



**New Madrid County R-1
SCHOOL CALENDAR
2016-2017**

August	9,10	Orientation
	11	Students Begin
September	5	Labor Day (No School)
	15	Parent Conferences (3-6 pm)
	16	Conference / Workday (8-3 pm)
October	7-10	Fall Break (No School)
	13	End of First Quarter
	14	Professional Development
November	23-25	Thanksgiving Break (No School)
December	16	End of Second Quarter (noon)
	16	Workday (12-4 pm)
	19-30	Christmas Break (No School)
January	1,2	(No school)
	13	Professional Development
	16	Martin Luther King, Jr. Birthday (No School)
February	17	In-Service (No School)
	20	Presidents' Day (No School)
March	3	End of Third Quarter
	27-31	Spring Break (No School)
April	14	Easter Break (No School)
May	12	End of Fourth Quarter
	12	Student's Last Day (noon)
	12	Workday (12-4pm)

TABLE OF CONTENTS

New Madrid County R-1 School District
New Madrid County, Missouri

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Welcome.....1

Purpose of the Handbook.....1

Mission Statement.....1

Principal’s Message.....2

Getting Off To A Good Start.....3

Grading System.....3

Honor Roll Criteria.....3

How To Study.....4

Homework.....4

A Student Who Studies Well.....4

Retention of Students.....4

Library.....5

Counselor/Student Conference Procedures.....5

Parent Conferences.....5

Lost and Found.....5

Student Dress.....5

Perfect Attendance/Tardiness.....6

Skip Day.....6

Passes and Leaving School.....6

K-12 Attendance Policy.....7

School Closing.....9

Lockers.....9

Telephone.....9

Health Standards.....9

Health Services.....10

Accidents.....10

Fire and Disaster Drills.....10

Care of School Property.....10

Change of Address.....10

Fundraising.....10

Cafeteria.....11

Physical Education.....11

Withdrawal From School.....11

Detention.....11

Bus.....12

School Services.....13

Disaster.....13

Medication Policy.....14

Communicable Diseases.....15

Inoculations of Students.....16

Imitation Weapons.....17

Metal Detectors.....17

Discipline Code.....17

Discrimination Policy.....27

Cell Phones, CD/DVD Players, etc.....28

Sexual Harassment Policy.....28

No Child Left Behind.....29

Welcome to the New Madrid County R-1 School District. We have prepared this handbook in order to promote a better understanding among the school, parents, and students. We ask for your cooperation so we may provide your child with a rewarding and enriching educational experience. Please take time to read the handbook thoroughly. Keep this handbook throughout the school year so you can refer to it as needed. When this handbook does not give the information you need, you should contact your building principal, counselor, or a teacher for help.

Purpose of the Handbook

The purpose of this handbook is to acquaint the students and parents of the New Madrid County R-1 School District with the school's program, services, and policies. With an awareness of these regulations we can cooperatively see our school continue to be a place of challenge and happiness that will foster excellent learning.

Educational Philosophy/School District Mission

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 the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student 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 maximum level of capacity to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, and staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral, and written communication and mathematics.

It is, therefore, the responsibility of the New Madrid County R-1 School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social and career development.

Principal's Message

The faculty and I welcome you to the New Madrid County R-1 School District. To help you enjoy your stay, I would like to make the following suggestions:

Get to know your school. Become familiar with the location of the classrooms, cafeteria, gymnasium, guidance office, nurse's office and the principal's office. Become familiar with your schedule and the school's program of studies.

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is YOUR work that determines how much and how well you learn. When you work to your fullest capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others.

Take hold of your life. Apply your gifts and talents. Work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity.

Getting Off To A Good Start

Label all clothing, books, and equipment.

Claim found items as soon as you can.

Report all losses immediately.

Carry money in small amounts.

Use checks for items for which you must pay the school.

Know what books to carry for the next period.

Keep to your right when walking in the halls.

Be ready for special days, changes in schedule, and due dates for long-range assignments.

Don't bring miscellaneous items from home unless prior approval has been given by school authorities.

Don't bring any type of radio, CD player, pager, or tape player to school unless you are given permission by your principal or teacher.

Gum chewing will not be allowed.

New Madrid County R-1 Grading System

100-90	A
89-80	B
79-70	C
69-60	D
59 or below	F

**An Eagle Alert will include a text when progress reports are available each quarter.*

Honor Roll Criteria

Honor Roll With Distinction

1. Have all A's in the solid subjects with a 4.0 average in each subject;
2. Elementary students receive credit in Art, Music, and P.E.

Honor Roll

1. Have an average of 3.0 or above;
2. Elementary students receive a credit in Art, Music, P.E.

***Honor roll status will be computed at the end of each school quarter.**

How To Study

Attitude is important. Think positively. Work independently. Seek help only when you have exhausted your own resources; then ask questions. Use library resources. Learning requires concentration. Keep your mind on what you are doing—it will take less time. Read the entire assignment rapidly to grasp the basic content. Re-read slowly to understand the content, details, explanations, and directions. If the assignment is not written, make notes of your own. Outline what you have learned. If the assignment is a long-term project, do a little of it each day. Don't let it go until the last minute—it will be easier and you will do a better job.

Homework

Homework is a necessary part of each student's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Students will be expected to complete homework assignments in a timely manner. If a student fails to complete an assignment the teacher may: 1) give the student zero credit on the assignment and/or; 2) administer some form of punishment to persuade the student to complete the assignment. Students who fail to work on assignments given during class time will be guilty of trifling. (See discipline policy concerning trifling.)

1:1 Technology Device

Insurance will be \$25 per device. A family will not have to pay more than \$75 per year. The insurance may be paid over a five month period. If a payment is missed or is not paid in the five months, the device is not insured and the student is responsible for the full cost of the repair. Insurance shall cover two broken screens per year at no additional cost. After two, the student will have to pay a deductible of \$25 per incident. In the event of major damage or loss, the deductible will be \$50 for the first incident and the second will be \$100 deductible. Any accident after that, the student will have to pay the actual cost of repair or replacement. The approximate cost of the chromebook is \$350.

A Student Who Studies Well

Brings notebook, paper, pen or pencil and other materials necessary to class. Is an active participant in the classroom, listens well and takes part in discussions. Asks questions if he/she doesn't understand the discussion or if he/she has a problem.

Plans his/her work and schedules time for homework each day and makes sure he/she understands the assignment before he/she leaves class.

Uses what he/she learns and sees how each subject applies to the others.

Strives to do his/her best.

Retention of Students

Kindergarten students are assessed in the academic areas of math, reading, writing/ motor skills. A kindergarten student may be retained if they received an "unsatisfactory" grade in at least fifty percent of the above academic areas during the current school year. Students in grades 1-5 may be retained if they fail at least fifty percent of the core subjects, where a grade is given during the current school year.

Library

Students are encouraged to use the library for reference work and independent reading. Library materials are checked out for one week unless an extended use time is needed. Any item may be renewed, but each item must be brought to the librarian or library aide prior to renewal. If the student has two items checked out, then both items must be returned or rechecked before any other materials are checked out. Students are expected to reimburse the library for any lost or damaged materials. The library will be open to students before and after school each day.

Counselor/Student Conference Procedures

Students may make an appointment to meet with the counselor before school, during school, at noon, and after school.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office.

Parent-teacher conferences are scheduled at the end of the first quarter for all students in grades kindergarten through fifth. In order for the student to get his/her report card at the end of this quarter a conference must be held. Parent-teacher conferences will be scheduled at the end of the third quarter for students not making adequate progress in school.

Lost and Found

Students who find lost articles are asked to take them to the office where they will be placed in the LOST and FOUND box until claimed by the owner.

Student Dress

Take pride in your appearance. The way you dress reflects the quality of the school, your conduct, and your school work.

All students are expected to dress and groom themselves neatly in clothing that is suitable for school. STUDENTS ARE NOT PERMITTED TO WEAR ANY GARMENT WHICH ADVERTISES ANY TYPE OF ALCOHOLIC BEVERAGE OR DEPICTS ANY CONTROLLED SUBSTANCE OR PROMOTES DISRUPTIVE BEHAVIOR.

Slacks and jeans are acceptable for all students. Above items with holes, slashes, or cuts are not acceptable. Sagging slacks are also not acceptable.

Low cut tops and revealing tops are not acceptable. Shirts, blouses, or jerseys should be long enough to reach the top of the pants, slacks, or skirts with which they are worn.

Shirts should be buttoned. Both straps on overalls are to be fastened.

Dresses, skirts, and shorts are acceptable in grades kindergarten through fifth. All clothing may reflect the prevailing styles, but should also stay within the limits of good taste for a school setting.

Both head coverings and sunglasses should be removed upon entering the building. Exceptions should be discussed with the building principal.

Any accessories which are deemed to be gang related or otherwise offensive will be confiscated. Bandanas are a good example of such an accessory.

Toys should not be brought to school.

Pajamas and other sleepwear are not acceptable unless worn in conjunction with school sponsored activities.

Shoes with rollers (referred to as Heely's) shall not be worn at school.

Perfect Attendance

Students with perfect attendance are recognized each semester and at the end of the year. Perfect attendance is a student that has been in attendance each school day from 8:00-3:00. A student arriving late or leaving early from school on any day is not considered perfect attendance.

Tardiness

If you arrive late to school, report to the office for a late slip. You will be notified when the morning tardy bell rings in your building. All students are expected to be in their home room at that time.

Skip Day

A "skip day" is not sanctioned by the school; therefore, it will be treated as any other absence.

Passes and Leaving School

Students are NOT PERMITTED to leave the school grounds at any time during the school day WITHOUT permission from the home AND the school office. Failure to follow proper procedures will be considered an act of truancy.

A. K-12 STUDENT ATTENDANCE POLICY

Regular attendance and participation in classroom instructional activities are essential to achieving the educational objectives for each class. When students are absent from class, they miss the material covered; they miss the opportunity to interact with the teacher as well as other students and they miss the opportunity to pursue learning opportunities only available in the classroom interaction. In order to receive course credit, a student must be present a minimum of ninety-five percent (95%) of the scheduled attendance per semester.

Absences per Semester Will Result in a Failing Grade

A student will receive a failing grade of F in each class from which he or she is absent six days per semester. All absences are not considered excused or unexcused. All absences are absences. Students will be given 5 days per semester to include any absence. After the 5th day of absence, the 8th hour of instruction is required.

8th Hour Attendance: An eighth (8th) hour of attendance will be available on Monday through Thursday of each week. Students absent from class may attend the 8th hour after the first absence. However, after at the sixth absence, the 8th hour is mandatory for credit in the class that has acquired more than 5 absences.

Policy Administration and Determination

On the third (3rd) absence from class in one semester, the student and parent/guardian will be notified by phone or mail on the status of the student's attendance.

On the fifth (5th) absence from class in one semester, the student and parent/guardian will be notified by mail and/or the School Resource Officer/Truancy Officer that the student has violated the attendance policy.

On the sixth (6th) absence from class in one semester, the student will be provided an opportunity to go to 8th hour to make up their work. To receive credit, the student **must** attend the 8th hour.

On the seventh (7th) absence from class in one semester, the student and parent/guardian will be requested to attend a conference with the principal and/or Truancy Officer. The student will be provided an opportunity to go to 8th hour to make up their work and receive credit.

On the eighth (8th) absence from class in one semester, the student will appear before the review board for a determination to be made on whether the absences are justifiable. The *review board will recommend to the superintendent the following:

- Home Bound
- Referred to Juvenile Authorities/Prosecuting Attorney
- Alternative School

*Review Board may consist of principal, assistant principal, truancy officer/school resource officer, nurse, teacher, and/or counselor.

When a student misses more than 6 days of work from one class in one semester, the student will not receive credit for that course unless the student attends an 8th hour.

The principal, assistant principal, and/or truancy officer will be in charge of administering the policy. Current and accurate records will be maintained regarding individual student attendance and will ensure that the student is aware of his or her standing with regard to this policy.

All determinations regarding the application of a failing grade will be made by the building principal.

Absences resulting in long-term illnesses or other unusual circumstances will receive consideration for a modified application of this policy.

Students participating in the homebound program have a recognized change in educational placement and are not considered absent.

After a student has acquired eight (8) absences from school, with no attempt to attend the eighth (8th) hour, the student will not be able to participate or attend extra-curricular activities including ballgames, dances, field trips, prom, etc.

Student transportation will be provided as needed.

Five Consecutive Absences Without Notification

Five (5) consecutive absences without parent/guardian notification may result in the student being dropped from the school enrollment.

Adopted: July 9, 1996
Revised: +July 9, 2001
September 12, 2013

New Madrid County R-1 School District, New Madrid, MO.

School Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. All announcements regarding school closings will be broadcast on radio stations KMAL-Malden, KMIS-Portageville, and KSIM-Sikeston. An announcement will also be made on KFVS-TV-Cape Girardeau. Reports in the morning begin around 7:00 a.m. If no report is heard it can be assumed that school will be in session. PLEASE DO NOT CALL THE SCHOOL—our line must be kept open for emergencies.

Lockers

Students in selected grades will be assigned a locker. School lockers are the property of the New Madrid County R-1 School District. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The school officials also reserve the right to have lockers and other school property searched for drugs or other items that violate school and/or civil regulations. These searches may be unannounced and may include the use of a specially trained police dog. Use only the locker assigned to you. All personal items and books, when not in use, are to be kept in lockers. Do not tamper with another students' locker.

Telephone

The office telephone is a business telephone. Please do not ask to use it unless an emergency arises.

Health Standards

A student shall not attend school or school-sponsored activities while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Students should stay home with a temperature of 100 degrees or above. They may return to school when their temperature has been

fever free for 24 hours without the use of medication to lower the temperature. If a student's temperature at school is 100 degrees or above, they will be sent home.

Health Services

If a student becomes ill while at school, he should report to the nurse who will decide what should be done. Students must not leave the building because of illness without authorization. If the nurse is not in, students are to report to the office.

Accidents

Every injury of significance in the school building, on the school grounds, at practice sessions or any athletic event sponsored by the school, MUST be reported IMMEDIATELY to the person in charge and to the principal's office as soon as possible.

Fire and Disaster Drills

Fire and disaster drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. The teacher in charge of each classroom will give the students instructions.

Care of School Property

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be subject to disciplinary action and be required to pay for the damage.

Change of Address

Inform the office if you change your address or telephone number. It is very important that the office be notified of all changes.

Fund Raising

Before a student or student group begins selling articles as a project it should be cleared with the administration. All purchases of items for school organizations, class activities, etc., must be approved by the principal. Before purchases are made a purchase order must be completed by the principal's secretary. All items will be sold through the office. Unless proper procedure and authorization is used, the purchaser is personally responsible for the cost of the item purchased. There is to be no door-to-door, roadblock, or telephone soliciting.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price. Students may choose to bring lunches from home. In order to keep the cafeteria clean and attractive, the following rules must be observed:

All food and candy is to be eaten in the cafeteria.

Keep tables and floor clean.

Lunch litter must be disposed of in waste cans.

Trays and silverware must be returned to receiving counter.

Talk in a normal voice.

Running, pushing, or “cutting” in serving lines will not be tolerated.

Students will be dismissed by the teachers on duty in the cafeteria.

The cost for breakfast and lunch will be the following for the current school year:

Breakfast

Student—full price . 50

Student—reduced . 30

Lunch

Student—full price 1.00

Student—reduced .40

Physical Education

Physical Education is required by law unless excused by written request of the family physician. The school will furnish all play equipment necessary. Tennis shoes must be worn for P.E. classes.

Withdrawal From School

Any student who transfers to another school during the school year must get a withdrawal form from the office. All books and school-owned materials **MUST** be turned in before any records will be sent to another school.

Detention

Detention is a when a student is removed from the regular classroom setting for unacceptable student behavior and is assigned to a room with a teacher in lieu of play time or other extra activities.

Bus

STUDENT RESPONSIBILITY:

A student must respect the authority of the bus driver or any teacher or person of authority in the district. A student must be on time. The bus cannot wait beyond its regular schedule for those who are tardy. A student must never stand on the roadway while waiting for a bus. Upon entering the bus, a student must immediately find his/her seat and sit down. He must remain seated until time to leave the bus or until instructed by the driver to move. Unnecessary conversation with the bus driver is prohibited. Classroom conduct is to be observed by students while riding the bus, with the exception of ordinary conversation. A student must never extend head, arms, or legs from the bus nor should he call out to passersby. Smoking or the carrying of cigarettes by students is prohibited. Profane language, scuffling or throwing of objects is prohibited. Any large instruments such as band instruments are to be placed on the bus only upon receiving permission from the driver. All personal belongings shall be kept with the student at all times while on the bus. Any damage to the bus must be reported immediately to the driver. No student will ride any bus except the one to which he/she is assigned without prior approval by the principal. Students wishing to visit overnight with friends must submit a note from their parents and receive permission from the principal. This will be approved on an emergency basis only. No student will be picked up or discharged at any place other than his assigned stop and school unless prior permission of the principal is granted. Once a student enters the bus he/she may not leave until the intended destination has been reached. Students who must cross the road will do so in front of the bus after a signal from the driver. Students must not cross divided highways at any time. In the event of an accident or emergency, students must obey the driver and not leave the scene for any reason until cleared to do so by the responsible authority present.

Bus Zones

Do not pass buses while loading or unloading when the stop arm is out and upper red lights are flashing.

Any infraction of rules set forth herein or rules required by the Missouri State Department of Education shall be grounds for loss of transportation privileges. Suspension from transportation will be made by the principal. Notification of such action will be made to the parent either by mail or telephone.

School Services

1. Special services are available within the district for those students who qualify. Services available include: Special Education for Educable Mentally Handicapped, Learning Disabled, Emotionally Disturbed, Speech/Language Therapy, Title I Services, Homebound Tutoring. Services not provided within the district are provided through contracted arrangement.
2. In addition to regular classroom experiences, our schools also provide students with access to the following:
 - Music
 - Art
 - Physical Education
 - Library Services
 - Use of computers
3. An academic counselor is on staff to provide students with the following services if necessary:
 - Psychological Evaluation
 - Individual conferences whenever a student, teacher, or parent requests help in dealing with adjustment problems, academic problems, or help in obtaining services from outside sources.
 - Coordinating a testing program in compliance with state and federal guidelines.

In the Event of Any Disaster:

- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or baby-sitter, unless we have written permission to that effect or that particular person is listed on the student's emergency form in our files. With this in mind, if your child's form is not up-to-date, please request a new form from the office.
- All parents, or designated parties, who come for students must have

them signed out at the office or at the temporary Student Release Station on the school grounds.

- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of people with first-aid certificates, and we will be in communication with various local emergency services. We do ask your help in the following areas:
- Please do not call the school—we must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to the school—streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
- Turn to your local radio and television station for information and directions.

Medication Policy

The student's doctor must provide a written request that the student be given prescription medication or over-the-counter medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and doctor's name. The diagnosis/indication for use of the medication shall be provided.

A parent/guardian must request in writing that the school district comply with the doctor's request to give prescribed medication. (The district will not administer the initial dose of any new prescription except in an emergency).

A parent/guardian must also provide a written request that the school district comply with the doctor's request to give over-the-counter medication.

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-label container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration metered dose

inhalers containing “rescue” medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe School Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration is part of this Regulation. (See Regulation 2870-Permission Form). Parents must provide an inhaler to be kept in the nurse’s office for all students who have been prescribed an inhaler for asthma. Student’s who have permission to self administer their inhaler must also provide a back-up inhaler to be kept in the nurse’s office.

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District’s registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician’s Desk Reference or other recognized medical or pharmaceutical text.

Students With Communicable Diseases

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious/infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may

exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment. (See Regulation 2860-Acute Infectious Disease Section)

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy. (See Regulation 2860-Chronic Infectious Disease Section)

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student’s medical condition by staff members will be cause for disciplinary action. (See Regulation 2860-Chronic Infectious Disease Section #5)

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, “Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators,” a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

Inoculations of Students

It shall be the policy of the New Madrid County R-1 School District that all students attending the district schools shall be in compliance with state law and regulations requiring immunization against poliomyelitis, rubella, mumps, tetanus, pertussis, diphtheria, Hepatitis B, and HIB.

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 contradictions.

A physician's statement will be provided if the reason for exemption is a medical contradiction. 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 guidelines prepared by the Department of Social Services—Missouri Division of Health.

Imitation Weapons/Drugs

Students are not to bring any "fake" items to school that could cause others to believe they are in possession of an item that could cause harm such as guns, knives, "kiddie dope", etc. Any student violating this rule will be punished according to the New Madrid County R-1 Discipline Policy. See district discipline code.

Metal Detectors

In an attempt to maintain a safe and orderly school environment, the district reserves the right to utilize metal detection equipment.

District Discipline Code

The New Madrid County R-1 School District has adopted policies on student discipline. The policies, rules, and regulations will apply to all students in attendance in district instructional and support programs, including all school sponsored activities. Included in the school policies is a policy on corporal punishment. The district permits corporal punishment as a measure of correction or of maintaining discipline and order in schools.

The R-1 District will allow the parent/guardian to complete a request form, asking the principal to not allow corporal punishment for their child(ren). This is only a request and will be followed to the best of the ability from all certified staff members.

Each parent/guardian is to be reminded that the New Madrid County R-1 School District does permit corporal punishment and policies for such are recognized. Parents/guardians may come to the principal's office of the building, from which their child is in attendance, to complete a request for the district to not utilize corporal punishment on their child.

I. Objective

Developing good citizenship characteristics among its pupils is one of the most important objectives of an educational system. The task of the individual pupil is to learn to live effectively and harmoniously with others as he/she works to develop his/her own skills and understanding needed to build the kind of character expected of a good citizen.

To assist in accomplishing the institutional objective cited above, the principals and teachers in each building within the New Madrid County R-1 School District are charged with the responsibility for establishing and enforcing the rules and regulations necessary for the implementation of a discipline policy which is both effective and judicious. Through a cooperative effort of school personnel, parents, and pupils working to maintain good school discipline, an atmosphere can exist.

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

Reporting to Law Enforcement

It is the policy of NMCC R-1 to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with the law. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if the student is not suspended or expelled from school, if appropriate. In accordance with law, any student who is suspended for any offenses listed in 161.261, RSMo., or any act of violence or drug related activity as a serious violation of school discipline shall not be allowed to be within 1000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exists:

1. The student is under direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.

2. The student is enrolled in and attending an alternative school that is located within 1000 feet of a public school in the district.

3. The student resides within 1000 feet of a public school in the district and is on the property of his or her residence.

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

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

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

II. Explanation of Problem Areas

- A. Academic Dishonesty - Cheating on tests, assignments, projects or similar activities, plagiarism, claiming credit for another person's work, fabrication of facts, sources or other supporting material, unauthorized collaboration, facilitating academic dishonesty, and other misconduct related to academics.
- B. Alcohol*-The use, under the influence, possession, sale, or distribution of alcoholic substances.
- C. Arson*-Intentional setting of a fire or burning of school property.
- D. Automobile/Vehicle Misuse - Uncourteous or unsafe driving on or around district property.
- E. Bullying and Cyberbullying - Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to : physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats, threats of retaliation for reporting such acts, sending or posting harmful or cruel text or images using the Internet or other digital communication devices.
- F. Bus Violations-Not following bus rules.
- G. Defiance of School Personnel's Authority or School Policy-Refusal to comply with reasonable requests of any school personnel or policy of the school.
- H. Destruction or Defacement of Property*-Destroying or mutilating objects or materials belonging to the school, school personnel, or other persons.
- I. Disorderly Conduct, Including Profanity and Obscene Behavior-Conduct and/or behavior which disrupts the orderly education of the school.
- J. Drugs*-The use, under the influence, sale, possession, or distribution of illegal drugs including all controlled substances, counterfeit drugs, imitation drugs, "kiddie" dope, or other substances purported to be drugs.
- K. Explosive Devices*-The use, possession, or sale of explosive devices, including fireworks.
- L. Extortion-The solicitation of money, or something of value, from another person in return for protection or in connection with a threat to inflict harm.
- M. Failure to Care for or Return District Property - Loss of , failure to return or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.
- N. Fighting-Willful engagement in physical contact for the purpose of inflicting harm on another person when such an action could be avoided.
- O. Filing False Emergency Report*-The false reporting of a bomb or fire alarm.
- P. Forgery*-Writing and using the signature or initials of another person.

- Q. Hazing - Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students are willing participants.
- R. Internet Privilege Abuse- Unauthorized use or misuse of the district's internet equipment and/or access capabilities.
- S. Physical Assault*-Physical attack of a person who does not wish to engage in the conflict and who has not provoked the attack.
- T. Plagiarism -To steal or pass off the words or ideas of others as one's own.
- U. Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.
- V. Technology Misconduct - Attempting, regardless of success, to: gain unauthorized access to a technology system or information, use district technology to connect to other systems in evasion of the physical limitations of the remote system, copy district files without authorization, interfere with the ability of others to utilize district technology, secure a higher level of privilege without authorization, introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology, or evade or disable a filtering /blocking device.
- W. Theft*-Taking property that does not belong to you.
- X. Tobacco-The use or possession of tobacco, of any kind, on or adjacent to school property.
- Y. Trifling-Failure to display actions which give evidence that the student is making an honest attempt to participate in classroom activities.
- Z. Truancy and Class Cut-An elective absence which is not approved in advance by a parent, guardian, and/or a school official.
Vandalism - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.
- AA. Verbal Abuse and Threats (Adult)-Statements, verbal or written, which are intended to intimidate, harass, or harm school personnel.
- BB. Verbal Abuse and Threats (Peer)-Statements, verbal or written, which are intended to intimidate, injure, or harm another student. (Includes harassment, bullying, terrorist threats, or other intimidation tactics.)

- CC. Weapons*-The possession of a dangerous weapon, or the use of an object to inflict bodily injury to another person.
- DD. Gangs - Gang related behavior will not be tolerated.
- EE. Miscellaneous -Any items brought to school which are detrimental to the education process will be confiscated. Such items as water guns, pea shooters, sling shots, etc. See trifling for consequences.
*Since these problems could include violation of law, school officials may also need to notify the appropriate law enforcement officials. Any action the law enforcement officials might take will be in addition to the action taken by the school.
- FF. Hazing and Bullying - In order to promote a safe learning environment for all students, the New Madrid Co. R-1 School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with District Discipline Code. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy.

III. Disciplinary Actions (Listed in Order of Severity)

- A. Conference—A formal conference held between a student and school official(s). If necessary, the student's parent(s) may also be included in an effort to make the parent(s) aware of the situation and/or to make suggestions that will help alleviate the problem.
- B. General Disciplinary Measures—May include: (1) corporal punishment (1-3 swats); (2) suspension or loss of privileges; (3) assignment into an in-school suspension setting; (4) after school detention; and (5) loss of credit.
- C. Short Term Suspension (Up to 10 School Days)—The student is informed that he/she is subject to suspension. The student is afforded the opportunity to hear the reason(s) for his/her suspension. The building principal is the person charged with carrying out this procedure.
- D. Long Term Suspension (Up to 180 Days)—The Board of Education authorizes the superintendent to suspend a student for up to 180 school days. The student is informed that he/she is subject to suspension. The student is afforded the appropriate due process procedures. A suspension of more than 10 days may be appealed to the Board of Education through the superintendent.

E. Expulsion—The Board of Education authorizes the expulsion of students. The student is afforded the appropriate due process procedures. Following this procedure, if the superintendent determines that the expulsion is appropriate, he will make that recommendation to the Board of Education with which the authority for expulsion rests.

IV. Relationship Between Problem Areas and Disciplinary Action

The chart that follows illustrates the type of disciplinary action that may be taken for each problem area. In each case, a minimum and maximum action is listed as well as action for first and one for repeated occurrences. The disciplinary action taken will be based on a wide range of variables such as, but not limited to, the age of the student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular school.*

*This chart does not cover all problems which exist within the school. Those areas not mentioned in this chart will be defined by school administrators who will use professional judgement in determining the appropriate disciplinary action and attempt to be as consistent as possible throughout the district.

**Since these problems could include violation of law, school officials may also need to notify the appropriate law enforcement officials. Any action the law enforcement officials might take will be in addition to the action taken by the school.

****Video Cameras are installed on the buses and may be used to determine which students are involved in bus violations.*

V. Due Process

All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions.

A. Suspensions

1. Short Term Suspensions—An informal meeting between the school administrator(s), the student, and other appropriate persons will be conducted. The student will be given notice of the charge(s) against her/him and will be given an opportunity to present her /his version of the incident. If after the meeting the administrator decides that a short term suspension is necessary, it will become effective immediately.

Problem Area	Range	Action To Be Taken	
		First Occurrence	Repeated Occurrence
Academic Dishonesty	Minimum	General Discipline	Short Suspension
	Maximum	Short Suspension	Long Suspension
Alcohol**	Minimum	Short Suspension	Long Suspension
	Maximum	Long Suspension	Expulsion
Arson**	Minimum	General Discipline	Short Suspension
	Maximum	Expulsion	Expulsion
Automobile Misuse	Minimum	Conference	Conference
	Maximum	General Discipline	General Discipline
Bullying/Cyberbullying	Minimum	Conference	Short Suspension
	Maximum	Expulsion	Expulsion
Bus Violation***	Minimum	Conference	General Discipline
	Maximum	Expulsion	Expulsion
Defiance of Authority	Minimum	Conference	General Discipline
	Maximum	Long Suspension	Expulsion
Destruction of Property**	Minimum	Conference	Short Suspension
	Maximum	Expulsion	Expulsion
Disorderly Conduct	Minimum	Conference	General Discipline
	Maximum	Long Suspension	Expulsion
Drugs**	Minimum	Short Suspension	Long Suspension
	Maximum	Expulsion	Expulsion
Explosive Devices**	Minimum	General Discipline	Short Suspension
	Maximum	Expulsion	Expulsion
Extortion**	Minimum	Conference	Short Suspension
	Maximum	Expulsion	Expulsion
Failure to Care or Return District Property	Minimum	Restitution	ISS
	Maximum	ISS	Expulsion
Fighting	Minimum	General Discipline	Short Suspension
	Maximum	Expulsion	Expulsion
False Emergency Report**	Minimum	General Discipline	Short Suspension
	Maximum	Expulsion	Expulsion
Hazing	Minimum	Conference	Short Suspension
	Maximum	Short Suspension	Expulsion
Internet Privilege Abuse	Minimum	Conference	General Discipline
	Maximum	Expulsion	Expulsion
Forgery**	Minimum	Conference	General Discipline
	Maximum	Long Suspension	Expulsion
Physical Assault**	Minimum	General Discipline	Short Suspension
	Maximum	Expulsion	Expulsion
Plagiarism	Minimum	General Discipline	General Discipline
	Maximum	Short Suspension	Short Suspension
Sexting/Possession	Minimum	Conference	Short Suspension
	Maximum	Short Suspension	Expulsion
Technology Misconduct	Minimum	Conference	Short Suspension
	Maximum	Short Suspension	Expulsion
Theft**	Minimum	General Discipline	General Discipline
	Maximum	Long Suspension	Expulsion
Tobacco	Minimum	General Discipline	Short Suspension
	Maximum	Short Suspension	Long Suspension

Trifling	Minimum	Conference	General Discipline
	Maximum	Short Suspension	Long Suspension
Truancy and/or Class Cut	Minimum	General Discipline	General Discipline
	Maximum	Short Suspension	Long Suspension
Vandalism	Minimum	General Discipline	Short Suspension
	Maximum	Short Suspension	Expulsion
Verbal Abuse and Threats (Adult)**	Minimum	Conference	Short Suspension
	Maximum	Expulsion	Expulsion
Verbal Abuse and Threats (Peer)**	Minimum	Conference	Short Suspension
	Maximum	Expulsion	Expulsion
Weapons**	Minimum	General Discipline	Long Suspension
	Maximum	Expulsion	Expulsion
Gangs	Minimum	General Discipline	Long Suspension
	Maximum	Expulsion	Expulsion

** Explanation on pages 18, 19 and 21

* This chart does not cover all problems which exist within a school. Those areas not mentioned in this chart will be defined by school administrators who will use professional judgement in determining the appropriate disciplinary action and attempt to be as consistent as possible throughout the district.

** Since these problems include violation of law, school officials may also need to notify the appropriate law enforcement officials. Any action the law enforcement officials might take will be in addition to the action taken by the school.

*** Any student causing a significant disruption such as fighting, etc. in the cafeteria before or after school or during the lunch period or before/during/after an extracurricular activity will be subject to at least a ten day suspension and loss of privileges.

*** Video cameras are installed on the buses and on the high school campus and may be used to determine which students are involved in disciplinary infractions.

Reasonable attempts will be made to notify the parents of the suspension. The superintendent has the right to revoke a suspension.

2. Long Term Suspensions—The student and her/his parent(s) will be notified of the principal’s recommendation to the superintendent to suspend the student for up to 180 days. The student and her/his parents may ask for an appeal of the decision to suspend to the Board of Education through the superintendent. A hearing will be conducted at the office of the Board of Education, at a time set by the board, and will take place within eight days of the notification of the student. The student has the right to be represented by a lawyer or other person of the student’s choice. The superintendent shall transmit to the board a full report in writing of the facts relating to the suspension, the action taken, and the reasons thereof. The results of the board’s decision shall be delivered to the student within 24 hours of the hearing.

Although students are encouraged to keep up with course work during the time of suspension, no credit may be earned towards the determination of final grades. Credit that is lost during a suspension will be reflected in the suspended student’s final grade. Any student causing a disruption such as fighting, etc., in the Commons Area before school or during the lunch period will be subject to at least a ten day suspension.

B. Expulsions

The student and her/his parent(s) will be notified within 24 hours of the recommendation to expel the student. The Board of Education, after notice to the parent(s) shall conduct a hearing at the office of the Board of Education, at a time set by the board, within eight days to consider the evidence and statements that the parties present. The student, or his/her representatives, shall have right of access to copies of evidence, the right to be represented by a lawyer or other person of the student’s choice, the right to be present at the hearing, and the right to confront witnesses and ask questions. Only members of the board shall be present during deliberations.

The results of the board’s decision shall be delivered to the student within 24 hours of the hearing. The student and the parent(s) have the right to appeal the board decision to the Circuit Court.

VI. Discipline Procedures for the Handicapped

The following general principles and procedures apply to the discipline of handicapped students.

- A. Handicapped students shall follow the rules and regulations of the schools which they attend and shall be generally subject to standard disciplinary penalties, except to the extent that modifications of the school’s disciplinary actions are stated in student IEP’s.
- B.
 1. Prior to imposing any short term suspension, long term suspension (10+ days), or expulsion; the district’s building principals shall notify the handicapped student’s IEP chairperson (normally the itinerant or resource teacher or teacher of the self-contained class).
 2. The IEP case manager and principal shall maintain a discipline record for each handicapped student.
- C.
 1. The district’s building principals are authorized to impose short term suspensions, being suspensions with a cumulative total of 10 days or less in one year. A short term suspension does not constitute a change of special education placement or a complete cessation of services within the meaning of the Education of All Handicapped Children Act (EHA) or a significant change in placement which would require a reevaluation under the Rehabilitation Act of 1973.
 2. For suspensions totaling less than 10 days in one school year, due process rights provided through Missouri laws including the right to oral or written notice of charges, the right to an explanation of the charges, and the facts which form the basis of the proposed suspension, and the student’s right to present his/her version of the incident shall be implemented.
- D. Refer to Procedural Safeguards for Children and Parents as required by Public Law 105-17, the Individuals with Disabilities Act (IDEA) Amendments of 1997.

VII. Distribution of Policy

Copies of this policy will be included in the student handbook for each school and will be distributed to each student at the beginning of school year.

Discrimination Policy and Grievance Procedure

The policies and practices support equal opportunity in its educational program. The New Madrid County R-1 Enlarged School District does not intend to discriminate on the basis of race, color, religion, or sex in employment of faculty and staff or treatment of students.

The New Madrid County R-1 Enlarged School District will comply with the goals and objectives of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the American With Disabilities Act of 1992.

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, vocational training, or other education program or activity operated by the New Madrid County R-1 Enlarged School District.

Inquiries regarding compliance may be directed to Cynthia Amick, Superintendent of Schools.

The following procedures will be observed in recognizing a grievance in an impartial and factual manner. Employees and students may register their grievances with the school authorities in this manner:

- a. All grievances must be presented in writing. The statement must include specific information as to date, time, place, and person(s) involved.
- b. The statement must be signed and identification given which will allow proper reply to be made.
- c. The statement may be hand delivered or mailed to the administrator in charge of the building where the person works or attends classes.
- d. The administrator will meet with the person who has the grievance within ten days.
- e. If the grievance is not satisfactorily resolved at this level,

An appeal may be made to the administrator in charge of the building. If a solution is not reached at this level, it will be the responsibility of the Title IX coordinator to become involved in the process, and he or she will hear the complaint and review the statement and make recommendations to the superintendent and the Board of Education.

Cell phones, CD/DVD players, etc.

Cell phones, CD players, DVD players, MP3 players, i-pods, tape recorders, video equipment, or any other electronic devices are not to be brought to school unless prior approval is given by the building principal. The school will not be responsible for any lost or stolen items. Students bringing these items to school are considered “defiance of authority (see discipline policy).

Sexual Harassment Of Students

The School District prohibits sexual harassment of students by employees or other students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance or creating an intimidating, hostile, or offensive educational environment.
2. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s academic status or progress; or
3. Submission to or rejection of such conduct by a student is used as the basis for evaluating the student’s performance within a course of study or other school-related activity.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint.

There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation. The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or termination of the employee, in order that further sexual harassment does not occur.

Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

Publications disseminated to employees and students will inform them of this policy. Adopted: July 10, 2000 — New Madrid County R-1 School District, New Madrid, MO

NO CHILD LEFT BEHIND

The New Madrid County R-1 School District is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, this 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.

Publications disseminated to employees and students will inform them of this policy. Adopted: July 10, 2000 — New Madrid County R-1 School District, New Madrid, MO.

New Madrid County R-1 Standard Complaint Resolution Procedure for No Child Left Behind Program

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. Unsettled problems and questions concerning the school district should be directed to the superintendent. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

For more information about this procedure or how complaints are resolved may contact the New Madrid County R-1 School District or the Missouri Department of Elementary and Secondary Education personnel.

NCLB COMPLAINT PROCEDURES

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

Who May File a Complaint

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

Definition of a Complaint

There are both formal and informal complaint procedures.

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

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

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

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

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

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

Informal Complaints Received by the SEA Office

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

Formal Complaints Initially Received by the SEA Office

1. *Record.* Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.

2. *Notification of LEA.* Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.

3. *Report by LEA.* Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.

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

Appeals

Appeal to the SEA

1. *Record.* Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.

2. *Investigation.* The SEA will initiate an investigation with 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. *Hearing.* If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

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

Formal LEA Complaints Against SEA

1. *Record.* The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.

2. *Decision.* The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.

3. *Appeal.* The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the “Appeal to the State Agency Review Board” section will be followed.

4. *Second Appeal.* An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.

2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.

3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.

2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.

3. DESE will also keep records of any complaints filed through this policy.

Parental Information and Resource Center (PIRC)

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

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

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

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

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

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

Parents Right to Know

Dear Parent or Guardian:

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

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

~Whether a 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 qualifications 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.

~Information on school improvement status.

~Information if an LEP child has been identified for participation in a language instruction educational program.

~Information if a child is enrolled in a persistently dangerous school, or students who are victims of a violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

~LEA annually disseminates Federal Program Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.

Parent Involvement

Programs, activities and procedures for the involvement of parents/guardians must be implemented in order for a LEA to receive a Title I allocation. Parental involvement shall include participation of parents in ongoing and meaningful communication about student academic learning and other school activities, ensuring that parents/guardians:

~*Play an integral role in assisting their child’s learning;*

~*Are encouraged to be actively involved in their child’s education at school;*

~*Are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and*

~*Are notified of the Adequate Yearly Progress (AYP) status of their child’s school building.*

Parent Involvement

Title I

A major goal of the New Madrid County R-1 Title I program is to encourage greater involvement of parents in the education of their children in partnership with Title I and their school. The following outline is in compliance with legal requirements (P.L. 100-297, Section 1016) and in accordance with our philosophy of nurturing parents toward recognizing and fulfilling that responsibility. Likewise, this statement represents input from parents and will be available to all parents of Title I children.

1. In September a letter will be sent to all parents of children selected for participation in Title I informing them of selection and the nature of instruction. All parents will be invited to attend a meeting at their local schools during September for discussion of specifics concerning the instructional objectives and methods of the program. Follow up efforts will be made through telephone calls, direct mailing, and scheduled meetings. Parents of children added during the year will receive consideration fulfilling this goal of informing.

2. Responsibilities of parents and suggestions for projected home-school partnership will be presented through communication with parents during the year, through workshops or conferences designed following parents wishes and needs and according to parents' requests. Resources or materials valuable for parents will be provided at both central and local sites. Teachers will provide progress reports for parents twice each year as well as arrange for at least one conference concerning their child's progress during the year at designated times and as parents request. Specific invitations will be sent at least once each semester for Title I classroom visitation. However, parents will be encouraged to visit Title I classes anytime during the year. Teachers will initiate at least two after school parent involvement programs each year at their individual buildings.

3. Inservice training for Title I staff and some to include classroom teachers and other school representatives will be directed toward more effectiveness in working with parents of participating children and toward building home-school partnerships. These opportunities may include conferences sponsored beyond our local level.

4. Each Title I school will select representative parents of Title I students to comprise a forum held at least two times each year. Meetings will be with Title I personnel for purposes of consultation, advising, and evaluation and to insure ongoing parental input toward achieving program objectives and developing a feeling of partnership. These forums will likewise be open to others interested.

5. On-going communication with parents will be provided by notices, mailings, phone calls, conferences, and home visits as needed.

6. In awareness of parents lacking literacy skills or where the native language is not English, provisions will be made as far as practical for translations of printed material as well as tapes for listening or provisions of attending translators. General awareness as well as specific attention will be encouraged for coordination with programs under the Adult Education Act.

This commitment to family involvement has been approved by the Board of Education and will be coordinated through Title I staff leadership. Direct participation and initiative is deemed a requirement of each Title I teacher's role. Building principals will assume leadership and promote cooperation and energy from all the school staff.

Adopted: January 17, 1995 ~ New Madrid County R-1 School District, New Madrid, Missouri

Homeless Services

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meal programs; preschool programs; before and after school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Parent / Family Involvement in Instructional and Other Programs

The Board of Education believes that the education of each student is a responsibility shared by the school as well as the family. The Board recognizes the need for a constructive partnership between districts and families that will provide for two-way communication and foster educational support for students and families. The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs. In keeping with these beliefs, it is the intention of the district to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. The district:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

2. Implement strategies to involve parents in the educational process, including: a. Keeping families informed of opportunities for involvement and encouraging participation in various programs.

- b. Providing access to educational resources for parents/families to use together with their children.
- c. Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.

3. Enable families to participate in the education of their children through a variety of roles. For example, family members should be given the opportunities to:

- a. Provide input into district policy
- b. Volunteer time within the classroom and school programs

4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.

- 5. Perform regular evaluations of parent involvement at each school and at the district level.
- 6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
- 7. If practicable, provide information in a language understandable to parents.

Title I Parent Involvement - District Policy

Pursuant to federal law, the district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy. This policy will describe how the agency will accomplish the following:

- a. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- b. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- c. Build the schools' and parents' capacity for strong parental involvement.
- d. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.

- e. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

f. Involve parents in the activities of the schools served.

School Policy

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

- a. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- b. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
- c. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Migrant Education Program Parent Involvement

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Program. Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

Limited English Proficiency Parent Involvement

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program. Parents will be notified of their rights regarding program content and participation.

Public Complaints

The Board recognizes that situations of concern to parent/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law. If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by DESE and cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education. The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability. Complaints regarding district compliance with nondiscrimination laws will be processed according to the grievance procedure (AC-R), established for that purpose. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.