

Lafayette County C-1 High School Handbook



2021~2022

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LAFAYETTE COUNTY C-1 DISTRICT MISSION STATEMENT

The Lafayette County C-I School District will ensure the highest level of achievement for every member of the school community. This will be accomplished by a highly qualified staff using the best instructional practices. The District will provide a safe environment including an ongoing system of assessments, support, and character development.

LAFAYETTE COUNTY C-1 HIGH SCHOOL MISSION STATEMENT

Lafayette County C-1 High School will promote a safe and supportive learning environment that fosters academic excellence, leadership and character development.

LAFAYETTE COUNTY C-1 HIGH SCHOOL EXPECTATIONS

1. Come prepared to class. (Chromebook, books, homework, pencil/pen, paper, etc.)
2. Do what you are asked to do when asked.
3. Cell phones – When asked, surrender your phone to a teacher.
4. Students getting missed assignments after being absent – Use Husker Homeroom on day of return. Turn in next class period.
5. Hall behavior to and from lunch – not a true “passing period”
 - Other classes in session
 - Noise level needs to lessen

CHARACTER EDUCATION TRAITS FOR LAFAYETTE COUNTY C-1

Respect ... Responsibility ... Citizenship ... Compassion ... Self-Esteem ... Tolerance ... Integrity ... Accountability ...

IMPORTANT PHONE NUMBERS

Lafayette County C-1 Central Office	660-584-3631
Lafayette County C-1 High School	660-584-3661
Lafayette County C-1 Middle School	660-584-7161
Grandview Elementary	660-584-7127
Bus Barn	660-584-6466
School District Web Site	www.huskersk12.org

REPORTING AN ABSENCE - Parents should notify the high school office (584-3661) by 9:00 a.m. each day of a student's absence or email the office at summersm@huskersk12.org. Please provide documentation following absence for medical reason. Students not excused in this manner will be considered truant. If the office has not been notified by 9:00 a.m., the secretary will notify the parent by email or phone call.

HIGH SCHOOL CAFETERIA COSTS

Student Breakfast Free Student Lunch Free
Ala Cart items will still be charged

BUILDING BELL SCHEDULES

Gold/Blue Regular Bell Schedule

Block 1 -- 8:00 to 9:24
 Block 2 -- 9:28 to 10:52
 Block 3 -- 10:56 to 11:36
 Block 4 -- 11:40 to 1:32
 HS Lunch - 1st 12:26 to 12:48
 2nd 12:48 to 1:10, 3rd 1:10 to 1:32
 Block 5 -- 1:36 to 3:00

Green Day

Gold 1 – 8:00 to 8:44
Blue 1 – 8:47 to 9:31
Gold 2 – 9:34 to 10:18
Blue 2 – 10:21 to 11:05
Gold 4 – 11:08 to 2:15
Blue 4 – 12:18 to 1:26 – HS Lunch – 1st 12:18 to 12:40, 2nd 12:40 to 1:02, 3rd 1:02 to 1:24
Gold 5 – 1:29 to 2:13
Blue 5 – 2:16 to 3:00

Early Release at 1:12 p.m.

Block 1 – 8:00 to 9:10
Block 2 – 9:14 to 10:24
Block 4 – 10:28 to 11:48
Block 5 – 11:52 to 1:12 – HS Lunch – 1st 12:06 to 12:28, 2nd 12:28 to 12:50, 3rd 12:50 to 1:12

Late Start Bell Schedule – Monday - Thursday:

Block 1 -- 10:00 to 11:10
Block 4 -- 11:14 to 12:24
Block 5 -- 12:18 to 1:41
HS Lunch – 1st 12:32 to 12:54 , 2nd 12:54 to 1:16, 3rd 1:16 to 1:38
Block 2 -- 1:45 to 3:00

DISTRICT ADMINISTRATION

Aaron Knipmeyer..... Superintendent
Hanna Francy Director of Special Services
Lisa Larimore..... Superintendent Secretary
Tania Pessetto Accountant
Susan Otero..... Director of Special Services Secretary
Kim Burkeybile..... Accountant Assistant

HIGH SCHOOL ADMINISTRATION

Todd Whitney Senior High School Principal
Darrell Jeffries Activities Director, A+ Coordinator
Cindy Bentley Counselor
Michele Summers Senior High School Secretary
Beth Gash..... Activities Director Secretary
Paula Oelrichs Student Services Secretary

HIGH SCHOOL FACULTY & STAFF

Carrie Ainsworth.....SLC
Keith Alberti Social Studies
Renee Alberti Math
Carrie Ainsworth.....SLC
Eric Anderson Science
Christa Bell Media Center Specialist
Brandy Bennett Art
Courtney Bergsieker Family and Consumer Sciences
Adam Brock Vocational Agriculture
Stephanie Carpenter Vocational Agriculture
Sarah Cook..... Vocal Music

Steve Cook.....	Physical Education, Health
Pamela Cunningham.....	Math
Carrie Ernst.....	Special Education
Heather Felix.....	Science
Renee Figg.....	Business Technology, Personal Finance
Zac Gillilan.....	Special Education
Tricia Heugel.....	ISS Supervisor
David Honeycutt.....	English
Eric King.....	Spanish, College English
Geneva Looney.....	Paraprofessional
Kaisee Lovercamp.....	Physical Education, Health
Julie Miller.....	Math
Gwen Mountain.....	Paraprofessional
Barb Nolte.....	Alternative Education
Jason Pleacher.....	Business Technology
Kendra Ramsey.....	Science
Kelly Reuther.....	Instrumental Music
Sydney Rooney.....	SLC
Ben Schloman.....	Social Studies
Steve Smithson.....	SRO
Jon Stockman.....	Special Education
Stacy Stoddard.....	SLC
Kelsey Stuart.....	Special Education
Savannah Taylor.....	Vocational Agriculture
Ashley Tilden.....	School Nurse
Amber Underwood.....	English
Amanda Yoder.....	English, Speech, Drama

BOARD OF EDUCATION

Benton Williams.....	President
Janet Ritzinger.....	Vice President
Nicky Bennett.....	Secretary
Steve Dyer.....	Member
Eric Lockard.....	Member
Dan Rumsey.....	Member
Brent Schlotzhauer.....	Member

Lafayette County C-1 School District – 2021-2022 School Calendar

Monday-Friday, August 16-20	Prof. Dev.--Local Teachers' Meetings
Monday, August 23	First Day for Students
Monday, September 6	Labor Day
Friday, September 10	Faculty Prof. Dev. – No School
Friday, October 1	Early Dismissal Homecoming
Friday, October 8	Faculty Prof. Dev – No School
Thursday, October 21	Early Dismissal Parent/Teacher Conf.
Friday, October 22	No School
Friday, November 5	Faculty Prof. Dev. – No School
Wed.-Fri., November 24-28	Thanksgiving Vacation
Friday, December 3	Faculty Prof. Dev. – No School
Mon.-Sun., Dec. 20-Jan.2	Christmas Vacation

Monday, January 3	Faculty Prof. Dev. – No School
Tuesday, January 4	Classes resume
Monday, January 17	Martin Luther King, Jr. Birthday
Friday, February 4	Faculty Prof. Dev. – No School
Monday, February 21	Presidents' Day
Friday, March 4	Faculty Prof. Dev. – No School
Thursday, March 17	Early Dismissal Parent/Teacher Conf.
Friday, March 18	No School
Friday, April 1	Faculty Prof. Dev. – No School
Thurs.-Tues., April 14-19	Easter Vacation
Sunday, May 15	Graduation
Friday, May 20	Early Dismissal Last Day of School

GRADE SHEETS/PROGRESS REPORTS

First Quarter – Ends on October 15, 2021. Mid-term progress reports will be emailed on September 22. Progress reports will be distributed at Parent Teachers Conferences on October 21.

Second Quarter, First Semester - Ends on December 17, 2021. Mid-term progress reports will be emailed on November 17. Grade sheets will be emailed on January 7, 2022

Third Quarter - Ends on March 11, 2022. Mid-term progress reports will be emailed on February 9. Progress reports will be distributed at Parent Teachers Conferences on March 17.

Fourth Quarter - Ends on May 20, 2022. Mid-term progress reports will be emailed on April 20. Grade sheets will be emailed on May 23.

CLASS SPONSORS

Freshmen

Adam Brock
Sarah Cook
Steve Cook
Pam Cunningham
Carrie Ernst
Kendra Ramsey
Kelly Reuther

Sophomores

Courtney Bergsieker
Heather Felix
Jason Pleacher
Ben Schloman
Jon Stockman
Kelsey Stuart
Amanda Yoder

Juniors

Renee Alberti
Eric Anderson
Christa Bell
Brandy Bennett
Renee Fig
Kaisee Lovercamp

Seniors

Keith Alberti
Cindy Bentley
Stephanie Carpenter
David Honeycutt
Eric King
Savannah Taylor
Amber Underwood

CLASS DUES

Students will be responsible for \$15 class dues each year of high school.

SCHOOL/ACTIVITY EVENT CANCELLATIONS

Students and parents may sign up for **Husker Alert** to receive text messages or e-mails concerning emergency information, school closings, early dismissals, and school event reminders. You may also listen to KMMO 102.9 FM, The Farm 100.7 FM/1430AM, Time and Temp 660-584-7755, WDAF 4, KCTV5, KMBC 9, KSHB 41, Facebook, twitter.

COUNSELOR'S OFFICE - Each student is encouraged to utilize the services of the school counselor. The counselor can assist in making decisions about educational and occupational opportunities, and can help students understand their abilities, aptitudes, interests, and educational needs. Appointments to see the counselor can be made before, during, and after school.

All schedule changes must be made within the first three days of each semester. When a student requests a schedule change, he/she must complete an electronic request form, available on the high school website before the change can be made. After the semester has started, students may not make schedule changes, unless initiated by a teacher, counselor, or principal. Students who drop a class during second or fourth quarter will remain on the roll for the course and receive a "zero" or grade of "F" for each assignment or

test given for the remainder of the semester. The final grade received for the course will be recorded on the student's transcript.

BACKPACKS - Backpacks will not be allowed in the classroom. Backpacks and purses must be kept in your locker.

FOOD AND DRINK IN THE BUILDING – Students will be allowed to bring food into the cafeteria before school in the morning. Students may bring drinks and small snacks into the classroom at the teacher's discretion. Students bringing their lunch to school should keep it in their locker until the appropriate time to take it to the lunchroom. Students will not be allowed to go out for lunch. Cups and open drink containers are allowed only in the cafeteria. Students are not allowed to bring fast food soda containers into the building. Students may only bring resealable bottles into the classrooms.

VISITORS - All visitors **MUST** report to the building office upon arrival. Due to Covid-19, visitor access beyond the office is restricted. Parents are invited to attend student assembly programs. Student visitors from other schools are not permitted.

BUILDING ACTIVITIES - Students are not to remain in the building after school hours unless they have been asked to remain under the direct supervision of a teacher. Students who are members of a club, athletic group, etc. are to remain under the supervision of the teacher or coach in charge until they have been given permission to leave. Students who are not involved in a sponsored activity or requested to stay after school are to be out of the building by 3:15.

ORGANIZATIONS - No group of any kind may meet or practice without a sponsor present at all times. Each organization will be allowed to meet one time a month during school hours or more often with administrative approval. All other group meetings must be held before or after school hours, and the sponsor should notify the principal at least one week in advance of the meeting so that it may be put on the school calendar.

ORGANIZATION SPONSORS

Academic Bowl – Christa Bell
Art Club – Brandy Bennett
Drama Club – Amanda Yoder
FBLA – Renee Figg
FCA – Kaisee Lovercamp
FCCLA – Courtney Bergsieker
FFA – A. Brock, S. Carpenter, S. Taylor
Math Relays – Pam Cunningham

National Honor Society – Pam Cunningham
Peer Helpers – Renee Figg
Scholar Bowl – Christa Bell
Science Olympiad – Kendra Ramsey
Spanish Club – Eric King
Speech & Debate – Amanda Yoder
Student Council – Cindy Bentley

STUDENT PARKING - Students who drive to school must fill out a vehicle information sheet giving license number, make and color of car, etc. Students are to park their personal vehicles on the parking lot east of the high school in an orderly fashion. Vehicles are not to be parked in the traffic and fire lanes. Violation may result in the improperly parked vehicle being towed. Any student operating a motor vehicle in a careless and reckless manner will be disciplined.

STUDENT BALLOTING PROCEDURES - Faculty advisors in charge of student organizations will be responsible for the procedures of voting for officers, queen candidates, queens, spirit groups, etc. They should attend to the balloting procedures. The president of the particular organization will assist in overseeing the election, unless he or she is a candidate in the election. In that event, the next highest

ranking officer will assist the sponsor. Ballot and/or tally sheets will be kept in the office following each election for a period of two weeks. After this time, they will be destroyed.

TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITIES - Students will be required to use transportation provided by the school district to the designated activity. Students may be released to their parents (only) following the activity if a parent makes a request in person to the activity sponsor.

SCHOOL DANCES / SOCIAL EVENTS - School dances and social events are held for the entertainment and recreation of the student body. All social events must be approved by the office and placed on the calendar. For those dances to which students are permitted to bring non-student guests, a guest pass must be obtained in the office and presented at the door upon entrance to the dance. Guests at school dances must be at least a freshman in high school and under 21 years of age. No student will be allowed to participate in any activity unless he/she was in attendance for at least three and a half hours of that school day, except in cases approved by the principal. Once a student comes to a school dance or social event, he/she may not leave the building and then return.

WITHDRAWAL FROM SCHOOL - In the event of a student withdrawal the following procedure should occur: Notify the principal, return all books and equipment owned by the school, pay all fees, fines, or dues outstanding, request the transfer of records. A release form must be signed by the parent. Failure to meet these requirements may result in the transcript not be released.

STUDENT COUNCIL - The Student Council is an organization which enables students to have an active part in planning and carrying out activities of the school. The council serves in an advisory capacity and as a sponsor in many of the affairs which concern students.

THE NATIONAL HONOR SOCIETY - Membership in the National Honor Society is based on the criteria of Scholarship, Leadership, Character, and Service. The membership is chosen according to guidelines set down by the national body. A faculty committee, appointed by the principal, meets and evaluates the eligible student (sophomores, juniors, and seniors with a 3.0 grade average) according to those criteria. Membership, according to the national handbook, "should never be considered on the basis of grades alone." Some evidences of character, according to the national handbook, are:

- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Manifests truthfulness in acknowledging obedience to rules and avoiding cheating in written work.
- Actively helps rid the school of bad influences or environment.
- Takes criticism willingly and accepts recommendations graciously.
- Upholds principles of morality and ethics.

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.

The student who exercises leadership:

- Exercises influence on peers in upholding school ideals.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Is thoroughly dependable with responsibility

Students desiring National Honor Society membership would be well advised to keep these criteria in mind throughout their school career.

HONOR ROLL - Honor roll will be determined at the end of each semester. Those students receiving a 2.666 grade average or better will be eligible for the B honor roll. Those students receiving a 3.666 grade average or better will be eligible for the A honor roll. Students making a grade below C- will not be eligible for the A or B honor roll. Honor roll and grade point average are determined through a strict numerical method.

ACADEMIC LETTERS - The criteria for earning an academic letter:

- 1) Must be enrolled in Grades 9-12.
- 2) Must be enrolled in at least 5 units per semester of any academic year.
- 3) Maintain a 3.5 grade point average for the entire year (two semesters).
- 4) Letters will be presented to each student during the fall of the following year with the exception of seniors who will receive their letter at graduation.
- 5) After earning the initial letter, a bar will be issued for each year that a student qualifies.

LIBRARY MEDIA CENTER - The Lafayette County C-1 MS/HS Library serves the school population in grades 6-12. The library's hours are 7:30 a.m. to 3:30 p.m. on regular school days. The staff is available to provide reading direction, computer assistance, and research help. Students may use the library on their own before and after school, and during the school with a pass from their teacher. All materials except reference circulate for two weeks and may be renewed unless a reserve has been placed by another borrower. Reference books may circulate on an overnight basis. For questions, please contact Library Media Specialist: Christa Bell at E-mail: bellc@huskersk12.org or visit the library page of the Husker Website.

ARRIVING AT OR LEAVING SCHOOL DURING SCHOOL HOURS Doors will be open at 7:30 a.m. Once a student arrives at school, he/she is not to leave without permission. Students wanting breakfast will pick up a grab and go breakfast. Proceed to their locker and then directly to their classroom. Students arriving at or leaving school during school hours must do so through the outside doors at the main high school office. All students arriving on the school grounds after 8:00 a.m. must check in through the office. All students leaving the school grounds before 3:00 p.m. must check out through the office. Failure to do this will result in disciplinary action taken by the administration. Students wishing to leave the building during the school day must have a parent or guardian contact the office before they will be allowed to leave. **All students are to check out through the office.**

LOCKER AND DESK SEARCH POLICY -

School lockers, desks, and other district property are provided for the convenience of students and as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy, or law. Reasonable suspicion must be based on facts known to the administration, credible information, or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students unless exigent circumstances exist. It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either a law or district policy. The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

ELECTRONIC DEVICES - Please refer to Board Policy EHB and Procedure EHB AP for more details regarding electronic device policy.

Definition: Electronic devices (hereafter referred to as “devices”) include any device used to communicate, receive, send, store, record, or reproduce voice, text, audio, video, photographic, digital, electronic, and/or Internet data, images, or other information. Devices include (but are not limited to) cellular phones, personal computers, portable music players, video game consoles, cameras (still or video images).

Device Possession: The possession and use of devices is a privilege, not a right. Devices may be carried by students during the school day, and may be used as follows:

Academic Periods - Devices shall not be used, viewed, or listened to during academic periods without the prior approval/consent of administration, faculty, or staff.

Non-Academic Periods - Devices may not be used, viewed, or listened to by students during non-academic periods (including but not limited to passing periods or lunch shifts) The high school administration may revoke the privilege of device possession/use at any time throughout the school year.

Lafayette County C-1 School District assumes no responsibility for lost, stolen, or damaged devices.

Personal Computers / Chromebooks: All students will be issued a Chromebook. Students are expected to bring their fully charged Chromebooks to school every day. Students may bring their own computers to school with administrative permission, but such computers may only be used for academic purposes.

Recording of Audio/Visual Data: Devices may not be used to capture sound, digital images or video at any time or anywhere during the school day or while on district provided transportation (without prior approval from administration, faculty, or staff), or at any time when a person (student, faculty/staff member, parent, volunteer, and/or guest) has an expectation of privacy, including locker rooms, restrooms, dressing rooms, or any location where a person may be changing clothes or engaging in a personal or private activity.

Technology Resources: High school technology resources will be used for learning, teaching, and administrative purposes consistent with the district’s mission and goals.

Student Access - Student access to and use of technology resources (including but not limited to computer labs, Chromebooks, etc.) shall be in accordance with district policy and procedures.

Technology Agreement - Student use of technology resources requires submission of a Technology Use Form signed by students and parent(s) or guardian(s) of minor students (under 18 years of age).

Misuse of Devices: Device misuse will result in confiscation of the device, and further consequences as follows:

First Offense - Student may pick up the device after school.

Second Offense - Parent must pick up the device after school.

Third and Subsequent Offenses: Parent must pick up the device after school. Student will receive detention.

Severe instances of misuse, or instances that violate additional school policies, may result in more severe consequences.

The use of any device to transmit, distribute, or display to others any message, sound, or image that may be considered obscene, pornographic, vulgar, or which includes nudity, is strictly prohibited and may result in suspension and notification to law enforcement officials. Students who possess or use devices in violation of district policy or the law are subject to device confiscation and search in order to determine if violation of policy has occurred, to preserve the information on the device in another medium for disciplinary procedures, to erase any information in violation of district policy, and to report to law enforcement authorities.

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

REPORTING TO LAW ENFORCEMENT - It is the policy of the Lafayette County C-1 School District 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. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record - The principal, designee, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities - Students who are suspended (OSS) or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibition against being on or near School Property during Suspension –

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. 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 public school in the district 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.

2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. 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 this prohibition, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension".

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 – 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.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense: Detention, Friday School, ISS, 1-180 days OSS, or expulsion. Restitution of appropriate.

Subsequent Offense: ISS, 1-180 days OSS or expulsion. Restitution if appropriate.

Assault

1. 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: Principal/Student conference, detention, Friday School, ISS, 1-180 days OSS, or expulsion.

Subsequent Offense: Friday School, ISS, 1-180 Days OSS, or expulsion.

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

First Offense: Expulsion.

Automobile/Vehicle Misuse – 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 or revocation of parking privileges, detention, Friday School, ISS, or 1-10 days OSS.

Subsequent Offense: Revocation of parking privileges, detention, Friday School, ISS, or 1-180 days OSS.

Bullying (see Board policy JFCF) – Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from peer group.

First Offense: Detention, Friday School, ISS, or 1-180 days OSS.

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

Bus or Transportation Misconduct (see Board policy JFCF) – 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.

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

First Offense: Nullification of forged document. Principal/Student conference, detention, Friday School, ISS, or 1-10 days OSS.

Subsequent Offense: Nullification of forged document. Detention, Friday School, ISS, 1-180 days OSS or expulsion.

Disrespectful or Disruptive 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, considered inappropriate in educational settings or that materially and 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, detention, Friday School, ISS or 1-10 days OSS.

Subsequent Offense: Detention, Friday School, ISS, 1-180 days OSS or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

First Offense: Friday School, ISS, 1-180 days OSS.

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

2. 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: Friday School, ISS, 1-180 days OSS.

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

3. Sale, purchase or distribution of any 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: 1-180 days OSS or expulsion.

Subsequent Offense: 1-180 days OSS or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, Friday School, ISS or 1-10 days OSS.

Subsequent Offense: Friday School, ISS, 1-180 days OSS or expulsion.

Failure to Meet Conditions of Suspension – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy. See the section of this regulation titled, “Prohibition against being on or near School Property during suspension.” 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 discipline policy.

First Offense: Verbal warning, detention, Friday School, ISS, or 1-180 days OSS or expulsion.

Subsequent Offense: Verbal warning, detention, Friday School, ISS, or 1-180 days OSS or expulsion.

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. Principal/Student conference, detention, Friday School, ISS, 1-180 days OSS or expulsion.

Subsequent Offense: Restitution. Friday School, ISS or 1-180 days OSS or expulsion.

Fighting (see also “Assault”) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, Friday School, ISS, or 1-180 day OSS.

Subsequent Offense: Friday School, ISS, 1-180 days OSS or expulsion.

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, loss of privileges, detention, Friday School or ISS.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, Friday School, ISS, 1-10 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: Friday School, ISS or 1-180 days OSS.

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

Incendiary Devices – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an education exercise and supervised by district staff.

First Offense: Confiscation. Warning, principal/student conference, detention, Friday School or ISS.

Subsequent Offense: Confiscation. Principal/student conference, detention, Friday School or ISS, or 1-10 days OSS.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, Friday School, ISS or 1-180 days OSS.

Subsequent Offense: Detention, Friday School, ISS, 1-180 days OSS 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: Principal/Student conference, detention, Friday School, ISS or 1-180 days OSS.

Subsequent Offense: Detention, Friday School, ISS, 1-180 days OSS or expulsion.

Sexual Harassment (see Board policy AC)

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, Friday School, ISS, 1-180 days OSS or expulsion.

Subsequent Offense: Friday School, ISS, 1-180 days OSS or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breast or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense: Friday School, ISS, 1-180 days OSS or expulsion.

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

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: Confiscation. Principal/Student conference, detention, Friday School, ISS, or 1-180 days OSS.

Subsequent Offense: Confiscation. Detention, Friday School, ISS, 1-180 days OSS or expulsion.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

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

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, Friday School, ISS or 1-180 days OSS.

Subsequent Offense: Restitution. Loss of privileges, ISS, 1-180 days OSS or expulsion.

2. Using, displaying or turning on phones, personal laptops or any other electronic communication devices during the regular school day between 7:45 a.m. and 3:00 p.m., including instructional class time, class change time, or lunch. Students may use their electronic devices in the cafeteria before school starts at 8:00 a.m.

First Offense: Confiscation, principal/student conference, detention, Friday School or ISS.

Subsequent Offense: Confiscation, principal/student conference, detention, Friday School, ISS, 1-180 days OSS or expulsion.

3. Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB AP.

First Offense: Restitution: Principal/Student conference, detention, Friday School, ISS or 1-180 days OSS.

4. Use of audio or visual recording equipment in violation of Board Policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, Friday School or ISS.

Subsequent Offense: Confiscation. Principal/Student conference, detention, Friday School, ISS, 1-10 days of OSS or expulsion.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution of property. Principal/Student conference, detention, Friday School, ISS or 1-180 days OSS.

Subsequent Offense: Return of or restitution of property. ISS, 1-180 days OSS or expulsion.

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

First Offense: Principal/Student conference, detention, Friday School, ISS, 1-180 days OSS or expulsion.

Subsequent Offense: Friday School, ISS, 1-180 days OSS or expulsion.

Tobacco

1. Possession of any tobacco or electronic cigarette or vaping products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, Friday School, ISS or 1-10 days OSS.

Subsequent Offense: Confiscation of tobacco product. Detention, Friday School, ISS or 1-10 days OSS.

2. Use of any tobacco or electronic cigarette or vaping products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, Friday School, ISS or 1-3 days OSS.

Subsequent Offense: Confiscation of tobacco product. Friday School, ISS or 1-10 days OSS.

Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parent/guardians.

First Offense: Principal/Student conference, detention, Friday School, ISS.

Subsequent Offense: Detention, Friday School, 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: Principal/Student conference, detention, Friday School, ISS or 1-180 days OSS.

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

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. Principal/Student conference, detention, Friday School, ISS, 1-180 days OSS or expulsion.

Subsequent Offense: Restitution. Friday School, ISS, 1-180 days OSS or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: Friday School, ISS, 1-180 days OSS or expulsion.

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

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

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

DETENTIONS - A detention program for student violation of policies, rules, and regulations of the school shall provide the principal and teachers with additional alternatives for dealing with disciplinary problems. The detention (1 hour) will be assigned for misconduct or tardiness as determined by the principal. The detentions (3:05-4:00) are principal assigned but are usually based upon the recommendation of the referring teacher. The school will not be responsible for student transportation home after detentions. The following rules apply to students serving after-school detentions:

1. Parent notification will be given prior to the scheduled detention.
2. Unless a valid reason or excuse is accepted by the principal, the student will stay on the day assigned. Failure to "show up" for an assigned detention or to follow any of the established rules will result in a more severe consequence.
3. Students are expected to be on time for detentions and will be assigned a seat. Bring study materials and work quietly.

FRIDAY SCHOOL (FS) 3:00-6:00pm - The purpose of Friday School is to provide an alternative approach to discipline. This approach, if successful for the individual, will enable the student to remain in school with the opportunity to "keep up" with academic work.

IN-SCHOOL SUSPENSION (ISS) – In School Suspension (ISS) is an alternative approach to discipline when it becomes necessary to remove a student from the regular classroom environment. This approach, if successful, will enable the student to remain in school with the opportunity to maintain academic progress. Cooperation and attitude of the student will be determining factors in assessing if the student may return to the regular classroom. Excessive assignment to the ISS or a disregard of expectations may result in additional disciplinary action or OSS. This action will be determined by administration in

accordance with the district discipline policy. **Students assigned to ISS will not be eligible to participate in extracurricular contests that day.**

DUE PROCESS - The Right of Due Process shall be accorded all students involved in disciplinary situations. If a student is accused of breaking a school rule, he/she shall be informed of the nature of the charge and given an opportunity to express his/her viewpoint and produce witnesses before a determination on the charge is made. The student shall have the right to appeal through appropriate levels of administration.

SCHOOL BUS OPERATING PROCEDURES -All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to student transportation for a specific period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

- Bus riders shall be at the designated loading point before the bus arrival time.
- Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
- A rider may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
- A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look both directions and proceed to cross the road or highway only on signal from the driver.
- Students shall not throw objects about the vehicle nor out the windows.
- Students shall keep feet off of the seats.
- The student discipline code will apply to students using transportation services. This includes conduct occurring at or in the close vicinity of a bus-stop while students are waiting for the bus or transportation services. This includes conduct occurring at or immediately after the student has disembarked.

STUDENT DRESS - Student dress and grooming will be the responsibility of the student within, but not limited to, the following guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- All students must wear shoes, boots, or other types of acceptable footwear.
- Shorts and skirts must extend beyond the shortest fingertip with arms at side and fingertips extended.
- Dress and grooming will not disrupt the educational environment.
- Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.

- Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

Examples of inappropriate attire are:

- Bare midriff or bare shouldered tops (ladies), sleeveless shirts (men).
- Short shorts, short skirts, short shirts, or low-cut shirts.
- Wearing pajamas tops, pants or slippers.
- Clothing that displays questionable language, slogans, or drawings (i.e. depicting or promoting alcohol/tobacco products).
- Hats, hoods, head coverings worn in the building.
- “Sagging” or the wearing of shorts or slacks below the waist.
- Muck boots.

When, in the judgment of the principal, a student’s appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

GRADING - Following is the grading scale for Lafayette County C-I High School:

100-94 - A	86 - 83 - B	76 -73 - C	66 - 63 -D
90 - 93 - A-	82 - 80 -B-	72 -70 -C-	62 - 60 - D-
89 - 87 - B+	79 - 77 - C+	69 -67 -D+	59 - Below F

LATE WORK POLICY – Students may turn in late assignments up to one week after the assignment was due for not less than 60% credit.

Teachers may opt for a less restrictive practice for their individual classes. Teachers may also require additional reteaching before accepting late assignments.

Dual credit and weighted classes may be more restrictive.

Regardless of excused or unexcused absences, our goal is for students to learn. Students are expected to make up assignments after missing classes within the time period established by their teachers.

GRADUATION REQUIREMENTS

All seniors are required to complete 15 hours of service for graduation. Students may begin accruing hours upon completion of the junior year.

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Personal Finance	0.5 units
Practical Art	1 unit
Fine Art	1 unit
Health	0.5 unit
Physical Education	1 unit
Electives	<u>11 units</u>
TOTAL minimum required units -	28 units
*0.5 must be Speech and/or Drama.	

These credits are to be earned during a regular four-year program. Any exceptions to this four-year program must be discussed with the counselor and high school principal and must comply with Missouri State Law and C-I Board policy. Missouri State Law requires each student satisfactorily pass an examination on the provisions and principles of the Constitution of the State of Missouri and the United States. At the end of each school year, commencement exercises are planned for graduating seniors. Students participating in these exercises must have met the graduation requirements, have all obligations (monetary or otherwise) cleared, and not be under suspension from school. Students will receive Honors Recognition based on the following: Summa Cum Laude GPA 4.2 and above, Magna Cum Laude GPA 4.0-4.19, and Cum Laude GPA 3.85-3.99. All graduating seniors may apply to speak at graduation.

CORRESPONDENCE CREDITS - Up to one (1) unit of credit needed for graduation may be earned by correspondence while a student is enrolled at Lafayette County C-I High School. Additional credit may be earned with administrative approval. All correspondence courses must be approved by the counselor prior to enrollment. Students may not take courses by correspondence which are offered at the high school unless the course or a substitute course will not be available for the student to enroll in prior to graduation. All tuition and related fees will be paid by the student.

STUDENT ATTENDANCE POLICY

STUDENT ABSENCES AND EXCUSES - The Lafayette County C-1 School District recognizes the importance of regular student attendance for a successful learning experience. Attendance is crucial to academic development. In addition, many attendance problems can be averted with intensive family and student intervention. For this reason, building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions.

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district. Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Lafayette County C-1 School District.

STUDENT ABSENCES AND EXCUSES - As directed by the Board, the following procedures will be used to implement the district's attendance policy.

Definitions

Attendance - A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent - A parent, guardian, or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy - A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy - A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

Attendance Standards - The following absences will be excused. Documentation must be provided as indicated. **Excused absences will still be counted towards the nine day allotment per semester.** See Consequences for Violation of Attendance Policy number 5.

1. Illness or injury of the student, with a phone call or written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with a phone call or written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with a phone call or written excuse from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with a phone call or written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with a phone call or written excuse from parent.
7. Students assigned OSS will be allowed to make up missed work for full credit. Missed work will be submitted in a reasonable amount of time to be determined by the teacher.

All other absences and any absence for which required documentation is not provided are unexcused.

Consequences for Violations of Attendance Policy - Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the building principal or his designee will contact the parents by phone or in person.
2. When a student has accumulated five (5) absences in any semester, the building principal or designee will set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated seven (7) absences in a semester, the building principal will schedule a conference with the parents at a time convenient with the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated nine (9) absences, a staff member from the district will arrange an in-home visit to discuss the student's attendance plan. At this time, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor or Law Enforcement.
5. **More than nine (9) absences in a semester will result in no credit being issued.** Full credit can be issued after the student attends one semester of summer school or credit recovery (seat time) for the hours during the semester in which the student missed more than the allotted time.

After twelve (12) absences, credit will only be issued after successfully completing summer school.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day. Any conference may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

NOTICE OF DUE PROCESS - A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

TARDINESS TO SCHOOL AND TO CLASS - All students arriving to the school grounds after 8:00 a.m. or who are at school but have not reported to class are tardy to their first hour class and must report directly to the office for a permit to enter class. To assist in maintaining the productivity of instructional time, students will be expected to be on time when arriving at school and reporting to each of their classes throughout the day. Tardies will be classified and recorded as excused or unexcused by the teacher. The office will classify tardies when a student is late to school. Tardies to school will be excused by an accompanying note or other contact from parent. Generally, tardies to class will be excused when a student was held by a member of the staff. The following policy governing tardiness is understanding of an occasional tardy while providing a consequence in an attempt to alter the behavior of the student who is repeatedly tardy.

Consequences for tardies are as follows:

1. Students will be required to serve a detention for the fourth tardy they receive from the office or individual teacher.
2. A detention will be served for every tardy received thereafter for the remainder of the semester. Chronic tardiness, as determined by the principal, will result in a more severe consequence.
3. In the event that a student's tardiness or behavior results in multiple detentions, or accumulate in such a way that they cannot be served as required, Friday School or other comparable disciplinary action will be assigned as determined by the principal.
4. Failure to follow the guidelines for serving detentions or failure to "show up" will result in further and more severe disciplinary action.

TEACHING ABOUT HUMAN SEXUALITY - The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate. The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human

sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. (See Policy IGAEB)

EMERGENCY PROCEDURES

FIRE DRILLS & TORNADO DRILLS

The fire alarm is a continuous loud blast of the fire horn which is distinguishable from the period buzzer. Fire evacuation procedures are posted in each room. Instructors will give proper directions for evacuation at the beginning of the school year, and in the event of a drill or actual emergency. Individuals sounding a fire alarm will be held responsible for their actions. The school staff is prepared to take every possible precaution if severe weather threatens the safety of students in attendance at school. Tornado drills will be held at the beginning of the school year so that students will become familiar with precautionary procedures. In the event of a tornado warning for the area, precautionary procedures will be taken and students will not be released until proper authorities have given the all clear.

INTRUDER DRILLS

ALICE is based on the premise that information, authorization, and proactive training are the keys to surviving an Intruder/Active Shooter. Drills will be held during the school year so that students become familiar with precautionary procedures. Staff and students will be prepared to take the following actions to ensure the safety of students.

Alert: all are authorized to announce, no codes are used

Lockdown: must include barricade

Inform: use technology to provide play-by-play information

Counter: interrupt the skill set needed to shoot accurately

Evacuate: get away from danger if possible (*alicetraining.com*)

A+ PROGRAM REQUIREMENTS

- Enter into a written agreement with their high school prior to graduation and have attended the school for at least three consecutive years.
- Graduate from high school with a cumulative grade point average of 2.5 or higher.
- Have at least a 95% attendance record for the three-year period.
- Score Proficient/Advanced on End of Course Math exam in Algebra I or higher.
- Perform 50 hours of unpaid tutoring or mentoring of younger students through a recognized program.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs.
- Make a good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.

HUSKER HOMEROOM

This time will be utilized as an advisory period and time for academic improvement.

Goals:

1. Academic Improvement
2. Individual Student Advisory
3. Character/Skills Development
4. Relationship Building

Student Expectations:

1. Bring items to work on during Husker Homeroom.
2. Participate in activities.

NOTICE OF NON-DISCRIMINATION -The Lafayette County C-I School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Hanna Francy, Director of Special Services, Lafayette County C-I Schools, 805 W 31st St., Higginsville, MO 64037, 660-584-3631 or Aaron Knipmeyer, Superintendent, Lafayette County C-I Schools, 805 W 31st St., Higginsville, MO 64037, 660-584-3631.

IMMUNIZATIONS - It is unlawful for a student to attend school unless he/she has been immunized. Proof of immunization must be presented at time of enrollment. (See C-I District Policy manual in the office.)

AMERICANS WITH DISABILITIES ACT - The Lafayette County C-1 School District complies with the Americans With Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to school districts, require that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of school district services, programs, or activities. Accordingly, the Lafayette County C-1 School District will not refuse to allow a person with a disability to participate in a Lafayette County C-1 School District service, program, or activity simply because the person has a disability. The Lafayette County C-1 School District will not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits or services are equally effective.

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS (IASA)

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 School 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 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 C-1 District policy. 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 the Superintendent of Schools at 660-584-3631 or Department personnel.

SEXUAL HARASSMENT - The School District is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, and requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension or termination of the employee. Sexual harassment is strictly prohibited in the Lafayette School District. Sexual harassment is defined as

unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature.

VIDEOS AND PUBLICATIONS PERMISSION

The Lafayette County C-I School District is involved with many innovative programs, and we are often asked to share information about our programs with other groups. As a part of the sharing process, we may elect to videotape or take photographs of pupils engaged in a particular learning activity. These videotapes/photographs would be used for educational purposes, as we share our programs with other professionals, students or civic groups. Parents need to specify to the building principal, in writing, if they would prefer that their child/children not be a part of these groups which may be videotaped/photographed for educational purposes in the school setting. If you have any questions, please call the school office.

NOTIFICATION OF ASBESTOS INSPECTIONS - In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management's plans have been on file in each school administrative office since that time. The EPA required us to perform re-inspections of the asbestos materials every three years, but no later than July 9, 1992. During the months of June, 1992 and June, 1995 accredited asbestos inspectors performed these re-inspections. An accredited management planner reviewed the results of the re-inspections and recommended actions we should take to safely manage each asbestos material in our building. It should be noted that all asbestos materials in this school are in good condition and we will continue to manage them in place, as recommended by the accredited planner. The results of the re-inspections are on file in the management plan in each of the school's administrative offices. Everyone is welcome to view these anytime during normal school hours (M-F, 8:00 a.m. - 3:30 p.m.) The Asbestos Program Manager, David Figg, is available to answer any questions you may have about asbestos in our buildings. You may call him at 660-584-3631.

STUDENT RECORDS (JO-AF1)

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. 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, misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. 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. Complaints should be directed to: Family Policy Compliance Office,

U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook. The following information may be released without obtaining parental consent: Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

PROGRAMS FOR HOMELESS STUDENTS (IGBCA)

The Lafayette County C-1 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. The Board designates the following individual to act as the district's homeless coordinator:

Director of Student Services
Lafayette County C-1 School District
805 West 31st Street
Higginsville, MO 64037
Phone: 660-584-3631/Fax: 660-584-2622

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT (AC)

General Rule

The Lafayette County C-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Lafayette County C-1 School District is an equal opportunity employer. The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation 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.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects. 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. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. 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. Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, 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, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

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

Harassment – 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, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – 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, requests 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:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

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

Hanna Francy, Director of Special Services

Lafayette County C-1 School District

805 West 31st Street

Higginsville, MO 64037

Phone: 660-584-3631

Fax: 660-584-2622

E-mail: francyh@huskersk12.org

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:

Aaron Knipmeyer, Superintendent
Lafayette County C-1 School District
805 West 31st Street
Higginsville, MO 64037
Phone: 660-584-3631
Fax: 660-584-2622
E-mail: knipmeyera@huskersk12.org

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Lafayette County C-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 to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. 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, harassment and retaliation.
13. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. 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 Lafayette County C-1 School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district. Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this 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. Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation 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 prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation 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, harassment or retaliation, 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 (the preponderance of the evidence standard) 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 compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint

will be notified when deadlines are extended. 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 implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – 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 five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance. Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. 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, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator 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 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 initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator 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 secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

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. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation. The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

STUDENT HEALTH SERVICES AND REQUIREMENTS (JHC-AP2)

(Head Lice) In keeping with the Lafayette County C-1 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. Procedures for head lice are outlined in school regulations available from the Nurse or Central Office.

ASSESSMENT PROGRAM (Policy IL)

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). The district has a written assessment plan available from each building's counselor or in central office.

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Lafayette County C-I School District 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/intellectual disability, 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 Lafayette County C-I School District 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 Lafayette County C-I School District 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 Educational Rights and Privacy Act (FERPA). The Lafayette County C-I School District 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 at the District's Administration Building, Monday through Friday between 8 am and 4 pm. This notice will be provided in native languages as appropriate.

DISTRICT WELLNESS PROGRAM (Policy ADF)

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. It is the policy of the Lafayette County C-1 Schools that all foods and beverages made available on campus during the school day are consistent with the Missouri Eat Smart nutrition guidelines. The Wellness Committee has made the following recommendations: Candy and soda pop are discouraged at all times. Serving more whole grain, milk, water, fruit and vegetables is always encouraged. Please keep these recommendations in mind when providing or planning for food and drinks at school events.

COMMUNICABLE DISEASES (Policy EBB)

The Lafayette County C-I School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner. Students or employees with communicable diseases that pose a risk of transmission in school or at school activities will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services and the Lafayette County Health Department.

ILLNESS AND INJURY RESPONSE AND PREVENTION (Policy EBBA)

Any individual who is taken ill or injured while on district property should report to the nurse's or school principal's office. The parents of a student who is ill or injured will be notified. It is imperative for parents to provide up to date health information and permissions to the school. The school asks that you

keep the following information current: your home phone number, work number, cell phone number and the number of three people who may be contacted if you cannot be reached.

IMMUNIZATION OF STUDENTS (Policy JHCB)

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

ADMINISTRATION OF MEDICATION TO STUDENTS (Policy JHCD)

The Lafayette County C-I School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district’s educational services. Further, the district prohibits students from possessing or self-administering medications while on school grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

OVER-THE-COUNTER MEDICATIONS -The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medication must be delivered to the school principal or designee in the manufacturer’s original packaging and will only be administered in accordance with the manufacturer’s label.

PRESCRIPTION MEDICATIONS- The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber’s written direction, and a separate document is not needed. Self-administered medications must be prescribed by the student’s physician and must follow all aspects as outlined in the Policy JHCD. Complete policies are available on the school district’s website and in the schools’ offices.

NCLB Local Complaint Procedures

The LEA selects the following individual as the investigative officer for complaints received regarding NCLB:

Hanna Francy, Director of Special Services
Lafayette County C-1 School District
805 West 31st Street
Higginsville, MO 64037
Phone: 660-584-3631
Fax: 660-584-2622
E-mail: francyh@huskersk12.org

Complaints

What is a complaint under NCLB?

For these purposes, a complaint is an allegation that a local education agency (LEA) has violated a federal statute or regulation that applies to a program under NCLB.

Who may file a complaint?

Any individual or organization may file a complaint.

How can a complaint be filed?

Complaints can be filed in writing or in person with the LEA investigative officer.

Investigation

The district investigative officer will immediately investigate complaints received. If the investigative officer is unavailable, such as a long-term absence, the superintendent will designate an acting investigative officer.

Level I - Within 30 working days of receiving the grievance, the investigative officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of federal statute or regulation that applies to a program under NCLB. If someone other than the investigative officer conducts the investigation, the investigative officer will review and sign the report. The person who filed the grievance will be notified in writing, within five working days of the completion of the report, regarding the decision of the investigative officer

Level II - Within five working days after receiving the initial decision, the person filing the complaint may appeal the investigative 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 investigative officer) to review the matter when appropriate.

Level III - Within five working days after receiving the Level II decision, the person filing the complaint may appeal the superintendent’s decision to the Board of Education by notifying the Board secretary in writing. The person filing the complaint 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 secretary will give the investigative officer or acting investigative officer a copy of the appeal and decision. The person who filed the complaint will be notified in writing, within five working days of the Board's decision, in accordance with this procedure, regarding whether the Board determined that federal statutes or regulation were violated. The decision of the Board is final.

**Missouri Department of Elementary & Secondary Education
No Child Left Behind Act of 2001 (NCLB)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)².

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1. What is a complaint under NCLB?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

¹ *Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C*

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² *In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)*

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

The Missouri Virtual Instruction Program (MOVIP) transitioned to the Missouri Course Access and Virtual School Program (MOCAP) as a result of updates to Section 161.670, RSMo. Information about state funding for students enrolled in virtual education can be found in Section 162.1250, RSMo. Missouri students may enroll in MOCAP courses for the fall and spring semesters. MOCAP is not available in the summer.

What Is a MOCAP Course?

Section 162.1250, RSMo sets out the requirements for all virtual courses. Not all virtual courses are approved MOCAP courses. Courses listed on the MOCAP Course Catalog have been checked for compliance by the Department of Elementary and Secondary Education (DESE). The local education agency (LEA) must vet all other virtual courses to ensure that statutory requirements have been met. In order for students to enroll in MOCAP courses, LEAs must have a secure method to send a student's MOSIS ID and date of birth to courseware providers.

For more information: <https://mocap.mo.gov/>