

**Adair County R-II
School District**

**Administrative Office
Brashear, Missouri**

DISTRICT BULLETIN

2024-2025

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BOARD OF EDUCATION

JASON TAYLOR, President
SARA ERWIN, Vice President
JULIE HETTINGER, Secretary
BROOKE KELSEY, Treasurer
JESSICA LUNSFORD, Member
MONTE FISHER, Member
MIKE ROBESON, Member

ADMINISTRATION

Cody Moore, Superintendent, Director of Special Ed & Title Programs
Bachelor of Science Degree in Education
Master of Science Degree in Education
Specialist in Educational Leadership K-12

Karissa Gregory, PK-12 Principal
Bachelor of Science Degree in Elementary Education
Master of Science Degree in Education
Specialist in Educational Leadership K-12

SCHOOL CALENDAR

Aug. 20	First Day of Classes
Aug. 26	School In Session
Sept. 9	Teacher PD Day
Sept. 23	School In Session
Sept. 26	All School Picture Day
Oct. 7	Teacher PD Day
Oct 18	First Quarter Ends
Oct. 25	Early Out / Parent Teacher Conferences
Nov. 4	Teacher PD Day
Nov. 25	School In Session
Nov. 27	Dismiss Early 1:32
Nov. 28 & 29	Thanksgiving Vacation
Dec. 20	2 nd Quarter/1 st Semester Ends
Dec. 21-Jan. 6	Christmas Vacation
Jan. 6	Teacher PD Day
Jan. 7	Classes Resume
Jan. 27	Make Up Day #1
Feb. 3	Teacher PD Day
Feb. 24	Make Up Day #2
Mar. 3	Teacher PD Day
Mar. 14	3 rd Quarter Ends
Mar. 24	Make Up Day #3
Apr. 7	Teacher PD Day
Apr. 14	School In Session
Apr. 18	No School / Good Friday
Apr. 28	Make Up Day #4
May 15	Early Out / Student's Last Day
May 16	Teacher Check Out / Make Up Day #5
May 19	Make Up 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 7:55 a.m. and will dismiss at 3:38 p.m.

**SCHOOL WILL NOT BE IN SESSION ON MONDAY'S
UNLESS NOTED ON THE CALENDAR!**

Vision

Our vision is to educate, empower, and prepare students for success.

Mission Statement

Adair County R-II will commit its time, energy, and resources in providing a safe school community with a stimulating environment where each student will be given the foundation to reach their full potential, and become a lifelong learner who will be a positive contributor to society.

ELEMENTARY FACULTY

- Justine Bane**, Kindergarten
Bachelor of Science Degree in Early Childhood Education
- Toni Tuggle**, Grade 1
Bachelor of Science Degree in Early Childhood Education
- Sarah Huffman**, Grade 2
Associate of Arts
- Amanda Borgmeyer**, Grade 3
Bachelor of Arts Degree in Early Childhood Education
Bachelor of Arts Degree in Elementary Education
Master of Arts Degree in Elementary Leadership
- Tammy Whitlow**, Grade 4
Bachelor of Arts Degree in Education
- Terri McLean**
Bachelor of Science in Elementary Education
Master of Science Degree in Counseling
- Lisa Clark**, Grade 6
Bachelor of Arts Degree in Elementary Education
Master of Arts in Administration
- Melissa Snelling**, Special Education
Bachelor of Science Degree in Accounting
- Jessica Erwin**, Supplemental Communication Arts
Bachelor of Science Degree in Education
Master of Arts Degree in Secondary Administration
- Chelsea Clark**, Supplemental Math & Science
Bachelor of Science Degree in Elementary Education
- Brianna Mann**, Music/Band
Bachelor of Arts in Music
Master of Arts in Music Education
- Emily Powell**, Physical Education
Bachelor of Science Degree- Exercise Science
Master of Arts Degree in Education
- Ellie Hazen**, School Counselor
Bachelor of Science Degree in Psychology/Sociology
Master of Arts Degree in Social Work
- Anna Nelson**, Library Media Specialist
Bachelor of Arts Degree in Elementary Education
- Kelli Baker**, Art
Bachelor of Science Degree in Art Education
Bachelor of Science Degree in Human Environmental Sciences
- Drew Jones**, PAT / PK
Bachelor of Science in Elementary Education
Master of Arts Degree in Educational Leadership

SECONDARY SCHOOL FACULTY

- Kelli Baker, Art**
Bachelor of Science Degree in Art Education
Bachelor of Science Degree in Human Environmental Sciences
- Jacob Bleything, Root Ed. Advisor**
Bachelor of Science Degree Exercise Science
Master of Arts Degree in Education
- Brianna Mann, Music/Band**
Bachelor of Arts in Music
Master of Arts in Music Education
- Emily Powell, Physical Education**
Bachelor of Science Degree- Exercise Science
Master of Arts Degree in Education
- Ellie Hazen, School Counselor**
Bachelor of Science Degree in Psychology/Sociology
Master of Arts Degree in Social Work
- Bill Carpenter, Agricultural Education**
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
- Tom England, Social Studies**
Bachelor of Science Degree in Criminal Justice
- Erin Moots, Mathematics**
Bachelor of Science Degree in Mathematics
Master of Science Degree in Educational Administration
- Joanne Kincaid, Science**
Bachelor of Science Degree in Education
- 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
Master of Arts in Computer Education
- Anna Nelson, Library Media Specialist/Careers/English**
Bachelor of Arts Degree in Elementary Education

SUPPORT STAFF

Renee Reeves

Accountant/Secretary to the Superintendent

Karla Hettinger

Secretary

Chandi March

K-12 Secretary

Heidi Henderson

School Nurse

Drew Jones

PAT Educator

Stacy Holcomb

Paraprofessional

Daniel Carpenter

Paraprofessional

Candice Smith

Paraprofessional

Kayla Lawson

Food Service Director

Kathryn Ding

Cook

Lisa Peterson

Cook

Doug Spears

Dishwasher

Steven McKim

Maintenance Director

John England

Custodian

Naomia Mallett

Bus Driver

Rhonda Branson

Bus Driver

Joanne Kincaid

Bus Driver

Rhonda Branson/Naomi Mallett

Vo-Tech Bus Drivers

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	110	Ag Ed	127
Acct/Supt Secretary	111	Supp. Math	128
K-12 Principal Secretary	112	Guidance Counselor	129
PE/Health/AD	113	Nurse	130
Weight Room	114	Teacher Work Room	131
At-Risk/A+/Health	115	Supplemental CA	132
Art	116	Elementary Resource	133
HS Resource	117	Sixth Grade	134
Business	118	Kitchen/Cafeteria	135
Principal K-12	119	H.S. English	136
Elementary Office	120	Social Studies	137
Kindergarten	121	Library / English	139
First Grade	122	RootEd	141
Fifth Grade	123	Math (Gr. 7-10)	142
Second Grade	124	Science	143
Third Grade	125	PAT / Pre K	144
Fourth Grade	126	Speech	145

2024-2025			
Instructor/Subject	Period 1 7:55-8:55	Period 2 8:58-9:58	Period 3 10:01-11:01
Kelli Baker Art	3-D Art FACS 10-12	Fiber Art 9-12	Elementary Art
Cheryl Reeves At-Risk	A+	At-Risk	Missouri History Art History 10-12
Jacob Bleything RootEd		College Prep (11-12)	
Martha Reese Business	#Accounting 11-12	Vocational Business 11-12	
MACC	<i>These courses can be taken any hour.</i>	*#BIO101 Biology *#BIO205 Anatomy	*#BUS100 Intro.Bus *#PHY120 At. Science
Bill Carpenter Agricultural Education	Ag Science 1 9-12	Vet Science 11-12	Ag Science II 9-12
Diane McGinnis Language Arts		Language Arts I 9-10	*#Public Speaking *#American Lit
Erin Moots Math	Integrated Math I 9-12	Math 8	Algebra I 9-10
James Scudder Math	Computer Sci 10-12	*#Coll. Algebra 11-12 *#College Trig	Geometry 10-12
Brianna Mann Music/Band/Choir	Elementary Band		Elementary Music
Emily Powell Physical Education	Athletic Director		Elementary PE
Resource	Resource	Resource	Resource
Joanne Kincaid Science	Dual Credit Science	Physical Science	Science 7
Tom England Social Studies	Social Studies 7		Social Studies 8
Anna Nelson Library/English	English 8	English 7	Library

Period 4 11:04-12:04	Period 5 12:07-1:32	Period 6 1:35-2:35	Period 7 2:38-3:38
Elementary Art		8A 8B 7A 7B	Drawing Painting 9-12
	Health 7/8	Health 9 Life Skills 10-12	Life Skills 7/8
College Prep 12			Careers 7/8
Pers. Finance 12	Elementary Key.	8B 8A 7B 7A	Computer Apps. 9-12
*#ECN101 Macro *#PHI150 Philos.	*#Psychology *#Sociology	*#PHI152 Ethics *#GEO101 Geog.	*#CIT101 Comp Ess. *#ART101 Art Appr.
	Intro to Welding Ag Fabrication 10-12	7A 7B 8A 8B	Wildlife Management Plant Science 10-12
LA II 10-11	Career English (11-12)	Creative Writing (11-12)	Appreciation of Lit (11-12)
Math 7	#Pre-Calculus		Integrated Math II (10-11)
#Algebra II (11-12)	Geometry		
Elementary Music	Choir (10-12)	7B 8A 8B 7A	Band 7-12
Elementary PE	7/8 PE	HS PE 9-12	
Resource	Resource		Resource
Science 8	Biology	HS Science Elective	
American Hist. 9	Government Curr. Events 10-12	World History 10	*#Amer Gov Online *#Amer Hist Online 11-12
Library	Foreign Lang. 10-12		Yearbook (10-12)

AGE LIMITS - Kindergarten

All district children who turn 5 years old before August 1, 2024 will be eligible to enter Kindergarten.

All students must be properly immunized or show proof of "in progress" immunizations and provide proof of age 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 Parents as Teachers program will provide services to parents with children birth to 3 years of age. Busy Bees, children 3 years old before August 1st to 5 years of age, will meet on each school day. 3 year olds or older before August 1st may attend at half day with pick up time being 11:30. Half day students may eat lunch at school if the parents wish. 4 year olds or older before August 1st will have an option to attend a full day with dismissal being 3:00. The fee for Busy Bees is \$100 per student.. 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.

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, BASEBALL, AND CROSS COUNTRY PRACTICE

Softball, Baseball, and Cross Country practice will begin August 11, 2024. A practice schedule will be announced at a later date. You must have a physical and proof of insurance before you can practice.

ADAIR COUNTY R-II SCHOOL 2024-2025

BASEBALL/SOFTBALL SCHEDULE

Aug. 31	Milan (SB)	Home	TBA
Aug. 31	Scotland Co. (SB)	Home	TBA
Aug. 31	Atlanta BB Tournament	Away	TBA
Sept. 5	North Shelby (JV/V SB)	Away	5:00
Sept. 6	Linn County (SB/BB)	Home	5:00
Sept. 9	Sturgeon (SB/BB)	Home	5:00
Sept. 12	Meadville (SB/BB)	Away	5:00
Sept. 17	Novinger (SB/BB)	Away	5:00
Sept. 20	La Plata (SB/BB)	Away	5:00
Sept. 23	Knox Co (JV/V SB)	Away	5:00
Sept. 24	Atlanta (SB/BB)	Home	5:00
Sept. 27	Grundy Co/Newtown (SB/BB)	Away	5:00
Sept. 28	Atlanta SB Tournament	Away	TBA
Oct. 1	Bucklin/Macon Co. (SB/BB)	Away	5:00
Oct. 2	Clark Co.(JV/V SB)	Home	5:00
Oct. 4	Bevier (SB/BB)	Home	5:00
Oct. 8	Higbee (SB/BB)	Away	5:00
Oct. 10	Green City (SB/BB)	Home	5:00
Oct. 11	Marion County (JV/V SB)	Home	5:00
Oct. 15-19	District Softball Tourney	TBA	TBA

VARSITY CROSS COUNTRY SCHEDULE

Sept. 14	Palmyra	Away	TBA
Sept. 23	Wellsville-Middleton	Away	TBA
Sept. 28	Gans Creek Classic	Away	TBA
Oct. 3	Moberly	Away	TBA
Oct. 8	Marion Co	Away	TBA
Nov. 2	Districts	TBA	TBA
Nov. 8-9	State	TBA	TBA

JUNIOR HIGH BASKETBALL SCHEDULE

Oct. 18	Marion County	Home	6:00
Oct. 22	Atlanta	Away	6:00
Oct. 28	Green City	Away	6:00
Oct. 29	Bevier	Home	6:00
Nov. 1	Bucklin/Macon Co	Away	6:00
Nov. 5	Novinger	Home	6:00
Nov. 7	Linn County	Away	6:00
Nov. 8	Meadville	Away	6:00
Nov. 11-16	Atlanta Tourney	Away	TBA
Nov. 18	La Plata	Home	6:00

VARSITY BASKETBALL SCHEDULE

Nov. 15 6:00	JAMBOREE @ Marion County w/ Novinger		
Nov. 22	North MO Knights HSA	Home	6:00
Nov. 26	Schuyler County	Away	6:00
Dec. 2-7	Novinger Tourney	Away	TBA
Dec. 10	Linn County	Away	6:00
Dec. 13	Meadville	Home	6:00
Dec. 17	Holiday Hoops @ Trenton	Away	TBA
Dec. 20	Atlanta	Home	6:00
Jan. 2	North Shelby	Away	6:00
Jan. 7	Marion County	Away	6:00
Jan. 9	Scotland Co	Away	6:00
Jan. 13	Heartland Christian	Home	6:00
Jan. 17	Grundy County	Home	6:00
Jan. 21	Bucklin/Macon Co	Home	6:00
Jan. 23	Bevier	Away	6:00
Jan. 28	Green City	Home	6:00
Jan. 31	La Plata	Away	6:00
Feb. 4	Knox Co	Away	6:00
Feb. 6	Moulton-Udell (IA)	Away	6:00
Feb. 7	Madison	Home	6:00
Feb. 10-15	Brashear Tourney	Home	TBA

Feb. 18	Keytesville	Home	6:00
Feb. 20	Novinger	Away	6:00
Feb.24-Mar. 1	District Basketball Tourney	TBA	TBA

SPRING SPORTS SCHEDULE 2024-2025

VARSITY/JUNIOR HIGH TRACK AND FIELD

SCHEDULE

Mar. 24	Snowshoe Classic V Track	Away	TBA
Mar. 31	La Plata Early Bird Track – V/JH	Away	TBA
Mar. 27	Atlanta Relays JH Track	Away	TBA
Apr. 1	Knox Co Invite V Track	Away	TBA
Apr. 3	Knox JH Track	Away	TBA
Apr. 7	La Plata V Track	Away	TBA
Apr. 8	La Plata JH Track	Away	TBA
Apr. 10	Scotland V Track	Away	TBA
Apr. 11	Schuyler JH Track	Away	TBA
Apr. 16	Atlanta Relays V Track	Away	TBA
Apr. 18	Tiger Invite V Track	Away	TBA
Apr. 22	Truman Meet V Track	Away	TBA
Apr. 28	TRC Conference V/JH Track	La Plata	TBA
May 1	Knox County V Track	Away	TBA
May 10	District Track	TBA	TBA
May 17	Sectional Track	TBA	TBA
May 23-24	State Track	TBA	TBA

SPRING BASEBALL SCHEDULE

Mar. 25	Milan BB	Away	5:00
Mar. 27	Bucklin/Macon County BB	Home	5:00
Mar. 28	North Shelby BB	Home	5:00
Mar. 31	Marceline BB	Away	5:00
Apr. 1	Linn County BB	Home	5:00
Apr. 3	La Plata BB	Home	5:00
Apr. 8	Princeton BB	Home	5:00
Apr. 11	Meadville	Home	5:00
Apr. 17	Green City BB	Away	5:00
Apr. 21	Marion County BB	Away	5:00
Apr. 25	Higbee BB	Home	5:00
Apr. 29	Sturgeon BB	Home	5:00
May 6	Novinger BB	Home	5:00
May 12	Atlanta BB	Home	5:00
May 13	Schuyler Co BB	Away	5:00
May 16-24	District Baseball	TBA	TBA

BRASHEAR TOURNAMENT

The 94th Annual Brashear Invitational Tournament will be held in the High School Gymnasium February 10-15, 2025. Schools participating will be determined at a later date.

JUNIOR-SENIOR HIGH SCHOOL CO-CURRICULAR ACTIVITY PARTICIPATION REQUIREMENTS

Students must pass all subjects enrolled 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 3 week grade check will be district ineligible until he/she submits a grade check showing his/her grade is above a 60% in that course. If students fail to get the F to a passing grade during 2 consecutive 3 week grade checks they will be district ineligible for the remainder of the quarter. District ineligible students may be allowed to practice, and sit with the teams during activities, but cannot participate in the event. Students that are district ineligible cannot miss school time to attend events.

Students must have 0 F's from 4th quarter and will be held to state standards (must receive 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater the preceding semester) to participate.

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 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 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. It is important to use the Official MSHSAA form. Physicals are good for 2 calendar years. Students must turn in annual paperwork required by MSHAA each year before participation.

BELLS

There will be a three minute warning bell before school takes up in the morning. School will start at 7:55 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 3:38 p.m.

INCLEMENT WEATHER

Whenever the weather creates hazardous road conditions, announcements will be made via

TextCaster, 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 Mr. Moore or Mrs. Gregory 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.

GENERAL STUDENT INFORMATION

1. Willful damage to school property will result in paying for damage and discipline action. This could include textbooks, tools, technology devices, etc.
2. All players, cheerleaders or other participants are to ride the school bus to and from the activity. Administration may give prior approval for students to meet the bus if deemed necessary. Participants who wish to ride home with their parents may do so after signing out. Parents wishing their child to ride home with another approved adult must submit their request to an administrator. If for some reason this is not done, it is the option of the principal and coaches to keep a player from competition for a specified time or suspend the player completely.
3. No student shall smoke or use tobacco, alcohol or drugs (or have these in their possession) in the school buildings, on the bus or the school grounds during regular school hours or at any school sponsored activity.
4. The elementary school office and high school office is a place of business and for the conducting of school business. Individuals not conducting school business should not be in the office.
5. Students must have verified parent permission before leaving school before the end of the day.
6. A student shall not leave school before or during the school day or be absent from any class without office permission, authorized only by a principal or superintendent, not a teacher. An absence without such permission will be considered truant.
7. Students who have in-school/out of-school suspension may receive up to 100% credit for make-up work. Students in ISS/OSS will not be allowed to participate in any school activity during the day of the ISS/OSS. Students in ISS may attend school events but may not participate. Students in OSS can not attend school events.
8. Students will be charged class dues each year in 7th-11th grade to go into their class account. 7th and 8th graders will pay \$10 per year and 9th, 10th, and 11th graders will pay \$15 per year.
9. 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. Administration has 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).

10. 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 inappropriate 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 appropriate length for school. Any other article of clothing deemed distracting (such as those showing visible undergarments or excessive skin) will not be allowed.

ALTERNATE METHODS OF INSTRUCTION DISTANCE LEARNING

Alternative Methods of Instruction(AMI) may be utilized in circumstances of emergency or extended closure for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts.

On days where AMI is assigned, families will be notified through the regular communication channels (phone call, text, email, social media) utilized by the District. Electronic and/or web-based assignments and materials will be utilized for AMI and students will have access to District-provided devices. When possible, hard copy assignments will be provided as requested.

Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments. Educators will be available electronically during AMI days for guidance with instruction. (See AMI document)

FOOD ALLERGIES AND SNACK POLICY

In an effort to be sensitive to students with food allergies, the Brashear School will be continuing our policy on snacks. All snacks that are brought in to share must be store bought prepackaged food items. Homemade food items will not be served. Please avoid items that contain nuts or are manufactured in a facility that processes nuts when possible. Nut allergies are on the rise and many students suffer severe consequences to their exposure. Teachers will alert parents to other specific allergies in their classroom. This rule applies to daily snacks, as well as birthdays and special "party" occasions. We apologize for any inconveniences this will cause our families, however, we feel like it is in the best interest of our students.

Since lunch is eaten in the cafeteria, your child may bring peanut butter, peanuts, or nut products for lunch. We would encourage you to find an alternative food, but understand sometimes that is not possible. The cafeteria will provide a peanut butter alternative for sandwiches. The tables will be cleaned with soap, water and paper towels after each lunch.

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 \$1.25 for students PK-6, \$1.50 for 7-12 and \$1.75 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 11:15 a.m. and by 1:32 p.m. over 175 have been served. Twenty five minutes are provided to each individual for lunch.

Student lunch prices will be as follows: grades PK-6 will be \$3.10 per day; grades 7-12, \$3.50 per day; adults, \$4.50 per day.

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 2024-2025 are \$81.00 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 ACCUPLACER. Students will be required to take dual credit classes offered in house with our teachers unless it is deemed by the administration to interfere with the students class schedule (Vo-Tech).

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.
- 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.

HOT - Homework on Time!

Mission: To develop and foster the responsibility of our students and provide assistance to students who

need help completing assignments and learning to manage the workload throughout school.

What: Students completing less than 60% of their assignment will receive a HOT Sheet from their teacher. That assignment is due by 8:15 the next day. If a student fails to complete a HOT Sheet and doesn't turn it in by 8:15 the next morning, the student will serve a mandatory after-school detention or before school detention the next morning. If the assignment is not done and turned in by 8:15, the student will serve In School Suspension until the assignment is completed (after serving detention). Students skipping detention will serve 2 periods of ISS. Completed Hot Sheet assignments may be awarded partial credit based on the district grading policy. If any student shows a pattern of incomplete HOT sheets and is receiving excessive days in ISS, other interventions may include but are not limited to, mentoring, Saturday/Monday school, referral to the Juvenile Office, etc.

Junior High and High School Grading Policy

It is the desire of the Adair County R-II School District to instill in students a positive work ethic. All work should be completed in a timely manner. The following guidelines will be used for grading purposes for all school work:

For work that is 1 day late	10% reduction
2 days late	20% reduction
3 days late	30% reduction
4 days late	40% reduction
5+ days late	50% reduction

MOCAP (Missouri Course Access and Virtual School Program)

The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. Beginning with the 2019-2020 school year, students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning. The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses. Local Education Agencies (LEAs) that provide virtual education outside of MOCAP are responsible for ensuring alignment and other statutory requirements are met.

In accordance with state law, Section 162.1250, RSMo, our district allows families to apply for admittance to MOCAP. A link can be found on our district website.

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

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). 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-6 and to 7-12 students who want one 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 Infinite Campus 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 2023-2024 school year is as follows:

Sept. 19-20	OLSAT-8 Test (2nd and 7th)
Oct. 9	PreACT (10th)
Dec. 18	Government EOC

Feb. 5	ASVAB (11th)
Mar. 12	Junior ACT Test
Apr. TBD	12th Grade Work Keys
Apr. 29- May 2	MAP Testing Window
May 5 - May 9	EOC Testing Window

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:

Ellie Hazen, Testing Coordinator
 Adair County R-II Schools
 Brashear, Missouri 63533
 (660) 323-5272
 ellie_hazen@adair2.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.

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, 2019.

1. Students may miss no more than 5 days or the equivalent of 5 school days to receive any "credit" during a given semester for all classes enrolled. Students may miss no more than 5 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 5 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 5 absences. Visits must be arranged through the counselor, be pre-approved, and bring back documentation in order for them not to count towards their 5 days.
4. The only exceptions to the attendance policy are 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. Notes MUST be turned into the office within two business days of the absence in order to be excused. If the School Nurse sends a student home for illness, no excuse is required for that day and the following day.

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 gone for 2 days, you have 2 days to make up the work. Assignments given or tests announced prior to an absence are due upon the students return to school.
6. After the 3rd 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 5th day of a student's absence the parent or guardian will be contacted by phone or letter (if phone contact is not possible).
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 12th tardy, the student will serve a day of ISS. On the 15th tardy, the student will serve 1 day of ISS. On the 16th tardy and over, each tardy will receive 1 day of ISS.
8. Any student who exceeds 5 absences for any reason will make up each absence (in excess of 5 absences) minute to minute to receive credit for the semester. The time can be made up on our Mondays off as arranged by the Principal or when there is a HOT sheet detention. 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 K-12 adhere to the policy. Students 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 blood borne 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.

FOSTER CARE

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children. Policy 2760. **The district's Foster Care Point of Contact: Ellie Hazen, Adair County R-II School, 205 West Dewey Street, Brashear, MO 63533 (660) 323-5272**

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 Board of Education is committed to providing access to educational opportunities to eligible homeless students. Services will be provided consistent with federal law and with Missouri's state plan for the education of homeless children. (See also Policy and Regulation 2260 - Admission of Homeless Students.) **For further information concerning the coordination of programs for homeless children, please contact: Cody Moore, Adair County R-II School, 205 West Dewey Street, Brashear, MO 63533, (660) 323-5272**

PROHIBITION AGAINST HARASSMENT, DISCRIMINATION & RETALIATION

Policy 1300

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the **District's non-discrimination policies: Cody Moore, Superintendent, 205 W. Dewey Street, Brashear, MO 63533, 660.323.5272**

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

DISCRIMINATION AND HARASSMENT 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:

Cody Moore
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

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

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

US Department of Justice
950 Pennsylvania Ave NW
Washington DC 20530-0001
202-353-1555
ASKDOJ@usdoj.gov

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals	
<ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V
²In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

DISTRIBUTION OF NON CURRICULAR 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 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, belts 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 Social Services Personnel

The Division of Social Services (DSS) 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 DSS 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 the 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 2024-2025 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 2024
Missouri Comprehensive Student Needs Survey, Grades K-12	Spring 2025

PROTECTION OF PUPIL RIGHTS ACT

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 Cody Moore, 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 a few 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.

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
North Central MO Mental Health Center	1926 Oak St, Unionville MO 947-7940
Northeast Behavioral Health Dr. Jennifer Blacksmith, Ph.D	1410 Crown Dr, Kirksville MO 660-627-3621
Dr. Christopher Maglio, Ph.D.	117 E Washington, Kirksville, MO 665-7805
Preferred Family Healthcare	1101 S Jamison, Kirksville MO 900 E. LaHarpe, Kirksville MO 665-1962 or 800-964-7118
Impact Counseling	1108 E Patterson, Suite 5, Kirksville, MO 660-951-2197
Adult Children of Alcoholics Al-Anon, Al-A-Teen	209 W Washington, Kirksville MO 665-1150

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. This list is by no means all inclusive and will not be applied without regard to special circumstances. The principal or superintendent may alter the punishment based on unusual severity, maturity of students involved, and degree of intent. All instances of ISS and OSS will be documented in the student's discipline record.

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.

Second offense: Zero on the assignment, project, or test and 1 day in-school suspension.

Subsequent offenses: Zero on assignment and 1-3 days out-of school suspension

Alcohol - Possession of or presence under the influence of alcohol

First offense: 3 days out-of-school suspension and possible notification to law enforcement officials

Second Offense: 3-180 day out-of-school suspension and possible notification to law enforcement officials

3rd offense: 180 out-of-school suspension/expulsion and possible notification to law enforcement officials

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

First Offense: 11-180 days out-of-school suspension or expulsion and notification to law enforcement officials

Subsequent Offenses: Expulsion and notification to law enforcement officials

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: 3-5 days out-of-school suspension and possible notification to law enforcement

Subsequent offenses: 10-180 days out-of-school suspension and possible notification to law enforcement

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

First Offense: Expulsion and notification to law enforcement officials

- c. **Fighting**—Mutual combat in which both parties have contributed to the conflict, verbal or physical.

First Offense: 1-3 days out-of-school suspension

Second offense: 3-5 days out-of-school suspension

Subsequent Offenses: 3-180 days out-of-school suspension or expulsion

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

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

Bullying 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.
- Exhibits any unwanted aggressive behavior towards another person.

First Offense: 3-5 days out-of-school suspension

Second offense: 10-30 days out-of-school suspension

Subsequent Offenses: 180 days out-of-school suspension

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/ Smart Devices - 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 heard or used during the instructional day without prior teacher permission and are banned from restrooms and dressing areas (home or away) at all times.

First Offense: Cell phone taken to the office and must be picked up by parent

Second Offense: Cell phone taken must be picked up by the parent, 1 detention, cell phone turned into the office for 4 days (if not student will serve In-school suspension)

Subsequent Offenses: Cell phone taken, parent must pick up phone, 1 day In-school suspension, phone turned into the office for 4 days (if not student will serve In-school suspension)

First Offense (in Banned Area): 1-3 days in-school suspension.

Students needing to call home on their cell phones must first get permission from the principal/teacher prior to displaying the 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: 1-3 days In-school suspension

Second Offense: 3-5 days out-of-school suspension

Subsequent Offenses: 30 days out-of-school suspension

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

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. This could include, but is not limited to CBD products.

First offense: 5-10 days Out-of-school suspension and possible notification to law enforcement officials

Second Offense: 6-180 days Out-of-school suspension and possible notification to law enforcement officials

3rd offense: 180 out-of-school suspension/expulsion and possible notification to law enforcement officials

Subsequent Offenses: Expulsion and possible notification to law enforcement officials

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: 5-180 days out-of-school suspension and possible notification to law enforcement officials,

Subsequent Offenses: Expulsion and notification to law enforcement officials

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,

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

Subsequent Offenses: Up to and including in-school suspension, 1-180 days out-of-school suspension, or expulsion

Fire starting devices- Having in possession/using any device that has the potential to start a fire. (ex. lighters, fireworks).

First Offense: Up to and including Principal/parent conference, in-school suspension, 1-180 days out- of-school suspension, or expulsion

Subsequent Offenses: Up to and including in-school suspension, 1-180 days out-of-school suspension, or expulsion

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, and possible notification to law enforcement of officials

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials

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 and notification to law enforcement officials

Harassment (Refer to Policy 2130 – Harassment)

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion

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, and detention

Second Offense: 2 detentions

Subsequent Offenses: 1-3 days of In-school suspension

Improper Language

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

First Offense: 3-5 days In-school suspension and possible notification to law enforcement.

Second Offense: 3-10 days Out-of school suspension possible notification to law enforcement

Subsequent Offenses: 10-180 days Out-of school suspension/expulsion and possible notification to law enforcement.

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

First Offense: 1-3 days In-school suspension

Second Offense: 3 days In-school suspension

Subsequent Offenses: 1-5 days Out-of school suspension

Cussing

First Offense: Principal conference

Second Offense: 1-3 days In-school suspension

Subsequent Offenses: 2-5 days In-school suspension

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: 1-3 days In-school suspension

Second Offense: 3 days In-school suspension

Subsequent Offenses: 1-5 days Out-of school suspension

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: 1-3 days In-school suspension 1-180 days out-of-school suspension

Subsequent Offenses: 1-180 days Out-of school suspension

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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or

expulsion **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

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion,

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 and possible notification of law enforcement

Subsequent Offense: 1-180 days out-of-school suspension, expulsion, suspension or loss of user

privileges and possible notification of law enforcement

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 and possible notification to law enforcement

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges and possible notification to law enforcement

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 and possible notification to law enforcement officials

Subsequent Offenses: 11-180 days' out-of-school suspension, or expulsion and notification to law enforcement officials

Tobacco - Possession or use of tobacco, tobacco products, or electronic cigarettes (which could include, but are not limited to, CBD products, smokeless tobacco, vaping, etc.)

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

First offense: 3 days in-school suspension and possible notification to law enforcement officials

Second Offense: 5 days in-school suspension and possible notification to law enforcement officials

3rd offense: 5 days out-of-school suspension/expulsion and possible notification to 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 and possible notification to law enforcement officials

Subsequent Offenses: 11-180 days' out-of-school suspension, or expulsion and notification to law enforcement officials

*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.

STUDENT SUSPENSION AND EXPULSION

Policy 2662 and Policy 2663

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.

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
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 Every Student Succeeds Act of 2015 (Public Law 14-95), have the right to know. Upon your request, our district is required to provide to you, in a timely manner, the following information:

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

In addition to the information that 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 has not met applicable state certification or licensure requirements at the grade level and/or subject area in which the teacher has been assigned..

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

Cody Moore, Federal Programs Director, 205 W. Dewey Street, Brashear, MO 63533
(660) 323-5272 Fax (660) 323-5250 cody_moore@adair2.brashear.k12.mo.us

Brashear Elementary School
(Title I, LEP, Migrant policy)
Board approved May 21, 2024

SEE POLICY AND REGULATION 1405

School, Parent, and Family Engagement Policy

The Board of Education, district administrators, and faculty and staff, recognize the positive effects of school, parent, and family engagement. We believe that parents/guardians are vital partners in the education of their children. Our school is committed to strong parent/family involvement by working collaboratively with district staff as knowledgeable partners in educating district students. This School, Parent, and Family Engagement Policy is developed jointly with, distributed to, and agreed upon with parents/guardians of participating children, including parents of migrant and EL children.

In order to promote parent/family engagement in the district, our school will:

–Work as partners with families to develop and revise the Parent and Family Engagement Policy and distribute it to parents/guardians of participating children in our Elementary Handbook each year.

–Parents/Guardians are also invited to attend annual committee meetings, correspond through email and/or google docs, social media, and individual meetings/conferences. Parent input for this policy is sought during annual committee meetings, parent/teacher conferences, evening events, and/or school wide activities.

– The School, Parent, and Family Engagement Policy is provided in a language the parents can understand. Parents/Guardians are notified of the policy in an understandable and uniform format.

Policy Involvement

At the beginning of the school year, the school convenes and annual meetings, at a convenient time, to which all parents of participating children are encouraged to attend. These meetings will be used to keep parents/guardians informed on their child’s educational progress, and give the right of the parents/guardians to be involved. The school offers a flexible number of meetings. If meetings are poorly attended, effort will be made to reschedule for a time that can better fit the needs of the families in our district.

- Meetings can be, but not limited to, the form of:
 - Parent-Teacher Conferences
 - Evenings in Education
 - Annual Title/Federal Programs Meetings– Fall and Spring
- During these meetings, the agenda will reflect the purpose of the meeting is, but not limited to:
 - To inform parents of their school’s participation in the Title I.A program
 - To explain the requirements of Title I.A
 - To explain the rights of parents to be involved.

The school will involve parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I.A program and if applicable, schoolwide program plan in the school. The school will also involve parents/guardians in the planning, review, and improvement of the School, Parent, and Family Engagement Policy.

- Involvement can include, but is not limited to:
 - Parent/Student/School Compact
 - Parent and Family Engagement Policy
 - Schoolwide Title Program Plan
 - Beginning of the Year Survey
 - End of the Year Survey
 - Supplemental Instruction by Title Instructors

- Parents are invited to attend annual committee meetings, correspond through email and/or google docs/forms, and individual input is collected through personal visits. Parent input is sought during parent/teacher conferences, evening events, and/or school wide activities, and the aforementioned annual meetings.

The school provides parents of participating children:

- Information about Title I programs
 - Information will be disseminated in handbooks, newsletter, on our website, social media, and through mailing to parents and patrons of the Adair County R-II School District.
 - The district utilizes the “Parents Make a Difference” handout.
 - Parents will be informed at the Title I Informational Meeting
- Description of the current curriculum resources in use at the school, the forms or academic assessment used to measure student progress, and the achievement levels of the MAP assessment.
 - Curriculum information and academic assessment data will be disseminated at parent/teacher conferences, annual fall meetings, or evening events. District MAP and Evaluate data is shared with those in attendance at the annual fall meeting.
- If requested by the parents/guardians, give opportunities for regular meetings to participate in decisions relating to the education of their students and responses to suggestions in a timely manner.

Shared Responsibility for High Student Achievement

School-Parent Compact

The School-Parent Compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.

- The school jointly develops with parents of Title I.A served children the school-parent compact.

The school-parent compact will:

- Describe the ways in which all parents will be responsible for supporting their children’s learning.
 - Parent Teacher Student compacts will be given out on the “Welcome Back Night” and on the first day of school for those not in attendance on that evening. The elementary secretary will also provide new students with the compact upon enrollment. It will also be made available electronically through google forms. The parent portion of the compact is:
 - I will ...Emphasize positive attitudes and healthy behaviors at home and school.
 - I will ...Help my child plan ahead and set goals and be a good citizen.
 - I will ...Make school work and attendance a priority for my child.
 - I will ...Be available to work with the school for the success of my child.
- Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment.
 - Teacher/School Responsibilities:
 - We will ...Provide high quality instruction in a safe and caring environment that supports students in meeting their grade level Missouri Learning Standards.

- We will ...Plan ahead and build on individual strengths for optimum success.
- We will ...Make the success of each child a priority.
- We will ...Be available and keep you informed of your child's progress.
- We will... Provide parents the opportunity to volunteer and participate in their child's education.
- We will... Hold annual meetings with parents such as: Parent/Teacher Conferences, Evenings in Education, and for Title I.A/Federal Programs Reviews.
- Address the importance of communication between teachers and parents on an ongoing basis through a minimum of:
 - Conducting parent/teacher conferences at least annually, during which the compact shall be discussed
 - Issuing frequent reports to parents on their children's progress
 - Providing reasonable access to staff, opportunities to volunteer, and observation of the classroom activities
 - Ensuring regular two-way, meaningful communication between family members and school staff, and, in a language that family members can understand.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school:

- Provides assistance to parents, as appropriate, in understanding
 - The Missouri Learning Standards
 - The Missouri Assessment Program
 - Local assessments
 - How to monitor a child's progress
 - How to work with educators to improve the achievements of their children
- Plans to provide materials and training include:
 - Parent education nights will be held in conjunction with student nights so parents can learn, observe, and work with students on improving skills. Parents receive a "Parents Make a Difference" handout. Supplemental math and ELA instructors provide a holiday newsletter, "Title Tips for Holiday Break." Per parent feedback, technology nights will be held every other year during an evening event.
 - Educates teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents, in the value and utility of contributions of parents, in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
 - To help all understand the need for working together, continuous parent contact through emails, planners, phone calls, notes, Class Dojo, etc. Classroom teachers provide parents with weekly newsletters. Teachers will be provided with training on effective parent communication. School personnel will be educated with extra professional development at Literature groups, run by supplemental ELA and math instructors.

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school to the extent feasible and appropriate:

- Coordinates and integrates parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents to fully participate in the education of their children.

- Parent/student/teacher nights will be provided throughout the school year in order to encourage parents and teachers to work together and help students, as well as promote/encourage parent involvement.
- Ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, language the parents can understand.
- Provides reasonable support for parental involvement activities under this section as parents may request.

Optional Additional Assurances

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school:

- Arranges school meetings at a variety of times, or conducts in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend conferences at school, in order to maximize parental involvement and participation. Adopts and implements model approaches to improving parental involvement.
- May adopt and implement model approaches to improving parental involvement.

Accessibility

In carrying out the parent and family engagement requirements of the Title I program, the school, to the extent practicable,

- Provides opportunities for the informed participation of parents and family members, including:
 - Parents and family members who have limited English proficiency.
 - Parents and family members with disabilities.
 - Parents and family members of migratory children.
- Provides information and school reports in a format and, in a language parents understand.

Reviewed and approved 4/8/24

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@adair2.brashear.k12.mo.us

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

The Federal Every Student Succeeds Act 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 ESEA 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 ESEA 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:

Cody Moore
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 TextCaster, 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.

ECRWSS
LOCAL POSTAL PATRON