

HANDBOOK FOR PUPILS AND PARENTS OF THE RALLS COUNTY R-II SCHOOLS

The Ralls County R-II staff believes that each child can and should learn. Monthly newsletters provide information of upcoming events and building guidelines that pertain to elementary buildings. This handbook outlines the basic information the staff feels you need to know in order to help your child succeed. This handbook will give new and returning students and parents to the Ralls County R-II School System a clearer understanding of the school, its rules, and operating regulations.

RALLS COUNTY R-II MISSION STATEMENT

The Mission of the Ralls County R-II District is to provide the best possible facilities for learning, the most productive and safe learning environment, and the finest atmosphere of cooperation from those who are involved.

We believe all students can learn and have success. We recognize each student as a unique individual and believe that education should provide an opportunity for the maximum development of each individual. A school that expects excellence and fosters self-worth and self-reliance will produce confident, responsible and productive adults in the twenty-first century.

VISITORS AND VOLUNTEERS

Parents are welcome to visit the school. Unregistered students who wish to visit the school must make prior arrangements with the principal and be accompanied by a responsible adult. All visitors need to sign in at the office and wear a visitor's badge before proceeding to the classroom.

Volunteers are greatly appreciated and enrich the education of the students. It is important for volunteers to enjoy their time working with the students; therefore, we ask that these guidelines be followed while assisting in the building or on a field trip.

1. Confidentiality of school situations is expected from all volunteers.
2. Only school personnel will be responsible for ANSWERING THE PHONE, GIVING MEDICAL ATTENTION TO STUDENTS.
3. Volunteers must receive permission and be trained before operating equipment such as photocopiers, laminators, computers, etc.
4. Discipline is to be the ultimate responsibility of school personnel, but under some circumstances adult volunteers are asked to assist with supervision of children. Immediate concerns FOR SAFETY such as pushing, walking on high ledges, standing on furniture, etc. should be handled promptly by the adult supervisor. Behavior problems not requiring immediate action must be referred to the teacher in charge.
5. Appropriate dress and conduct is expected. Volunteers are asked to follow the student dress code on page 4 of the student handbook. This includes chaperones on field trips. Use of profanity, alcohol, illegal drugs, and tobacco are not permitted.

ADMISSION POLICY

A child is eligible for admission to kindergarten if the child reaches the age of five before the first day of August of the school year beginning in that calendar year. A child is eligible for admission to first grade if the child reaches the age of six before the first day of August of the school year beginning in that calendar year. A birth certificate issued by the state in which the child was born must be presented as evidence of age before the child may initially enter school.

SCHOOL HOURS

School will begin at 8:25 each day. Students participating in the breakfast program may arrive between 8:00-8:20. Students not participating in the breakfast program are to arrive between 8:00-8:25. Students arriving after 8:25 must report to the office and be signed in by a parent. All tardies are unexcused unless approved by the building principal. Each school will have a series of bells for dismissal of walkers, car riders, and bus pupils. An adult must pick up and sign out students leaving school early.

GYM RENTAL

Outside groups wishing to rent one of the elementary gyms must make arrangements with the building principal through the principal's office.

SCHOOL INSURANCE

A low cost school accident and injury insurance policy will be offered to pupils in the Ralls County R-II System. If insurance is desired, send the premium directly to the company. Should a claim need to be filed, additional forms are available in the school offices or through the school nurse.

SCHEDULE CHANGES

Notices of early dismissal or any changes in the regular schedules that are not of an emergency nature will be sent home as they arise. Emergency changes in the schedule, including those created by the weather, will be announced over one of the local radio stations. These include Hannibal, Mexico, Bowling Green, and Palmyra.

TELEPHONES

The school telephones are for business use only. Students will be permitted to use the phone only for an emergency situation. Arrangements for after-school activities should be made before coming to school. Important calls will be accepted and messages delivered to students or teachers as soon as possible without disrupting classes.

INTERNET ACCESS

Internet access is available to students and teachers throughout the district. Parents and students must sign a Computer Network User's Agreement before students will be allowed to use the Internet. This agreement sets forth guidelines that must be followed in order to insure the safe and effective use of the Internet. Violation of these guidelines will result in the loss of Internet privileges. A copy of this agreement will be sent home the first week of school. Students may NOT use the Internet until this form is signed by both the parent and the student and returned to school.

PARTIES

Classroom parties in conjunction with learning activities are encouraged. Three pre-arranged parties sponsored by parent support groups may be held during the school year. Parents who do not wish to have their child participate in classroom parties are encouraged to send their child to school and make arrangements for him/her to leave prior to the party. While birthday parties are not allowed at school, pupils are welcome to bring take-home treats for their classmates. Pupils must be in attendance during the day in order to participate in school parties, special activities, or after school activities, unless prior arrangements are made with the principal and the classroom teacher.

INVITATIONS/GIFTS

Party invitations, greeting cards, gifts, etc. will be distributed at school only if the entire class is involved. Balloons, flowers, etc. delivered to school for students will be left in the office. Parents will need to pick up balloons, large items etc. at the end of the school day. Balloons are not allowed on buses.

THINGS TO LEAVE AT HOME

Personal property such as radios, tape players, games, toys, trading cards, etc. should not be brought to school unless requested by the teacher. Personal belongings, trading cards and other items may not be given away, loaned, borrowed, traded or sold at school. The school will not be responsible for the safe return of personal items brought to school. Should children bring unnecessary personal items to school, they will be taken away from the child. Parents may pick up these items in the office or from the teacher. Items will not be returned to the child. Unclaimed items will be discarded at the end of the school year. Other items to be left at home include:

1. PETS-Animals are to be left at home unless arrangements are made with the teacher. Please make sure pets do not follow children to school since they are a potential danger on the playground. Unattended pets will be referred to the local law enforcement agency.
2. TOYS-Since many toys are expensive, easily broken, and can distract children, they are to be left at home unless the teacher designates a day/days when they may be brought to school.
3. WEAPONS-Weapons including toys, (knives, sharp objects, guns, lighters, etc.) bullets, baseballs or other hard balls are to be left at home.
4. MONEY-Send only the amount of money needed for the day in a labeled envelope, since the risk of lost money is always present.
5. HEIRLOOMS-Heirlooms and other expensive or irreplaceable articles are to be left at home.
6. GLASS CONTAINERS, ROLLERBLADES, LASER LIGHTS

The above list does not attempt to identify all items that should be left at home. Final discretion will be left to building principals.

DAMAGED OR LOST BOOKS, MATERIALS, AND FURNISHINGS

All textbooks and library books are the property of the Ralls County R-II School District. These materials are on loan to children for use during the school year. Furnishings are provided to aid in classroom instruction and are property of the district. The child who is responsible for their care must pay for books, materials, and furnishings that are lost or damaged. Fines for damaged or lost books will be assessed according to the following schedule:

LOST MATERIALS

Hardcover books

- Books, which will be replaced, will be assessed at current replacement value.
- Books that will not be replaced will be assessed at original cost.
- Out-of-print books will be assessed a fee of \$10.00 per title.

Paperback books

- Replacement cost will be applied to any book in print.
- Out-of-print paperbacks will be assessed a fee of \$3.00 per title.

DAMAGED MATERIALS

- Materials must be returned to librarian or classroom teacher for assessment.
- Repairable damage will be assessed by the librarian or classroom teacher and charged to the student.

DAMAGED OR LOST FURNISHING

- Furnishings will be assessed at current replacement value.

DRESS

Good taste indicates appropriate school dress and grooming for children and adults. Student dress that is disruptive to the learning process or causes a child to receive attention is inappropriate. Short shorts are not appropriate. Tight fitting shorts and pants may be worn only when worn with a long shirt or blouse. Children are not to wear fishnet tops, loose fitting tank tops, sagging pants, halter-tops, spaghetti straps, or short tops where the midriff shows. Clothing displaying alcohol, tobacco, profanity, or other distasteful slogans will not be permitted. Hats or caps must be removed when entering the building, except on special days.

Fresh air and exercise are conducive to learning; therefore, students regularly play outside except during severe weather. Students should come to school dressed for outside play. If a child comes to school dressed inappropriately, the teacher or principal may request that the child change into more appropriate attire or notify the parent and ask that more suitable clothing be brought to school.

REPORT CARDS

Report cards are issued every nine weeks. The report card envelope and the enclosed report card must be returned to school within 3 days after they are issued. At the end of the fourth quarter, parents may keep both the envelope and the report card. Please sign the back of the report card each quarter. There is a comment section if you would like to make comments. Please contact your child's teacher if you have any other questions regarding your child's progress.

Progress reports are sent home mid-way through each quarter. Parents of students earning a grade of D or F or having difficulty in a particular area will be notified by the classroom teacher at mid term or at any other times deemed appropriate. Parents who would like to discuss their child's progress should contact the child's teacher.

GRADING SCALE FOR ELEMENTARY GRADES 3-6

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

RALLS COUNTY R-II ELEMENTARY HOMEWORK POLICY

Homework is designed to reinforce skills, prepare students for upcoming topics, teach students to work independently, and help students develop self-discipline and responsibility. It is important that all students are involved in some form of homework on a daily basis. Examples of homework that students may be asked to complete include:

- Reading at home on a daily basis
- Assignments given during the school day that were not completed
- Work on various short and long-term projects
- Study spelling words
- Complete math assignments
- Study basic math facts (addition, subtraction, multiplication, division)
- Various other assignments as determined by the teacher

Teacher's Responsibility:

- Provide needed practice for students. Students in grades K-2 may expect 10 to 20 minutes of homework each night. Students in grades 3-5 may expect 20 to 60 minutes per night.
- Grade assignments for content and provide feedback to the student about how they can improve.
- Talk with students when they have a late assignment and make sure the student is aware of the late assignment.
- Encourage and reward students who complete assignment regularly and on time.
- Provide an assignment book for students in grades 3-5 and write assignments on a classroom board so students can copy the assignments correctly into their assignment book.
- Provide instruction that allows students to be successful as they complete their assignments.

Student's Responsibility:

- Use your time and assignment book wisely.
- Ask your teacher for help if you don't understand an assignment.
- Complete all assignments to the best of your ability.
- Turn in all assignments on time.
- Turn in work that is neat.
- Make up homework missed because of absences within the designated make up time.
- Phone a classmate if you have a question about an assignment. If this doesn't work, call the teacher.

Parent's Responsibility:

- Provide a quiet place for homework to be completed.
- Establish a daily homework time.
- Give positive support when tasks are completed.
- Talk to the teacher about any problems with specific assignments.
- Help your child to be an independent learner. Encourage, motivate, and prompt your child without doing the homework for him or her.
- Talk to your child about his or her homework if your child is spending excessive amounts of time on homework.
- When it is time to go to bed, stop your child, even if he or she hasn't finished the homework.

Late Assignments and Make Up Work

Students are expected to complete assignment on time. There will be a 10 percent reduction in the grade when an assignment is turned in late. Assignments will not be accepted more than two days after the due date. Teachers may keep students from recess during this two day period to give the student time to complete the assignment. Exceptions may be granted for reasons of illness, death in family, or special situations.

When students miss school and the absence is excused, students have two days for each day missed to make up any missed assignments. It is the student's responsibility to check with the teacher when they return to school to see what assignments must be made up.

READING LEVEL IMPROVEMENT AND RETENTION

Senate Bill 319 requires schools to take specific actions to help improve the reading ability of students identified as reading more than one grade level below his or her grade placement. Near the end of the third grade year, schools will test their third graders in reading. For those students reading below the second grade level, a reading plan will be established. The school will also offer additional reading instruction for these students. Additional support will also be offered throughout the fourth grade year. At the end of the fourth grade year, those students identified as reading more than one year below grade level will be reassessed. Fourth graders still reading below the third grade level will be encouraged to attend summer tutoring for more reading instruction. At the end of summer tutoring, they will be assessed again. Students entering fifth grade must be reading no more than one year below grade level. Ultimately, retention due to reading scores will be based on the requirements of Senate Bill 319.

HONOR ROLL

Honor roll students are recognized quarterly and annually in 4th and 5th grades. Quarterly, students achieving an 80% or higher average are listed on the Honor Roll. Annually, students who qualify for the honor roll for three out of four quarters will be recognized. Any Student With a "D," "F," OR "NO CREDIT" will not be considered for the honor roll. This includes grades earned in art, music, PE, and other special subject areas.

PROMOTION AND RETENTION OF STUDENTS GRADES K-6

Children should be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade with children spending one year in each grade. Some children, however, may benefit from staying another year in the same grade. The following areas shall be considered in regard to retention:

1. The child is achieving significantly below ability and/or minimum grade level skills. An emphasis is placed on reading level.
2. Compliance with Senate Bill 319 regarding reading level achievement.
3. Teacher judgment, based on adequate documentation, that the pupil has not demonstrated the academic skills needed to perform at the next higher grade level.
4. Any student who misses twenty-five (25) days of school.
5. The social and emotional maturity of the child will be a consideration in regard to retention.

Teachers may recommend to the building principal that a student be retained at a particular grade level. The principal and designated certificated school staff will provide the student's parent or guardians with a meeting to determine what course of action is in the best interest of the student. The building principal will determine if a student is to be retained or if any other special placement is recommended on behalf of the student. If agreement cannot be reached, an appeal may be made to the Superintendent.

Retentions shall be considered and parents notified as early in the school year as possible.

READING CIRCLE CERTIFICATES

Reading Circle certificates will be presented to pupils reading the required number of books each year and a life certificate to those pupils receiving certificates for six years. Reading Circle information must be recorded on each student's permanent record. Requirements:

1 st	12 books
2 nd	14 books
3 rd	16 books
4 th	18 books
5 th	20 books
6 th	22 books

When a student qualifies for five consecutive years and the principal certifies the achievement, the student qualifies for a Certificate of Life Membership.

FREE AND REDUCED BREAKFAST/LUNCH APPLICATIONS

Applications for free and reduced breakfast/lunches will be provided for students in each elementary school. Applications need to be filled out and returned to the school office if there is interest in this program. Should conditions change during the school year, new forms are available in the school office.

LUNCH MONEY

Parents must pay breakfast/lunch money in advanced by the day, week, or month. Newsletters are sent home with monthly breakfast and lunch totals. Parents will be notified when students' breakfast/lunch account balances exceed -\$5. If the account is not paid in full by the following day, students will receive a peanut butter sandwich and a carton of milk for breakfast and/or lunch. There will be the usual charge for the milk. This will continue until the balance is paid in full. Arrangements for charging breakfast/lunch must be made in advance with the principal.

LOST AND FOUND

Each building maintains a lost and found center in or near the office. Items should be turned into the office as soon as they are found. When students realize that items are missing, they should first check the Lost and Found box near the office. Unclaimed items will be discarded at the end of the school year. The Ralls County R-II School District is not liable for the personal possessions of students left in the building or on the grounds.

AFTER SCHOOL ACTIVITIES

A teacher must supervise students remaining in the building after school hours. Children not picked up promptly from after school activities may lose the privilege of attending future meetings. Arrangements for after-school activities should be made before coming to school. Important calls will be accepted and messages delivered to students or teachers as soon as possible without disrupting classes.

Students staying after school to attend an event or activity not sponsored by a teacher must be supervised by a parent or guardian.

TRANSPORTATION

Any student living one mile or more from school by the nearest route is entitled to free transportation to and from school.

SCHOOL BUS TRANSPORTATION RULES AND REGULATIONS

In order to help insure the safety, cleanliness and comfort to the bus passengers of our school district, we have prepared the following guidelines.

1. Passengers must be seated at all times while the bus is in motion. Students may not lie down in the bus seat. Students may not save a seat for another student unless there are empty seats nearby.
2. The bus driver has the right to assign seats to any or all students riding the bus, for any reason the driver feels is advisable for the well being of the bus and passengers.
3. Any item carried on the bus must be kept in or under the seat with the students. No item may be placed in the aisle of the bus. Any item deemed unsuitable for bus transportation by the driver must be left at the front or not transported at all. Glass objects, explosives, weapons, animals, or anything dangerous may never be transported on a school bus.
4. Passengers may not scream or make any other loud noises on the bus.
5. No eating or drinking on the bus.
6. Buses operate on a schedule and therefore will not wait for passengers. Be at your bus stop and ready when the bus arrives.
7. When departing from the bus, the students must go straight toward their home. There is not time in a bus schedule for the student to get their mail or make other detours. Students may never be excused from the bus to go to a store to purchase any items.
8. Students that get on the bus in the country must ride the bus all of the way to school. They may not get off the bus at the elementary and ride with someone else unless arrangements are made well ahead of time with the parents and transportation director. Students may not ride from the high school to the elementary with another person and then ride the rural bus to their home. The ride is for the full route from school to home. Without prior approval, students may not get off the bus at any location other than their regular bus stop.
9. Students should never stand in the roadway while waiting for the bus. Students should remain at least 10 feet from the bus stop area while the bus is stopping.
10. Any damage to the interior of the bus should be reported to the driver immediately.
11. Picking on other students, fighting, foul language, or inappropriate displays of affection will not be tolerated on the school bus.
12. If a student wishes to bring a guest student home on the bus, a note of approval must accompany the guest from the student's parents or from the school. The parents of the regular rider are responsible for the guest's behavior.

13. Students must not at any time extend hands, arms, or legs outside the bus window. Do not throw trash or other objects out the window or on the bus floor. Trash should be properly disposed of or carried with you when you leave.
14. Riding the bus is a privilege, and therefore, may be denied to students who do not cooperate in making the bus journey a pleasant one.

Students who do not meet the above standards established by the Board of Education will not be eligible for school-operated transportation. Questions concerning bus problems may be addressed to the building principal or to the supervisor of transportation.

FIELD TRIPS

Field trips are designed to enhance classroom instruction; therefore, only students of that group are eligible for school provided transportation. Unless otherwise pre-approved by the building principal, students must ride the bus to and from the activity. When the field trip ends before the end of a regularly scheduled day, students must remain at school until the usual dismissal time. When the field trip ends after the regular school day, written permission to ride home with parents must be given to the classroom teacher.

PARENTAL RESPONSIBILITY

At the beginning of the year, parents must inform the school of the usual manner in which their child will go home at the end of the day. Parents must notify school officials in writing each time it is necessary for their child to be sent home in a different manner than usual. Phone messages will be accepted in emergency situations. Please call before 2:30 p.m. if possible. If parents have not contacted the school, students will be sent home in the usual manner.

PEDESTRIAN SAFETY (WRITTEN NOTIFICATION OF CHANGE IS REQUIRED)

1. Students are responsible for:
 - A. going directly to school or directly home after school before beginning to play.
 - B. crossing streets only at corner, intersections, or crosswalks.
 - C. refusing to approach or enter cars of strangers.
 - D. following the directions of the school personnel responsible for dismissal.
2. Parents are responsible for:
 - A. selecting the safest route for children to use when walking to or from school, and insisting the child follow this route.
 - B. walking the route with the child before the beginning of school to be sure the child is familiar with the route to be traveled.

CAR RIDERS (WRITTEN NOTIFICATION OF CHANGE IS REQUIRED)

If you bring your children to school or pick them up at the end of the school day, please check with the local building for parking and dismissal procedures. Parking and dismissal procedures are important to guarantee student safety and a continuous flow of bus transportation.

BICYCLE/SCOOTER SAFETY (WRITTEN NOTIFICATION OF CHANGE IS REQUIRED)

Parents have the responsibility of making the decision at what age a student will ride a bicycle/scooter to school. Students riding a bicycle/scooter to/from school should park their bicycle at the bicycle/scooter rack on the school ground. If a child abuses the privilege of riding a bicycle/scooter to/from school, this privilege will be suspended. Bicycle/scooter riders should observe the same rules as drivers of cars.

1. Bicycles/scooters are ridden on the right side of the street.
2. Bicycle/scooter riders obey all traffic signs.
3. Bicycle/scooter riders use the same hand signals used by drivers of automobiles to indicate they are turning or stopping.
4. Bicycles/scooters are to be walked on school grounds, and they must also be walked through the crosswalk area.
5. Bicycles/scooters should be taken home each night. The school assumes no responsibility for damaged or stolen bikes.
6. Students are responsible for following the directions of the school personnel responsible for dismissal.

DISCIPLINE POLICIES

The purpose of a discipline policy is to ensure a safe and orderly environment for learning in the Ralls County R-II Elementary Schools. The policy provides a clear statement of the expectations of its students and the consequences, which will be followed when deviations from the expectations occur. The legal authority for establishing such policy is found in sections 171.011, 563.061, of RSMo 1959 (Supp. 1983).

School district personnel responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school or on any school property, on any school bus going to or returning from school, during school-sponsored activities, or during recess periods. Teachers and other authorized district personnel, including volunteers, responsible for the care, supervision and discipline of students shall not be civilly liable when acting in conformity with this policy.

CORPORAL PUNISHMENT

Board policy JGA provides that corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed and then only in reasonable form and upon the recommendation of the principal. A staff member may, however, use reasonable physical force against a student without advanced notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons, or the property of the school district.

RULES FOR COMMON AREAS

Students must show respect for other people, the building, furnishings, and school grounds, by keeping hands, feet, and objects to themselves.

IN THE CAFETERIA

1. Walk quietly in line in the order assigned by the teacher.
2. Walk to your assigned table. Stay seated until dismissed.
3. Speak in quiet voices.
4. Soda is not allowed or any drink in a glass container.
5. Food must remain in the cafeteria except inside a lunch container.
6. Clean up your space after eating.

ON THE PLAYGROUND

The duty teachers will make the decision whether to have indoor recess. Reasons for indoor recess will include rain, snow, and cold temperature, muddy or wet playground. As long as the weather permits, children will be encouraged to play outdoors during recess. Children need fresh air and exercise; appropriate clothing will be needed for outside play. A dated note is required if health concerns prevent a child from participating in outdoor activities. A medical excuse will be needed if a child is required to stay in for more than three days.

RULES TO FOLLOW ON THE SCHOOL GROUNDS

1. Rough play will not be permitted. This includes play fighting, tackling, wrestling, and riding on the backs of others.
2. Safe behavior is expected on all equipment.
3. Hard balls are not allowed. Do not throw hard objects, including rocks, sticks, and snowballs.
4. Walk to and from the playground area.
5. Permission from the teacher is needed to leave the playground/school grounds area.
6. Stay away from windows during recess.
7. When recess is over, stop playing immediately and line up to return to the classroom in an orderly manner.

MISBEHAVIORS AND CONSEQUENCES

Students at Ralls County R-II Schools have a choice: follow the rules and enjoy the rewards, or disregard the rules and accept the consequences. Students must be aware that they are responsible for their actions.

Misbehaviors generally fall into the following eight categories:

1. Classroom discipline violation
2. Bus or transportation misconduct
3. Misbehavior, disruptions, disrespect, or leaving assigned area without proper authorization,
4. Bullying, dishonesty, false alarms
5. Technology misconduct
6. Profanity, threats, fighting, striking others, use of dangerous weapons, or assault.

7. Unlawful possession or use of alcohol and/or illegal drugs, including tobacco use and sale, use of dangerous objects and/or assault, arson, truancy
8. Insubordination, verbal or nonverbal refusal to follow staff members' directions
9. Theft or extortion—taking money or objects that do not belong to you; obtaining money or other objects by threat or force
10. Striking staff member—Physically or verbally attacking or threatening attack of staff member

Consequences for breaking rules are based upon the number of violations that occur and become progressive in terms of severity. One or more of the following consequences, not necessarily in the order listed below, will be applied depending upon the offense.

- Student/Principal conference
- Parent notification
- Loss of free time
- Loss of privileges
- Loss of school function
- Before or after school detention
- In-building suspension
- Out-of-building suspension
- Expulsion from school
- Individual discipline plan
- Clean-up, repair, reimbursement or return of property
- Superintendent's office notified
- Referral to juvenile office/sheriff's office as required by The Safe School Act (House Bill 1301 & 1298)

IN-BUILDING SUSPENSION

50% credit will be given for work that is assigned while a student is serving an in-building suspension.

OUT-OF-BUILDING SUSPENSION

No credit will be given for work that is assigned while a student is serving an out-of-building suspension.

SEVERITY CLAUSE

Teachers will develop a classroom discipline plan, which will include a severity clause. Under the severity clause harassment, fighting and /or excessive physical aggression towards self or others will be referred to the principal for action that could result in a suspension from school and/or result in a report to law enforcement officials. Acts of violence and/or threats of violence may carry as part of the consequences, MANDATORY ASSESSMENT with a district approved professional prior to reinstatement to school This will be decided on a case-by-case basis and will be at the discretion of the building principal.

DANGEROUS WEAPONS IN THE SCHOOL

A weapon may be any item that is used to threaten or inflict harm on any individual. It is unlawful for any person to carry, conceal, have upon or about his/her person, or directly or indirectly sell, deliver or loan any kind of firearms, pocket knife, bowie knife, spring back knife, razor, metal knuckles, billy club, sword, cane, dirk, slingshot, dagger, or other deadly weapons in school buildings or on or about the school district's grounds. Any person violating such provisions of the law will be referred to the appropriate legal authorities. In addition, any student who violates such provisions will be subject to suspension and/or expulsion from school as per state and federal firearm laws.

STUDENTS' DUE PROCESS RIGHTS

All students will be afforded due process as guaranteed by constitutional provisions. Exact wording of this policy can be found under JBA in the Board Policy Manual.

DUE PROCESS (SUSPENSIONS)

Before suspending a student, the principal or superintendent will

- (a) tell the student, either orally or in writing, what misconduct he or she is accused of;
- (b) give the student opportunity to deny or explain the accusation, either orally or in writing, the facts that form the basis of the proposed suspension, and
- (c) give the student an opportunity to present his or her version of the incident.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Ralls County R-II School District. Exact wording of this policy can be found under AC and AC-R in the Board Policy Manual.

RALLS COUNTY R-II ELEMENTARY ATTENDANCE POLICY

Parents can have a profound impact on student attendance by leaving absolutely no doubt in the student's mind that they are expected to be in school. Attendance has a direct impact on current student success and preparation for future learning. An absence from class is never fully made up because the student has missed class discussion, teacher presentation, and his or her own opportunity to participate. Students who have good attendance generally earn higher grades, enjoy school more, and develop good employability skills. Success in school requires that students maintain a good attitude and good attendance habits.

Ralls County R-II School District's attendance policy for students establishes a uniform system for enforcing regular attendance for all students. The following are examples of excused absences and make-up privileges are allowed:

- Personal illness or hospitalization
 - Medical, dental, or appointments with other specialist that cannot be scheduled outside of school time
 - Death in the family
 - Emergencies as approved by the principal
 - Court appearances approved by the principal
 - Drivers test not to exceed three class periods
 - Approved school activities
 - Pre-approved absences must be approved at least three days prior to absence (Guidelines available in office for pre-approved absences)
1. Limited number of days for out-of-town family vacations pre-approved by principal (See guidelines.) When determining whether to approve a vacation of any length of time, consideration will be given to the number of days previously missed.
 2. Pre-approved non-school activities (See guidelines)
 3. Pre-approved College or Vo-Tech visit (See guidelines)

The following are examples of unexcused absences and no credit is given for work missed:

- Absences with no parent notification (parent note or phone call)
- Truancy (Definition follows)
- Out-of-building suspension
- Absences due to "needed at home", hunting, shopping, oversleeping, car trouble, work, personal business
- Personal illnesses without Doctor's note (after ten absences during the year)
- Out-of-town vacations not pre-approved by principal
- Other activities that conflict with school policy.
- Every five tardies or early dismissals will equal one unexcused absence and will count against the attendance policy and treated accordingly.

Parents are required to notify the school when their child is absent. To be eligible for an excused absence, the parent must notify the school office in a timely manner by phone call or signed written note stating the reason for the absence. Parent notes may be considered for up to 10 absences per year. After 10 absences per year, the student must have a signed medical excuse to be counted as an excused absence. Exceptions may be made for extenuating circumstances such as hospitalization or confinement at home by a doctor's order. (Some excused absences require pre-approval by the principal.)

Regardless of excused or unexcused status, parents will be notified in writing when a student has accumulated seven absences. Parents will be notified a second time when a student has accumulated a total of ten absences. After ten absences, all future absences must have a signed medical excuse to be considered for approval as an excused absence.

Parents will also be notified when a student accumulates three and five unexcused absences as detailed below. After the fifth unexcused absence, DFS will be notified. After the sixth unexcused absence the student will be referred to Juvenile Court.

Three Unexcused Absences: First letter is issued notifying parent(s) of unexcused absences. A copy of the board policy regarding truancy will be included in the letter. Parents will be notified that DFS will be contacted after five unexcused absences and that the student shall be referred to Juvenile Court after six unexcused absences.

Fifth Unexcused Absences: Second letter is issued notifying parent(s) and DFS officials of poor school attendance. This letter will serve as notice that subsequent absences shall be referred to the Juvenile Court. A copy of the board policy regarding truancy will be included in the letter.

Sixth Unexcused Absence: Referral to the juvenile court.

Seventh and Additional Absences: Possible re-referral to the juvenile court.

Truancy Statement

Ralls County R-II School District Policy JEDA, Truancy, states: Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians.

VACATIONS

Arrangements for family vacations must be made with the teacher and principal in writing at least three days prior to the time of absence. If approved, all classroom assignments should be arranged with the teacher prior to leaving.

Guidelines for Pre-Approved Student Absences 2004-05

1. Pre-approved Family Vacation
 - A. Must get approval from Principal at least three days prior to absence.
 - B. Number of excused family vacation days may be limited during the year.
 - C. Must get assignments prior to absence.
 - D. Work is due upon return.
 - E. Work not given by teacher prior to absence will be due on the second day back.
 - F. When determining whether to approve a vacation of any length of time, consideration will be given to the number of days previously missed.
 - G. No vacations will be approved during the district-wide testing window. The testing window for the 2004-05 school year is scheduled for April 11-22, 2005.
2. Pre-approved College or Vo-Tech Visit
 - A. Must get approval from Counselor at least three days prior to absence.
 - B. No visits will be approved after April 15th.
 - C. Any special conditions or circumstances must be handled through the counselor
3. Pre-approved Non-school Activity
 - A. For a student to be excused, the non-school activity must be one of the following:
 - i) Recognized by at least one of the following governing bodies:
 - (a) MSHSAA (Missouri State High School Activities Association);
 - (b) DESE (Department of Elementary & Secondary Education); NASSP (National Association of Secondary School Principals) Ref: approved list of contests and activities
 - ii) Local organizations or groups affiliated with state organizations sponsoring educational trips and contests will be considered if they are within the guidelines below (Rotary, Lions, 4-H, Boy and Girl Scouts, etc.)
 - iii) Religious Retreats – Upon the receipt of a letter from the organization or church Pastor stating the purpose, educational value, and specifics of the trip, the building principal will determine whether the trip meets the guidelines and will be excused

GUIDELINES:

1. The student must have been chosen for these honors by a bonafide publicized audition, test, interview, or tryout that was open to all qualified students.
2. The organization sponsoring the activity must submit to the school in writing, the purpose of the activity and how it solely benefits secondary school youth in educational, civic, social and ethical development.
3. The student must receive prior approval from their building principal (or counselor).

ATTENDANCE INCENTIVES

Parents of students having perfect attendance for an entire semester (absolutely no absences of any kind, including a previously awarded BLUE TIGER DAY) may request a BLUE TIGER DAY (excused absence). To receive a BLUE TIGER DAY parent of students with perfect attendance for the first semester must request in writing for a permit for their child to be absent on a particular day during the second semester prior to April 1. If a student has perfect attendance for the entire second semester, parents may request in writing a permit for their child to be absent on a particular day during the first semester of the next school year prior to winter break. Requests must be made in writing at least one week prior to the date of the absence. When the principal and classroom teacher verifies the request a BLUE TIGER PERMIT will be issued. All work missed on a BLUE TIGER DAY must be made up according to guidelines set by the teacher. BLUE TIGER DAYS do not accumulate. Only one BLUE TIGER AWARD may be used per year.

Pupils must be in attendance during the school day in order to participate in school parties, special activities, or after school activities, unless prior arrangements were made with the principal.

Perfect attendance awards are presented annually to students missing three or fewer hours of class during the school year.

PARENT EXAMINATION OF RECORDS

Parents are guaranteed the right to inspect any information collected, which concerns their child, and to require that the information is accurate. Access by any unauthorized person, which would identify an individual child, without the informed consent of the parents, is forbidden. The school district maintains the responsibility for the confidential maintenance of information collected and for the destruction of it when services for a child have ended.

RELEASE OF DIRECTORY INFORMATION

School officials will release directory information to the various communication media as deemed necessary. This information includes a student's name, participation in officially recognized extra curricular activities, weight, and height of members of athletic teams, days of attendance, diplomas and awards received, photograph, and similar information. If a parent or guardian of an eligible pupil does not want this information released, written notification must be sent to the principal within 10 days of receiving handbook.

CONTACTING PRINCIPALS

Parents should feel free to contact the principal's office at any time for clarification of policies or procedures. Phone numbers listed in the back of this handbook.

ILLNESS

It is unlawful for any child to attend school while afflicted with any contagious or infectious disease. A child with a fever greater than 100 degrees, cough, diarrhea, vomiting or sore throat should be kept at home. If a child becomes ill at school a parent or person designated by the parent will be called to take the child home. If school administrators determine that the illness is severe enough to require emergency treatment, attempts will be made to notify parents, and an ambulance will be called to transport the child to the hospital.

INJURY AT SCHOOL

If an injury occurs at school and requires more than minor first aid or needs evaluation by a medical provider, the school will notify a parent or person designated by the parent to pick up the child. That individual will assume responsibility for securing further treatment. If school administrators determine that the injury is severe enough to require emergency treatment, attempts will be made to notify parents, and an ambulance will be called to transport the child to the hospital.

IMMUNIZATION

To meet statutory requirements (Section 167.181) all students enrolled in the Ralls County R-II Public Schools must be appropriately immunized or in the process of being immunized against Diphtheria, Pertussis, Tetanus, Polio, Mumps, Measles, Rubella, and Hepatitis B. If a child does not have the required doses of vaccinations the parent must provide a medical exemption form signed by a physician. For a religious exemption, a form must be obtained from the Health Department and completed by the parent. The Missouri Division of Health established the following recommended doses.

Students must present immunizations records to school, and all immunizations must be up-to-date before permitted to attend classes. Failure to comply will result in exclusion from school.

- A. The following immunizations are required for school age children:
1. DTP or Td (Diphtheria-Pertussis-Tetanus)-Four doses for children K thru 12th grade, with the last dose given on or after age four. Three doses for children 6th thru 12th grade, with the last dose given on or after age four. A booster (Td) is required 10 years after the last dose, usually age 14 or 15.
 2. OPV or IPV (Polio)-Three doses for all children K thru 12th grade with the last one administered on or after the fourth birthday. If a combination of oral and injectable doses were given, four doses are required.
 3. MMR (Measles-Mumps-Rubella)-Two doses for all children K thru 12th grade. The first dose should be given after the age of one. If the first dose is administered more than four days before the first birthday then it must be repeated. At least 28 days must separate the two doses.
 4. Hep B (Hepatitis B) –Series of three doses for K thru 12th grades. This series takes six months to complete. The first and second doses are given one month apart and the third dose is given five months after the second dose.

Parents/guardians must provide a statement of immunizations for their child to attend school. The statement must include the type of immunization, and the date and year it was given. Any child with medical reasons for exemption must provide a statement from a licensed physician or Department of Health exemption form.

ADMINISTERING MEDICATION TO STUDENTS

The following policy has been established regarding the administration of medication during school hours:

MEDICATION WILL NOT BE GIVEN UNLESS AN AUTHORIZATION FORM IS SIGNED BY BOTH THE PHYSICIAN AND PARENT AND IS ON FILE AT THE SCHOOL OFFICE.

1. PRESCRIPTION MEDICINE will be given by school personnel with a doctor's instruction and signature on a school authorization form. See form titled "Authorization for the Administration of Prescribed Medication."
2. Medicine prescribed by a doctor must have a pharmacy label to be accepted at school. Your pharmacist can give you an extra labeled bottle to use for medicine to be sent to school. The bottle should include the following information:
 - a. Student's name
 - b. Current date
 - c. Name of medication and instructions on dose and time to be given.
 - d. Name of doctor prescribing the medication.
3. It should not be necessary to give more than one dose of medication during the school day. The doctor may prescribe all doses of medication to be given at home.
4. ONLY SEND ONE MONTH'S SUPPLY OF MEDICATION AT ONE TIME.
5. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as noted above and specifically labeled as to what circumstances the medication is to be given.
6. A parent must pick up any remaining medication at the end of the school year, or it will be disposed of by school personnel.
7. Over The Counter (OTC) medication such as Tylenol, Motrin or cold medication can be given if prescribed by a health care provider. The parent must provide an unopened manufacturer bottle of the medication for school use.

ADMINISTRATION OF MEDICATION AT SCHOOL

As a school district we understand that in order to be safe and able to benefit from the education program, some students will need to take medicine at school. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

- You may come to school and give the medication to your child at the appropriate time.
- You may obtain a copy of a medication form from the school. Take the form to your child's health care provider and have him/her complete the instruction for administering the medication. The prescriber for both prescription and over-the-counter drugs must complete this form. The parent must provide the medication in the appropriately labeled bottle from the pharmacy that contains instructions on how the medication is to be given. Over-the-counter medications should be received in the original container.
- You may discuss with your health care provider an alternative schedule for administering medication outside school hours.
- Medication should be brought to school by an adult.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the prescriber, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

HEALTH RESTRICTIONS

Requests to be excused from physical activities will apply to both physical education class and recess.

REGULATIONS FOR COMMUNICABLE DISEASES

Children with contagious or infectious diseases will be excluded from school for the period of time they can spread the infection to others. School district administrators may require that a child be examined by a physician to determine an infectious condition or possibility of transmitting the disease. Statutory authority for such actions is found in Section 167.191 RSMo. Students who return to school after being absent with a contagious or infectious disease must have a written excuse from their physician or cleared by the school nurse before attending. Guidelines for the period of time for exclusion from school is as follows:

CONJUNCTIVITIS/PINK EYE-Symptoms include redness of the white of the eye and eyelids with or without drainage. Exclusion is 24 hours after the child has been treated with a medication prescribed by physician.

HEPATITIS, INFECTIOUS-Symptoms includes weakness, fever, loss of appetite, nausea, possibly yellowing of the skin or eyes. Exclusion is two weeks after onset of symptoms or for as long as your physician recommends.

INFLUENZA-Symptoms can include fever, sore throat, muscle aches, runny nose, cough and headache. Normally spread by airborne droplets. Exclusion should be for any child with a fever >100 degrees, or symptoms, which would limit their ability to actively participate in school.

IMPETIGO-Symptoms include a rash like pimples filled with fluid. Exclusion is at least 24 hours after the child has started medication.

HEAD LICE OR NITS-Symptoms are itching of the head, visualization of the adult insect, usually brown in color, without wings, or eggs (nits) of the louse which are whitish in color. Normally the nits can be found close to the scalp, attached to the shaft of the hair. Any student found to have evidence of head lice or nits should be excluded from school until they have shown proof of receiving treatment and all "nits" have been removed. Each student will be checked by school personnel when he/she returns to school, and declared "nit free." Parents may also go to the Health Department to be checked. Procedure:

1. If lice or nits are found, the parent or adult designated by the parent will be contacted and asked to pick up the child as soon as possible. If someone is not immediately available to pick up the child he/she will be isolated until they can be taken home. The child cannot ride the school bus.
2. Treatment must be done according to directions with a product that is formulated for treatment of head lice. All nits must be removed by thorough combing of the hair. The child's family and close contacts should be checked for evidence of lice. The environment in which the child lives should be vacuumed and all clothing and bedding washed with hot water and dried in a dryer.

RINGWORM-Small reddish, itchy, scaly patches that expand to a ring like lesion. Exclude from school until the rash is treated with ointment prescribed for ringworm.

SCABIES-Includes symptoms of intense itching with a raised rash. Exclusion is until the child presents a physician statement that he/she is receiving medication.

STREPTOCOCCAL SORE THROAT/SCARLET FEVER-Includes symptoms of sore throat, fever, tonsillitis and tender lymph nodes. If a rash appears it is a fine pinpoint rash with which feels like sandpaper. Exclusion is until the child has been on antibiotic treatment for at least 24 hours. It is very important that the child complete the full course of prescribed treatment.

Note: Treatment for 24 hours is justified if at least four doses of the prescribed medication is given at appropriately recommended intervals, and the illness has some evidence of improvement.

The guidelines for these recommendations are from "Prevention and Control of Communicable Diseases" from the Missouri Department of Health.

NOTICES

NON-DISCRIMINATION POLICY

The Ralls County R-II School District affords equal consideration and impartial treatment, regardless of race, color, national origin, ancestry, religion, socio-economic status, marital status, sex, age, handicapping condition or organizational membership. This applies to employment, assignment, and promotion of personnel and to courses taken and pupil placement. The superintendent will act as the R-II District's non-discriminate compliance coordinator. Should concerns arise; the superintendent is available at the Mark Twain High School, North Highway 19, Center, Missouri, 63436 between 8 a.m. and 3 p.m. daily. The phone number is 573-267-3397. (Refer to policy # AC)

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary education, concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA. The public school has developed a Local Compliance Plan for implementation of Special Education, and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CR CFR 76.301 of the General Education Provision Act. Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name/address; birth date and age of each child, and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other languages as may be necessary.

SPECIAL EDUCATION

The Ralls County R-II District provides special classes for all handicapped students in compliance with Federal and State regulations. Each school has on file a copy of the approved Compliance Plan with all rules and

regulations. All parents are invited to view this document if desired. All information on special education children is kept confidential and is only available to staff and parents.

COMPLAINT RESOLUTION PROCEDURE

Complaints alleging violations of Title IX, Section 504, ADA or in conjunction with other federal programs should be referred to the district compliance officers. Complaints may be referred to the Superintendent, 21611 Hwy 19, Center, MO between the hours of 8:00 a.m. and 3:00 p.m. Monday thru Friday. 573-267-3397

FEDERAL PROGRAMS COMPLAINT RESOLUTION PROCEDURES (Title I, Title II.A, Title II.D, Title IV.A, Title VI)

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy (Ralls County R-II Board Policy KL: Public Complaints).

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel. Kayrl Silvey, Federal Programs Coordinator, Ralls County R-II Schools, 573-985-5371

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION STANDARD COMPLAINT RESOLUTION PROCEDURE

This standard complaint procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

What is a complaint for purposes of this policy?

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

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?

Any parent or guardians, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized?

There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying. Or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education: and.
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

How are complaints filed?

1. Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

A question about local district policies, rules, or practices which are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level.

2. Complaints against the Department of Elementary and Secondary Education.

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state a federal law or regulation directly with the Department.

How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.
2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of education in accordance with 34 CSR Part 76. Section 76.781.

What other recourse is available in resolving complaints?

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.

ASBESTOS-AHERA

The Ralls County R-II School District has conducted a complete inspection of its facilities for asbestos in accordance with the Asbestos Hazard Emergency Response Act (AHERA). This inspection was performed by Roth Asbestos Consultant Incorporated of Kansas City, Missouri, on August 8, 9, and 10, 1988 and re-inspected, indicating no needed response action of preventive measures, have been included in a Management Plan. This Management Plan is available in the Administrative offices of the Superintendent of Schools and in each Principal's office during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The designated people trained in the Ralls County R-II Schools to ensure AHERA compliance are the Superintendent and Russell Walton, Maintenance Supervisor.

ALCOHOL/DRUG ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend Ralls County R-II Schools. The use of illicit drugs and the unlawful possession and use of alcohol is dangerous and harmful. Therefore, the use, sale, transfer, or possession of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

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

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

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

CRISIS NUMBERS-CHEMICAL DEPENDENCY

Hannibal Regional Psychiatric Institute 573-248-1144

Mark Twain Counseling Center 573-221-2120

SUBSTANCE ABUSE/CHEMICAL DEPENDENCY

Drug Abuse Hotline 800-662-4357

National Council on Alcoholism 800-622-2255

HEALTH INFORMATION/HEALTH SERVICES

Ralls County R-II Schools employs a registered nurse. The nurse is charged with the responsibility of health care in the school district.

PROFESSIONAL QUALIFICATIONS OF YOUR CHILD'S TEACHER

As a parent of a student at Ralls County R-II Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Missouri Department of Elementary and Secondary Education (D.E.S.E.) has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Missouri Department of Elementary and Secondary Education (D.E.S.E.) has decided that the teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information please contact one of the following administrators in the Ralls County R-II School District:

Deanette Jarman, Superintendent
Paul Mensching or Cheryl Mack,
Principals, MTHS
21622 Hwy 19
Center Mo 63436
Phone # 573-267-3397

Delores Woodhurst
Center Elementary Principal
PO Box 227
Center Mo 63436
Phone # 573-267-3341

Kayrl Silvey
New London Elementary Principal
1101 S. Main St.
New London Mo 63459
Phone # 573-985-5371

NOTICE FOR DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want Ralls County R-II to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten (10) school days after public notice is given. Ralls County R-II has designated the following information as directory information:

- Student's name
- Parent's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Dates of attendance

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a

hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

**AUTHORIZATION FOR THE ADMINISTRATION
OF PRESCRIPTION MEDICATION**

Name of Student: _____ Birth Date: _____

Address: _____ Phone: _____

School: _____ Grade: _____ Teacher: _____

Part I: Physician Statement

1. Name of prescribed medication: _____
2. Dosage/amount to be given: _____
3. Frequency/times to be administered: _____
4. Duration (week, month, indefinite, etc.): _____
5. Anticipated reaction to medication (symptoms, side effects) _____

Physician's signature _____ Address _____ Phone _____ Date _____

Part II: Parent's Request/Approval

I hereby request and give my permission for the above-mentioned school to administer medication prescribed on this form to my child.

Parent's Signature

Date