

# Conway Junior & Senior High School 2023-2024 Student Handbook

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## **WELCOME TO CONWAY JUNIOR & SENIOR HIGH SCHOOL**

The faculty and administration want to take this opportunity to extend a most cordial welcome. We hope the coming year will be both enjoyable and educationally rewarding for you. The preparation of this handbook is an attempt to provide a reference of information for the High School/Junior High, grades 7-12.

The office will be open at all times during the regular school day. The telephone number is 417-589-2941. All high school/jr. high activities will be scheduled through the office. Smooth, effective operation of our school depends greatly on open communication. If, for any reason, parents want to confer with faculty, counselors, or administrators, they may call for an appointment.

### **Laclede County R-1 School District**

#### **Mission Statement**

The Conway High School/Jr. High School are dedicated to:

- College Readiness
- Career Readiness
- Productive Citizenship

#### **Vision Statement**

Laclede County R-1 School District is a partnership of students, staff, families, and community with a vision for student success that embodies the following:

Conway Bears will be:

- I. College Ready through
  - a. Success in rigorous course choices
  - b. Researching college placements and options
  - c. Responsible completion of placement materials
- II. Career Ready through
  - a. Success in career-relevant course choices
  - b. Researching career options
  - c. Responsible completion of updated resume and other career materials
- III. Productive Citizens through
  - a. Being prompt and prepared
  - b. Respectful social interactions

c. Active participants in school clubs and organizations

**We will always be PROUD to be CONWAY BEARS!**

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Each student should be given the opportunity to develop and achieve to their maximum potential. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

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

**The Laclede County R-1 School District follows the MSBA recommendations for policies. For a full listing of our policies please check our website at [www.lacledecountryr1.com](http://www.lacledecountryr1.com) under policies.**

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## BELL SCHEDULE 2023-24

Regular Schedule			
8:06 - 8:53	1 <sup>st</sup> hour (47 min instructional time)		
8:57 - 9:44	2 <sup>nd</sup> hour (47 min)		
9:48 - 10:35	3 <sup>rd</sup> hour (47 min)		
10:39 - 11:26	4 <sup>th</sup> hour (47 min)		
11:30 - 12:38	5 <sup>th</sup> hour (47 min)		
		A Lunch	11:30 - 11:50 (11 <sup>th</sup> 12 <sup>th</sup> )
		B Lunch	11:54 - 12:14 (7 <sup>th</sup> 8 <sup>th</sup> )
		C Lunch	12:18 - 12:38 (9 <sup>th</sup> 10 <sup>th</sup> )
12:42 - 1:29	6 <sup>th</sup> hour (47 min)		
1:33 - 2:20	7 <sup>th</sup> hour (47 min)		
2:24 - 3:15	8 <sup>th</sup> hour (47min)		
Early Dismissal			
8:06 – 8:31	1 <sup>st</sup> hour		
8:35 – 9:00	2 <sup>nd</sup> hour		
9:04 – 9:29	3 <sup>rd</sup> hour		
9:33 – 9:58	4 <sup>th</sup> hour		
10:02 – 10:27	5 <sup>th</sup> hour		
10:31 – 10:56	6 <sup>th</sup> hour	A Lunch	11:30 – 11:53
11:00 – 11:26	7 <sup>th</sup> hour	B Lunch	11:57 – 12:20
11:30 – 12:45	8 <sup>th</sup> hour	C Lunch	12:24 – 12:45

## **ARRIVAL TO SCHOOL**

Students arriving at school before 7:40 will be required to wait in the entryway until the 7:45 bell rings.

Teachers are on duty from 7:40 to 3:40. There will not be adult supervision before or after these times unless the student is participating in a school-sponsored activity. Surveillance cameras are located throughout the building and school property and record 24 hours a day.

## **STUDENT ADMISSION**

### Junior High Admission Requirements

A student who has been promoted from the sixth grade of an accredited school in Missouri, or any other state, will be admitted to the seventh grade.

Students in the Laclede County R-1 sixth grade are pre-enrolled in the spring, and enrollment will be automatic to the Junior High for August.

In order to enroll, new students need to bring a copy of withdrawal or transfer, grade cards, health records, proof of residency, social security card and the address where all other needed information can be obtained. Students who enroll without proper information will be placed according to information available. Upon receiving records from the previous school, the student's records will be reviewed and placement will be confirmed or changed. Credits can only be accepted from schools approved by their state departments of education. See private school credit on page #11. All student immunization records must be up-to-date.

### High School Admission Requirements

Any student who has been promoted from the eighth grade of an accredited school, either in Missouri or any other state, may be admitted to the ninth grade at Conway High School. Students who apply for admission to grades nine through twelve, on the basis of prior schooling outside of the district, shall be placed initially in the grade level they have reached. The principal and counselor shall determine whether the grade placement is appropriate for the student. All immunization records must be up-to-date.

### Non-Resident Students

The Laclede Co. R-1 Board of Education is providing educational facilities for all resident students. The Board of Education shall have the right to determine if non-resident pupils may be admitted to the Laclede Co. R-1 district, and confirm the lawful requirements of tuition, attendance, conduct, graduation and suspension or expulsion which non-resident students must meet.

### Resident Students Not Living With Parents

Upon enrollment, students living in the district, but not living with their parents or legal guardian, must present to school officials a legal power of attorney. Documentation must state that the parents or legal guardian are relinquishing all responsibility of said student involving financial support, debts incurred at school, and the responsibility of the conduct of said student during school and school related activities is transferred to the person(s) with whom the student is residing.

### Transfer Students

Students transferring from another school district should bring immunization records and grades at the time of withdrawal from the previous district to the counselor's office. Transfer students will not be enrolled until the counselor has determined that a student's immunizations are up-to-date and the student is not under disciplinary action at the school he/she is transferring from. If no such action is found, the student will be enrolled on a tentative basis until the school records of the transferring student are received. At that time, the counselor will inform the student if changes need to be made in scheduling or in grade placement.

Students transferring to Conway High School prior to their senior year must meet the requirements for graduation established by the Laclede County R-1 School District.

Students transferring to Conway High School at the beginning or during their senior year may have unit requirements waived if the student's previous school district required fewer units for graduation than the Laclede County R-1 School District and the student was on track and in good standing to complete that district's requirements. Such a waiver will require administrative approval.

To be eligible for graduation from Conway High School, any student transferring into the district must complete a minimum of one semester (3 units) of approved class work at Conway High School and meet the conditions stated previously. To be eligible for valedictorian or salutatorian honors, a student must complete six semesters of attendance at Conway High School.

### Transfer Students Under Disciplinary Action

No student shall be permitted to enroll at Conway High School while under disciplinary procedures or actions (suspension) from another school, until the disciplinary procedure has been completed or the disciplinary action (suspension) is fulfilled. A student expelled from another school shall not be permitted to enroll at Conway High School.

### Private School Credit

Students transferring into the Laclede County R-1 School System from private schools will be evaluated based on their nationally normed achievement test. Students must be achieving at no more than two grades below grade level to retain their grade status. Private school transfer students who have not been tested, prior to transfer by the

sending school or if the sending school will not furnish test scores, will be tested and the student placed according to test results.

The same procedure shall be used with students who are being educated at home and decide to re-enter Laclede County R-1 Schools. Special services students will be placed by the Laclede County R-1 special services team.

### Schedule Changes

Since the number of courses and sections are primarily based on student request, and students are permitted to select an alternative course if a conflict occurs or a class closes, the need for a schedule change should be eliminated. Therefore, once an official schedule has been made, a student may change his/her schedule only under the following conditions:

1. Valid reasons for schedule changes are as follows:
  - a. Changes needed to satisfy graduation requirements on time.
  - b. Changes required for the health of the student. (Doctor's recommendation necessary)
  - c. Successful completion of the course in summer school.
2. Parents may appeal a denial for schedule change to the school administration. The decision of the school administration will be final.
3. Administrative changes to balance classes or correct student misplacement will be made as soon as possible.

### Part-Time Student Attendance

Seniors may attend less than a full day of school under the following conditions:

1. Seniors must be acquiring enough units of credit and meeting all graduation requirements.
2. Students must complete and return a Part-Time Student Authorization Form to the principal's office before he/she will be allowed to leave school early.
3. Students that break the agreement will have their part-time status revoked and will be enrolled as full-time students.

## **ATTENDANCE POLICY**

### Attendance Policy Philosophy

The purpose of this policy is to ensure students attend school and classes on a regular basis to achieve academic success. Regular school and class attendance is essential to the educational success and grade promotion of Laclede County R-1 students. Regular school and class attendance lays the foundation for future expectations that will positively affect Laclede County R-1 students in their public and private lives. Because

the Laclede County R-1 School District believes so much in the importance of regular school and class attendance and educational success, the Laclede County R-1 School District will monitor and enforce any and all Laclede County R-1 policies and Missouri state statutes that mandate regular school attendance.

Furthermore, this policy shall be reviewed and examined on a yearly basis. The district administration will monitor the effectiveness, consistency and fairness of the attendance policy.

### Definitions

- School Day--The official beginning and ending time to the school day as designated by the Laclede County R-1 School District.
- Absence--Not being present in a regularly scheduled class, course and school regardless of the reason. A student arriving after fifteen (15) minutes of class has transpired will be considered absent to that class.
- Tardy--A student who arrives at their regularly scheduled class after class begins. A student arriving before fifteen (15) minutes of class has transpired will be considered tardy from that class.
- Early sign out--Any student who leaves school prior to the end of the regularly scheduled school day. Early sign-out will be treated as an absence.
- Truancy--Being absent from school or class without the knowledge or consent of school officials or parents, regardless if for one (1) class period or all day.

### Student and Family Responsibility

It is the expectation that all students attend school and all classes on a regular basis. Parents/guardians must be held accountable and responsible for sending their children to school.

Students and families need to be able to provide clear and appropriate documentation during the appeal process for credits, make-up work and absences. Students and their respective families must honor any and all timelines established for make-up work privileges, absences and credit hearings.

### Compulsory Attendance Requirements

In accordance with Missouri state law, "A parent, guardian or other person in this state having charge, control or custody of a child between the ages of seven (7) and 17 years of age shall cause the child to attend regularly some public, private, parochial, parish, home school or a combination of such schools not less than the entire school term of the school which the child attends." (167.031, RSMo.)

Students who are absent an excessive number of days, as defined in the attendance policy, may not be eligible to receive credit for courses or may be retained in the same grade.

### English Second Language and Exceptional Education

Procedures and policies governing English Second Language (ESL) students and students with disabilities according to IDEA and/or Section 504 shall take precedence over this attendance policy whenever an application of this policy would conflict with the legal rights specially provided to such students.

### Tardy Policy

Being punctual to class is the student's responsibility. In the break between blocks, the student must take care of his/her personal business and report to class before the tardy bell rings. At the discretion of each teacher, further tardy procedures may be reflected in the classroom syllabi. This means the definition of in door or in seat. Any student failing to do so without a note from a staff member is considered tardy. Notes from home will not justify an excused tardy. As with attendance, tardies are accumulated by the semester.

The following procedure will be followed for students who are tardy:

1. Teachers will report tardies for that block to the office.
2. On the fifth reported tardy of the semester, the parent will be notified of the problem.
3. On tardy numbers 6-10, students will be assigned 1 detention (morning or afternoon.)
  - Detention will be scheduled during a conference with administration.
  - Failure to attend scheduled detention without prior consent will result in 1 day of ISS.
4. On tardy number 11 and on, students will serve 1 day of ISS per tardy.
  1. A maximum of 15 tardies will be allowed. On tardy number 16, students will start serving OSS.
5. Failure to attend ISS will result in three days of out-of-school suspension.

### Late Arrival

Students arriving late for school must sign in at the principal's office before going to class.

### Leaving School During the School Day

Students who need to leave school during the school day must have planned to do so in advance. They must bring a note signed by their parents or guardian before they may be released. The principal's signature is to be obtained on this note prior to first hour.

Students must then sign out properly in the principal's office before they leave. Parents or guardians may sign students out by personally reporting to the principal's office or calling.

### Perfect Attendance

All students who are not absent for more than two periods all year will be considered in perfect attendance. (This does not include absences that are sponsored by the school.)

### Emergency School Closings

Sometimes factors exist that will cause school to close. Most of these closings in our district are caused by inclement weather conditions. If inclement weather conditions exist that make it questionable as to whether school will be held or not, students and parents should listen to Springfield Radio Stations KWTO, KGBX, KTTS, or television stations KOLR or KY3TV. School closings will also be posted with Lebanon radio media, School Reach and our District Web Site at [www.lacledecounty1.com](http://www.lacledecounty1.com).

### Emergency Evacuation Procedures

All emergency evacuation procedures are posted in every classroom and practiced twice a year. In the case that we do have to evacuate the school property, all students will be put on a school bus and driven to Phillipsburg Christian Church. At our arrival, the classroom teachers will take roll. When parents come to the pick-up site, the parent must report to the building's attendance clerk and check out their child. All communication will be handled from our central office with postings on our district website, Twitter; Facebook and School Messenger.

## **ABSENCES AND MAKE-UP WORK**

### Students returning to school from an absence:

Shall furnish a written explanation from the student's parent, guardian, custodian, or doctor stating the date and reason for each absence within 2 school days. This must be brought to the office to be kept in the student's file. An "Admit to Class" slip will be given to the student. Students will carry his/her slip to all classes missed and obtain the appropriate teachers' signatures.

Students receiving out-of-school suspension must report to the office upon return to obtain an "Admit to Class" slip. Students will not be admitted to class without an "Admit to Class" slip.

At the point at which the student's absences cause the student to fail in meeting the "Attendance Requirement" for academic credit or promotion, the student and parent/guardian will have an opportunity for a hearing and will bear the responsibility of filing the necessary documentation within the timelines established in the hearing process. (See hearing process)



### Notification of excessive absences:

Parent/guardian or custodian will be contacted by mail when a student has excessive absences from any class. The parent/guardian will be informed of the need for regular school attendance. To assist in this process, parents are encouraged to contact the school whenever their child is not in attendance.

Additional contacts related to absences must be documented and made by phone, mail or personal contact. Contacts will be made at the following absence intervals:

- At four (4) days absent in any given class, an attendance warning letter will be mailed to the parent and student.
- At six (6) days absent in any given class, a letter will be sent informing the parent that the student may not be eligible to receive credit if they reach eight (8) absences from a given class.
- At eight (8) days absent in any given class, a letter will be sent informing the parent and student they are no longer eligible to receive credit for those classes in which the student has 8 absences. Appropriate law enforcement officials may be contacted.

### Make-up work:

Students will be allowed two days for each day absent to complete work missed during an absence (excluding school-sponsored activity). If a student is absent for three or more days, that student will be allowed a total of one week from the day that he/she returns to complete all missing assignments from all classes. It is the student's responsibility to communicate with their teachers to gather and complete all missing work.

### Long-Term Assignments:

One of the purposes of assigning a long term project is to learn the importance of meeting deadlines. Major class assignments such as term papers, research papers, or any other long term project, will be due by the date assigned. The teacher will give notice to the students on the date the assignment was made as to the period of time that the project may be turned in. Students who miss the deadline may petition the teacher to accept the project late for a reduced grade. This will be up to the discretion of the teacher.

## **ATTENDANCE REQUIREMENTS**

### Number of Absences Allowed

1. Students will be allowed seven (7) absences per class per semester.
2. Documentable absences are as follows:

- Documented medical appointments, hospitalization or medical recuperation. A written excuse must be presented with the doctor's/dentist's signature or stamp. Visits to a health department will not be considered documented.
- Death in the Immediate Family--When the absence results from the death of a member of the immediate family of the student.
- The immediate family of the student includes, but is not necessarily limited to, grandparents, parents/custodians/guardians, and siblings. Verified with funeral documentation.
- Mandated court or juvenile office appearances.
- Documented WIC appointments.

### Credit/No Credit

Because of the strong correlation between attendance and learning, a student may not be eligible to receive credit for courses in which he or she has been absent 8 days or more during a semester. It will be subject to the discretion of the Attendance Committee to review the student's case and waive absences. For GPA purposes, these courses will receive a weight of zero.

### Attendance Committee

An attendance committee will be established for the purpose of conducting hearings on credit issues. The committee will be guided by the academic purposes of this policy and the waivable absences provided for by Section IV of this policy.

### Hearings Process

A hearing before the attendance committee is made when a student has been notified in writing that the district does not intend to grant credit due to the student's absence from academic instruction. The student must abide by and meet any and all date deadlines established by the Conway High School as they pertain to hearings on credit.

### Hearing Procedure and Timeline

1. When a student reaches the 8 day non-credit status in a class per semester, a letter will be mailed home to notify the student and parent of the student's ineligibility to receive credit and of the availability of a hearing.

2. A "Student Hearing Request Form" will be mailed with the eight (8) day absence letter. The parent/guardian and student will have the responsibility to complete the form and explain in writing the reason(s) for the absences.
3. The student and parent/guardian have five (5) business days from receipt of the "Student Hearing Request Form" to return it to the office secretary.
4. Upon receipt of the "Student Hearing Request Form" a hearing will be scheduled prior to the end of the semester. The attendance committee will schedule a meeting twice a year at the end of the fall and spring semesters.
5. The student must have a parent/guardian involved in the hearing process unless the student is 18 years of age or emancipated.
6. All relevant documentation will be reviewed during the hearing.
7. The parent/guardian and student will be notified of the decision within five (5) school days after the hearing.

Absences that the district may consider for the purpose of determining credit status:

The hearing committee will consider student absences for the following reasons, provided that satisfactory evidence of the absence is provided to the committee. The degree of academic impairment is the primary consideration that should guide the waiver decision.

1. Illness or injury--When the absence results from illness or injury which prevents the student from being physically able to attend school. Only documented illnesses or injuries will be excused.
2. Quarantine--When isolation from the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family--When the absence results from the death of a member of the immediate family of the student. The immediate family of the student includes, but is not necessarily limited to, grandparents, parents/custodians/guardians, and siblings. Verified with funeral documentation.
4. Medical or Dental appointments--When the absence results from a medical or dental appointment of a student. A written excuse must be presented with the doctor's signature or stamp.
5. Court or Administrative proceedings--When a student is a party to or is under the subpoena as a witness in the proceedings of a court, appears at a hearing before a governmental agency or an administrative tribunal.
6. Religious Observances--When the student or the student's parents, guardians or custodians adhere to a religion whose tenets require, or suggest the observances of a religious event. The parent must seek prior approval of the principal for such absences. Approval should be granted unless the religious

observance or the cumulative effect of religious observances is of such duration as to substantially interfere with the education of the student.

7. Educational Opportunity--When the student obtains the principal's approval of a valid opportunity, such as travel. This does not include family vacations.
8. Out-of-School Suspension--When the student's behavior or actions warrant the removal of the student from the school environment resulting in the interruption of school attendance by official directive from the chief building administrator or the designated representative.
9. Any other absences protected by the district's nondiscrimination policy/procedures.

Other factors that the committee may consider for the purpose of determining credit status:

1. Number of documented absences related to the total number of absences.
2. Number of previous semesters the student has exceeded the attendance policy.
3. Grades at the time of the hearing.
4. Student's disciplinary record.

Student withdrawal

Parents or guardians must contact the principal or counselor and complete the proper documents before a student may officially withdraw from school. The student must pick up a withdrawal slip from the guidance office, complete it properly, and return it to the guidance office before withdrawal is complete.

**Procedure**

- 17 and under--Only parents or guardians of record may withdraw children aged 17 or under. Once the school year begins, the minor (under the age of 17) child may not be withdrawn by the parent without concrete evidence of plans to enroll at another school or other arrangements in compliance with the compulsory education law. If the parent fails to provide such support and the student fails to report for 10 days thereafter, the student will be withdrawn by the principal, and the juvenile office will be notified.
- 18 and over--Adults (age 18 and over) or legally emancipated students may transact their own withdrawals with the school.
- Non-Attending Students--Students who have been absent 10 consecutive days without an excuse and refuse to attend. After reasonable attempts by the principal to have the student attend, they may be withdrawn by the

principal. The report of withdrawal under these conditions must be attached to a record of the school's attempts (telephone, mail and/or visitations) to rectify the situation.

## **STUDENT ACTIVITIES**

### School Sponsored Trips

The school sponsors various school trips during the course of the school year. The following regulations will be in effect for all school sponsored trips:

- All trips must be approved by the principal. Dates and travel arrangements must be made with the activities director and director of transportation.
- Students must ride the bus designated for their particular organization or group to and from the destination.
- Parents and guardians may make a written request to the sponsor/principal for permission to take their son/daughter after the activity.
- Students are reminded that they are representing Laclede County R-I Schools while attending any school sponsored event or activity that takes place away from the school district. All rules and regulations concerning conduct, which apply to a regular school day, will also apply to students on all school sponsored trips.
- Field trips are a privilege. Decisions to allow student participation will be based on attendance, grades, and/or behavior. Students must also have an activity agreement on file in the office.
- Sponsors of school events will announce to the students the school bus departure time. Students who are late run the risk of being left and suspended from attending the next school sponsored trip away from school.

### Student Participation

Students who represent Conway High School in extra-curricular activities must be full time students and creditable school citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable school citizens." Conduct shall be satisfactory in accord with standards of good discipline.

#### **A. Academic Requirements**

In order to participate in any extra-curricular activity, the following academic requirements must be maintained:

#### **Grades 7-12**

1. Any student receiving more than one failing grade at the end of the 9 week grade check will be ineligible to participate in any extra-curricular activity (including non-educational field trips) until the next grade check. Students will be eligible to participate in any practices during this time.
2. Students not meeting this standard may become eligible at the next grade check by having no more than one failing grade at that time.
3. Any student failing two or more classes at the end of the semester will be ineligible to participate in any extra-curricular activity (including non-educational field trips) for the next semester. In addition, students will be ineligible to participate in any practices during this time.

#### **B. Attendance Requirements**

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

#### **C. Discipline Requirements**

Students who are suspended from school are not eligible for participation in school sponsored extracurricular activities or attendance at any school sponsored extracurricular activity until the suspension is completed.

The student who is "expelled" or who withdraws from school because of disciplinary reasons shall not be eligible for 365 calendar days from the date of expulsion or withdrawal. (Article VII, Section II, MSHSAA Handbook.)

#### **D. Enrollment Requirements**

Students who are enrolled less than 6 periods in one day are not eligible to participate in school or state sponsored extracurricular activities, co-curricular or organizational activities. To participate in athletics, students must be enrolled full-time. See the Student Activities Handbook.

#### **E. Prom Requirements:**

Students must have filled out and turned in an activity agreement form. The student must be present for the entire school day prior to the day of prom unless previous approval from the administration has been granted. All guest forms must be turned in a minimum of one week prior to prom for verification purposes for the office. **As with other school activities, outside dates for prom may be denied access based upon discipline history, their criminal record, or a negative reference from a school administrator. All fines and fees must be paid before a prom ticket can be purchased.**

### **GENERAL INFORMATION**

### Hall Passes

**The first 30 minutes of each class period are protected. No student will leave the classroom during this time. Students will be allowed 6 hall passes per class per semester.** Hall passes signed by teachers are required before a student is allowed to leave the classroom for any reason, unless called over the intercom to the principal's office. Students found out of the classroom without a hall pass or in an area other than the area designated on the hall pass will face disciplinary action. This includes both inside and outside the building.

### Lockers

Students are expected to use their assigned locker for the entire year. The school cannot assume responsibility for the loss of any item in student lockers. Locks are available from the office. Any student not returning their lock at the end of the year will be responsible for paying for replacement of the lock. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.

The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Also, additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

### Lost and Found

All articles found on school property should be turned in to the principal's office. You may retrieve your property upon proper identification at the principal's office. Students should never carry large amounts of money with them at school. It is almost impossible to recover money. Locks will be furnished for lockers at no charge unless the lock is lost or damaged. The school will not take responsibility for lost or stolen articles or money.

### Skateboarding Policy

Skateboarding is not allowed on school property at any time.

### Care of School Property

Buildings, buses, books, lockers, etc., are all part of school property to be used by the students as a means of aiding their acquisition of an education. Students who deface or lose school property will be required to pay the cost of repair or replacement. Serious offenders may be suspended or expelled from school depending on the degree of the offense.

### Telephone

Students will not be allowed to receive personal calls during school hours. Messages will be taken in the office and students will be allowed to call back during lunch or during passing periods.

### Gymnasium, Weight Room, Stage, and Dressing Room Area

These areas shall be treated with care and responsibility by all students. Students who wish to use one of the areas before or after school must be supervised by a faculty member. **THIS INCLUDES SHOOTING BASKETS AND AFTER SCHOOL WEIGHT LIFTING!**

### Food and Drinks

Food and drink should not be taken into classrooms without teacher permission. We do not allow open containers in the building outside of the cafeteria. Water bottles with screw on lids are permitted with teacher approval.

### Lunch Period

Conway Schools have closed lunch periods and all students will stay on campus. Any student caught leaving the campus during lunch will be subject to discipline for truancy. Students are to stay in the cafeteria and/or gym during lunch. Any student outside these designated areas without proper permission may be subject to discipline. Students are to be in the cafeteria or gym before the tardy bell rings. **All deliveries must be delivered to the high school office prior to the students' assigned lunch period.**

### Breakfast and Lunch

Laclede County R-1 District has a federally funded lunch program available to students whose families qualify under government guidelines. These guidelines are based on income and number of children in the family. Application forms will be distributed to all students the first week of school. Everyone interested in the federally funded program should complete the form as soon as possible and return it to the principal's office. Lunch charges may be paid before or after the lunch line is done, or before school starts. All money is credited to your child's account number, no change given. Students are not allowed to exceed \$33.00 in breakfast and lunch charges.

### Parent/Visitor Policy

All parents/visitors during the regular school day will check in at the building office. Parents/visitors will state the nature of their business and with whom they need to talk. It may be necessary that the building administrator request that the parent or person schedule an appointment at a different time to conduct business. Visitors will not be allowed to loiter on the campus or in the building.

Students are not permitted to have visitors during the school day. Exceptions may be made by the building administrator.



### Athletic Contests and School Sponsored Events

We would like for all our students to attend the athletic contests and other activities sponsored by the school system. Students must not be absent from school, unless pre-approved by the administration, to attend school activities. This includes but is not limited to all athletic events, prom, plays, any musical or instrumental events, academic events or activities, etc. Further information can be found in the activity agreement. Students should attend for the purpose of the event. Students must not remain in the entry hall or the concession area during a school sponsored event. Students who come to admission events and leave during the event will not be permitted to re-enter. Students who are dropped off unsupervised will not be allowed to leave until picked up by a family member or the completion of the event. Rules of conduct that apply to our students at athletic events are applicable both at home and away events. All of Conway Junior and High School athletic programs are sanctioned by the Missouri State High School Activities Association. Conduct that is deemed poor sportsmanship will not be tolerated.

The following regulations are recommended to keep extra-curricular activities at high level of sportsmanship:

- All artificial noisemakers are prohibited indoors.
- No banners or posters may be displayed unless approved in advance by the athletic director/principal.
- Official CHS cheerleaders are the only people authorized to lead cheers.
- All spectators shall remember that our opponents and their fans are guests in our school and community and shall conduct themselves within the bounds of good taste.

Violations of any of the above may result in expulsion from the premises and may be dealt with more severely depending upon the circumstances.

### Secret Organizations

The Board of Education prohibits the organization of school-sponsored fraternities, sororities, or secret organizations wherein membership is determined by members themselves, rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the Laclede County R-1 School District by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

### Student Information Release

Directory information may be prepared for mass release, for example: participation in school-based activities and sports, members of athletic teams, degrees, honors and awards received, artwork or coursework displayed by the district, photographs, videotapes, digital images and recorded sound. Unless parents/guardians or eligible students indicate in writing, to the office, this information may be published. The request

not to disclose directory information must be made within weeks of the beginning of the current disclosed school year. Parents should have consented/not consented to this information during the registration process.

The request not to disclose directory information should be mailed to Laclede County R-1 School District, 726 West Jefferson, Conway, MO 65632, to the attention of the Superintendent or email to lboyer@lcr1.org

#### Missouri School Violence Hotline

Parents and students may report threats against students, teachers, and schools by contacting the Missouri School Violence Hotline. The number is 1-866-748-7047.

#### Selling Merchandise at School

This will not be allowed at Conway High School or on school buses. This only includes students who are selling any kind of merchandise or chances for their own gain or as members of organizations outside of Conway High School system.

School organizations may not sell or deliver items during regular school hours without administrative approval.

#### Flower Delivery Policy

In the event that flowers, balloons, or other such remembrances are delivered to school, they will be held in the school office until the close of the school day at which time the student may claim their delivery. Glass containers are not permitted, and no balloons will be allowed on school buses.

Students will be notified, if time permits, that a delivery is in the office for them. Companies hired to deliver personalized messages will not be allowed in the school building.

#### Counseling Services

Counseling services are provided for all students. The counselor will be available each school day to assist students in solving educational, occupational, or personal problems. Care must be taken by students in using the counselor as a place to go simply to visit. The counselor must serve all students at Conway Junior and High School and all appointments must be established prior to the visit to assist teachers in permitting students to leave class. The counselor and staff will work closely in scheduling students for counseling.

#### Teacher Qualifications

Professional teacher qualifications will be provided to students and/or parents upon request. Requests must be made in the Superintendent's office.

### Asbestos Procedures

The Laclede County R-1 School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

- Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
- Take appropriate actions to control the release of asbestos fibers, upon completion of inspection.
- Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
- Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.
- Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

## **MEDICAL INFORMATION**

### Health and Medication Policies

An annual health inventory, Student Health Form, is to be completed and signed by the parent/guardian and returned to the School Health Office within 30 days of the beginning of the school year. Decisions regarding some health interventions are based on the accuracy of the information provided, including the administration of over the counter medication. This information will be kept in the Health Office and may be released to emergency medical services.

### Immunizations

It is the policy of the Laclede County R-I School District that all students attending the district schools shall be immunized in accordance with the law.

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished, or that the student is exempted from obtaining immunization in accordance with law. A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

The district must report to the Department of Health and Senior Services the names of any parent or guardian who neglects or refuses to permit a nonexempt student to be immunized. The district will also report to the Children's Division(CD) of the Department of Social Services any instance of educational or medical neglect.

Missouri State Law section 167.191 RSMo 1986 makes it unlawful for any child to attend public school while afflicted with any CONTAGIOUS OR INFECTIOUS DISEASE. Any student suspected of having a communicable disease or condition shall be removed from school until condition has improved, the recommended exclusion period has passed, or a physician determines them not to be communicable any longer. This includes, but is not limited to:

1. Skin rash or lesions suspicious for communicable disease (i.e. open weeping sores, suspected untreated impetigo, ringworm, chickenpox).
2. Head lice, viable head lice nits.
3. Students with (or having the potential to transmit) an acute infectious disease or parasite (scabies, bedbugs, body lice etc.)
4. Temperature above 100 degrees F. Students should not return to school until they have been fever free without antipyretics (fever reducing medicines) for 24 hours.
5. Nausea, vomiting, diarrhea. Students should not return to school until they have been symptom-free for 24 hours.
6. Persistent coughing or sneezing.
7. Sudden or severe sore throat.
8. Inflammation of the eye.

***If a student is sent home from school due to any of the above, the student must remain at home for the full school day following the day dismissed. In addition, the student must be symptom free without administration of any fever reducing medications to relieve symptoms for at least 24 hours before returning to school***

Ref: MHD publication, Prevention and Control of Communicable Disease

### Medication Procedure

Medication should be given at home if at all possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

### Prescription and Over-the-Counter Medication

Any student taking prescription medicine at school must have a Medication Authorization Form on file in the health office. (See the Insert of the student handbook for Medication Form.) All prescription medications shall be brought to the health office upon the student's arrival at school.

- All prescription medications must be in the most recent prescription container.
- No prescription over 1 year old will be given by school personnel.
- Over-the-counter medications given at school must have written instructions as to how it is to be administered and a medication form on file.
- All medication at school will be in the original container with the name of the medication on it as well as the student's name.
- All prescription medication must belong to the student and have his/her name on the container and must be in the original container.
- Students should not take any prescription medication that has not been prescribed for him/her.
- Students should not give any prescription or over the counter medication to another student.
- Students should not take any medicine given to them by another student or individual.
- Medications brought in baggies, sacks, Kleenexes or any other container other than the original container will not be accepted at school. Most pharmacies will provide a second bottle for transporting medication to school, but the patient or a parent/guardian must ask for it.
- All prescription/medication bottles will be returned home when medicine is finished.
- Any over-the-counter medication not taken in 30 days will be returned home.

### Emergency Medication

Parents should provide the district with emergency medication to be administered in the event of a severe allergic reaction, if the child has known reactions. The emergency medication and physician's orders for the medication shall be kept in a secure location, but easily accessible to qualified personnel.

### Non-life Threatening Allergic Reaction Medication

Antihistamine elixir or tablet/capsule is kept in the Health Office for the treatment of unexpected, non-life threatening allergic reactions for which parents/guardian/responsible person have not sent medication from home. Oral request for administration from the parents/guardian/responsible person must be

obtained prior to such administration. The request for administration must be documented in the phone log and student file. A note to the parents/guardian/responsible person regarding the administration of the medication and a request for a signature statement for the administration must be sent, received and placed in the student file.

#### Self-Administration of Medication

A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medication as part of learning self-care. The student may self-administer medication by way of a metered-dose inhaler, provided that the following conditions have been met:

1. The parent/guardians/responsible person must provide written authorization for the self-administration of medication, a written medical history of the student's experience with the respiratory illness, and a plan of action for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the illness.
2. The parents/guardians/responsible person must provide written certification from the student's physician that the student has asthma or other potentially life-threatening respiratory illness, and that the student is capable of and has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.
3. The Board must inform the parents/guardian/responsible person in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration by the student, absent any negligence by the district, its employees or agents: or as a result of providing all of the above-mentioned relevant information to the school nurse, absent any negligence by the district, its employees or agents, or in the absence of a school nurse, to the school administrator.
4. The parents/guardians/responsible person must sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the student's self-administration of medication, and that the parents/guardians/responsible person shall indemnify and hold harmless the district and its employees or agents against any claims arising out the student's self-administration of medication. Request for the student to self-administer medication for the asthma or other potentially life-threatening respiratory illness is

effective for the school year in which it is granted, and is renewed for each subsequent school year upon meeting the conditions set forth above.

5. The parent/guardian of the student has the responsibility for informing school personnel of any changes in the student's health or in the student's medication.

#### Documentation

Medication administration will be documented on the medication administration form signed by the parent/guardian/responsible person. Over the counter medications will be documented on the daily log sheet, including student name, reason for medication, time, dosage, amount and name of medication. Written notification will be provided to parents/guardian/responsible person regarding the administrator, date, time, dosage and amount of OTC medication that was administered. The school district retains the right to reject requests for medication administration.

#### Health Screenings

Health screenings will be conducted annually during the first semester of school as recommended by the State of Missouri. This may include but is not limited to hearing, vision, dental, height and weight for students in 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grades; students who are being screened for special education programs and the three-year reevaluation program; new to the district without proof of screening from the previous school and as requested by the teacher or parent/guardian. Students will be screened unless parent/guardian provides written exemptions. All findings will be reported to the parent/guardian with written recommendations for medical follow up as findings indicate.

Body Mass Index (BMI) will be calculated for all school age students. Any findings above 95% require a blood pressure assessment. A written referral will be sent to the

parents/guardians with a recommendation for medical follow up for students failing to meet American Heart Association Age-adjusted Blood Pressure Guidelines.

Unless otherwise excused, Scoliosis screening is conducted for students, minimally, in grade 9. Follow up screening will be provided in 3-6 months to any student with a spinal curvature deviation of less than 7 degrees. A written referral will be sent to the parents/guardians with a recommendation for medical/dental follow up if the screening measurement on the scoliometer is 7 degrees or greater. It is requested that the written referral be completed and returned to Health Services.

#### Other Programs

Other programs offered that the health office participates or is involved with include: CPR/First Aid, Hygiene and STD's. All students will be included in the offerings unless parent/guardian provides written exemption.

### Head Lice

The Laclede County R-1 School recognizes the health, as well as, social concern that is presented by the infestation of students with head lice. Experience has shown that infestation continues in a number of students to the detriment of the student body as a whole. Therefore, it shall be the policy of the R-1 Board of Education to:

- Examine junior and senior high students when signs of infestations are observed and/or reported.
- Exclude from school attendance any student who is found to be infested with head lice.
- Exclude from school attendance any student who is examined and found to have viable nits (the eggs of the head louse) in the hair or on the scalp. All viable nits must be removed before the student may reenter school. The student must be brought to school (not ride the bus) by the parent or parent designee to be evaluated before the student will be permitted to return to classes.
- Allow excused absence for up to 3 calendar days of school work missed.
- Allow unexcused absence for the 4th and 5th calendar days of school work missed.
- Refer any number of calendar days over 5 to the Division of Family Services.
- The absence policy applies to any and every infestation and reinfestation of head lice.

### Parasites (Bed Bugs, Scabies, Body Lice, etc.)

The Laclede County R-1 School recognizes the health, as well as social concern that is presented by the infestation of students with parasites. Therefore, it shall be the policy of the Laclede County R-1 School Board of Education to:

- Examine junior and senior high students when signs of infestations are observed and/or reported.
- Exclude from school attendance any student who is found to be noted with live bugs on their person or belongings. Per the health guidelines.
- Allow excused absence for up to 2 calendar days of work missed.
- During examination if non-viable or dead bugs are noted, the parents will be notified of the findings, but the student is allowed to stay at school.
- Counseling with parents can be provided and allotted resources may be used if need be.

### Student Accident or Illness at School

Students who become ill or injured at school should report to the Health Office. First aid and basic care will be given according to "Recommended Procedures for Emergency Care of Illness & Injuries," as published and distributed by the Missouri Department of Health in Cooperation with the Department of Elementary and Secondary Education. If a student is considered too ill to return to class, every attempt will be made to contact a parent or guardian to pick up the student. Students will be released to home or to see a



doctor with parent's/guardian's consent only. All injuries, no matter how slight, are to be reported to the nurse, or in the nurse's absence, the school principal.

### Student Accident Insurance

Student accident insurance information can be found at [www.markelinsurance.com](http://www.markelinsurance.com). The insurance is not provided by the school system but by a private carrier and must be purchased by individual students. The cost is reasonable and provides coverage during interscholastic events during school time. All students involved in interscholastic sports must be covered by accident insurance and present a waiver signed by their parent or guardian. The waiver indicates to the school that you have accident insurance that will bear any cost related to an injury that occurs during interscholastic sports.

## **STUDENT DISCIPLINE POLICY**

File:JG-R

Critical Amended

The administration will adjust discipline appropriately depending upon the severity of the incident. Students who are under a short term out-of-school suspension (10 school days or under) will be given the opportunity to complete classroom assignments with a maximum score of 70% per assignment. It is the student/parent responsibility to acquire and return all assignments (refer to Prohibition against being on or near school property during a suspension). All assignments are due on or before the first day the student is in attendance from the suspension. Any assignment not completed or turned in at this time will receive a grade of 0. Some assignments will not be able to be made up. Unless the teacher makes other arrangements or gives an alternative assignment, any test or activity missed during the suspension must be made up on the day the student returns from the suspension or a grade of 0 will be given. Long term suspensions (anything over 10 school days) will be dealt with on an individual basis. In every discipline situation, the following is a minimum that will apply; Principal/Student conference and a review of the Conway Jr. High/Senior High handbook.

### Protocol Delinquent Acts At School Sites

A delinquent offense is defined as any act which, if committed by an adult, would be a violation of the criminal statutes of the State of Missouri. Serious delinquent acts are defined as those acts which would be felonies if committed by an adult or threats to commit an act which would be a felony if committed by an adult. In an effort to effectively address delinquent acts committed at school by students under the age of seventeen, the Juvenile Division/Judicial Circuit has adopted the following protocol:

1. If information is received which indicates a delinquent act has been committed on school property, or that a threat has been made to commit a delinquent act on school property, then school authorities should immediately contact law enforcement to initiate an investigation. If the school has a commissioned School Police/Resource Officer, then that officer may conduct the investigation. Once the investigation is complete, it will be the responsibility of law enforcement

- to make a referral to the local juvenile office, if appropriate.
2. If it is determined that the delinquent act is of a serious nature (as defined below), the School Police/Resource Officer or law enforcement should contact the Deputy Juvenile Officer immediately. The Deputy Juvenile Officer shall determine if the juvenile is to be transported to the local juvenile office or to secure detention or if the juvenile should be released to a parent and a referral sent to the office.
  3. If the juvenile is to be transported to the local juvenile office or to secure detention, the School Police/Resource Officer or law enforcement shall notify the parents and request that they respond to the appropriate location.
  4. The School Police/Resource Officer or law enforcement shall bring a Juvenile Referral form and a preliminary report with the child to the juvenile office or detention center.
  5. Pursuant to Supreme Court Rule 122.05, the juvenile shall not be interrogated until he/she has been advised of their rights by the Deputy Juvenile Officer.

### Student Code of Conduct

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

All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any bus going to or returning to school, during school-sponsored activities or during intermission or recess periods. According to state law, authorized personnel shall not be civilly liable when acting in conformity with the written policies on discipline. Monitoring devices are located inside and outside the building to help maintain a safe environment for students.

When a student is sent to the assistant principal's/principal's office for disciplinary action, the administrator has the option of following the disciplinary actions outlined in the paragraphs below and/or administering other disciplinary action at their discretion. Common sense rules of conduct and dress are expected of each student. Any teacher

or administrator has the authority and responsibility to advise a student of improper school conduct whenever and wherever the misconduct is observed.

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

### **Disciplinary Action**

1. Detention – Before and after school hours.
2. In – School Suspension (ISS) – Students may be assigned to an area within the school where he/she will be under the direct supervision of a school employee. ISS seeks to remove a student from a situation where behavior problems are occurring and still provide the opportunity for a student to keep up with class work. If a student is removed from ISS for behavioral reasons, an automatic 3 day OSS consequence is given. If a student has more than 3 days ISS remaining to serve, the remainder of those days will be served as OSS as well.
3. Suspension from school (OSS) – Students who are under a short term out-of-school suspension (10 school days or under) will be given the opportunity to complete classroom assignments with a maximum score of 70% per assignment. It is the student/parent responsibility to acquire and return all assignments (refer to Prohibition against being on or near School Property during a suspension). All assignments are due on or before the first day the student is in attendance from the suspension. Any assignment not completed or turned in at this time will receive a grade of 0. Some assignments will not be able to be made up. Unless the teacher makes other arrangements or gives an alternative assignment, any test or activity missed during the suspension must be made up on the day the student returns from the suspension or a grade of 0 will be given. Long term suspensions (anything over 10 school days) will be dealt with on an individual basis.

Up to a maximum of ten (10) consecutive school days (Principal) – Maximum of 180 consecutive school days (Superintendent only).

4. Expulsion from school – School Board only.

### **Reporting to Law Enforcement**

It is the policy of the Conway Jr./Senior High School to report all crimes occurring on

school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second-degree murder under '565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under 565.024, RSMo.
3. Kidnapping under 565.110, RSMo.
4. First, second or third degree assault under '565.050, .060, .070, RSMo.
5. Rape in the first or second degree under '566.030, .031, RSMo.
6. Sodomy in the first or second degree under '566.060, .061, RSMo.
7. Burglary in the first or second degree under '569.160, .170, RSMo.
8. Robbery in the first degree under '569.020, RSMo.
9. Possession of a weapon under chapter '571, RSMo.
10. Distribution of drugs and distribution of drugs to a minor under '195.211, .212, RSMo.
11. Arson in the first degree under '569.040, RSMo.
12. Felonious restraint under '565.120, RSMo.
13. Property damage in the first degree under '569.100, RSMo.
14. Child molestation in the first degree pursuant to '566.067, RSMo.
15. Sexual misconduct involving a child pursuant to '566.083, RSMo.
16. Sexual abuse in the first degree pursuant to '566.100, RSMo.
17. Harassment under '565.090, RSMo.
18. Stalking under '565.225, RSMo.

\*Immediate reporting of third-degree assault under '565.070., may not be required if an agreement with law enforcement exists.

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

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of juvenile or family court of the suspension or expulsion.

#### Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) days.

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

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

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

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

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

#### Impact on Grades

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

### Prohibition against Being on or near School Property during Suspension

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

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

1. The student is under the direct supervision of the student's parent, legal guardian or custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district of her residence.
3. The student resides within 1,000 feet of a public school in the district and is on the property.
4. If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below. Law enforcement will be contacted.

### Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

#### **Academic Dishonesty**

This includes cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics. Plagiarism will be defined as using the ideas or words of another and passing it off as one's own work. For instance, cutting and pasting another individual's work especially from the Internet and passing it off as one's own work will be seen as plagiarism. Incorrectly documented work will be considered

as plagiarism. Teachers maintain the right to accept student work they deem appropriate.

First Offense: Students will receive a zero (0) on the assignment, 1 day ISS, possible alternative assignment from the teacher.  
Second Offense: Same as above with 3 days ISS  
Subsequent Offenses: 1 day OSS. Possible loss of credit, and possible removal from extra-curricular activities.

### **Arson**

Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: 1-180 days out of school suspension, or expulsion. Restitution if appropriate.  
Subsequent Offense: 1-180 days out of school suspension or expulsion. Referral to law enforcement

### **Assault**

A. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: 5 days out of school suspension. Referral to law enforcement.  
Second Offense: 10 days out of school suspension with referral to superintendent for extension of suspension. Referral 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. Contact law enforcement.

### **Assault of a staff member**

All Offenses: Will result in 10 days OSS and recommendation for long-term suspension or expulsion. Contact law enforcement. Serious cases may result in recommendation for expulsion on the first offense.

### **Automobile/Vehicle Misuse**

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

First Offense: Suspension of 5 days or revocation of parking privileges.  
Subsequent Offense: Suspension 10-180 days or revocation of parking privileges, 3 days in school suspension.

## **Bullying and Cyberbullying (see Board policy JFCF)**

Terms defined

Intimidation: unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

Bullying: includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

- First Offense: 3 days in school suspension – 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.
- Subsequent Offense: 3-10 days OSS with recommendation for long term suspension or expulsion and referral to law enforcement.

## **Bus or Transportation Misconduct (see Board policy JFCC)**

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

- First Offense: Student/Principal conference – 3 day bus suspension.
- Second Offense: 1 day bus suspension – 5 day bus suspension
- Third Offense: Student suspended from riding all buses 5 days.
- Fourth Offense: Student suspended from riding all buses 10 days.
- Fifth Offense: Student suspended from riding all buses for one month.
- Sixth Offense: Student suspended from riding all buses for rest of quarter/semester
- Seventh Offense: Student suspended from all buses the rest of the school year.

Severe Clause: In the event of severe or continued misbehavior, students may be immediately suspended from riding the bus and school for a minimum of 5 days to the remainder of the school year by the building principal or director of transportation.



### **Cell Phones/Communication Devices/Electronic Devices:**

Personal communication devices such as cell phones, video gaming devices, and personal computers (**without permission**) are not to be seen or heard during class time. The possession of laser pointers and other unsafe electronic items are prohibited in the school building. Use of such devices WILL result in the following consequences:

- First Offense: Confiscation. Students will be allowed to sign out the device after the school day.
- Second Offense: Confiscation, parent signature before device is given back.
- Third Offense: Confiscation, parent signature required before device is given back. 1 day of detention.
- Fourth Offense: Confiscation, parent signature required before device is given back. 1 day of in school suspension.
- Subseq. Offense: Confiscation, parent signature required before device is given back. 1 day of out of school suspension. Student could also be asked to no longer bring the device.

Possession of electronic devices is the sole responsibility of the student. Conway Jr. & Sr. High School will not be held responsible for the care or disappearance of these items.

### **Dishonesty**

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

- First Offense: Principal conference – 3 days ISS
- Second Offense: 3 days ISS – 3 days OSS
- Subseq. Offense: 1-180 days out of school suspension, or expulsion.

### **Disrespectful Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, meant to harass, intimidate, or injure another person, i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin, or considered inappropriate in educational settings (this includes pornographic materials) or that materially and substantially disrupts classroom work, school activities or school functions.

- First Offense: Principal/Student conference – 3 days in school suspension
- Second Offense: 3 days in school suspension – 5 days out of school suspension
- Third Offense: 5 days in school suspension – 5 days out of school suspension
- Subseq. Offense: 10 days OSS with recommendation for long term suspension

or expulsion.

**Disrespectful Conduct or Speech Toward Faculty/Staff**

Verbal, written or symbolic language or gestures that are rude, vulgar, defiant, disparaging or demeaning, i.e.lying to an administrator or staff member, threats of violence or defamation of a person’s race, religion, gender or ethnic origin or considered inappropriate to public settings.

- First Offense: 3 days in school suspension - 5 days out of school suspension.
- Subseq. Offense: 5-10 days out of school suspension with possible recommendation for long-term suspension or expulsion.

**Disruptive Conduct/Speech Inside/Outside Classroom**

Behavior that substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

- First Offense: Principal/Student conference - 1 day in school suspension
- Second Offense: 1 day in school suspension - 3 days in school suspension
- Third Offense: 3 days in school suspension - 5 days in school suspension
- Subseq. Offense: 5 days ISS – 10 days out of school suspension

**Extortion:**

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

- First Offense: 3 days out of school suspension. Referral to law enforcement.
- Second Offense: 10 days out of school suspension. Referral to law enforcement.
- Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

**Failure to Serve Detention**

Any student who fails to serve assigned detention, before or after school, without prior permission from administration, will result in 1 day of in school suspension for every missed detention.

**Failure to Meet Conditions of Suspension:**

A student that comes within 1,000 feet of any public school in the district, while on suspension for any offense that requires reporting to law enforcement, will be considered a violation of the suspension policy. This includes suspensions due to acts

of school violence or drug related activity, as defined by district policy, and is a violation of the district's disciplinary policy.

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: 10 days out of school suspension and referral to law enforcement.

Subseq. Offense: 10 days out of school suspension with referral for long term suspension or expulsion and referral to law enforcement.

### **False Alarms (see also "Threats or Verbal Assault")**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of school property.

First Offense: Restitution. 10 days out of school suspension.

Subseq. Offenses: Restitution. 10 days out of school suspension with referral for long term or expulsion and referral to law enforcement.

### **Fights (Verbal)**

Mutual conflict in which both parties have contributed to the conflict verbally.

First Offense: Principal/student conference – 3 days OSS

Second Offense: 3 days OSS – 5 days OSS and referral to law enforcement.

Third Offense: 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

### **Fights**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Assaultive behavior by an aggressor will result in maximum penalty per policy.

First Offense: 3 - 10 days out of school suspension with referral for long term suspension or expulsion and referral to law enforcement.

Second Offense: 5 - 10 days out of school suspension with referral for long term suspension or expulsion, referral to law enforcement

Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

### **Gambling**

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

First Offense: Principal/Student conference – 10 days OSS  
Subseq. Offense: 3 days ISS – 10 days OSS

**Hazing (see Board policy JFCF):**

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

First Offense: 3 days ISS – 10 days OSS with referral for long term suspension or expulsion.  
Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

**Incendiary Devices or Fireworks**

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

First Offense: Confiscation, principal/student conference – 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.  
Subseq. Offense: Confiscation, 10 days OSS with referral for long term suspension or expulsion, and referral to law enforcement.

**Insubordination**

All students who attend Conway High School are expected to recognize the importance of cooperation with all officials of the school system. Discipline administered for insubordination will follow these general guidelines, but administrative discretion exists to handle all situations separately depending on the severity and nature of the offense. Any student who refuses, through verbal or other actions, to immediately comply with a legitimate request of a teacher or administrator is subject to the following:

First Offense: Student/principal conference – 3 days in school suspension  
Second Offense: 3 days in school suspension – 3 days out of school suspension  
Third Offense: 3 days OSS – 10 days OSS with referral for long term suspension or expulsion.  
Subseq. Offense: 10 days OSS with referral for extended suspension or expulsion.

**Profane and/ or Inappropriate Language:**

All students have a right to attend school without having to hear profane and/ or inappropriate language. Obscenities and/ or name-calling do not show respect for the rights of others. Students showing this type of behavior will be subject to the following:

First Offense:	Principal/Conference - 1 day ISS
Second Offense:	1 day ISS - 3 days ISS
Third Offense:	3 days ISS – 5 days ISS
Subseq.Offense:	1 - 10 days OSS

**Public Display of Affection:**

Physical contact that is inappropriate for the school setting including, but not limited to, kissing, hugging, and groping.

First Offense:	Principal/Student conference – 1 day ASD
Second Offense:	1 hour ASD – 1 day ISS
Third Offense:	1 day ISS – 3 days ISS
Subseq.Offense:	3 days OSS – 10 days OSS with referral for long term suspension or expulsion.

**Sexual Harassment/ Harassment (see Board policy AC)**

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

First Offense:	3 days ISS – 10 days OSS with referral for long term suspension or expulsion.
Subseq. Offense:	3 – 10 OSS with referral for long term suspension or expulsion.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**

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

First Offense:	Warning/principal conference – 10 days OSS
Subseq. Offense:	3 days ISS – 10 days OSS with referral for long term suspension or expulsion

### **Sexual Activity**

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: 10 days OSS with referral for long term suspension or expulsion.

### **Substance Abuse Policy**

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

First Offense: 3 days OSS – 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.

Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion.

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

First Offense: 3 days OSS – 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

### **Student Dress Code Violations**

1. Hats or hoods will not be permitted during regular school hours.
2. Articles of clothing displaying emblems of alcoholic beverages or alcoholic advertisement or slogans, drugs, or drug references, tobacco, or their products you cannot legally use, are not appropriate at school.
3. Shirts must be buttoned and pants worn appropriately without excessive holes. Halter-tops, midriffs, tube tops, and clothing allowing undergarments, abdomen, cleavage, or buttocks to show are not appropriate. Teachers and staff will determine what clothes are considered appropriate or not.
4. Appearance or clothing that contributes to class disruptions are not appropriate for school and will be dealt with on an individual basis.
5. Articles of clothing with vulgar slogans or pictures, or slogans insinuating vulgarity are inappropriate.
6. Students are required to wear shoes.
7. Undershirts are inappropriate.
8. Any attire that is associated with gangs or gang activity is not appropriate.
9. Shorts, skirts and dresses must all be of reasonable length, not exposing

buttocks, private areas, or cleavage. Common sense must be used in selected clothing worn by students, clothes that are considered appropriate are mandated by staff not students or parents.

10. Faculty, Staff, and Administration determine what is reasonable or not. Refusal to change clothes when asked to do so will result in a referral for insubordination/disrespect to staff.

Students who fail to meet the dress code requirements as instructed will face discipline consequences as follows:

- First Offense: Verbal warning and change of attire, Principal/Student conference.  
Subseq. Offense: 1 day ISS to 5 days ISS

### **Tardiness**

Being punctual to class is the student's responsibility. In the break between classes, the student must take care of his/her personal business and report to class before the tardy bell rings. At the discretion of each teacher, further tardy procedures may be reflected in the classroom syllabi. Any student failing to do so without a note from a staff member is considered tardy. Notes from home will not justify an excused tardy. As with attendance, tardies are accumulated by the semester.

The following procedure will be followed for students who are tardy:

1. Teachers will report tardies for that block to the office.
2. On the fifth reported tardy of the semester, the parent will be notified of the problem.
3. On tardy 6-10 students will be assigned 1 detention (morning or afternoon.)
  - o Detention will be scheduled during a conference with admin.
  - o Failure to attend scheduled detention, without prior consent, will result in 1 day of ISS.
4. On tardy number 11 and on, students will serve 1 day of ISS per tardy.
  - o A maximum of 15 tardies will be allowed; on tardy number 16, students will start serving OSS.
5. Failure to attend ISS will result in three days of out-of-school suspension.

### **Teacher workroom**

This area is for teachers only. No students are allowed in the workroom unless supervised by a teacher or given permission from the office.

- First Offense: Warning - Principal/Student conference.  
Second Offense: 2 days in school suspension.  
Third Offense: 5 days in school suspension.  
Subseq. Offenses: 3 days out of school suspension.

**Theft**

Theft, attempted theft, or knowingly in possession of stolen property.

- First Offense: Return of or restitution for property, 3 days ISS, possible referral to law enforcement.
- Second Offense: Return or restitution of property, 5 days ISS, referral to law enforcement.
- Third Offense: Return or restitution of property, 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

**Threats or Verbal Assault**

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

- First Offense: 3 days ISS – 10 days OSS with referral for long term suspension or expulsion.
- Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

**Tobacco**

Possession or use of any tobacco products on school grounds, school transportation or at any school activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

- First Offense: Confiscation of tobacco product, 3 days ISS
- Second Offense: 5 days ISS
- Subseq. Offense: 3 days OSS

**Truancy (see Board policy JEB and procedures JEB-AP1 and JEd-AP2)**

Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

- First Offense: 3 days ISS
- Second Offense: 5 days ISS
- Subseq. Offense: 10 days ISS, referral to law enforcement

**Unauthorized Absence from Class**

Students willingly/knowingly are not located in the assigned area given by the teacher or administrator.



First Offense: Principal/Student conference - 1 day ISS  
Second Offense: 3 days ISS  
Subseq. Offense: 5 days ISS

### **Unauthorized Entry**

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

First Offense: 3 days ISS – 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.  
Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.

### **Unwelcome Physical Contact**

Unwanted conduct based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile, or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: Principal/Student conference – 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.  
Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.

### **Vandalism (see Board policy ECA)**

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

First Offense: Restitution of damaged property. Student/principal conference with up to 10 days OSS or referral for long term suspension or expulsion and referral to law enforcement.  
Subseq. Offense: Restitution. 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.

### **Vaping Devices**

Possession or use of vaping devices, electronic cigarettes, or other nicotine-delivery products on school premises, school transportation or at any school activity. If the vaping oil tests positive for agents that fall under drug policy, this becomes a drug

violation according to drug policy listed in the handbook.

First offense: 3 days ISS  
Second offense: 5 days ISS  
Third offense: 3 - 5 days OSS

**Violation of Technology Contract (see Board policy EHB and procedure EHB-AP)**

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: Restitution. Principal/Student conference – 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.  
Subseq. Offense: Restitution. Loss of user computer privileges for a month – 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.

**Weapons (see Board policy JFCJ):**

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. Knives of any length or type are not permitted on school property or at school events. When it has been determined that a student is in possession of a knife, the knife will be confiscated and returned to a parent or guardian unless the knife is determined to be a weapon as defined by board policy and state statute.

First Offense: 3 days OSS – 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.  
Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion and referral to law enforcement.

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: 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

## **Possession or use of ammunition or a component of a weapon**

- First Offense: Principal/student conference – 10 days OSS with referral for long term suspension or expulsion.
- Subseq. Offense: 10 days OSS with referral for long term suspension or expulsion, referral to law enforcement.

## **STUDENT TRANSPORTATION**

### Bus Agreement

A Transportation Agreement/Health Information Form with bus rules will be filled out for each student on the SIS database. The Agreement/Form is to be read and signed by a parent/guardian and student. It is to be returned to the bus driver acknowledging the reading and support of the proper conduct/rules for riding of the school bus within one week, or transportation privileges will be suspended until the Agreement/Form is received. One copy will be kept on file in the transportation director's office, and one copy will be kept on file on the student's assigned bus.

- Bus drivers may assign seats.
- Verbal warnings are given when a violation of the rules occurs, unless the action of the student's behavior is severe and warrants further disciplinary action.

### Bus Discipline Procedures

School Bus Incident Report to the parent/guardian of the student in question will be initiated when the driver files a report with the Transportation Director for a rules violation by the student. The report is submitted to the building principal, reviewed for merit, the student's file is checked for any prior record of misconduct on the buses, and then a decision is made for the proper disciplinary action.

- The school principal and driver will discuss the bus conduct report with the student.
- A copy of the bus report will be sent to the parents, filed on the bus, and filed in the office.
- A severe violation of the rules may warrant an immediate suspension for an assigned day, indefinitely, or in cases of vandalism until damages are paid. There will be a conference with the driver, parent/guardian, Director of Transportation, building principal, and student.
- Before suspensions are assessed, proper documentation and procedures will be completed by the driver and director of transportation, and proper notification of parent/guardian will be made.

### Unscheduled Bus Rider Regulations

Student bus riders with visiting guests should arrange transportation for them by some means other than school bus. Students riding buses other than their assigned bus, must have a signed transfer of bus note. Bus load capacity limits will be adhered to at all times.

### Student Driving and Parking Regulations

All students who drive a vehicle to school must have a valid Missouri Driver's license and must file a "School Driving Agreement" with the principal's office. These agreements may be picked up in the principal's office. All rules and regulations pertaining to student vehicles and parking areas are explained on this form. Failure to complete the driving form could result in loss of driving privileges.

- Quad-runners, 4-wheelers, or 3-wheelers are not allowed on school grounds.
- Upon arriving at school, drivers are required to park their vehicles and leave the parking lot at once.
- Once a student enters the building, they are not allowed to leave without permission.
- Any student needing to go to his/her vehicle or move his/her vehicle during the school day must have permission from the principal.
- Cars parked on school property are subject to search.
- Students who do not comply with these regulations will be subject to having their driving privileges revoked.

## **ACADEMIC ACHIEVEMENT**

### Curriculum

The Laclede County R-1 district will use a curriculum review committee to set up a systematic plan to establish whereby each curricular area will be reviewed regularly, based on actual student needs and indications of student mastery. The curriculum committee, when developing curriculum, will follow these guidelines:

1. Articulate the curriculum content on a districtwide basis, K-12.
2. Is written in specific terms and can be used by the respective professional staff members.
3. Use effective methods for presenting the material to the students.
4. Use instructional materials that are effectively coordinated with the curriculum guides and programs.
5. Make use of current supplementary and enrichment materials.
6. Align it with the Missouri Learning Standards.
7. Will always keep the students' best interests in mind and strive for academic excellence and relevance.

Content of the district or school's human sexuality curriculum and of parent's right to remove the student from any part of the instruction can be found on our website under policy IGAEB.

### **Junior High Graduation Requirements and Promotion**

In order to be promoted to the next grade level and receive a diploma, students must:

1. Pass 5.5 credits per year
2. Receive credit in physical education or be granted a waiver for a documented special condition.
3. Students who are within 1.5 credits of meeting the requirements of promotion will be required to attend Summer School in order to be promoted.

### Graduation Exercises (IKFB)

When a student completes all graduation requirements, it is an achievement of not only the student but also the community. The Board will recognize the student in a public graduation ceremony to celebrate this accomplishment. The superintendent or designee will plan an appropriate ceremony on the date approved by the Board, with input from the graduating students. If appropriate, the district may hold more than one ceremony or recognition celebration. Students may only participate in graduation ceremonies if they have successfully completed all graduation requirements or the requirements to receive an alternative diploma or a certificate of attendance in accordance with Board policy. Students seeking to apply credits earned through other districts, with verified documentation of the completion of these courses, must submit documentation, to be received ten working days prior to the graduation ceremony, in order to participate in the ceremony. Any student who has otherwise met all requirements for graduation will be granted a diploma, regardless of whether he or she participates in graduation exercises. Participation in the graduation ceremony is a privilege and not a right. A student must be in good standing in order to participate in the graduation celebrations.

### High School Graduation Requirements

#### **Courses**

<b>Communication Arts</b>	4.0
English I & II	
English III	
<b>Social Science</b>	3.0
Civics & Am. Government	
World History	
American History	
<b>Mathematics</b>	3.0

<b>Science</b>	3.0
Phys Science I	
Intro. to Chemistry or	
Chemistry I	
Biology I	
<b>Fine Arts</b>	1.0
<b>Practical Arts</b>	1.5
Keyboarding	
<b>Physical Education</b>	1.5
Health	
<b>Personal Finance</b>	.5
<b>General Electives</b>	8.5
<b>Core Electives</b>	<u>0</u>
<b>Total Units Required</b>	26

- All students in grades 9-11 will enroll in a minimum of 4 core courses each year. Students in 12<sup>th</sup> grade will enroll in 2 core courses.
- Students enrolled at LTCC will enroll in a total of 3.5 core subjects at Conway during their junior and senior years.
- Core courses are those for which communication arts, social science, science, or mathematics credit is awarded.
- Conway HighSchool District participates in the A+ program. For more information, please contact the A+ coordinator and the A+ handbook.
- Only 1 unit of independent study and correspondence will be counted toward graduation.
- Correspondence credit will not count toward early graduation.
- All students who graduate from Conway High School must pass exams in the Missouri Constitution and the United States Constitution.
- All graduates of Laclede Co. R-1 must complete eight (8) semesters of attendance or fall under "early graduation" or "part-time student" categories.

#### High School Grade Classification Policy

Students at Conway High School will be promoted to the next grade level upon completion of a required amount of credits. Class determination is based on what year you enter high school. The following will be used to determine grade level classification:

#### ***Class Grade Classifications***

**0 – 5.5** credits = Freshman

**6 – 11.5** credits = Sophomore

**12 – 17.5** credits = Junior

**18 +** credits = Senior

### Weighted Courses

The emphasis on educational excellence dictates to high school students that courses taken for college preparatory must have an advanced level of academic preparation at the high school level. Therefore, Conway High School offers to its students an opportunity to take courses that should be more challenging in content and more attuned to the college curriculum. Weighted courses in the Conway Preparatory Program will carry a five (5) point value for an "A" grade; whereas, a general program course "A" will carry a four (4) point value.

The other grades in the Conway Preparatory grading system will be adjusted by the same ratios as follows:

A	5:0	B-	3.33	D+	1.67 or 1.6666
A-	4.58 or 4.58333	C+	2.92 or 2.9166	D	1.25
B+	4.17 or 4.16666	C	2.5	D-	0.38 or 0.8333
B	3.75	C-	2.08 or 2.0833	F	0

The purpose of the weighted achievement grade scale is to serve as an incentive to encourage students to pursue a rigorous course of studies in high school. Those students choosing the more rigorous subject areas will be rewarded for their accomplishments. All academic achievement granted by the Conway High School District and earned by the student shall be determined by the weighted achievement grade scale for grades 9-12. Examples of such achievement are class rank, valedictorian and salutatorian.

The following classes will be considered weighted classes:

Dual Credit Classes, Any level 3 foreign language, English IV, Trigonometry, Chemistry I, Physics I, Anatomy/Physiology, Music Theory.

### Presidential Academic Excellence Award

President Reagan initiated this program in 1983 to honor students who have achieved outstanding academic records. This program of study may be pursued by students in Junior High or High School by fulfilling the following requirements:

- B+ average in all course work
- Have a composite score at or above the national average on the ACT

### Early Graduation (Seven Semesters) (IKFA)

Seniors may leave school after completion of the seventh (7th) semester if they meet the following requirements:

Students who wish to graduate early will be required to meet with the counselor and submit written notification to the principal.

1. The counselor will notify the student's parents or guardians of the student's decision if the student is a dependent.
2. The student will receive a diploma if the student has met the Conway High School's graduation requirements. (Due Dec. 1st of current year.)
3. The student and parents/guardians will forfeit further participation (with exception to Prom) by the student in any school activities if the student is granted permission to graduate early. Students will be considered alumni for all other activities and will have the option of participating in graduation ceremonies.

NOTE: Correspondence courses and alternative credit will not be considered in a request for an "early graduation"

Correspondence Credit

Conway Juniors or Seniors who will be short of credits required for graduation will be permitted to count one unit of correspondence credit to make up the deficiency. These courses must be approved by the counselor and principal. Any exception must be appealed to the Board of Education.

**Testing Schedule**

<b>Test</b>	<b>Grades</b>	<b>Time Given</b>
ACT	11, 12	Sept,Oct,Dec,Feb,April,June
Pre ACT	10	October
NWEA	7-11	Fall, Winter, Spring
MAP(Math)	7,8	Spring
MAP(Comm. Arts)	7,8	Spring
MAP(Science)	8	Spring
EOC Exams	Biology I Algebra I English II Government/Civics	Spring
ASVAB	11	1 <sup>st</sup> Semester
Compass	11,12	Fall/Spring

Progress Reports/Grade Cards

Progress reports will be available to parents or guardians after the end of each four-week grading period. Parents or guardians are invited to contact the school anytime they have questions pertaining to their son's/daughter's progress. Conferences with faculty members may be set up on request. Teachers may contact the home any time they feel it is necessary. It is always in the best interest of the student when parents and faculty are in support of each other and consider the student's education as the primary goal. Grades are also available at [www.lacledecounty1.com](http://www.lacledecounty1.com) and click on the Parent Portal, password is required. If you need one, please contact the office at 417-589-2941.



### Grading Scale

The following grading scale will be used in every class to determine grades:

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

### Grading

Academic grades will be denoted on grade cards as either A, B, C, D, F, or I. All incomplete grades will be converted to an F grade if not removed by the end of the semester. If a teacher feels a student needs a longer period of time than one week to remove an "I" grade, they should request permission for an extension of time from the principal.

### Grade Point System

Letter grades at Conway High School will be calculated into a numeric grade point average. The 11.0 grading scale has been replaced with the 4.0 grading scale due to Conway High School being selected by the Missouri Department of Elementary and Secondary Education as an A+ School site.

Point value of grades will be as follows:

<u>Letter Grade</u>	<u>4.0 Grading Scale</u>
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F	0

### Academic Letter Qualifications

Students are eligible for an academic letter when the following criteria have been met:

- The student must be on the honor roll both semesters of the academic year. The student may have no grade lower than a B.

- The student must be enrolled in a minimum of five units of academic work. (Courses which are not counted as academic are band, choir, physical education, physical training and music appreciation.)
- At least three units of credit are required to be in different departmental areas, such as English, math, science, history, etc. A student cannot take eight courses in a single academic area and qualify for an academic letter.
- Transfer students would be eligible for the CHS Academic certificate as soon as they meet criteria 1, 2,

### Lebanon Technology and Career Center

Conway High School students have an opportunity to attend the area technology and career center. Students who are interested in pursuing technical training should start discussing the possibilities with the counselor during their freshman or sophomore year.

The student must complete an application and be accepted by LTCC in order to attend.

After acceptance, the following LTCC Contract must be completed.

#### **LTCC Contract (Sample Copy)**

I agree to the following conditions in order to attend the Lebanon Technology and Career Center which is made possible by my enrollment as a student of Laclede County R-1 Schools at Conway, Missouri.

1. Observe and be responsible for conducting myself in accordance with all the policies concerning students at Lebanon Technology and Career Center and at Laclede County R-1 Schools.
2. Be under the attendance policies of the Lebanon Technology and Career Center.
3. Ride the bus to and from Lebanon Technology and Career Center unless I have special permission from the principal's office at Conway.
4. Not to ride in cars of other students to or from Lebanon Technology and Career Center.
5. To report to my assigned teacher immediately upon arriving back at Conway from Lebanon Technology and Career Center.
6. Maintain a "C" average in my work at Lebanon Technology and Career Center.
7. Failure to comply with any of the above rules will immediately put my status as a Lebanon Technology and Career Center student in jeopardy. I understand that the administration at Conway or the Lebanon Technology and Career Center may remove me from the vocational school if the above rules are not followed.
8. Junior students will be required to attend LTCC until it closes for the school year.

This must be signed by both the student and the parent/guardian and be on file in the principal's office before the student from Conway may attend the Lebanon Technology and Career Center.

## **FEDERAL PROGRAMS**

### Complaint Resolution Procedure

The following procedures should be followed when filing a complaint with the local school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from above (1), or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from above (2), or problems and questions concerning the school district should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the board of education. These procedures are available in the superintendent's office.

The follow procedures should be followed when filing a complaint against local districts concerning federal programs:

1. A complaint against the district should be first filed and a resolution pursued in accordance with local policy stated above.
2. Formal complaints may be filed in writing to the Department of Elementary and Secondary Education.

## SPECIAL SERVICES

### **Grading/Mainstreaming - PL 94-142**

In most cases handicapped students enrolled in the regular classroom will be graded by the same criteria as those non-handicapped students in the same class. Handicapped students may be appropriately placed in the regular classroom with modifications to be determined by the I.E.P. conference, the annual I.E.P. review, or at a meeting called for the purpose of revising the I.E.P., when the need for modification has been evidenced.

### **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Laclede County R-1 School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech

or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The Laclede County R-1 School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Laclede County R-1 Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

The Laclede County R-1 School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the special services office of the Laclede County R-1 Schools during regular school business hours. This notice will be provided in native languages as appropriate.

### **Surrogate Parent Program**

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

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

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person - the person responsible for the District's special education program. Contact the school at the following address:

Laclede County R-1 Schools  
726 West Jefferson Avenue  
Conway, MO 65632  
Tele #: 417-589-2951

## **DISCRIMINATION POLICIES AND GRIEVANCE PROCEDURES**

### **Prohibition Against Illegal Discrimination and Harassment**

#### **General Rule**

The Laclede County R-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Laclede County R-1 School District is an equal opportunity employer. Students, employees, and others will not be disciplined for speech in circumstances where it is protected by law.

The Board also prohibits:

- Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination or harassment.
- Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
- Discrimination or harassment against any person because of such person's, association with a person protected from discrimination or harassment due to one(1) or more of the above-stated characteristics.
- All employees, students, and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

#### Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation.

#### **Consequences**

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include

suspension or expulsion. Patrons, contractors, visitors, or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

### **Definitions**

*Discrimination B:* Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Harassment B:* A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists:

*Graffiti;* display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

*Sexual Harassment B* A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when

a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, request for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.

1. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
2. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
3. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
4. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

*Grievance B* A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

#### Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

(Title): Mr. Matthew Searson  
(Address): 726 W. Jefferson, Conway, MO 65632  
(Phone): 417-589-2951

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Laclede County R-1 School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

(Title): Acting compliance officer Shelly Dill

(Address): Ezard Elementary, 209 S. Shiloh Conway, MO 65632  
(Phone): 417-589-2171

### Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Laclede County R-1 School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

### Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors, or other information regarding discrimination or harassment prohibited by the policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

### Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.



### Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

### Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement, or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

### Grievance Process

1. Level IB A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written

report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II B Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III B Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

### Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law.

In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

Adopted: May, 2008

Cross Refs: EHB, Technology Usage

GBCB, Staff Conduct

GBH, Staff/Student Relations

GBL, Personnel Records

GCD, Professional Staff Recruiting and Hiring

GDC, Support Staff Recruiting and Hiring

IGBA, Programs for Students with Disabilities

IGBCB, Programs for Migrant Students

### **NOTICE OF NONDISCRIMINATION**

The Laclede County R-1 School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its program, activities or in employment.

The district will identify, evaluate and provide a free appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a student may have a disability, regardless of whether the student is currently enrolled in the Laclede County R-1 School District, is encouraged to contact the district's compliance officer listed below. All persons with disabilities requiring accommodations to participate in district programs, activities or employment are encouraged to contact the compliance officer listed below.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Mr. Matthew Searson  
726 W. Jefferson Conway, MO 65632  
417-589-2951

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Mrs. Kathryn Taylor  
726 W. Jefferson Conway, MO 65632  
417-589-2941

Inquiries may also be made to the U.S. Department of Education's

Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable.

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suit 2037  
Kansas City, MO 64114-3302  
1-816-268-0550 TDD: 1-877-521-2172  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission  
Robert A. Young Federal Building  
1222 Spruce St., Rm. 8.100  
St. Louis, MO 63103

OR:

Gateway Tower II  
4<sup>th</sup> & State Ave., 9<sup>th</sup> Floor  
Kansas City, KS 66101  
1-800-669-4000 TTY: 1-800-669-6820

U.S. Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue, NW  
Disability Rights Section – NYAV  
Washington, DC 20530  
1-800-514-0301 TTY: 1-800-514-0383

Missouri Commission on Human Rights  
P.O. Box 1129  
Jefferson City, MO 65102-1129  
[mchr@dolir.mo.gov](mailto:mchr@dolir.mo.gov)

OR:

111 N. 7<sup>th</sup> Street, Suite 903  
St. Louis, MO 63101  
[mchr@dolir.mo.gov](mailto:mchr@dolir.mo.gov)

Notice of rights to the Protection of Pupil Rights Amendment The Laclede County R-1 schools adheres to the notice of rights pursuant to the Protection of Pupil Rights Amendment (PPRA). See Policy JHDA

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

Implemented: May, 2010, Updated August, 2022.  
Laclede County R-1 School District, Conway, MO 65632