior or Senior boy and one Junior or Senior girl to be their King and Queen candidates. These candidates DO have to be a basketball player or a cheerleader.
4. The class members of the Junior and Senior classes will each elect one boy and one girl from their respective classes to be King and Queen candidates.
5. The Student Council, along with the Kindergarten teacher, will pick one Kindergarten boy and one Kindergarten girl to serve as the crown bearer and flower girl.
6. Each individual may run for King or Queen only one (1) time. You may be an attendant AND a King or Queen candidate.
7. Each person must be enrolled at Hale R-I High School for one full semester prior to being chosen as a candidate or attendant.
8. A person can only win one Queen or King honor in the same year.
9. A person can be Queen or King of Courtwarming ONE time only.

### ***PROM ROYALTY SELECTION GUIDELINES***

1. Royalty will consist of a King and Queen from grades 9-12.
2. Anyone previously winning a Spring Fling/Prom Dance Royalty position may not run for the same position again. If you ran for courtwarming, you are ineligible to run for prom royalty unless there are no other eligible candidates.
3. Each class is eligible to nominate one candidate for each royalty position.
4. All nominees must be present for the dance, and must arrive at the beginning of the dance, unless special circumstances exist. Special circumstances must be cleared with the student council sponsor and principal before noon on the Friday before the dance (Example—late arrival to dance due to a track meet).
5. A candidate must have attended Hale R-1 School since the beginning of the school year.
6. All students in grades 9-12 will vote for one person for each of these positions.
7. A person can only win one Queen or King honor in the same year.
8. A person can be Queen or King of Prom only once.

### ***DRESS CODE FOR ANY SCHOOL DANCE or BANQUET***

Parents are expected to monitor and approve clothing according to the following guidelines. **Failure to adhere to the guidelines will result in denied entry to or participation in the event.**

#### *Dress Code for Ladies*

- Strapless or spaghetti strap dresses are acceptable provided the dress does not overexpose the student. Note: If a strapless dress is chosen, the student must make sure it fits snugly and will not slip down while dancing. Pulling a dress up and “adjusting it” takes away from the sophisticated look expected.
- Knee length, tea length and long dresses are permitted. Short skirts or dresses must be no shorter than 3 inches above the knee. Exceptions may apply depending on style of dress and for taller girls.
- Dresses must have necklines that ensure appropriate coverage of the bust area.
- Dresses must have backlines that sufficiently cover appropriate areas. Backless dresses below the waistline are not permitted.
- Two piece dresses are permitted; however belly buttons can’t be visible and no more than 1 ½ in. of midriff/stomach should be visible. See-through material is not considered as being covered.
- Dresses with low-cut or plunging necklines that expose too much are not allowed. A dress that may be acceptable on one person may expose too much on another one, depending on body shape and size.
- Dresses with side, front, or back slits that extend above mid thigh are not permitted.

All dresses must be approved by Hale R-1 Dress Panel (members including: administration, counselor, and teacher representative) prior to the prom. Dates and times will be announced for dresses to be approved. A clear photograph (front and back) of the student wearing the dress will be accepted. The student may also bring the dress to school and try it on for approval. Once a dress is approved, the student may not change to another dress without getting it approved as well. Wearing a dress that was not approved by



administration, or inappropriately altering a dress post-approval, will result in the student being denied entrance to/participation in the event. Any questions concerning the appropriateness of a dress should be directed to the designated administrators.

Dresses or skirts worn to Athletic/Sports Banquet, Christmas Program, etc. must meet the dress code requirements or the student will be asked to change before returning to the event.

*Dress Code for Gentlemen*

- All gentlemen should wear appropriate formalwear for the occasion (including footwear and accessories). A suit and tie or tuxedo is appropriate. Slacks and a nice shirt (button up or polo) are also acceptable. No jeans are allowed.
- Remember: These events are meant to be tasteful and elegant.

**SCHOOL HOURS**

Normal school hours will be from 8:00 a.m. to 3:30 p.m. for students in grades 7 through 12, and 8:00 a.m. to 3:30 p.m. for students in grades K through 6.

Students should not arrive at school before 7:40 a.m. unless they are being supervised by school personnel or are participating in an organized activity. All students should remain in either the gym or cafeteria until dismissed to their classroom/homeroom. Students should not be in classrooms or in the halls prior to their dismissal.

Students should not be in the building after school hours unless they are being supervised or are participating in a school activity.

Arrival	7:40 – 8:00	JH Lunch	12:00 – 12:24
1 <sup>st</sup> Hour	8:00 – 8:50	HS Lunch	12:27 – 12:51
2 <sup>nd</sup> Hour	8:53 – 9:43	6 <sup>th</sup> Hour	12:54 – 1:44
3 <sup>rd</sup> Hour	9:46 – 10:36	7 <sup>th</sup> Hour	1:47 – 2:37
4 <sup>th</sup> Hour	10:39 – 11:29	8 <sup>th</sup> Hour	2:40 – 3:30
5 <sup>th</sup> Hour	11:32 – 12:51		

**SEXUAL HARASSMENT**

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

**SPECIAL EDUCATION  
PROFESSIONAL JUDGEMENT POLICY**

(BOE approved: 4/12/2010)

At times students with academic concerns are not eligible to receive special education services under the discrepancy model outlined by the state of Missouri. Some students who do not qualify for services do exhibit needs that require additional support. A child may be deemed eligible if the child displays through formal and informal assessment, a significant discrepancy even though the deviations do not fall below the criterion range. In such cases, sufficient data must be presented to document the existence of an ability/achievement discrepancy. Through the implementation of an RtI program, the Hale R-1 School District has the necessary screening tools to help facilitate such decisions. The District realizes there are special circumstances in which a discrepancy is evident and yet the child still does not qualify. Such decisions will be made on a case by case basis by the evaluation team after analyzing all available data. Professional judgment can be used if applicable items below are present prior to the special education referral:

- Weekly documentation in regards to progress within the implementation of the intervention
- Screening data collected (AIMSWeb or other curriculum-based measure) every two weeks
- The student does not respond to scientific, research-based intervention after three, six week cycles of Tier 3 (use of AIMSWeb or other curriculum-based data points to determine effectiveness)
- The use of a minimum of two interventions
- Discrepancy noted is close to the required 1.5 SD criteria
- Formal assessments indicate more than one grade level below

- The student must exhibit academic strengths and weaknesses

### **STUDENT DIRECTORY INFORMATION**

Please be advised that the school district will release “Directory Information” concerning your child upon request. This will include the following information: the student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, most previous school attended, and photographs. Parents or eligible students will have ten school days after the annual public notice to view the student’s directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten school day period, the school district may disclose any of those items designated as directory information without prior written consent.

### **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student’s parents or legal guardians or the student, in accordance with law, and yet be treated as confidential information.

The Board of Education shall, upon the recommendation of the superintendent, adopt a plan whereby all pertinent student information shall be recorded and adequately safeguarded. The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with the state law and federal requirements, and to standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, ensure the maintenance and security of the records in her or her building, and formulate a plan for recording the school activities of all students. (Refer to Hale R-I Board Policies and Regulations, JO-R, for these procedures.)

A parent, including a parent without custody, will have the right to inspect and receive copies of his or her child’s records as allowed by law.

### **STUDENT SUICIDE AWARENESS**

This policy and the accompanying regulation reflects the District’s commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for this District in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo.

The district will address suicide awareness and prevention through the following policy components:

- Crisis response team
  - Counselor, School Nurse, Administration, and Member of Teaching Staff
- Crisis response procedures
- Procedures for parent involvement
- Community resources available to students, parents, patrons and employees
- Responding to suicidal behavior or death by suicide in the school community
- Suicide prevention and response protocol education for staff
- Suicide prevention education for students
- Publication of policy

### **TITLE I PROGRAM**

In order to meet its goal of providing appropriate educational opportunities for all students in the school district, the Board shall participate in the federal Title I Program.

The Board recognizes that when schools work together with families to support learning, children are inclined to succeed not just in school, but throughout life. It is the Board's intent to establish partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

The district will encourage Title I parents to be involved in supporting the education of their children in at least the following ways:

- Parents will be involved in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- The district will notify parents of the child's eligibility to participate in Title I services.
- The district will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement.
- The district will build the schools' and parents' capacity for strong parental involvement.
- The district will support the coordination and integration of Title I parental involvement strategies with those of other programs that include parent involvement by meeting with appropriate program coordinators at least once each year to plan such coordination and integration of parent involvement activities.
- The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are disabled, who have limited English proficiency, limited literacy, or are of any racial or ethnic minority background.
- The district will use evaluation findings in designing strategies for school improvement and in revising parental involvement policies and procedures at the district and building levels.

### **Parents Right to Know**

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

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

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

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

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

### **Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) 2

#### **1. What is a complaint under ESSA?**

For these purposes, a complaint is an 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 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 calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

**TOBACCO-FREE DISTRICT**

State law prohibits smoking, or other use of tobacco products (including e-cigarettes, vapes, etc.), in any classroom or student occupant elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes.

However, to promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the Hale R-I School District bans the use of all tobacco products in all school facilities, buildings, buses and on all school grounds at all times. This ban extends to all employees, students and patrons attending school-sponsored athletic events and meetings. The Board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

**VIRTUAL EDUCATION**

In 2018, the Missouri Legislature created new requirements for local school districts related to access to virtual education courses. The Maplewood Richmond Heights school district has developed a system to comply with these new laws. The law states that any student in kindergarten through 12th grade enrolled in the MRH School District who was also enrolled as a full-time student the previous semester can opt to take a course virtually through a district-approved provider or through the Missouri Course Access Program (MOCAP) organized through the Department of Elementary and Secondary Education (DESE). The links at the bottom of this web page will provide more information.

### **Legal Notice**

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite. Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

### **Student Skills Necessary for Success in Virtual Courses**

- Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Student has demonstrated successful attendance.
- Students has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- Student has the necessary computer or technical skills to succeed in a virtual course.
- Student has access to technology resources to participate in a virtual course.
- Student has had previous success in virtual coursework.

### **Other factors**

- Has requested to enroll in a course that does not align with Hale R-1 School District graduation requirements.
- Has requested to enroll in a course that does not contain sufficient rigor according to the District's standards.
- Has requested to enroll in a course that has not been demonstrated to align with the Missouri Learning Standards.
- Has requested to enroll in a course with a course vendor that has not demonstrated courses will be taught by a Missouri certified teacher.
- Has requested to enroll in a course with a course vendor that does not have a pattern of successful student completion of the requested vendor course/program.

## **VISITORS**

Parents/guardians are welcome to visit school at any time. EVERYONE wishing to visit a classroom must report to the office upon arrival and state the purpose of the visit. Visitors to classrooms are discouraged and must be approved through the office prior to their visit. Parents are always encouraged to visit the school and their children's classrooms. Students will not be called from class to come to the office to come talk to a visitor other than in an emergency situation.

## **VO-TECH SELECTION PROCEDURE**

The following procedure will be used each year in selecting those Hale R-I sophomore or junior students who wish to attend Vo-Tech during their junior or senior year.

- I. Application Process
  - A. Each student must complete the required application to attend prior to April 1 each year. (The application is available from the guidance counselor.)
  - B. The application will include a written statement stating his/her reasons for desiring this training and his/her intent as to the use of this training after graduation. This application must be signed by the student and his/her parents/guardians.
  - C. The application process will include an interview with the Vo-Tech selection committee, which consists of the high school principal, guidance counselor, and two high school teachers.
- II. Standard tests required
  - A. General Aptitude Test Battery (GATB)—freshmen
  - B. Armed Services Vocational Aptitude Battery (ASVAB)—juniors
  - C. California Occupational Preference Survey (COPS)—sophomores
- III. Criteria for selection
  - A. Each student may apply for only one field of training.
  - B. Each student applicant must be a student in good standing at the Hale R-I School, not limited to but including academic achievement, attendance, and educational attitude.
  - C. Each student must be able to indicate his/her potential for the successful completion of twelve credits by the end of his/her sophomore year and eighteen credits by the end of his/her junior year.
  - D. Each student must indicate the possibility of not having graduation requirement courses conflict with the morning Vo-Tech course during his/her junior and/or senior year.
  - E. Each student must consider whether attendance at Vo-Tech conflicts with his/her four-year plan.
  - F. There will be some recommended prerequisites for some Vo-Tech programs. These could include courses taken simultaneously.
    1. Electronics
      - a. Algebra I
      - b. Algebra II
      - c. Physics
    2. Agriculture Education
      - a. Ag Science I
      - b. Ag Science II
    3. Health Occupations
      - a. Keyboarding
      - b. Biology
      - c. Health/First Aid
- IV. Judging criteria for Vo-Tech selection committee
 

The selection committee will review each student's application and test results before interviewing the applicant. A personal interview will be conducted with each applicant by the selection committee. The selection committee will determine whether the applicant's name should be presented to the Hale R-I School Board for final consideration to attend Vo-Tech. The committee will make their decision based on, but not limited to, the criteria for selection, standard test scores, and the application process, as outlined in the Vo-Tech selection procedures. The selection committee will keep in mind the final selection for attendance will be determined by the Hale R-I Administration and School Board, and that the committee serves in recommendation capacity only.

## **NONDISCRIMINATION ISSUES**

### **PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirements of 34 CFR 76.301 of the general Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census; the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

## **HOMELESS**

### Identification

For purposes of Board policies and regulations *homeless students* include students under age twenty- one (21) who lack a fixed, regular and adequate nighttime residence and include students who:

1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. have a primary night time residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings;
3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. are a migratory child or youth who qualifies as homeless because they are living in circumstances described above.

## **SURROGATE PARENT PROGRAM**

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person—the person responsible for the district's special education program.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Hale R-1 School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

### **COMPLIANCE COORDINATOR**

**Clinton Heussner  
Superintendent  
518 Main Street  
Hale, MO 64643  
(660) 565-2417**

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the School Board President, who will assume the coordinator's duties for the purpose of that complaint.

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution; only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from bully arguing for or against the existence of any fact and scope or meaning of any law in any forum.

### **COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT**



In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Hale R-1 School District (“School District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

**Employment:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities. The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator Below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

#### **COMPLIANCE COORDINATOR**

**Clinton Heussner  
Superintendent  
518 Main Street  
Hale, MO 64643  
(660) 565-2417**

#### **NONDISCRIMINATION ON THE BASIS OF DISABILITY**

The Board believes that discrimination against a qualified disabled person, solely on the basis of disability, is unfair. Furthermore, the Board believes that qualified disabled persons should be in the mainstream of life in the school community to the extent, which is reasonably permissible and/or possible.

Therefore, pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the Board declares that the Hale R-I School does not and will not discriminate on the basis of disabling conditions in the educational programs, activities and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities but also to employees with regard to employment opportunities and to other qualified individuals with a disability.

Under Public Law 93-112, Section 504 of the Rehabilitation Act of 1973, and Public Law 94-142, The Education for All Handicapped Children Act of 1975, and the Americans With Disabilities Act, the Hale R-I School District:

- May not discriminate against qualified disabled persons in any aspect of school district employment solely on the basis of disability, and will make reasonable accommodations for the known disabilities of qualified applicants and employees.
- Must make facilities, programs and activities accessible, usable and open to qualified disabled persons.
- Must provide free appropriate education at elementary and secondary levels including nonacademic and extracurricular services and activities to qualified disabled persons.

- May not exclude any qualified disabled persons solely on the basis of disability from participation in any preschool education or day care program or activity or any adult education or vocational program or activity.
- Must provide each qualified disabled person with the same health, welfare and other social services as are provided other persons.

The Board will designate an individual to act as the district’s Section 504 compliance coordinator, and ensure that the coordinator’s name, business address and telephone number, as well as the statements of nondiscrimination by the district are published to patrons, employees and students on an annual basis. The Board will also designate an individual to act as the compliance coordinator for the Americans with Disabilities Act and will make available to all interested individuals the name, business address and telephone number of this individual. Information about the Americans with Disabilities Act and its applicability to the district’s programs, service and activities will be made available to applicants, participants and other interested persons. Accordingly, it will be the policy of the Board to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to disability to all of its students and employees.

Grievances—Alleged Discrimination on the Basis of Disabling Conditions

It shall be the policy of the Board that individuals be assured the opportunity for an orderly presentation in the review of grievances which should aid in the elimination of discriminatory acts governed by Section 504.

The procedures to resolve grievances associated with alleged discrimination on the basis of disabling conditions in educational programs governed by P. L. 94-142 shall be those as outlined in the Missouri Department of Elementary and Secondary Education publication *Compliance Policies for Public Law 94-142, The Education for All Handicapped Children Act of 1975*.

No person shall suffer reprisals as a result of having initiated or presented a grievance.

Section 504 Compliance Coordinator & Americans with Disabilities Act Compliance Coordinator—

Hollie Burnside  
 P.O. Box 248, 518 Main Street  
 Hale, MO 64643  
 (660) 565-2417

**STUDENTS**

**Regulation 2110**

**Nondiscrimination and Student Rights**  
**Equal Education Opportunity**

**APPEAL PROCEDURES UNDER SECTION 504**

These appeal procedures should be used if a parent/guardian of a student with a disability intends to challenge the action proposed by the District regarding the identification, evaluation, or educational placement of the student under Section 504. Typically, these procedures are used after a Section 504 Team has made a determination regarding a student’s eligibility for Section 504 services or after the Section 504 Team has made particular accommodations for a student under a Section 504 Plan.

These procedures are intended to be in harmony with 34 CFR 104.36. All other complaints/grievances relating to disability discrimination are handled in accordance with the District’s separate Section 504 grievance/complaint resolution regulation, Regulation 1310 – Civil Rights, Title IX, Section 504.

**Level One: Superintendent**

1. If a parent or guardian of a child with a disability intends to challenge the action proposed by the District with respect to the identification, evaluation, or educational placement of a child with a disability, the parent/guardian must file a written Notice of Appeal with the District within ten (10) calendar days from the time the parent/guardian receives notice of the proposed action. This Notice of Appeal should be filed with the Superintendent of Schools.
2. The Notice of Appeal must state the circumstances giving rise to the request for a hearing, the issue to be decided at the hearing, and the relief request. Upon receipt, the Superintendent or his/her designee shall promptly send a copy of these procedures to the parent/guardian.

3. Upon receipt of the Notice of Appeal, the Superintendent/designee shall promptly investigate the circumstances giving rise to the request for a hearing. The investigation shall not delay the District's processing of a request of hearing. Such investigation shall include a conference within six (6) working days with the parent/guardian and the Superintendent/designee in an attempt to find a solution to the problem. Within three (3) working days of such conference, the Superintendent/designee shall notify the parent/guardian in writing of the decision of the Superintendent. Within three (3) working days of receipt of such decision, the parent/guardian shall notify the Superintendent of acceptance or rejection of such decision. Failure on the part of the parent/guardian to so notify the Superintendent shall be deemed as an acceptance of the decision of the Superintendent.

#### **Level Two: Impartial Hearing Officer**

1. In the event the parent/guardian rejects the decision of the Superintendent, then within ten (10) days of the District's receipt of the Notice of Appeal, the District shall appoint an impartial hearing officer to hear and decide the complaint.
2. The hearing officer should have some knowledge or training in the area of disability/Section 504 and may not be an employee of the District.
3. The parties to the hearing shall have the right to:
  - a. Inspect all relevant records, including individually identifiable educational records of the student;
  - b. Be represented and advised by an attorney;
  - c. Present evidence and confront, cross-examine, and compel the attendance of witnesses;
  - d. Obtain a written or electronic record of the hearing;
  - e. Obtain written findings of fact, conclusions of law, and decision
4. The hearing officer shall hold the hearing within thirty (30) days of his/her appointment as hearing officer. If scheduling concerns do not permit a hearing within thirty (30) days, a hearing may be held, for good reason, up to ten (10) days outside of this thirty (30) day period.
5. The hearing officer shall render a final decision not later than thirty (30) days after the hearing. The decision of the hearing officer shall be final and binding on the parties, subject to the review procedure as provided below.
6. The District is responsible for costs directly attributable to provision of administrative hearings hereunder, including compensation of the hearing officer, the cost of transcripts and other related expenses. However, the District is not responsible for the cost of legal counsel or other representation of the parent/guardian.
7. The time periods specified herein may be extended by agreement of the District and the parent/guardian.

#### **Level Three: Court Review**

Any party aggrieved by the decision of the impartial hearing officer may appeal the decision to the Circuit Court of the County in accordance with Chapter 536, Revised Statutes of the State of Missouri, or to the applicable federal court.

#### **Other Options**

At any time during this grievance process, a grievance may file a complaint with the Missouri Commission on Human Rights or with the United States Department of Education Office for Civil Rights (Kansas City, Missouri).