

**Adair County R-II  
School District**

**Administrative Office  
Brashear, Missouri**

**DISTRICT BULLETIN**

**2014-2015**



## **BOARD OF EDUCATION**

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## **ADMINISTRATION**

**Shelly Shipman**, Superintendent/Director of Special Ed & Title Programs  
Bachelor of Science Degree in Education  
Master of Arts Degree in Elementary Education Leadership  
Specialist in Educational Administration

**Brent Doolin**, K-12 Principal  
Bachelor of Arts Degree in Business Education  
Master of Education Degree in Education Administration

# SCHOOL CALENDAR

Aug. 19.....	Teacher In-Service
Aug. 20.....	First Day of Classes
Sept. 1.....	Labor Day
Sept. 16.....	All School Picture Day
Sept. 19.....	Dismiss Early 1:15/Teacher In-Service
Oct. 17.....	Dismiss Early 1:15/Teacher In-Service
Oct. 17.....	First Quarter Ends
Oct. 23.....	Dismiss Early 1:15/Parent Teacher Conferences
Oct. 24.....	No School
Nov. 21.....	Dismiss Early 1:15/Teacher In-Service
Nov. 26.....	Dismiss Early 1:15/Thanksgiving Break
Nov. 27 & 28.....	Thanksgiving Vacation
Dec. 19.....	Dismiss Early 1:15
Dec. 19.....	2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester Ends
Dec. 22.....	Snow Day #1
Dec. 22-Jan. 2.....	Christmas Vacation
Jan. 5.....	Classes Resume
Jan. 16.....	Dismiss Early 1:15/Teacher In-Service
Jan. 19.....	No School MLK Day/Snow Day #2
Feb. 16.....	No School/President's Day
Feb. 20.....	Early Out 1:15/Teacher In-Service
Mar. 10.....	3 <sup>rd</sup> Quarter Ends
Mar. 20.....	Early Out 1:15/Teacher In-Service
Mar. 23.....	Spring Break/Snow Day #3
Apr. 3.....	No School/Good Friday
Apr. 6.....	No School/Easter Break/Snow Day #4
May 15.....	Dismiss Early 1:15/Last Day of School
May 18.....	Teacher Work Day/Snow Day #5
May 19.....	Snow Day #6

\*Additional Snow Days will be added on to the last day of school if necessary.

## OPENING DAY

August 20 - school will be in session for all students.  
School will begin at 8:15 a.m. and will dismiss at 3:09 p.m.

## EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION

We believe that in a democratic society, education must help the students realize their worth as individuals and should lead them toward becoming productive members of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying life.

### Beliefs and Visions

The Adair County R-II Schools are committed to the ideals set forth in the Missouri Show-Me Standards and support the priorities of the Show-Me-Improvement plan. As such, we recognize 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.

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. Students will gather, analyze and apply information and ideas; communicate effectively within and beyond the classroom; recognize and solve problems; and will acquire skills necessary to make decisions and act as responsible members of society.

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

“Building Leaders Who **Learn**, Laugh, *Love*, and **Leave a Legacy**”

## **AGE LIMITS - Kindergarten**

All district children who turn 5 years old before August 1, 2014 will be eligible to enter Kindergarten.

All students must be properly immunized or show proof of "in progress" immunizations and provide proof of age (official birth certificate) on the first day of school or they will not be allowed to attend.

## **PRE-SCHOOL PROGRAM (Parents as Teachers)**

The Adair County R-II School District provides a program for parents of preschool children. The program will provide services to parents with children birth to 3 years of age. Busy Bees will meet on Mondays, Tuesdays and Wednesdays from 8:15-11:15 a.m. If you are interested in learning more about this program, please contact the school at 323-5272.

## **SPECIAL EDUCATION PROGRAMS**

The special education programs assure all children in the Adair County R-II School District who are entitled to specialized instructional programs because of a handicap condition will receive instruction as established under Missouri statutes. The criterion for eligibility is based on guidelines for identification for such children established by the Missouri Department of Elementary and Secondary Education.

## ELEMENTARY FACULTY

**Justine Bane**, Kindergarten

Bachelor of Science Degree in Early Childhood Education

**Lisa Fisher**, Grade 1

Bachelor of Science Degree in Education

Master of Arts Degree in Education

**Joanne Kincaid**, Grade 2

Bachelor of Science Degree in Education

**Emy Nutt**, Grade 3

Bachelor of Arts Degree in Elementary Education

**Tammy Whitlow**, Grade 4

Bachelor of Arts Degree in Education

, Grade 5

**Anna Nelson**, Grade 6

Bachelor of Arts Degree in Elementary Education

**Nancy Peterson**, Special Education

Bachelor of Science Degree in Agriculture Education

Bachelor of Science Degree in General Agriculture

**Becky Thomas**, Title I Reading

Bachelor of Science Degree in Education

Master of Arts Degree in Curriculum & Instruction

**Corbin Coe**, Physical Education

Bachelor of Science Degree in Physical Education

**Jessie O'Dell**, Instrumental & Vocal Music/Spanish

Bachelor of Science Degree in Education

Bachelor of Arts Degree in Music

Master of Arts Degree in Music

**Christy Grissom**, Guidance Counselor

Bachelor of Science Degree in Justice Systems

Master of Arts Degree in Counseling

**Tammy Wolter**, Library Media Specialist

Bachelor of Arts Degree in Mass Communications

Master of Arts Degree in Elementary Education

**Danie Becker**, Art

Bachelor of Science Degree in Art Education

## SECONDARY SCHOOL FACULTY

**Danie Becker**, Art

Bachelor of Science Degree in Art Education

**Corbin Coe**, Physical Education/Health

Bachelor of Science Degree in Physical Education

**Christy Grissom**, Guidance Counselor

Bachelor of Science Degree in Justice Systems

Master of Arts Degree in Counseling

**Michael Killen**, Industrial Arts

Bachelor of Science Degree in Education

Master of Arts Degree in Administration

**Diane McGinnis**, English

Bachelor of Arts Degree in English

Master of Arts Degree in Education

**Jeffrey McHenry**, Social Studies

Bachelor of Science Degree in Social Studies

Master of Arts Degree in Secondary School Administration

Specialist in Educational Administration

**Erin Moots**, Mathematics

Bachelor of Science Degree in Mathematics

Master of Science Degree in Educational Administration

**Jessie O'Dell**, Instrumental & Vocal Music/Spanish

Bachelor of Science Degree in Education

Bachelor of Arts Degree in Music

Master of Arts Degree in Music

**James Rearick**, Science

Bachelor of Science Degree in Biochemistry

Doctor of Philosophy in Biochemistry

**Martha Reese**, Business

Bachelor of Science Degree in Education

Master of Arts Degree in Education

**Cheryl Reeves**, A+ Coordinator/At-Risk/Health/Gen Science

Bachelor of Science in Social Science

**James Scudder**, Mathematics/Physics/Computer Science/Technology Director

Bachelor of Science Degree in Education

**Tammy Wolter**, Library Media Specialist/Careers/English

Bachelor of Arts Degree in Mass Communications

Master of Arts Degree in Elementary Education

**Tonya Wood**, Special Education/Assistant Special Education Director

Bachelor of Science Degree in Special Education & Elementary



## SUPPORT STAFF

**Renee Reeves**

Accountant/Secretary to the Superintendent

**Karla Hettinger**

Secretary

**Candace Harrington**

Secretary to the Principal

**Sheri Turner**

School Nurse

**Chelsea Coe**

PAT Educator

**Elizabeth Mills**

Paraprofessional

**Angela Hall**

Paraprofessional

**Daniel Carpenter**

Paraprofessional

**Adriene Foley**

Paraprofessional

**Karen Leffler**

Paraprofessional

**Cathy March**

Food Service Director

**Darlene Withrow**

Cook

**Barbara Person**

Cook

**Cheryl Gardner**

Cook

**Ron Parrish**

Maintenance Director

**Carl Garr**

Custodian

**Gary Clark**

Bus Driver

**Jeff McHenry**

Bus Driver

**Lajeana Coin**

Bus Driver

**Jeff Osborn**

Vo-Tech Bus Driver

# 2014-2015 Class Schedule

Instructor/Subject	Period 1 8:15-9:06	Period 2 9:09-10:00	Period 3 10:03-10:54
Danie Becker Art	Coll Prep. Art 3-D Art (10-12)	Design Theory Fiber Art (9-12)	Elementary Art
Cheryl Reeves At-Risk	A+		At-Risk
Martha Reese Business		#Accounting (11-12)	Vocational Business (11-12)
PolyCom	#Spanish II (11-12)		
Michael Killen Industrial Arts	Exploring IA (9-12)		Woods I (9-12)
Diane McGinnis Language Arts		Language Arts I (9-10)	LAIII
Erin Moots Math	Integrated Math I (9-12)	Algebra ½ (8)	Algebra I (9-10)
James Scudder Math	Computer Science (10-12)	*#College Algebra(11-12) *#College Trigonometry	Geometry (10-12)
Jessie O'Dell Music/Spanish	#Spanish II (11-12)	Elementary Band	Elementary Music
Corbin Coe Physical Education	Team Sports Lifetime Sports (10-12)		Elementary PE
Tonya Wood Resource	Resource	Resource	Resource
James Rearick Science	*#Chemistry (11-12)	Biology (10)	Science 7
Jeff McHenry Social Studies	Social Studies 8	Social Studies 7	
Tammy Wolter Lower English Rm.	English 7	Library	English 8

\*designates college dual enrollment classes

#designates weighted class

## 2014-2015 Class Schedule

Period 4 10:57-11:48	Period 5 11:51-1:15	Period 6 1:18-2:12	Period 7 2:15-3:09
Elementary Art		8A      8B 7A      7B	Drawing (9-12) Painting (9-12)
Experimental Science (10-12)	Health (7-8)	S.T.A.T.S. (recommendation only)	Career/Study Skills (7-8)
Personal Finance(12) College Prep (12)	Elementary Keyboarding	8B      8A 7B      7A	Computer Applications (9-12)
	Spanish I (10-12)		
Drafting (10-12)	Electricity Carpentry (10-12)	7A      7B 8A      8B	Advanced Woods (10-12)
Language Arts II (10-11)	*#Public Speaking *#American Lit II	Career English (11-12)	App Communications/ Journalism (11-12)
Math 7		#Pre-Calculus	Integrated Math II (10-11)
#Algebra II (11-12)	#Physics		Technology Director
Elementary Music	Spanish I (10-12)		Band (7-12)
Elementary PE	PE (7-8)	Health (9) PE (9-12)	Weight Training (10-12)
Resource	Resource		Special Education Assistant Director
Science 8	Physical Science (9)	*#Advanced Biology (11-12)	
American History (9)	Government (10-12) Current Events (10-12)	World History (10)	*#West Civ I (11-12) *#West Civ II (11-12)
Library	*#Psychology (11-12) *#Sociology (11-12)	7B      7A 8B      8A	Library

## TRI-COUNTY CONFERENCE

This year Brashear will again participate in the Tri-County Conference. Conference sports consist of softball and baseball in the fall. The winter sport is boys' and girls' basketball. The spring activities are boys' and girls' track, baseball and academic bowl. Student athletes will be eligible for all-conference recognition in each sport.

Member schools include: Atlanta, Bevier, Brashear, Bucklin/Macon County, Green City, LaPlata, Linn County, Meadville, and Novinger.

## BEGINNING SOFTBALL AND BASEBALL PRACTICE

Softball and baseball practice will begin on August 4. A practice schedule will be announced at a later date. You must have a physical before you can practice.

## BASEBALL/SOFTBALL SCHEDULE

Aug. 28	North Shelby (JV/V SB)	Away	5:00
Aug. 29	Linn County (SB/BB)	Home	5:00
Sept. 2	Knox County (JV/V SB)	Away	5:00
Sept. 5	LaPlata (JV/V BB)	Away	5:00
Sept. 6	Knox County SB Tourney	Away	TBA
Sept. 9	Novinger (SB/BB)	Away	5:00
Sept. 11	Canton (JV/V SB)	Home	5:00
Sept. 12	LaPlata (SB/BB)	Away	5:00
Sept. 15	Scotland (JV/V SB)	Away	5:00
Sept. 16	Atlanta (SB/BB)	Home	5:00
Sept. 19	Green City (SB/BB)	Home	5:00
Sept. 22	Meadville (SB/BB)	Away	5:00
Sept. 23	Macon Co/Bucklin (SB/BB)	Away (New Camberia)	5:00
Sept. 26	Bevier (SB/BB)	Home	5:00
Sept. 27	Schuyler County V SB Tourney	Away	TBA
Sept. 30	Marion County(SB/BB)	Home	5:00
Oct. 2	Green City (JV/V SB)	Away	5:00
Oct. 6	Putnam County (JV/V SB)	Home	5:00
Oct. 8-11	District Softball Tourney	TBA	TBA

## **JUNIOR HIGH BASKETBALL SCHEDULE**

Oct. 16-17	Green City Tourney	Away	TBA
Oct. 20	Atlanta	Home	6:00
Oct. 24	Green City	Away	6:00
Oct. 27	LaPlata	Home	6:00
Oct. 28	Bevier	Home	6:00
Oct. 30	Bucklin/Macon Co.	Away (Bucklin)	6:00
Nov. 3	Meadville	Away	6:00
Nov. 4	Novinger	Home	6:00
Nov. 6	Linn County	Away	6:00
Nov. 7	Mary Immaculate (7&8 only)	Home	6:00
Nov. 10-15	Atlanta Tourney	Away	TBA
Nov. 18	Mary Immaculate (7&8 only)	Home	6:00

## **VARSITY BASKETBALL SCHEDULE**

Nov. 24	Marion County	Away	6:00
Dec. 1-6	Novinger Tourney	Away	TBA
Dec. 8	Higbee	Away	6:00
Dec. 9	Linn County	Home	6:00
Dec. 16	LaPlata	Away	6:00
Dec. 18	Atlanta	Home	6:00
Dec. 19	Marion County	Home	6:00
Dec. TBA	Holiday Hoops @ Trenton	Away	TBA
Jan. 9	Schuyler County	Home	6:00
Jan. 12	Meadville	Home	6:00
Jan. 16	Bevier	Away	6:00
Jan. 19-24	North Shelby Tourney	Away	TBA
Jan. 27	Green City	Home	6:00
Feb. 6	Grundy County	Home	6:00
Feb. 9-14	Brashear Tourney	Home	TBA
Feb. 17	Bucklin/Macon Co.	Home	6:00
Feb. 19	Novinger	Away	6:00
Feb. 21-28	District Basketball Tourney	TBA	TBA

## **BRASHEAR TOURNAMENT**

The 85th Annual Brashear Invitational Tournament will be held in the High School Gymnasium  
February 9-14, 2015. Schools participating will be determined at a later date.

## **JUNIOR-SENIOR HIGH SCHOOL CO-CURRICULAR ACTIVITY PARTICIPATION REQUIREMENTS**

Students must pass all subjects enrolled and maintain a 4.0 grade point average (on an 11 point scale) the previous quarter in order to participate in co-curricular activities to be district eligible. All students' grades are to be reviewed every 3 weeks (progress report time) to see if they remain district eligible and can participate. Students that receive a failing grade on a progress report will be on probation until he/she submits a grade check showing his/her grade is above a 60% in that course. Students that fall below a 4.0 GPA at the 3-week grade check will be on probation. During probation, students may participate in team activities but if that student's grade does not improve above 4.0 GPA at the second three-week grade check, that student will be district ineligible until the end of the quarter. District ineligible students may be allowed to practice, and sit with the team during activities, but cannot participate in the event. Students that are district ineligible cannot miss school time to attend events.

Students need only to meet state standards (must receive 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater) the first day of school to participate until the end of the first 3 week period at which time they must be district eligible. A 4.0 may not be attained by rounding a lower number to reach 4.0.

All I.D.E.A. and 504 students with an Individual Education Plan (IEP) will be exempt from the District Extra Curricular Activities Policy but will be held to the State Standards (must earn 3.0 units of credit or 80% of the maximum allowable credits which can be earned, whichever is greater, the previous semester.)

## **COOP JUNIOR HIGH FOOTBALL/SOFTBALL**

This year, the Adair County R-II District will be partnering with Knox County R-I District to provide junior high students with the opportunity to play football and softball. Because Knox County District will be head school, Adair County District will not be responsible for the student during these activities. This includes transportation to and from practices and/or games. Students are also responsible for any fees incurred. Interested students need to contact the Knox County School at 397-2231.

## **STUDENT PHYSICALS**

Any student considering participating in basketball, softball, baseball, track or cheerleading at the Junior High or Senior High level **MUST have a physical examination** before beginning practice. Physical forms may be picked up at the school and must be signed by the parent before physicals will be given. If the physical is received after February 1, it is good for the remainder of that school year plus the next whole school year (expiring on the last day of school).

## **BELLS**

There will be a three minute warning bell before school takes up in the morning. School will start at 8:15 a.m. Buses will run at approximately the same time as last year.

At the close of each class period, the bell will ring for the start of the next period. At the ringing of this bell, all students must be in their respective seats.

School will be dismissed at 3:09 p.m.

## **INCLEMENT WEATHER**

Whenever the weather creates hazardous road conditions, announcements will be made on local radio and television stations early in the mornings.

If it becomes necessary to start school late because of slick road conditions, announcements will be made. Breakfast will NOT be served on those days.

## **GET A RECEIPT**

Any time money is paid to the school secretary for anything, a receipt will be given. Parents and students should keep these receipts until the close of school. A receipt will be given for all meals paid in advance upon request.

## **VISITATION POLICY**

The Adair County R-II School Administration follows a policy of an open invitation for parents and grandparents of students. Students are not allowed to bring visiting friends, cousins, etc. to attend school. During school hours, please check in at the office prior to visiting the classroom or student you wish to see. We welcome your interest about classroom activities and ask for your courtesy to allow for a teacher to be aware that you will be visiting.

If a situation is one in which you desire some administrative help or direction, please discuss this situation with Mrs. Shipman or Mr. Doolin and we will try to resolve the matter at this level. Our teachers are well qualified and are concerned individuals about your child's education. An open dialogue is needed between teachers, parents, students and administrators to allow for the best interests of your child.

## **STUDENT PICTURES**

All students pictures will be taken early in the school year. These pictures are used for the yearbook. The purchase of the pictures is optional. Several packages are available at various prices. Preschoolers may also have pictures taken at this time. Pictures are scheduled for September 16. Pre-school will be taken at 8:00 a.m. K-11 will start around 8:30 a.m.

## **SENIOR PICTURES**

Inter-State Studios will produce the Senior Composite from pictures also taken September 16. The cost of the composite is \$15.00. Seniors will have the option of purchasing packages from Inter-State Studios from the poses taken.

## GENERAL POLICIES

1. Students will be charged for lost or damaged textbooks or any other school property.
2. Willful damage to school property will result in automatic suspension from school plus paying for damage.
3. Students who have in-school or out-of-school suspension may receive up to 100% credit for make-up work completed during the day. All work must be turned into the office upon returning to school in order to receive credit. Students in ISS or OSS will not be allowed to participate in any school activity during the day of the ISS or OSS.
4. Any student wishing to leave school during school hours for any purpose must first contact the office.
5. All students must be in their respective places before the ringing of the last bell at the beginning of all periods.
6. All students will be required to ride the school bus on all school trips unless prior approval has been given.
7. Excuses from parent or guardian will be required each time a student is absent or no credit will be granted for make-up work.
8. After an absence from school, make-up work will be a student's responsibility to obtain from the teacher.
9. Students are asked to be quiet and orderly at all times while in the building.
10. Drinking, use of any tobacco product, and the use of profane language are prohibited on school property including school buses.
11. Students are to refer to all teachers, administrators, etc., as Mr., Mrs., or Miss, at all times.
12. Driving Cars: Students driving cars to school shall park them **as soon as they arrive** in the designated student parking lot east of the High School building. Students are to leave cars parked until the end of the day. Building principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations. If a student arranges his/her own transportation to and from school, or school-related activities, the school's supervision of such student will not begin until the school has custody and control over that student (i.e. checked in by a designated representative of the school).
13. A student shall not leave school before or during the school day or absent himself from any class without an office permit. This permit is authorized only by a principal or superintendent, not a teacher. An absence without such a permit will be considered truant.
14. Students are expected to dress in proper clothing at all times while in school as well as attending school functions. Halter tops, tank tops with straps less than one inch wide, or T-shirts with obscene or any in-appropriate messages, will not be allowed. Clothing with tobacco, alcohol or any in-appropriate drug related messages or logo will not be allowed. Sleeveless T-shirts may be worn but cannot be cut back past the seam of the sleeve. "A" shirts may only be worn for athletic practices or extra-curricular activities outside of school. Shorts must be no shorter than eleven inches above the knee. Any other article of clothing deemed distracting (such as those showing visible undergarments or excessive skin) will not be allowed.



# NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM WITH CLOSED NOON HOUR

We will be offering participation in the breakfast program. Buses will arrive at school early enough so all students will have time for breakfast if they choose to eat. Prices will be .85 cents for students K-6, \$1.10 for 7-12 and \$1.35 for adults.

Like many schools in the state with a lunch program, Brashear will have a closed noon hour. This period will be longer than the regular periods thus allowing ample time to eat in staggered shifts. Students start eating in the cafeteria at 10:55 a.m. and by 1:15 p.m. over 220 have been served. Twenty five minutes are provided to each individual for lunch.

Student lunch prices will be as follows: grades K-6 will be \$2.15 per day; grades 7-12, \$2.55 per day; adults, \$3.05 per day.

## TELEPHONE DIRECTORY

The Adair County R-II School has phones in each classroom for safety and educational purposes. You may use the following directory to make calls. Voice mail will be available if the party is unable to take your call at that time.

Superintendent	10	Industrial Arts	27
Acct/Supt Secretary	11	Speech	28
K-12 Principal Secretary	12	Guidance Counselor	29
PE/Health	13	Nurse	30
At-Risk/A+/Health	15	Elementary Resource	32
Art	16	Parents As Teachers	33
HS Resource	17	Sixth Grade	34
Business	18	Kitchen/Cafeteria	35
Principal K-12/AD	19	H.S. English	36
Kindergarten	21	Social Studies	37
First Grade	22	Library	39
Second Grade	24	English/Spanish	41
Third Grade	25	Math (Gr. 7-10)	42
Fourth Grade	26	Science	43
		Reading	44

## **SENIOR INTERNSHIP PROGRAM**

What you should know about Internship...

Internship is an out of the classroom learning opportunity. Demonstrating responsibility, communication skills, and maturity are essential to participate in this opportunity. While in an internship position, you are expected to act as adult members of the community. As an intern you may be paid or you may be working as a volunteer. Compensation is at the mentor's discretion. Whether you are paid or not, interning is an educational activity. The goal of interning is to provide you access to a learning environment outside the classroom. Your internship must be related to your future career goals.

## **DUAL CREDIT PROGRAM**

The Adair County R-II School is participating in the Dual Credit Program through Moberly Area Community College. This program allows high school juniors and seniors the opportunity to take college level courses for both high school and college credit while remaining in their own high school. Course fees will be paid by the student at time of enrollment. Fees for 2014-2015 are \$75.00 per credit hour. For more information, call the high school office. Students are expected to pay for the classes in full at the time of enrollment. Students will pay for only one semester worth of classes at a time. Instructors and textbooks will be furnished by the district. (Students may enroll in these classes for high school credit only at no charge.) Students must test into these courses by receiving a qualifying score on the ACT or the COMPASS.

MACC will offer select online dual credit courses for \$82.00 per credit hour (or \$246 per three hour semester class).

## **WEIGHTED CLASSES**

Most colleges consider class rank as a critical factor in determining a student's admission. The purpose of the weighted grade system is to assist in calculating class rank based upon courses recognized as college preparatory. A 20% increase will be given to the weighted classes. Values will be rounded to the nearest tenth.

## **STUDENT A+ ELIGIBILITY**

For a student to be eligible for the financial incentives of the A+ Schools Program, they must be certified as an A+ student by Mrs. Cheryl Reeves at BHS. To be certified as an A+ student, an individual must do the following:

- Sign an A+ Student contract.
- Enter into a written agreement with BHS prior to the last day of the first semester of the senior year
- Attend an A+ designated high school for the three consecutive years prior to graduation.
- Maintain a 95% attendance rate.
- Earn a 2.5 minimum grade point average on a 4.0 scale.
- Perform 50 hours of unpaid tutoring or mentoring for younger students.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol, including tobacco.
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment.
- 2015 graduates must obtain proficient or advanced on the Algebra I End-of-Course test.

For more information or a full explanation of the above requirements, please contact Mrs. Cheryl Reeves, A+ Coordinator at (660) 323-5272.

# LOCAL REQUIREMENTS FOR GRADUATION

Language Arts.....	4 Units
Social Studies.....	3 Units
Mathematics.....	3 Units
Science.....	3 Units
Fine Arts.....	1 Unit
Practical Arts.....	1 Unit
Electives.....	6 1/2 Units
Personal Finance.....	1/2 Unit
Health.....	1/2 Unit
Physical Education.....	<u>1 1/2 Units</u>
	24 Units

Graduates are required to complete one unit of instruction in a class that offers instruction in general computer competencies. This requirement may be satisfied prior to the ninth grade.

## JUNIOR HIGH (Grades 7 & 8) PROMOTION REQUIREMENTS

Students must pass 10 out of 14 semesters (with 7 classes) 8 out of 12 semesters (with 6 classes). If students do not meet these minimums, they must repeat the 7th or 8th grade.

## LOCKERS SUPPLIED

Junior and Senior High Students will be provided with lockers. If you desire a lock for your locker, combination locks are available through the office. A \$1.00 deposit is held for each lock. If the lock is returned to the office at the end of the school year in good condition, the dollar will be returned. The use of a combination lock is good insurance against theft or vandalism.

## SCHOOL PLANNERS

School Planners will be available to all students K-12 at no charge to the student. We feel that the value of the planners as an organizational tool and means of communication between the school and home are well worth the investment. Please see that your children get the maximum benefit from this daily planner.

## REPORT TO PARENTS

1. Grade cards will be issued a few days following the end of the first, second and third quarters. Fourth quarter grade cards will be mailed to students after fourth quarter finals.
2. Parents can access their child's grades using the "Parent Portal" of our Student Information System. To gain access to the portal, parents must first sign a use of technology agreement. Agreement contracts can be obtained in each office.

## SCHOOL WIDE ASSESSMENT

***The Adair County R-II School District's school wide assessment schedule for the 2014-15 school year is as follows:***

September 22 – September 24	2 <sup>nd</sup> Grade Otis-Lennon S.A.T 8 7 <sup>th</sup> Grade Otis Lennon S.A.T 8
October 15	11 <sup>th</sup> Grade PSAT/NMSQT (optional)
October 23	12 <sup>th</sup> Grade Work Keys Assessment
December 15-19	Government End of Course Exam
February 11	11 <sup>th</sup> Grade ASVAB
April 1 – April 30	State MAP Math - Grades 3-8
April 1 – April 30	State MAP Communication Arts - Grades 3-8
April 1 – April 30	State MAP Science – Grades 5, 8
April 28	11 <sup>th</sup> Grade State ACT Test
April 27 – May 1	Terra Nova Achievement Test (Grades K-5)
April 20 – May 1	End of Course Exams: Biology, English II, Algebra I, Government, Algebra II, American History, Geometry, English I
May 12	11 <sup>th</sup> Grade State ACT Make-Up

***Individuals UNDER twenty-one (21) years of age who have not completed an approved program are encouraged to contact the Screening Coordinator for further information regarding screening. If the scheduled screening is appropriate for the individual, he/she is encouraged to participate. If the scheduled screening is deemed inappropriate, then an individual screening program will be made available.***

For more information contact:

Christy L. Grissom, Testing Coordinator  
Adair County R-II Schools  
Brashear, Missouri 63533

(660) 323-5272  
christy\_grissom@brashear.k12.mo.us

# ATTENDANCE

**When a student is absent, he/she must bring a written excuse from home. This excuse must be handed in at the office where an admission to class slip will be given to the student. No student is admitted to class without an admit slip.**

## ATTENDANCE POLICIES

All students are expected to attend school regularly and to be on time for classes in order to get maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is felt to be a direct relationship between poor attendance, class failure, and dropouts. The following are items comprising the attendance policy of the Adair County R-II Schools. Revised by the Adair County R-II School Board on June 19, 2013.

1. Students may miss no more than 7 days or the equivalent of 7 school days to receive any "credit" during a given semester for all classes enrolled. Students may miss no more than 7 periods of any one class to receive "credit" for that class.
2. "Credit" will be defined as 1/2 unit of Carnegie credit per class each semester. Any student exceeding 7 days in a semester will forfeit the 1/2 unit of credit for each class and have placed on their official transcript the letters "NC" (no credit) under the column "semester grade". Also, the "NC" will be footnoted with an explanation of the school's attendance policy and loss of credit.
3. College Visit allowances: Juniors will be allowed 1 college visit and Seniors will be allowed 2 college visits per year that will not count towards their 7 absences. Visits must be arranged through the counselor, be pre-approved, and bring back documentation in order for them not to count towards their 7 days.
4. The only exception to the attendance policy is a doctor, dentist, or orthodontist certified medical excuse, or mandatory courtroom appearance documented by the court or law firm. Excused absences are based on the honesty and integrity of the parents and their doctor.
5. Make-up of missed work, tests, etc.: It is the student's responsibility to obtain all homework and hand it in on time. One day will be allowed for each day missed. For example, if you are sick for 2 days with the flu, you have 2 days to make up the work. Exceptions for late work can be made at the teacher's discretion. Truants will not be allowed to do make-up work. Students must bring a note from home, for any absence, in order to be given credit for make-up work. Assignments given or tests announced prior to an absence are due upon the students return to school.
6. After the 4<sup>th</sup> day of absence in any of the 7 class periods a letter will be sent to the parent or guardian to inform them of the student's absences. After the 6<sup>th</sup> day of a student's absence the parent or guardian will be contacted by phone or letter (if phone contact is not possible). After the 7<sup>th</sup> day of absence a certified letter will be sent notifying the parent or guardian of their student's status. After the 8<sup>th</sup> day of absence a certified letter will be sent to the parent or guardian notifying the individual of the Adair County R-II School's attendance policy and their child's status. The school will request a parent conference at that time.
7. Student tardiness will be reported and recorded on an hourly basis for each school day. Students who accumulate eight tardies in a semester will receive a detention for the first offense. On the 12<sup>th</sup> tardy, the student will serve a day of ISS. On the 15<sup>th</sup> tardy, the student will serve 1-3 days of ISS. On the 16<sup>th</sup> tardy and over, each tardy will receive 1-3 days of ISS.
8. Any student who exceeds 7 absences for any reason will make up each absence (in excess of 7 absences) minute to minute to receive credit for the semester. The time can be made up in the after school detention program or Saturday school as arranged by the Principal. All make-up hours will be approved on a case by case basis.

The attendance policy is for grades 7-12, but because of the importance of regular attendance it is recommended that all students adhere to the policy. Students in grades K-6 who exceed the attendance

policy may be referred to the Juvenile authorities.

# STUDENT HEALTH SERVICES AND REQUIREMENTS

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

Nurses will be employed to staff the health services program. They shall serve under the direction of the building principal and if necessary, under the supervision of qualified medical personnel. All contacts with parents/guardians regarding health services will be made by the nurse or the principal.

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

1. Continuous health appraisal of all students at all grade levels.
2. Administration of state laws which protect the health of children attending public school in Missouri. The laws require: Immunization against certain contagious diseases and exclusion from attendance of students having contagious diseases or who are not in compliance with state regulations concerning immunizations.
3. Emergency first aid treatment for accident or illness during school.
4. Guidance and counseling concerning health problems.
5. Home health visitation of students as needed.
6. Maintenance of student health records.
7. Health education programs.
8. Screening tests for defects in vision, hearing and speech.

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

## ILLNESS AT SCHOOL

If a child becomes ill while at school, the nurse, teacher, or principal may isolate the child from other children until such time as the parents/guardians can be notified and/or the child can be returned to his/her home or cared for appropriately.

## MEDICATION POLICY

ALL students who take **ANY KIND** of medication (prescription or over-the-counter) must bring that medication to the respective office (elementary or high school) to be placed until such time specified by parent note (if over-the-counter) or Doctor's orders (if prescription) to take that medication. The school nurse or office personnel will then dispense the medicine as directed.

All medication must be in the original container and with the original prescription if ordered by a physician. A parent note on exact time of dosage and amount of dosage must accompany an over-the-counter medicine. Asthma inhalers must have the original prescription attached, but allowances will be made for students who may carry them on their person after proper notification is given in the office and recorded.

This policy is required by the Missouri Department of Health. Board policy must also comply with this requirement.

# **COMMUNICABLE DISEASES**

The School Board recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue to attend school, and to be treated in a nondiscriminatory manner.

Immunizations-Students cannot enroll and/or attend school unless immunizations are up to date as required by Missouri law.

Universal Precautions-The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district should provide necessary equipment/supplies to implement universal precautions.

Categories of Potential Risk-Students with infectious diseases that can be transmittable in school and/or athletic settings (such as, but not limited to, chicken pox, influenza and conjunctivitis) should be managed as specified by the Missouri Department of Health.

A student infected with a bloodborne pathogen such as hepatitis B virus (HBV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any restrictions which are based solely on the infection. The district cannot require any medical evaluations of tests for such diseases unless an exceptional situation has occurred such as intentional biting or scratching. Specific details of this policy can be requested at the superintendent's office during business hours.

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

If the state receives or accepts federal IDEA 2004 funds then the district will have programs and services available to meet the needs of students with disability discrimination and special education services.

Specific guidelines about the programs can be requested in the superintendent's office.

## **PROGRAMS FOR DISADVANTAGED STUDENTS**

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

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

The district will encourage Title I parents to be involved in supporting the education of their children.

## **SCHOOL VIOLENCE HOTLINE**

The Department of Social Services has established a school violence hotline that allows students, parents and citizens to call a toll-free number and report potential threats affecting school, students and school personnel. The hotline number is 1-866-748-7047. This call can be anonymous or the caller can leave his/her name. The dispatcher will collect all information and direct it to the proper authorities.

## **HOMELESS CHILDREN PROGRAM**

The Adair County R-II School District recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state law and the Stewart B. McKinney Homeless Assistance Act will give special attention to ensure homeless children in the school district will have access to a free, appropriate public education.

For further information concerning the coordination of programs for homeless children, please contact:

Shelly Shipman  
Adair County R-II School  
205 West Dewey Street  
Brashear, MO 63533  
(660) 323-5272

## **NON-DISCRIMINATION**

Adair County R-II School does not discriminate on the basis of race, color, national origin, sex, age, or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: applicants for admission and employment; students; parents of elementary and secondary students; employees; sources of referral of applicants from admission and employment and all unions or professional organizations holding collective bargaining or professional agreements.

Any person having inquiries concerning the Adair County R-II Public Schools' compliance with the laws and regulations implementing Title IV of the civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by the Adair County R-II Schools to coordinate School District efforts to comply with the laws and regulations implementing Title IV, Title IX, the ADEA, Section 504, and the ADA.

The Adair County R-II School has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

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

The Nondiscrimination Compliance Coordinator  
(Title VI, Title IX, ADEA, Section 504, and the ADA)  
Shelly Shipman  
205 West Dewey Street  
Brashear, MO 63533  
(660) 323-5272



# **DISCRIMINATION AND HARRASSMENT OF STUDENTS & EMPLOYEES**

The Adair County R-II School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student, will not be tolerated.

Inquires, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

Brent Doolin  
205 W Dewey St  
Brashear MO 53533  
660-323-5272

Other offices dealing with these complaints:

Missouri Commission for Human Rights  
Department of Labor & Industrial Relations  
PO Box 1129, 3315 W Truman Blvd  
Jefferson City MO 65102-3325  
573-751-3325  
[www.dolir.state.mo.us/hr](http://www.dolir.state.mo.us/hr)

Equal Employment Opportunity Comm  
Robert A Young Federal Building  
1222 Spruce St Room 8.100  
St Louis MO 63103  
314-539-7800 or 800-669-4000  
[www.eeoc.gov](http://www.eeoc.gov)

US Department of Education  
Office of Civil Rights  
Lyndon Baines Johnson Department of Ed Bldg  
400 Maryland Ave SW  
Washington DC 20202-1100  
8010-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov)

US Department of Justice  
950 Pennsylvania Ave NW  
Washington DC 20530-0001  
202-353-1555  
[ASKDOJ@usdoj.gov](mailto:ASKDOJ@usdoj.gov)

## **NO CHILD LEFT BEHIND 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.

Specific guidelines about this complaint procedure can be requested in the superintendent's office.

## **DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS**

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia.

Exceptions will be as follows:

1. expressions which are obscene to minors.
2. libelous.
3. pervasively indecent or vulgar or any indecent or vulgar language.
4. advertise any product or service not permitted to minors by law.
5. constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin).
6. present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material and intent to the principal or secretary at least 3 days in advance of the desired distribution time with the following information: name and phone number of person submitting request, date and time of intended display, location where material will be displayed, and grade of students to whom the display is intended. Within 48 hours the principal will render a decision on whether the material will be displayed. To receive a copy of the complete document on student publications, inquire in the office of administration during regular school hours.

## **WEAPONS IN SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, buses, and on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

# **INTERROGATIONS, INTERVIEWS AND SEARCHES**

## **Searches by School Personnel**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. However, no strip searches are to be conducted.

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

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

## **Interviews, Interrogations and Removal From School**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

## **Removal of Students From School**

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

### **Interview With Division of Family Services Personnel**

The Division of Family Services (DFS) may find it necessary to interview students during the school day or during periods of extra-curricular activities when an emergency situation exists or when interviewing in the home setting would be inappropriate. The DFS worker will contact the school principal or designee prior to coming to the school to arrange the interview, when possible. The worker may be accompanied by a law enforcement officer when the report alleges sexual abuse or serious physical abuse. The principal will verify and record the identity of the DFS staff person, who will explain the need to question or interview the student at school.

### **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview the child during the school day or during periods of extra-curricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order which appoints him or her. The interview must be conducted in a private setting and with the least disruption to the child's schedule as possible.

## **STUDENT SUSPENSION AND EXPULSION**

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of violation of school rules and regulations, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school is permitted. Furthermore, if a student poses a threat to self or other, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

Suspensions or removals will use due process procedures. Details of these procedures will be available in the superintendent's office. A conference with student, parents, school officials, and law enforcement officials (if needed) will be held about the student's conduct before the student will return to school.

## **PARENT/FAMILY INVOLVEMENT IN EDUCATION**

The Board of Education recognizes the positive effects of parents/families' involvement in education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually.

# **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

All instructional materials, including teachers’ manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis or evaluation as part of any program shall be available for inspection by the parents or guardians of the students. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term “instructional material” does not include academic tests or academic assessments.

Parents will be notified at least annually at the beginning of the school year of this policy and within a reasonable period of time after any substantive change in the policy. The district will directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when the above described surveys or evaluations are scheduled or expected to be scheduled or when information for the purpose of marketing will be collected. Parents have the opportunity to opt the student out of participation in any surveys or evaluations described in this policy.

Without written consent of a parent or consent of the student if emancipated, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation that reveals information concerning:

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

If a survey covering one (1) or more of the eight (8) listed issues is distributed, regardless of the source of funding, the district will take measures to protect the identification and privacy of the students participating. These measures may include limiting access to the completed surveys and the survey results as allowed by law. Parents have the opportunity to opt the student out of participation in a survey covering one or more of the eight (8) listed issues.

Surveys that could be administered at Adair County R-II School for the 2014-2015 school year that may cover one (1) or more of the eight (8) listed issues are as follows:

Postsecondary Planning Survey – National Research Center for College & University Admissions, Grades 9-11	Fall 2014
Missouri Comprehensive Student Needs Survey, Grades K-12	Fall 2014
Preliminary Scholastic Aptitude Test (PSAT/NMSQT), Grade 11	October 2014

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

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Adair County R-II School District** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concern one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

A schedule of activities requiring parental notice and consent/opt-out for the upcoming school year is legally required. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older an emancipated minor under State law.)

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **Adair County R-II School District, attention Shelly Shipman, Superintendent, 205 W. Dewey, Brashear, MO 63533**. Adair County R-II School District will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

At this time, **Adair County R-II School District** has no activity/survey planned that would include any of the above eight areas. If, at any time during this school year, your child is to be included in a survey, Adair County R-II School District will send you the proper information and release form.

## **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING**

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose. The Missouri Sunshine Law may require districts to release information collected for other purposes, such as enrollment, if that information was designated as “Directory Information” and parents and students were properly notified. The district has no control over how this information will be used once released, but parents may notify the district in writing if they do not wish to have directory information released to third parties.

In the rare case where the district may collect information from students for the purpose of marketing or selling that information, the district will directly notify the parents at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to a student. All parents and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, to the extent allowed by law and Board policy, such as the following:

1. College or other postsecondary education recruitment or military recruitment.
2. Book clubs, magazines and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

For the purposes of this policy, “personal information” means individually identifiable information including:

1. A student or parent’s first and last name.
2. A home or other physical address (including street name and the name of the city or town).
3. A telephone number.
4. A Social Security identification number.

The district will notify parents at least annually at the beginning of the school year of the portion of this policy regarding collecting, disclosing or using information and within a reasonable time after any substantive change in this policy.

## **PROCEDURES REGARDING DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION WHERE CONSENT IS REQUIRED**

- Before the District discloses personally identifiable information from a student's records (other than directory information), the District will obtain a signed and dated written consent from the parent/guardian or eligible student. The written consent will specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or parties to whom disclosure may be made.
- If the parent/guardian or eligible student so requests, the District will provide him/her with a copy of the records disclosed.

## **DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION WHERE CONSENT IS NOT REQUIRED**

The District may disclose personally identifiable information from a student's educational records without the written consent of the parent/guardian or eligible student in the following circumstances:

1. Disclosure may be made to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests. The District designates the Custodian of Records to make the determination as to whether a particular school official has a legitimate educational interest in accessing a student's educational records. Before accessing any student's educational records, the school official seeking access must submit a written request to the Custodian of Records. The request must include the student's name, the reason for the request, the school official's name and the date of the request. The District's designee must provide in writing whether the request was granted or denied and the reason for the decision. If the request is granted, the request and the designee's decision must be maintained with the student's educational records.
2. Disclosure may be made to officials of another school district or post secondary educational institution where the student seeks or intends to enroll.
3. Disclosure may be made to authorized federal and state agencies and authorities.
4. Disclosure of acts of school violence, as set forth in Policy and Regulation 2673, may be made to District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties.
5. Disclosure may be made to appropriate staff members of portions of any student's individualized education program that is related to past or potentially future violent behavior.
6. Disclosure may be made to law enforcement officials, as soon as is reasonably practicable, of the commission of the criminal acts listed in Regulation 2673.
7. Disclosure may be made to the appropriate division of the Juvenile Court of the suspension of more than ten (10) days of any student under court jurisdiction.
8. Disclosure of discipline records may be made within five (5) days to any requesting school district where the student seeks to enroll.
9. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid.



10. Disclosure may be made to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of parent/guardian and students, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
11. Disclosure may be made to accrediting organizations to carry out their accrediting functions.
12. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the District makes a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of the compliance.
13. Disclosure may be made where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals.
14. Disclosure may be made where the disclosure is of information the District has designated to be directory information.
15. Disclosure may be made to the parent/guardian of a non-eligible student or to an eligible student.
16. Disclosure may be made without the written consent of the parent/guardian or eligible student as otherwise may be specified by federal or state law.

## **NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Adair County R-II School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Adair County R-II School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Adair County R-II School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Adair County R-II School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 15. Adair County R-II School District has designated the following information as directory information:

Student's name	Dates of attendance
Address	Grade level
Telephone listing	Participation in officially recognized activities & sports
Photograph	Weight and height of members of athletic teams
Date and place of birth	Degrees, honors and awards received

## **LOCAL RESOURCES FOR COUNSELING AND TREATMENT**

The Adair County R-II School District has compiled a list of local resources for counseling and treatment. Specialties include family abuse, drug and alcohol abuse, group, family, and individual counseling. This list, in addition, includes treatment centers available outside the immediate Adair area. A more extensive list can be found by visiting [www.nmrhn.org/carelink/resource\\_directory.asp](http://www.nmrhn.org/carelink/resource_directory.asp)

### **ADAIR COUNTY AREA**

Mark Twain Area Counseling Center	105 Pfeiffer Ave, Kirksville MO 665-4612
Mark Twain Area Counseling Center of Macon	309 N Missouri, Macon MO 395-9114
First Choice Professionals	1 Crown Drive, Suite 104, Kirksville MO 665-7500
North Central MO Mental Health Center	1926 Oak St, Unionville MO 947-7940
Dr. Christopher Maglio, Phd.	117 E Washington, Kirksville, MO 665-7805
Still Specialty Clinic	1001 E Jefferson, Kirksville, MO 665-0202
Preferred Family Healthcare	1101 S Jamison, Kirksville MO 665-1962 or 800-964-7118
Susan Abrahams	PO Box 18, Kirksville MO 665-2779
Adult Children of Alcoholics Al-Anon, Al-A-Teen	209 W Washington, Kirksville MO 665-1150
Anchor Counseling	405 E Northtown Rd, Kirksville MO 349-7395
Victim Support Services	1800 E LaHarpe, Kirksville MO Hotline: 665-1617 or 800-668-1617

### **OTHER AVAILABLE TREATMENT CENTERS**

Arthur Center 321 W Promenade, Mexico MO 65265 866-401-6661	DePaul Health Center 12303 DePaul Dr, Bridgeton MO 314-344-6000
University Behavioral Health 3301 S Providence Rd # E, Columbia MO 65203 573-882-2511	Heartland Behavioral Health Services W Ashland, Nevada MO 64772 800-654-9605 or 417-667-2666

# DISCIPLINE

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

## STUDENT DISCIPLINE

### **Behavioral Expectations**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school buses or at a school activity whether on or off school property.

Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

**Academic Dishonesty** – Academic dishonesty is defined as copying from another student or allowing another student to copy work, using or possessing a “crib sheet,” using an electronic device to cheat, looking in a book during a closed-book test, and/or plagiarizing an assignment or project.

First Offense: Zero on the assignment, project, or test and one detention.

Subsequent Offenses: Zero on the assignment, project, or test and in-school suspension, or 1-180 days out-of-school suspension.

**Alcohol** - Possession of or presence under the influence of alcohol

First Offense: 1-180 days out-of-school suspension, possible notification to law enforcement of officials, and documentation in student's discipline record.

Subsequent Offenses: Expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

**Arson** - Intentionally causing or attempting to cause a fire or explosion

First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement of officials, and documentation in student's discipline record.

Subsequent Offenses: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Assault -** (Refer to Policy and Regulation 2673 – Reporting of Violent Behavior)

- a. Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement of officials, and documentation in student's discipline record.

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**Automobile/Vehicle Misuse**—Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Building principals shall establish rules and procedures necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. Students are not to move or be in automobiles/vehicles during the school day without permission from school officials. Failure to follow these rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.

**Bullying** – The district is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 1-180 days out-of-school suspension, possible notification to law enforcement officials, and documentation in student's discipline record.

\*The Superintendent may reduce the length of suspension for elementary school students based upon the facts in each case.

**Bus Misconduct**—Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

**Cell Phones/Pagers** - The use of cell phones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Student cell phones, digital cameras and similar electronic devices shall be turned off and are not to be seen or heard during the instructional day and are banned from dressing areas (home or away) at all times.

First Offense: 1-3 days in-school suspension.

Second Offense: 2-10 days in-school suspension for subsequent offenses.

Students needing to call home on their cell phones must first get permission from the principal's office prior to displaying cell phone.

**Defiance of Authority** - Refusal to obey directions or defiance of staff authority (Including disrespectful conduct or speech such as verbal, written or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate to public settings.)

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

Subsequent Offenses: In-school suspension, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**Disruptive Behavior** - Conduct that has the intentional effect of disturbing education or the safe transportation of a student including conduct or verbal, written, pictorial or symbolic language that materially and substantially disrupts classroom work, school activities or school functions.

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

Subsequent Offenses: In-school suspension, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

### **Drugs/Controlled Substance**

- a. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement of officials, and documentation in student's discipline record.

Subsequent Offenses: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- b. Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement of officials, and documentation in student's discipline record.

Subsequent Offenses: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Extortion** - Verbal threats or physical conduct designed to obtain money or other valuables

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

Subsequent Offenses: In-school suspension, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**False Alarms** – Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: Up to and including Principal/parent conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

Subsequent Offenses: Up to and including in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**Firearms and Weapons** (Refer to Policy and Regulation 2620 – Firearms and Weapons in School)

**Possession of a firearm or weapon**

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement of officials, and documentation in student's discipline record\*.

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record.

**Harassment** (Refer to Policy 2130 – Harassment)

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**Improper Display of Affection** - A public display of affection is defined as physical contact with another person that gives the appearance of an intimate relationship or is an intimate act that is in view of others and is inappropriate in a school setting. It may include, but is not limited to any intimate physical contact between two individuals such as embracing, kissing, intimate caressing or touching or any combination of the above. Students who engage in public displays of affection are subject to referral for disciplinary action by the school administration as defined in the student handbook. A good rule to follow is that side-to-side handholding is permitted.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record\*.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

## **Improper Language**

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

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**Use of Obscene or Vulgar Language-** Language that depicts sexual acts, human waste, and blasphemous language

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

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

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**Inappropriate Sexual Conduct** (Refer to Policy and Regulation 2130 - Harassment)

**Physical touching of another student** in the area of the breasts, buttocks, or genitals

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**Use of sexually intimidating language, objects, or pictures.**

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

**Indecent Exposure**—Includes display of breasts, buttocks and genitals in a public location

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

### **Technology Misconduct**

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

First Offense: 1-180 days out-of-school suspension, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record\*.

Subsequent Offense: 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record\*.

**Violation of the Board adopted "Acceptable Use Policy"**, administrative procedures or netiquette rules governing student use of district technology.

First Offense: In-school suspension, 1-180 days out-of-school suspension, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record\*.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record\*.

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

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record\*.

Subsequent Offenses: 1-180 days' out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Tobacco** - Possession or use of tobacco or tobacco products

- a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Principal/Student conference or in-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Subsequent Offenses: In-school suspension, or 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials

**Use of any tobacco products on school grounds, school transportation or at any school activity.**

First Offense: In-school suspension or 1-3 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Subsequent Offenses: In-school suspension, or 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials



**Truancy** - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 – Truancy and Educational Neglect.)

First Offense: Principal/Student conference or 1-3 days in-school suspension.

Subsequent Offenses: 3-10 days in-school suspension.

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

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student’s discipline record\*.

Subsequent Offenses: 11-180 days’ out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

\*Any offense which constitutes a “serious violation of the district’s discipline policy” as defined in Board policy PRF 2673 will be documented in the student’s discipline record.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

A student with a disability is a student identified as a “child with a disability” under the eligibility criteria of state regulations implementing the Individuals with Disabilities Education Act (IDEA) as amended, or as a person with a qualifying disability of the purpose of Title II of the American with Disabilities Act or Section 504 of the Rehabilitation Act.

The district does not believe in a double standard for intentional misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities who violate the school district’s discipline code will be disciplined in accordance with the district’s normal discipline code, subject to the modifications of the normal discipline implementation process mandated by law. It is expressly this district’s policy that it will use the full scope of authority available under the law in applying its regular disciplinary code to all students. All students, including those with disabilities, may be referred for law enforcement action when their conduct warrants the referral.

Due process procedures will be enforced according to school law.

## BUS CONDUCT REGULATIONS

1. To ensure safety, the driver must be totally in charge of the school bus. Passengers must respond promptly to all instructions given. Example: Deliberately defiant/refusal to follow instructions given.
2. The use of alcohol and tobacco products are strictly prohibited. Example: Smokeless tobacco, smoking, matches, lighters, drugs, alcohol.
3. Animals as well as glass containers are not permitted.
4. Passengers must observe classroom conduct at all times. Example: Excessive horseplay, pushing, tripping, loud talking/undue noise, throwing objects, obscene/unacceptable language, gestures, remarks or literature. Student conduct may be monitored by surveillance cameras.
5. Do not attempt to get off or move about while the bus is in motion. Example: Arms, head, feet, objects out window, refusal to stay seated, standing/moving around, crawling under or over seats.
6. Vandalism or tampering with bus equipment is prohibited. Example: broken window, cut seat or seat damage.

## **PUBLIC'S RIGHT TO KNOW**

The minutes, accounts, reports, surveys, memoranda or other documents prepared for the Board, and any other non-confidential records of the Board, are public documents. They shall be kept in the custody of the superintendent and the Board secretary. The superintendent, Board secretary or a designee will make them available to the public upon request during regular business hours.

Confidential records are not open to the public. These include, but are not limited to, staff and student personnel records, personal correspondence, minutes of executive sessions and records pertaining to such matters as may be discussed in executive session, and all other records closed pursuant to law, to the extent and/or for the time periods set or provided by law.

## **NOTIFICATION OF TEACHER QUALIFICATIONS**

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

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

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

In addition to the information that you may request, the District will provide to you individually:

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

For more information you may contact local district or Department personnel.

Shelly Shipman  
Federal Programs Director  
205 West Dewey Street  
Brashear, MO 63533  
(660) 323-5272      Fax (660) 323-5250  
shelly\_shipman@brashear.k12.mo.us

# **SCHOOL PARENT INVOLVEMENT POLICY**

**Brashear Elementary School  
(Title I, LEP, Migrant policy)  
Board approved August 19, 2002**

## **Communications:**

An annual information night will be held for parents at the Gab Sessions. In an open forum topics addressed will be: school requirements, resources available to parents, and parent involvement. Activities will be tentatively planned for the year. Parents will be updated on curriculum changes and forms of assessment. We will inform parents of communication procedures and vehicles used throughout the year including:

- Teachers communicate with parents as needed; telephone, e-mail, letter, etc.
- Evenings in Education nights will be presented by all classes.
- Classroom newsletters, generated by teachers, will be sent to parents.
- An elementary calendar of up and coming events will be available to parents on the school web page with copies also available in the office.
- Parent/Teacher conferences will be held in the fall.
- Our resource library is open to all students and parents.
- Mid-terms will be mailed to all parents.
- Fourth, Fifth, and Sixth grade students will receive progress sheets as needed.
- Testing results will be sent to all parents.
- Parents are invited to discuss testing results with their child's teacher, Mrs. Grissom or Mrs. Shipman.
- Testing results will be discussed with the Board.

### *Shared Responsibility for High Student Performance:*

- Parent/Teacher/Student Compacts will be sent out yearly.
- Students will be given the opportunity to participate in the Book-It program.
- Parent/Teacher conferences will be held after the first quarter.
- Evenings in Education will be held to encourage parent involvement in learning.
- Four family involvement nights will be held during the year.
- Grade cards will be sent quarterly.
- Midterms will be sent.
- Parent commitment to help students who need a reading plan.

## **Building Parents Capacity for Involvement in School:**

Rich and varied school activities offer opportunities to build equal partnerships between home and school, and each provides opportunities for parents to feel valued as contributors. Activities include math, science, and the communication arts. Assistance to participating parents is provided in various ways:

- Informational meetings to discuss state provisions and federal requirements.
- Parent education nights.
- STARR Teachers will offer presentations on literacy training, child development, and resources to parents.
- Parents will be extended an opportunity to serve on our Title committees.
- Parent volunteers are encouraged to help with book fairs and PTS.
- Parents are encouraged to attend monthly Awards Assemblies.
- Co-curricular activities will be offered for the enjoyment of the parents; concerts, special events: School Lunch Week.

**Parent/Student/Teacher Compact**

*Parent/Guardian Responsibilities:*

- Emphasize positive attitudes and healthy behaviors
- Take time to talk and listen to my child
- Provide a quiet place and time to do school work and read
- Communicate and work with teachers and staff to support and challenge my child

*Student Responsibilities:*

- Return completed school work on time
- Take advantage of study time both at school and home
- Be responsible for my own behavior
- Respect and cooperate with other students and adults

*Teacher Responsibilities:*

- Provide a safe and caring environment
- Build on individual strengths for optimum success
- Be available and keep parents informed of child's progress
- Hold high expectations for the success of each child

**FERPA EDUCATIONAL RIGHTS ANNUAL NOTIFICATION**

Each year the Adair County R-II School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

**RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202-4605, concerning the Adair County R-II School District's failure to comply with FERPA.

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Adair County R-II School District in compliance with FERPA. A copy may be obtained in person or by mail from:

Renee Reeves  
Custodian of Records  
205 West Dewey Street  
Brashear, MO 63533  
(660) 323-5272 Fax (660) 323-5250  
renee\_reeves@brashear.k12.mo.us

## **Missouri Department of Elementary & Secondary Education NCLB COMPLAINT PROCEDURES**

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

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

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

### **Definition of a Complaint**

There are both formal and informal complaint procedures.

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

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

### **Alternatives for Filing Complaints**

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

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

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

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

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

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

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

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

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

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

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

### **Appeals**

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

### **Decision**

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

For complaints concerning any federal programs please contact:

Shelly Shipman  
205 West Dewey Street  
Brashear, MO 63533  
(660) 323-5272      Fax (660) 323-5250

# TECHNOLOGY USAGE

(Technology Safety)

## **Internet Usage**

### **Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### **Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### **Internet Access**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website,
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.



## **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

## **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

## **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

## **Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

## TREMOR TIPS

There has been much thought and discussion about the possibility of an earthquake. As Superintendent of the Brashear School District, I realize that just as we prepare our students and staff for tornadoes and fire emergencies, it is essential to make similar preparations for earthquakes. Should our area experience an earthquake, I want you to be assured that your child's school is the safest place to be other than under the personal care of loving parents. You can be assured that we are doing everything possible to provide a safe environment for our children and staff.

Following is information developed by Dr. Tim Huddleston. For detailed information, contact the superintendent's office at 660-323-5272. We are doing our best to PREPARE. We hope you will PREPARE your homes and family members as well.

### SAFETY COMMUNICATIONS PROCEDURES

If there is an earthquake, we realize the high level of concern for each child. However, please, do not call the school since the telephone lines will be utilized for emergency calls to the appropriate emergency authorities.

The district will utilize **KIRX** Radio Park, **KTVO** Television, and **KRES** Radio stations to make public announcements relative to the earthquake disaster preparedness activities/status of students/staff.

### FAMILY SAFETY PROCEDURES

It is normal and natural to be afraid of earthquakes. However, fears and anxieties can be lessened by planning and practicing what to do before an earthquake occurs. You and your family can learn to react correctly and automatically when the first jolt or shaking is felt. Earthquake drills will help you and your family plan and remember where to seek shelter and how to protect yourselves.

#### 1. Planning and Preparation

- Maintain emergency food, water and other supplies including medicine, first aid kit and clothing.
- Identify safe spots in each room - under sturdy tables, desks or against inside walls.
- Beware of danger zones - windows, mirrors, hanging objects, fireplaces, tall furniture.
- Conduct practice drills - physically place yourself and your children in safe locations.
- Learn first aid and CPR.
- Decide where your family will unite if separated.
- Keep a list of emergency telephone numbers.
- Learn how to shut off gas, electric and water. Shut off only if you smell gas, electrical sparks/arcs or broken water lines.
- Secure water heater and appliances that could move enough to rupture utility lines.
- Keep flammable or hazardous liquids in cabinets or secured on lower shelves.

#### 2. During Earthquake

- Implement action/plan **EARTHQUAKE, DROP AND HOLD**.
- Move away from windows and other potential hazards.
- Get under tables or other shelters against inside wall.
- Stay in DROP AND HOLD position until earthquake is over or further instructions are given.

#### 3. After Earthquake

- Render first aid if necessary.
- Implement action to leave house when earthquake is over.
- Account for family members.
- Be prepared for aftershock.
- Do not go sightseeing.
- Respond to requests for assistance from police, fire department or other emergency organizations.
- Remain at home and listen to radio broadcasts before attempting to go to school if you have children in school. REMEMBER, your children are in the safest place possible under disaster conditions.
- Be prepared to deal with the emotional needs of family members.
- Remember to talk about what happened and be sure to encourage your children to talk about how they felt - how afraid and how brave they were.

NON-PROFIT ORGANIZATION  
ADAIR COUNTY R-II SCHOOL  
BRASHEAR MISSOURI 63533

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