



FOREWORD
(adopted 7-17-2013)

This handbook has been prepared to assist both students and parents in becoming familiar with programs, policies and regulations of the Atlanta C-3 School. As a student, it is your responsibility to read the handbook and abide by regulations contained therein.

As parents of the Atlanta C-3 students, we ask that you acquaint yourself with the handbook, our policies and regulations. We hope that you will assure that your son/daughter attends school regularly and has ample time for rest and study. We encourage you to attend your child's academic, athletic, and extracurricular activities and to visit the school at any time.

DISTRICT MISSION STATEMENT

The mission of the Atlanta C-3 School District, in partnership with its community is SUCCESS for all students. Our mission is to help students achieve maximum intellectual and personal development and function successfully in a global society. In an environment of mutual respect and cooperation, students will develop as:

- Self-directed learners
- Utilizes and applies information and ideas
- Complex problem solvers and decision makers
- Competent individuals in basic and advanced academic skills
- Effective communicators
- Society contributors
- Self-confident, responsible individuals

EDUCATIONAL BELIEFS

- We believe all students can learn.
- We believe every student deserves appropriate educational opportunities in a positive learning environment.
- We hold high expectations for our students. We are dedicated to educating all students to the best of their intellectual, physical, social, and emotional growth.
- We believe in developing the knowledge, skills, and attitudes necessary to make decisions and act as responsible members of society.
- We believe that schools should prepare students for lifelong learning and fulfillment of future educational, career, and personal goals.
- We believe that the home, the school, and the community share the development of morality and the teaching of rights and responsibilities of American citizenship.

LEARNER OBJECTIVES

Self-Directed Learner

- Develops the skills to set goals and select appropriate ways to achieve these goals.
- Evaluates and manages own progress toward goals.
- Takes responsibilities for actions.
- Creates a positive vision for self and future.
- Develops the skills and desire to acquire knowledge and continue learning throughout life.

Utilizes and Applies Information and Ideas

- Use technological tools and other resources to locate, select, and organize information.
- Comprehend and evaluate written, visual, and oral presentations and works.
- Identify, analyze, and compare the institutions, traditions, and art forms of past and present societies.
- Apply acquired information and ideas to different contexts in the school, the workplace, and everyday life.

Complex Problem Solvers and Decision Makers

- Develops critical and creative thinking skills.
- Effectively accesses, evaluates and integrates information from a variety of resources and technologies.
- Develops skills in problem-solving techniques.

Competent Individuals in Basic and Advanced Academic Skills

- Attain the basic skills necessary to pursue a quality standard of living.
- Explore and prepare for educational and job opportunities.
- Attain the knowledge and skills necessary to meet the Atlanta C-3 and state of Missouri graduation requirements.
- Attain a level of literacy to meet the challenges of living and working in a diverse global society.

Effective Communicators

- Develops effective interpersonal communication skills in both written and verbal forms of language.
- Develops the skills to read, comprehend, evaluate, and appreciate the written word.
- Exchange information, questions and ideas while recognizing the perspectives of others.
- Apply communication techniques to the job search and to the workplace.
- Use technological tools to exchange information and ideas.

Society Contributors

- Develops pride in family, community, and country.
- Develops a firm sense of moral and ethical values.
- Develops a physical and mental readiness to become well-educated participants of our multi-cultural society.
- Develops knowledge of career opportunities and requirements.
- Develops an understanding of and concern for the environment.

Self-Confident, Responsible Individuals

- Explore and prepare for educational and job opportunities.
- Recognize and practice honesty and integrity.

- Accept the consequences of one’s own actions.
- Develop and apply strategies based on one’s experience preventing or solving problems.

BOARD OF EDUCATION

| | |
|-----------------|----------------|
| Calvin Baker | President |
| Julie Ross | Vice President |
| Beth James | Secretary |
| Suzanne Forquer | Treasurer |
| Nathan Young | Member |
| Cory Hatcher | Member |
| Steve Sagaser | Member |
| Brian Bender | Member |

ADMINISTRATION

| | |
|-----------------|----------------|
| William Perkins | Superintendent |
| Josh Brummit | Principal |

CLERICAL STAFF

| | |
|--------------|-------------------------|
| Beth James | Bookkeeper |
| Lisa Bogeart | Secretary/Lunch Program |

MAINTENANCE STAFF

Bryan Bradley

FOOD SERVICE STAFF

| | | |
|-------------|-----------------|--------------|
| Beth Vanlue | Courtney Ballew | Meggie Bondy |
|-------------|-----------------|--------------|

TRANSPORTATION STAFF

| | | |
|-------------|------------|-------------|
| Cosson Ross | Betty Ross | Ruth Downey |
|-------------|------------|-------------|

SUPPORT SERVICES

| | |
|---------------|--------|
| Mike Beets | Speech |
| Terri Magers | Nurse |
| Mary Carnahan | Aide |
| | Aide |
| Tasia West | Aide |

ATLANTA C-3 SCHOOL FACULTY

| | |
|-----------------------|----------------------------------|
| Wendi Travis | Kindergarten/Parents as Teachers |
| Jennifer Stull | First Grade |
| Nicole Miller | Second Grade |
| Stacie Moon | Third Grade |
| Tatum Reed | Fourth Grade |
| Karla Jackson | Fifth Grade |
| Christina Christensen | Sixth Grade |
| Linda Wehner | Title I Math |
| Yvonne Young | Elementary Reading Coach |

| | |
|------------------|---|
| Lyndsey Calhoun | Title I Reading, Reading Recovery |
| Melissa Womack | Learning Disabilities K-12 |
| Julie Kidwell | Business Ed, Tech Coordinator, Yearbook |
| Dee Motter | Art K-12 |
| Samantha Figg | Science |
| Judy Harvey | Language Arts, Spanish |
| Philip O'Neal | Librarian, Government |
| Katherine Wayman | Math |
| Susan Marsh | Agriculture Education |
| Franni Smith | Physical Education |
| Tyler Walker | Social Studies |
| Amy Coleman | Family and Consumer Science |
| Sarah Watson | Language Arts |
| Courtney Garnett | Guidance and Counseling |
| Matthew Weber | Band/Music |
| Nick Pfeiffer | At-Risk, Athletic Director |

BELL SCHEDULE

| | |
|-----------------------------|-------------|
| Teacher Bell..... | 8:15 |
| Warning Bell..... | 8:18 |
| 1 st Period..... | 8:21-9:05 |
| 2 nd Period..... | 9:08-9:53 |
| 3 rd Period..... | 9:56-10:41 |
| 4 th Period..... | 10:44-11:29 |
| 5 th Period..... | 11:32-12:44 |
| 6 th Period..... | 12:47-1:32 |
| 7 th Period..... | 1:35-2:20 |
| 8 th Period..... | 2:23-3:10 |

GENERAL STUDENT INFORMATION

Rules and Regulations

1. No student is to leave the building or grounds after entering without permission from the office.
2. Proper and moral social practices are expected of every Atlanta C-3 student during the school day and at all activities and functions. This includes a “hands off” policy for the romantically inclined.
3. Students are not to use obscene, vulgar, or dirty language.
4. Fighting will not be tolerated in school or on school premises.
5. Students are not to have water guns, stink bombs, or other nuisances in school. Teachers will confiscate any object that they believe may interfere with schoolwork.

6. Defacing of the school facility or any school equipment will not be tolerated. Individuals who choose to perform such an act of defacement will be dealt with severely and to the fullest extent of the law.
7. Radios, stereos, electronic music devices, hand-held video games, cellular phones,, etc. are to be left at home. Students bringing these devices to school will have them confiscated.
8. Card playing is not allowed.
9. No student shall smoke or use tobacco in the school, on a bus, or on school premises during the school day or at any school activity.
10. Hats may not be worn in the building—leave them at home or put them in your locker upon arrival at school.
11. When riding the bus to out-of-town activities, all students are under direct supervision of the sponsor. Students shall abide by all rules established by the sponsor.
12. All participants in athletics and clubs are to ride the bus to and from the activity. Students who wish to ride home with their parents may do so only if the parents themselves speak with the coach or sponsor and sign for that student. If, for some reason, this is not done, it is the option of the principal and coach to discipline the participant as they see fit.
13. Only those people who are actually participating in out-of-school activities (sports, academic contests, school sponsored field trips, etc.) will be excused from school.
14. The school office is a place of business. Individuals not conducting school business should not be in the offices.
15. Students are expected to be in class at all times. They may be assigned a tardy for a personal request to be excused from the classroom.

ATTENDANCE POLICY
STUDENT ABSENCES AND EXCUSES
(7-12 Academic Attendance Policy)

All students are expected to attend school regularly and to be on time for classes. This is necessary for each student to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance, failure to achieve academically and dropouts. The purpose of this attendance policy is to assist in assuring that each student at Atlanta C-3 High School receives the best academic experience possible.

Students will be allowed a total of seven absences each semester for a non-school related reason. Absences will not be excused or unexcused; however a note should follow each absence stating the reason for the student to be gone. This requirement is the responsibility of the student.

If students in grades 7-12 exceeded the total number of allowable absences for the semester, he/she will receive a grade reduction for that particular period during that semester. Students with extended circumstances may appeal the absence to the Attendance Committee comprised of the Principal and three certified staff members.

The academic penalty in the form of grade reductions will be as follows:

| Absences | Grade Reduction |
|----------|-----------------|
| 8 | 1% |
| 9 | 2% |
| 10 | 4% |
| 11 | 8% |
| 12 | 16% |
| 13+ | 25% |

(K – 6 Academic Attendance Policy)

If students in grades Kindergarten-6 exceed the total number of allowable absences for the semester, he or she will be notified of their attendance trouble, and a meeting will be scheduled between parents/guardians, the teacher, and principal to determine the effect of the absences on the student’s education. Any remedies will be determined in this meeting.

Attendance Policy Guidelines

This policy is not intended to be, nor should it be construed as, disciplinary or punitive in purpose or result. Accordingly, provisions which comprise its academic attendance policy are:

- Absences due to suspension will be counted as part of the total. Students taken out of class on school business will not be counted absent.
- Following a student’s fifth absence in a class, the school will notify the student’s parents/guardians in writing that the student is in danger of not receiving credit for the class due to excessive absences.
- Following the Seventh absence in a class during the semester, the school will notify the student’s parents/guardians in writing that the student will receive an academic penalty in the form of a grade reduction for the Eighth absence in the class due to excessive absences.
- When a student’s absences are due to extended illnesses, or similar reason, the student may appeal to the Attendance Committee.

Tardiness

1. Students are to be in their classroom when the tardy bell rings, subject to each teacher’s tardy policy.
2. Teachers will honor other staff members’ corridor passes.
3. Any student in the hall without a hall pass, will be charged a tardy for that hour.
4. Students arriving at school tardy must check in at the office.

5. 9th hour detention will be assigned for the fifth thru ninth tardies. An ISS will be assigned for the tenth and all following tardies. The classroom teacher shall report this information to the high school principal.
6. The teacher may give a tardy, to a student who wishes to leave the room for reasons of a personal request.
7. Students tardy due to a late bus will not be penalized.

Homework Policy

It is the desire of the Atlanta C-3 School District to instill in students a positive work ethic. Homework should be completed in a timely manner. The following guidelines will be used:

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

Wireless Devices

The Board desires to promote an environment that is conducive to instruction and learning. The Board recognizes that the use of wireless devices by students to communicate with others inhibits the creation of such an environment and is disruptive to the learning process. Additionally, the possession and use of camera devices impedes the preservation of individuals’ privacy and is especially disruptive to proper learning environment. The Board adopts this Policy with the intention to regulate the possession and use of wireless devices on campus and during off campus school instructional activities.

1. Prohibited Use of Wireless Devices
 - a. Terms of Prohibition-Students shall not send or receive communications to or from wireless devices while on school property during the school day or while participating in an off-campus school-sponsored instructional activity.
2. *Definitions-The term “wireless device” includes but is not limited to cellular phones, I-Pods, electronic tablets (Ipad), MP3 players, camera phones, text messaging devices, and portable computers that are used as telecommunication devices or to transmit text messages, as well as any other wireless electronic telecommunication devices. Students must further ensure that their wireless devices are “turned off” completely and stowed away during school hours. The failure to turn off wireless devices can disrupt the school environment and thus, will be considered a violation of policy.
3. Consequences for Violation-Students in violation of the above described prohibition on wireless devices shall be subject to disciplinary action of up to one day in-school-suspension for the first offense and up to twenty (20) days out of school suspension for any subsequent violation. In addition, school officials will confiscate the wireless device of the student who violates this policy. The wireless device shall be returned only to the student’s parent or legal guardian or, if the student is age 18, to the student at the end of the day.
4. Additional Prohibition on Camera Phones or Photo Imaging Device- (Camera Phone shall refer to any wireless device that is used to take or record a photograph or photographic image)
 - a. The Board desires to protect students’ personal privacy while on school property and at school events. Thus, students are prohibited from using camera phones, as well as any other type of wireless device, to take photographs or photographic images, whether in

digital or other form, at any time while on school property or at school activities whether on or off campus. Any exception to this prohibition requires advanced written permission of the school principal. This prohibition shall be strictly construed in favor of protection the privacy of all individuals.

- b. Students who use a camera phone to record photographs or photographic images in violation of this prohibition, and knowingly transmit such photographs or images and/or distribute to others such photographs or images, shall be subject to an out of school suspension of up to 180 school days and/or permanent expulsion for the first offense. In addition, the actions of such students will be reported to law enforcement and the device will be confiscated.

Atlanta C-3 Anti-Bullying Policy

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

Bullying occurs when a student:

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

ATLANTA C-3 ACCEPTABLE USE POLICY FOR USING THE INTERNET

The Atlanta C-3 School is pleased to offer students access to a computer network for using the Internet. To gain access the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground.

Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy -- Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity that will insure that students are using the system responsibly.

Storage capacity -- Users are expected to remain within allocated disk space and delete materials, which take up excessive storage space.

Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Do not give personal information about yourself or others online.

Guidelines

These are guidelines to follow to prevent the loss of network privileges at school.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in other's folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the guidelines of appropriate use.
10. Do not use chat or e-mail during school time, unless it is a class assignment and directly supervised by a teacher.
11. Other

You will be held accountable for your actions and lose Internet and/or computer privileges for breaking any of the rules of appropriate use.

- 1st Offense – 2 weeks off of the computers
- 2nd Offense – 30 days off of the computers
- 3rd Offense – 1 year suspension from the computers

Atlanta C-3 Discipline Policy

The purpose of discipline is to reinforce productive behavior and social manners. Discipline is based on the age and maturity of the students as well as the nature and severity of the offense and encourages parental involvement.

A student will be subject to disciplinary action anytime he/she violates school rules. The following are examples of unacceptable behaviors:

1. Physical abuse of another student
2. Assault on a school employee
3. Possession of a weapon
4. Damage or destruction of school property
5. Smoking, use of snuff, or any other form of tobacco
6. Possession or illegal use of drugs, tobacco, or alcohol
7. The possession or use of fireworks, stink bombs, etc.
8. Creating a disturbance in or about the school, which includes any disturbance of the educational environment.
9. Taking another person's belongings
10. Disrespect to a teacher or school official
11. Careless driving on school property
12. Truancy or failure to attend class
13. Excessive tardies to school or class
14. Any other form of conduct at school or school sponsored function that would be detrimental to the reputation of the school

All rules apply to conduct on school grounds, in the school building, on school buses or at school sponsored activities.

Disciplinary Consequences Available

1. 9th hour Detention
2. In-School Suspension (ISS)
3. Out-of School Suspension (OSS)
4. Corporal Punishment
5. Removal from Extra-Curricular Activities
6. Verbal Reprimand
7. Expulsion
8. Other disciplinary action considered to be appropriate by administration

9th Hour Detention-Because of misconduct or tardiness students may be required to serve up to one hour before or after school. The principal or teacher may assign and supervise detention. Notification will be given to parents at least 1 day in advance. Not serving the detention will result in further consequence, i.e. ISS.

In School Suspension-The student will be required to attend school and complete all assignments while in an assigned area. The student may also be given special assignments.

Out-of School Suspension-The student will not be allowed to attend school or any extra-curricular activity for a specified number of days. All credit for course work missed during these designated days will not be awarded. The superintendent may suspend students for up to 90 days.

Corporal Punishment-Corporal punishment, as a measure of correction or for maintaining discipline and order, is permitted. However, it will be used when all other alternative means of discipline have failed. Corporal punishment will be administered only by an administrator in the presence of another certified staff member. The administrator and witness will submit a report to the parent or guardian explaining the reason for the use of corporal punishment, as well as the details of the administration of the same.

Parents must notify the principal if they desire their child not be disciplined by paddling, so alternative arrangements may be made with the principal.

Removal from Extra-Curricular Activities-Due to inappropriate behavior or immoral conduct, the principal may consider removal from such activities as appropriate disciplinary action.

Verbal Reprimand- The use of forceful language when appropriate as a sole disciplinary action.

Expulsion-The board of Education may expel a student from school. This person would no longer be considered a student and would not be allowed to attend school or participate in school activities of the Atlanta C-3 School District.

Infraction and Consequences

Following is a list of common disciplinary infractions and the consequences of each. This list is by no means all inclusive and will not be applied without regard to special circumstances. The Principal may alter the punishment based on unusual severity, maturity of students involved and degree of intent.

I. Violations Against Persons

A. Assault—Student

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

1st Offense: 3-5 days OSS Contact Authorities

2nd Offense: 10-30 day OSS, Contact Authorities, Parent Conference

B. Bullying –

Bullying occurs when a student:

1. Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

2. Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

1st Offense: 3-5 days of OSS

2nd Offense: 10-30 days out of school suspension

3rd Offense: 180 will be imposed for the third offense

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

C. Fighting

Mutual combat which both parties have contributed to the conflict; either verbally or by physical action.

1st Offense: 1-3 day OSS, contact the authorities depending on severity.

2nd Offense: 3-5 day suspension, contact the authorities, parent conference

D. Weapon

Students are forbidden to bring into school or onto school grounds or property any item that is considered to be a weapon: guns, knives, chains, metal/brass knuckles, fireworks, or explosives. (Also any item that would be considered a "look alike")

The Gun-Free Schools Act, enacted in March 1994 as a part of the Goals 2000: Educate America Act and amended in the Improving America's Schools Act (IASA), requires that, as a condition of receiving any assistance under the ESEA (current legislation or as reauthorize), a local school district must have in effect a district policy on guns in school.

The authorized representative of the Board of Education of the Atlanta C-3 School District certifies that the Board has adopted and implemented a gun-free school policy for all students.

1906.3 The policy provides for suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school in violation of district policy, except that:

- 1.) The superintendent, or in a school district with no high school, the principal of the school which such child attends may modify such suspension on a case by case basis; and
- 2.) This section shall not prevent the school district from providing educational services in an alternative setting to a student suspended under the provisions of this section.
- 3.) For the purpose of this section the term "weapon" shall mean a "firearm" as defined under 18 U.S.C. 921 and the following items as defined in section 571010, RSMo: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife: except that this section shall not be construed to prohibit a school board from adopting a policy allowing a Civil War reenactment to carry a Civil War era weapon on school property for educational purposes so long at the firearm is unloaded. The local board of education shall define "weapon" in the discipline policy. Such definition shall include the weapons defined in this subsection but may also include other weapons.

E. Sexual Harassment of Students

Sexual harassment of students is strictly prohibited. Sexual harassment is defined as sexual advances, requests for favors, verbal or physical conduct of a sexual nature made by one student to another. Such behaviors may include sexually oriented jokes, remarks, cartoons, pictures or letters; pressure for sexual activity whether written, verbal, or through physical gestures; and physical contact such as pinching.

1st Offense: ISS, counseling, parent contact

2nd Offense: ISS or suspension

F. Verbal Abuse to Staff

Disrespectful language to a staff member.

1st Offense: 1-3 days ISS

2nd Offense: 3-5 days suspension

3rd Offense: 30 day suspension

G. Verbal Abuse to Staff of a Threatening Nature

Disrespectful language to a staff member that is threatening in nature.

1st Offense: 5 day suspension with a parent conference

2nd Offense: Long-term suspension

3rd Offense: Expulsion

H. Threats of bombing, shooting, etc. of school facilities, employees, or students. (Written, verbal, or visual) Expulsion and Restitution

II. Violations Against Public Health and Safety

A. Possession

Possession of alcohol or controlled substances at school or at any school sponsored activity.

1st Offense: 5-10 day suspension/confiscation

2nd Offense: Long-term suspension

B. Sale or Distribution of Substances

Alcoholic beverages or controlled substances represented to be such.

1st Offense: Long term Suspension/Expulsion

C. Under the Influence

Use or attendance under the influence of controlled substances—alcoholic beverages, or substances represented to be as such—at school or at any school sponsored activity.

1st Offense: Immediate suspension for no less than 5 days. Students must be picked up by parents or guardian (90 calendar days from activities)

2nd Offense: Immediate suspension for 10-20 days. Students must be picked up by parent or guardian. (365 calendar days suspension from activities)

3rd Offense: Immediate indefinite suspension. Conference will be held among parents, student, principal, and superintendent on the following school day. Probable expulsion.

D. Tobacco (possession or use)

1st Offense: 3 days ISS, contact the authorities

2nd Offense: 5 day ISS, contact the authorities

3rd Offense: 5 day OSS, contact the authorities

III. Violations Against Property

A. Extortion

Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.

1st Offense: 3-5 day suspension

2nd Offense: Long-term suspension/expulsion

B. False Alarm

1st Offense: 10 day suspension

2nd Offense: Expulsion

C. Theft

Stealing or attempting to steal private or school property, at school or during any school sponsored activity. Felony theft (over \$150) must be reported to law enforcement officials.

1st Offense: Restitution and 3-5 day suspension

2nd Offense: Restitution and 5-10 day suspension

D. Willful Damage to School, Staff, or Student Property

Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal, belonging to the school, staff, or students.

1st Offense: Restitution and 3-5 day suspension

IV. Violations Against School Administration

A. Truancy

1st Offense: 1-3 days ISS

2nd Offense: 3-5 days ISS and parent conference

3rd Offense: Suspension and parent conference

B. Careless Driving

Driving on school property carelessly or without due caution, so as to endanger person or property.

1st Offense: 1-3 day ISS and loss of parking privileges for 30 days

2nd Offense: 3 days ISS and loss of parking privileges for one semester

3rd Offense: 3-5 day suspension and loss of parking privileges for remainder of the year

V. VIOLATION OF WIRELESS ELECTRONIC DEVICES POLICY

A student who violates the District's Wireless Electronic Devices Policy shall be subject to disciplinary action as described below. Students are also subject to referral to law enforcement and confiscation of the wireless electronic device.

Prohibited Use of Wireless Device

First Offense: 1 day ISS Cell Phone/wireless device is confiscated and returned to a parent.

Subsequent Offense: Up to 20 days ISS. Phone will be checked in and out and kept in principal's office for the remainder of the year.

Prohibition on Camera Phones

First Offense: Up to 180 days OSS and/or permanent expulsion if pictures are used to violate another student's right to privacy.

VI. Violations Against Public Decency and Good Order

A. Use of Obscene Language

Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards, and which does not have a serious literary, artistic, political, or scientific value.

1st Offense: 1-3 days ISS, possible suspension

2nd Offense: 3 day ISS and parent conference

3rd Offense: 1-5 day suspension

- B. Use of Language that is Disparaging or Demeaning
Words which are spoken to solely to harass or injure other people, such as threats of violence, defamation of person's race, religion, or ethnic origin.
1st Offense: 1-3 days ISS
2nd Offense: 3 days ISS and parent conference
3rd Offense: 1-5 day suspension

- C. Use of Disruptive Speech or Conduct
Conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions, or simply talking in class when told not to do so.
1st Offense: 9th hour
2nd Offense: 2 9th hours
3rd Offense: 1-3 days ISS

- D. Plagiarism and/or Cheating
Any offense committed by a student or a group of students
1st Offense: 1 day ISS, Zero for the assignment
2nd Offense: 3 days ISS, Zero for the assignment, required tutoring for 8 weeks

- E. Bus Misconduct
Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed in the student's assigned school. Conduct will be treated the same as school building misconduct.

- F. Indecent Exposure
Exhibitionism and Indecent exposure have no place in the public schools. Students found guilty of same will be suspended for a 1-3 day period. A second offense will be dealt with more severely.

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of the Atlanta C-3 School District. It is the sincere hope of the Administration and Board of Education that the majority of these consequences will not need to be administered. However, if the need does arise, we will continuously strive to enforce these policies fairly, judge each infraction on an individual basis, and act accordingly.

This listing is an example and is not intended to be comprehensive. Law enforcement authorities will be notified when appropriate.

Relations with Police Authorities

It shall be the policy of the school district to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens of the community. At the same time, the school has the responsibility to parents/guardians for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials will observe the following procedures:

1. A student in school may not be interrogated by any law enforcement authority without the knowledge of the school official and proper notification of parents/guardians (except for parental child abuse investigations).
2. Any interrogation must be done in private, with an official school representative present.
3. A student may not be released into the custody of persons other than parent or legal guardian unless the student is placed under arrest by legal authorities (except in the case of parental/guardian child abuse).
4. If a student is removed from the school by legal authorities, the student's parents/guardians should be notified of this action by school officials as soon as possible.

Student Appearance

Personal appearance of the individual students should be the result of concern by the student involved, his or her parents/guardians, and the school. A good appearance helps to build positive self-images and fosters outside support and respect for our school.

The policy pertaining to student dress and appearance will be impartial and consistent throughout all grade levels. It is the attempt of the school system to maintain standards of acceptable appearance for all students. All students attending Atlanta C-3 Schools are expected to attire themselves in clothing which is appropriate, does not have a disruptive influence, is morally acceptable, and is neat and clean. Students are expected to observe good grooming and personal hygiene in school and while attending school sponsored activities.

In accordance with this policy, it shall be understood that any student who participates in an extra-curricular activity (i.e. sports, academic bowl, etc.) must conform to the standards set forth by the teacher or teachers sponsoring that activity. The following code has been established for all students attending Atlanta C-3 School:

1. Teachers of specific courses where safety or health is a factor may require students to adjust hair, clothing, or both accordingly during that class period or activity.
2. Clothing that will cause disruptive or undue attention to an individual shall not be worn.

Clothing that is not acceptable:

- a. wearing hats in the building
- b. shirts that expose the midriff or cleavage, or have less than 2" total material on each shoulder.
 - i. i.e. tank tops, "wife beaters" strapless or spaghetti strap shirts
 - ii. The same rule applies for dresses.
- c. clothing that advertises or implies alcohol, drugs, tobacco, sex, etc.
- d. clothing with or that imply profanity, vulgar, obscene language, hate language, etc.
- e. shorts or skirts that cause a disruption or undue attention.
- f. mesh or see-through shirts
- g. no sunglasses
- h. "wheeler shoes" shoes with wheels or any type of skate shoes.
- i. torn, ripped or cutoff shirts that expose the underarm area.

3. Unusual clothing styles, grooming, or jewelry which creates disorder or noise in the classroom or while attending school sponsored activities will not be acceptable.

Incidents of student behavior of a harassing nature shall be referred to the principal for investigation. If the investigation substantiates the validity of sexual harassment, disciplinary action will be taken against the offender commensurate with the severity of the harassment.

Vocational School Rules and Attendance

Attending the Macon Area Vocational School is a privilege afforded to students seeking skills and training not offered at Atlanta C-3. In order to maintain enrollment status at the Vocational School, certain rules and attendance regulations apply. Violation of these rules and attendance regulations will result in removal of the student from the Vocational School and re-enrollment in regular classes at Atlanta C-3.

- Students attending the Vocational School will ride the bus to and from Macon.
- Driving permits will be issued for the following reasons (Note: students must have both School and Parent permission:
 - school related business (to be determined by the principal)
 - a permit issued from the Vocational School and signed by the course instructor for a class project or field trip
 - student employment that shall be verified multiple times at random by the principal.
- Students driving to the Vocational School must show the Vocational School Driver, the driving permit issued from the office. Failing to notify the driver will be reported to the office. Driving privileges will be terminated for a period to be determined by the Principal.
- Students may not ride to and from the Vocational School with other students or persons without prior approval from the principal's office. Permission will only be granted with permission for both the driver's and rider parent's/guardian's written permission.
- The Atlanta C-3 attendance policy will apply to all students attending the Vocational School.
- The Macon AVTS Attendance Policy and Dress Code, will also apply to students attending the Vocational School.

Enrollment Procedures

Each student entering the Atlanta C-3 School District for the first time must present a record of having been immunized against polio, diphtheria, measles, and any other immunizations as required by the various State Departments. Students must also present a copy of birth certificate, and/or social security number. For incoming transferring students, parents/guardians must complete consent for release of educational records, a statement of student discipline and a proof of residency form. When all of the necessary forms are in place, then the student will be allowed to attend classes.

Withdrawal Procedures

When a student finds it necessary to withdraw from school, he/she should contact the counselor or high school secretary to secure a withdrawal form. The form is to be signed by each teacher to indicate that all books and materials are turned in to the proper location. All fines must be paid and all property belonging to the school returned before transcripts will be forwarded.

Schedule Changes

Students desiring to change classes may do so within the first three days of a semester course. Any schedule change requires the written approval of the counselor, the principal, parent/guardian, and the teachers of the course being dropped and/or added. No schedule change is complete until the necessary schedule change forms have been completed.

Arrival at School

Once you arrive at school, you may not leave. It is preferred that you do not arrive at school before 8:15 a.m. unless you are eating breakfast which is ready for consumption at 8:00 a.m. to 8:15 a.m. Students who are not eating breakfast are to report directly to the gymnasium and sit in the bleachers until 8:15 a.m. bell. Students who have finished food consumption should exit the cafeteria and sit in the bleachers. No student should be in the upper hallways or lockers prior to 8:15 a.m.

Presence at School

Pupils shall not be allowed to assemble on school grounds at an unreasonable hour before or after school is in session except in conjunction with school functions. Students who are on school grounds due to school activities must be under the direct supervision of school personnel at all times.

Release from School

No student shall be allowed to leave school premises except with permission from the principal. Permission from a parent or legal guardian, either by phone call or by note, will be required before the principal grants permission.

Assemblies

In general, assembly programs are of three types: 1.) those in which students participate, 2.) those conducted by school personnel for the purpose of instructing the student body relative to the organizations and administration of the school, and 3.) those in which outside speakers or talent serve some educational purpose. Students are required to sit with their class and class sponsor in a specified area of the gym at all assemblies.

Activity Calendar

The high school principal schedules all school activities. Sponsors are to check the master calendar located in the principal's office before planning or scheduling any school activities which involve use of facilities or which require transportation of students. The principal will place events on the master calendar. These activities will then be placed on the monthly calendar distributed to the students.

Daily Calendar

A daily calendar of events is distributed to teachers and shall be read second hour of each day that school is in session. Announcements and upcoming events to be placed on the daily calendar shall be submitted to the high school office no later than fourth hour of the day before.

Lockers

Lockers are assigned at the beginning of the school year to students in grades 5-12 and are provided as a depository for books, coats, and personal items. Students are not to change lockers without permission from the principal's office. Lockers should be kept neat at all times and the display of vulgar or unsightly pictures within lockers is not permitted. Students are held responsible for any damage or marking on the lockers assigned to them. The school assumes no responsibility for personal property or books stored in the lockers. Student lockers are the property of and at all times remain under the control of the Atlanta C-3 School District. Atlanta C-3 retains the right to inspect student lockers at any time. Any lock placed on a locker must be preapproved through the principal with a duplicate key or combination on record with the principal's office at all times.

Supplies and Textbooks

Textbooks are furnished free to all students and assigned at the beginning of courses. Students are responsible for the books and will be charged the replacement costs of any textbook damaged or lost. In such courses as Vocational Agriculture, students must pay for the cost of material used in the projects and retain ownership of the article constructed. Paper, pencils, and other consumable materials are paid for by the students.

Lost and Found

Students who find or lose articles should promptly submit them to the office. The loss of property may be minimized by identifying when possible every article with the owner's name. Keep anything of value in your personal possession. Items submitted to the office as lost will be kept no longer than 30 days and then disposed of. Students should check in the office if they have lost any articles.

Student Insurance

Student accident insurance will be offered. Information regarding coverage and costs will be distributed to students at the beginning of the school year. A student will not be permitted to practice or compete without coverage. This includes all athletic events and activities including cheerleading.

Telephone Calls

Students who need to make telephone calls during the day, outside of class time, may ask the office to use the phone. Students will not be called from class to accept a phone call unless it is a family emergency. Long distance phone calls may be placed from this phone using a calling card or calling collect.

Driving Cars

All students attending the Macon Area Vocational School must ride the bus from the Atlanta C-3 School to Macon and back unless permission is received from the principal's office. Students driving cars to school shall park them as soon as they arrive. Students are to leave the cars parked until the end of the day. Permission to leave early may only be obtained from the principal, not from a **teacher**. **Students** must drive carefully when entering or leaving the school area. A violation may result in the denial of driving privileges for the student. Students are encouraged to ride the bus whenever possible. Drivers of all vehicles are not to pass parked school buses while pupils are being loaded and unloaded. The utmost care is to be exercised by all drivers while operating vehicles on the school premises in order to insure the safety of all children. The administration will assign designated lots for student parking.

School Dances

Dances are held at Atlanta C-3 High School for our students and their dates only. Dates that are not Atlanta C-3 Students must be approved by the principal by noon on the day of the dance. A student must be at least a 7th grader to attend. The Junior-Senior Prom is held for our Juniors, Seniors, and their dates. The principal must approve dates that are not our students on the proper form. A student must be at least a Freshman to attend prom.

Visitors

Adult visitors are always welcome to visit school. Youngsters, of pre-school age, must be accompanied by a parent or guardian. Visitors shall report to the office upon arrival on premises. Because of space limitations and the potential for disruption of the academic program, students are not to bring other guests to school during school hours.

Receipts

Any time money is paid to the school for anything with the exception of lunch tickets; a receipt will be given. Parents and students should keep these receipts until the close of the school year.

Field Trip Guidelines

- 1.) Whenever possible plan all non-instructional activities after school hours.
- 2.) Classroom instructional time is not to be used for club activities with the exception of the one-hour per month organizational meeting times, which are regularly scheduled through the principal's office.
- 3.) Overnight trips will not be allowed.
- 4.) Field trips will be staggered during the year to avoid concentration of trips during any one grading period.

Health Services

A health office is provided for those who become ill or injured during the school day. A nurse is available to assist students. Students should notify the teacher of their need to see the nurse. The teacher will give the student a corridor pass to go directly to the nurse. When the nurse is not present, the student should report to the principal's office for assistance. The nurse may determine if a student needs to go home. If deemed necessary, a student may go home only after notification of a parent/guardian.

Medication Policy

Prescription and non-prescription medication will be administered during school hours with parental permission. Physician's orders must also be on file for prescription medication. The prescription label from the pharmacy can serve as a physician's order for short-term medication (2 weeks or less). All medication should be delivered to school by an adult or sent in a sealed envelope. Medications given at school must be in their original and correctly labeled container. If the school health nurse is not on site, medication may be administered by non-nursing staff specifically trained by the nurse and delegated this responsibility.

The student may carry inhalants prescribed for self-administration by a physician. The student must have been adequately trained by the physician to take this medication and should notify the nurse of this arrangement. The nurse will ask the child to demonstrate how to take the medication. Teachers cannot dispense aspirin or other medication to students.

Prescription medication dosage changes must be in the form of written or written fax from the physician to the school.

Head Lice Policy

Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, parents and the community.

Lunch Period

Atlanta has a closed lunch period consisting of four shifts. Every student will eat during the fourth period and must go to the cafeteria whether or not they eat lunch. Students are to remain in the cafeteria until dismissed by a teacher or principal. Lunch Prices are as follows: Student = \$1.70, Adult = \$2.35. Breakfast Prices are as follows: Student = 1.20, Adult = \$1.60

Lunch Room Rules

1. Crowding to the front of the line will result in the student being sent to the back of the line.

2. Students will refrain from loud talking, running, or shoving en-route to, from, and while in the cafeteria.
3. Students will remove their trays and residual food and trash particles then place them in the proper receptacles upon completion of eating.
4. Students will remain in the cafeteria until the bell rings to go to their next class.
5. A student may be assigned to a specific section of the cafeteria for disciplinary reasons or retained to clean any mess for which he/she is responsible.
6. Lunches should not be charged unless arrangements have been made in advance by parents **and should not exceed \$5 total.**

Pop/Juice Machine Use

The pop/juice machine will be open only before school and after school, and during special occasions which must be pre-arranged with the principal. Juice may be purchased during the student's lunch time.

- 1) Students must not be dismissed from class to go to the drink machines.
- 2) Containers must be disposed of properly -- no open containers in lockers.
- 3) No pop or other drinks may be brought into the building.
- 4) No pop or other drinks in the gym or in carpeted classrooms, only clear containers of water.
- 5) The drink machines will be shut off for one week for each infraction.

Bus Rules

In order to insure the safety of the many students who ride the school buses, certain rules and regulations concerning safety and conduct must be followed without exception. The following rules apply to all students riding the buses:

1. The driver is in charge of the pupils and bus. Pupils must obey the driver promptly and respectfully.
2. Pupils must be on time. The bus will not wait over the allotted time.
3. Pupils should never stand on the roadway while waiting for the bus.
4. Classroom conduct is to be observed on the bus. Students will not move from seat to seat.
5. Pupils must not throw waste paper or other rubbish on the floor or from the windows of the bus.
6. The use of profane language or horseplay of any kind will not be tolerated.
7. Pupils must not, at any time, extend arms or head out of the windows. No objects will be thrown from the bus windows.
8. Pupils will be liable for any damage they inflict while on the bus.
9. A student may be assigned a seat on the bus if deemed necessary to maintain order.
10. The driver will not discharge a rider at places other than the regular bus stop, unless a white bus pass has been obtained from the principal's office. These passes should be obtained in the morning by presenting a note from the parent/guardian indicating the change in student drop location.
11. Eating or drinking is not permitted while on the bus.
12. Bus drivers will establish and enforce additional rules as necessary.

Note: Failure to cooperate in the carrying out of these necessary regulations may result in suspension from the school bus and loss of the bus riding privileges.

EMERGENCY DRILL PROCEDURES

The first tenet of any emergency drill is that each student familiarizes himself/herself with the proper procedures for each drill. The next important step and one that is equally important is that each person remain calm and listen for any supplemental instructions which may be issued by administration or classroom teacher. At no time should any student leave the designated assembly area for any reason until the all clear signal has been given. The purpose of any drill is to save the life of each student.

Fire Evacuation Procedures

The alarm signal for a fire is designated as one continuous ring of the bell. In the event of fire the following should be adhered to:

1. Avoid panic.
2. Close all windows in the room you occupy.
3. Close the door as you exit the room.
4. Exit the room single file. Two lines of traffic may move side by side, but two distinct lines are to be maintained at all times.
5. Each teacher will follow his/her group out of the building to the designated location.
6. Move quickly and quietly.
7. Teachers will assemble students and check class rosters to assure all pupils are present. Any student discovered missing should be reported to the high school secretary located at the front of the building.

Tornado Drill Procedures

The alarm signal for a tornado is designated as 3 short rings, a pause and repeat of the same. Teachers will issue directions for the drill, which includes evacuation according to the following:

1. Move quickly and quietly.
2. Upstairs move single file down the left side of the stairs.
3. Move two at a time down the left side of the stairs.
4. Fill the back of the room first.
5. Sit on floor, put your face down, and cover your head with your hands.
6. Remain quiet and await further instructions.

The all-clear signal shall be one long continuous ring of the bell.

Earthquake Drill Procedures

Earthquake Drill will be two long rings a pause and repeat of the same. The alarm for earthquake will be violent shaking and trembling of the building. Teachers and students are to immediately take cover under desks or tables and turn away from the windows. Everyone is to remain quiet and in that position waiting further instructions.

The all clear signal shall be one long continuous ring of the bell.

Inclement Weather and Early Dismissal

The following radio or television stations will carry news of the closing of Atlanta C-3 Schools in the event of severe weather conditions or early dismissal. If school must be closed during the school day

because of deteriorating weather conditions, the information will be provided to these stations announcing dismissal:

| | | |
|-----------|------------|------------|
| KWIX 1230 | KRES 104.7 | Moberly |
| KIRX 1450 | KRXL 94.5 | Kirksville |
| KTVO | Channel 3 | Kirksville |

TEXT CASTER ALERTS

The district uses a service called text caster that sends messages directly to your cell phone. These messages indicate school closings and give information on upcoming school events. It is the best way to get up-to-date information from the school. You may sign up for this service by going to our home page.

Text Caster Sign Up Directions

- Log on to www.atlanta.k12.mo.us
- On the right side of the screen you will see the option to sign up for text caster, click on the underline portion:

*Sign up for **Text Caster (HORNETS ALERT!)** and get important information about the Atlanta C-3 School District sent as text messages and emails directly to your mobile phone, wireless PDA or pager.*

- Input your name, mobile number, carrier, zip code, check the COPPA compliant box, and choose all the school groups you would like to receive messages for. Click continue.
- An authorization code will be sent to your phone via text message, you will then enter that code onto the computer screen. Click submit.
- If you need assistance with the process, the principal's office can assist you with the process @ 660-239-4212.

If your child must go somewhere other than home when the school is dismissed early or for inclement weather, please try to make permanent arrangements ahead of time to eliminate the need to call the school. For younger children, a note to the teacher at the beginning of the year, which establishes that location, will assist teachers with bus, transfers.

Library

The library is an excellent place to obtain information, studies, or conduct research. Students are welcome at any time except on those occasions when the library is closed for entire class use or testing. Students who use the library during the instructional day must have a completed corridor pass from the sending teacher.

Students will be permitted to check out books for a stated time. Any student having a book overdue at the end of the quarter will have grade cards withheld until books are returned or replacement costs or books are paid.

The library opens at 7:45 each morning and remains open throughout the day each school day until 4:00 p.m.

ACADEMIC INFORMATION

Grade Cards and Progress Reports

1. Grade cards will be issued within ten days following the end of the first, second, and third quarters. Fourth quarter grade cards will be mailed after school is dismissed for the summer.
2. Academic Progress Reports will be sent home each mid-quarter to all students.
3. Any student who owes library fines or other fees will not receive grades until the bills are paid.
4. The following schedule of grades will be used:

| | | |
|----------|----------|-----------------|
| A=96-100 | A-=90-95 | B+=87-89 |
| B=83-86 | B-=80-82 | C+=77-79 |
| C=73-76 | C-=70-72 | D+=67-69 |
| D=63-66 | D-=60-62 | F = 59 or below |

5. The following scale will be used to figure grade point averages in the Atlanta C-3 School District.

| | | |
|--------|---------|---------|
| A=4.00 | A-=3.67 | B+=3.33 |
| B=3.00 | B-=2.67 | C+=2.33 |
| C=2.00 | C-=1.67 | D+=1.33 |
| D=1.00 | D-=0.67 | F = 0 |

6. If a failing grade is made in a required subject, the work must be repeated.
7. If a student drops a class before the semester ends he/she will not receive any credit for that class.

Weighted Grade Scale

| | | |
|--------|---------|---------|
| A=4.80 | A-=4.44 | B+=4.00 |
| B=3.60 | B-=3.20 | C+=2.80 |
| C=2.40 | C-=2.00 | D+=1.60 |
| D=1.20 | D-=0.81 | F = 0 |

Parent Teacher Conferences

Parent/Teacher Conferences will be held after the 1st quarter of the school year. These conferences allow active communication about each student's progress. All parents are encouraged to attend this fall conference as scheduled.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each quarter. Honor roll designations are restricted to a “B” average or above.

The Principal’s Honor Roll includes those students who have earned a 3.8 grade point average or above. The "A Honor Roll" includes those students who have attained a 3.5 grade point average. The B Honor Roll includes those students who have at least a 3.0 grade point average.

The honor roll will be posted and mailed to the local newspaper(s) for publication.

Graduation Requirements

| | |
|--------------------|-----------|
| Comm. Arts | 4 |
| Social Studies | 3 |
| Mathematics | 3 |
| Science | 3 |
| Fine Art | 1 |
| Physical Education | 1 |
| Practical Art | 1 |
| Health | ½ |
| Pers. Finance | ½ |
| <u>Electives</u> | <u>11</u> |
| Required Credits | 28 |

- All students must pass a test over the United States and Missouri Constitutions.
- All students in grades 9-12 should be enrolled in a minimum of six units of credit.
- To be eligible for graduation, the Atlanta C-3 School District requires a full eight semester attendance for grades 9-12. Exceptions shall be reviewed by the Board of Education.
- A student may elect to satisfy one unit of science by earning three credits of science related Agriculture Education courses. These courses would be: Ag. Science I, Ag Science II, and Advanced Animal or Plant Science courses.
- Students who enroll and complete a vocational program at the Macon Area Vocational School will have one elective waived for graduation.

Academic/Activity Eligibility Policy

This academic policy is separate from the Missouri State High School Activity Association eligibility policy but is used as a local supplement for eligibility.

- ◆ Any student receiving a grade of 59% or lower at the quarter will be ineligible for the next quarter.

Any student receiving a grade of 59% or lower at a grade check, will be ineligible for the next two week period or until the grade is raised above 59%.

- ◆ Grade checks will be performed as close to two-week intervals as possible.
- ◆ Any student having one or more grades at 69% or lower will be encouraged to attend a ½ hour tutoring session. If a student is failing any class, they will go on academic suspension and will be ineligible to participate in or attend any school activity. **Students whose school activity is a class requirement will not participate or attend but will be given an alternative assignment by the teacher.** Students will remain on academic suspension for one grading period.
- ◆ Due to the nature of some school activities, the following events are exempt from academic suspension: class field trips, homecoming, Christmas concert, and prom.

Students selected to represent their class for an honor such as Prom, Christmas Ball, and Homecoming may not have their name on the academic suspension list at the time of the elections.

Fifth, Sixth, Seventh, and Eight Grade Promotion Policy

All students in grades 5, 6, 7, and 8 not identified as Learning Disabled or Educable Mentally Handicapped must pass three basic skills subjects that meet daily in order to be promoted to the next higher grade. Basic skill subjects include language arts, mathematics, science, and social studies.

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. A small number of students, however, may benefit from being retained in the same grade. Such retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. Retention would not cause an undue social and emotional adjustment.
3. Retention would have a chance of benefiting the child totally.
- 4.

Whenever such retention is being considered, the teacher shall confer with the principal and other staff members involved with the child. The parents shall be invited to a conference with the teacher, principal, and other staff for discussion of the matter. This discussion shall consist of an explanation to the parents of their child's current academic standing in relationship to the group and his/her own individual ability.

Classification and Grade Placement

Atlanta C-3 may test enrolling students in order to determine grade placement. Classification will be made at the beginning of each year and no changes will be made during the year.

Required credits for high school placement:

| | |
|-----------|----|
| Grade 10: | 8 |
| Grade 11: | 16 |
| Grade 12: | 23 |

Testing

Testing shall be carried out to provide on the basic items of (1) learner educational needs and 2)-learner educational achievement.

Testing programs shall be designed as integral parts of the needs assessment and evaluation programs. They shall be developed primarily for furnishing needed information to decision makers—the Board, administrators, teachers, parents, and students. The needs of these various users shall be clearly identified and the testing program shall be limited to obtaining that information which is needed and useful.

There shall be board-based involvement in the development of testing programs. In their planning, every effort shall be made to see that testing contributes to the learning process rather than detracts from it.

Tests

When tests of major importance (unit, semester, etc.) are to be given, a teacher must give at least two days written or verbal notice prior to the test. If a student is absent the day of the notice, the teacher must personally notify the student of the test day. Pop quizzes are left to the discretion of the teacher as to the time and number given. A teacher does not have to give prior notice for such quizzes.

Make-Up Work

Students who are absent for any reason will be required to make up work missed in each class within a reasonable length of time as determined by the instructor. It is the student's responsibility to obtain all make-up work from his/her teachers immediately after returning to school. Failure to obtain make-up work is no excuse for not completing the work assigned.

Guidance and Counseling

Each student is encouraged to make arrangements, as needed, to meet with the counselor for individual guidance and counseling. This service will be of great help to you in planning your high school training as well as planning for your future after graduation. To receive the maximum benefits from your high school and to properly prepare for the future, you need to be aware in advance of requirements and qualifications. Your cooperation with the guidance counselor can and will make your planning much easier and more beneficial to you.

Dual Credit Courses

Dual Credit Courses are defined as Academic courses for which the students may receive both high school credit and college credit. These courses are taught or facilitated by local instructors and provide junior and senior students the opportunity to earn college credit transferable to any public institution in the state. Dual credit courses offer a substantial savings in tuition when offered in students' savings with regard to textbook expenses as Atlanta C-3 pays for all textbooks required. Atlanta students may earn several units of college credit by graduation.

Weighted Course Defined-Academic courses designed to challenge students to use their abilities fully. These courses will be accelerated and will require a great deal of academic ability and preparation. Students will be required to read broadly, think critically, and write lucidly. It is strongly recommended that a student have an overall grade point average of at least a "B" before enrolling in a weighted course of study.

Rationale: Students/parents in our school district are legitimately concerned with class rank and grade point averages.

Because class rank and grade point averages are significant variables in the admission and scholarship selection processes at institutions of higher learning, we have an obligation to rank students as accurately as possible, given their diverse educational backgrounds.

Atlanta High School is fortunate to offer a comprehensive and well-balanced curriculum to meet the individual needs of all students. It is our goal, however, to restore credibility associated with fairly determining class rank and grade point averages based upon the academic background and achievement of our students.

This can be done through a system of weighting appropriate classes. Weighted classes make it possible to compensate those students whose interests or career plans necessitate taking more challenging academic courses. Students will no longer be forced to choose between courses with long-range benefit or courses that will improve their class ranking background and grade point average. The following courses carry a weighted grade point:

| | | |
|-----------------|--------------------------------|---------------------------|
| Algebra II | Accounting II | British Literature |
| Trigonometry | Advanced Computer Applications | College Composition |
| College Algebra | Spanish II or III | Western Civilization |
| Biology II | Chemistry | Adv. Chemistry or Physics |

Any dual credit course offered to our students.

College Preparatory Studies Certificate

The Missouri State Board of Education awards the College Preparatory Studies Certificate to Missouri students who successfully complete a rigorous academic program in high school. The certificate is awarded in addition to the regular high school diploma granted by local school districts. Created by the Board in 1985, the certificate is designed to provide incentive and recognition for public and non-public high school students who exceed the state's minimum graduation requirements.

Awarding the College Preparatory Studies Certificate is voluntary on the part of school districts and meeting the requirements is voluntary on the part of students.

To be eligible for the certificate, a student must meet these requirements:

Complete a rigorous high school program cooperatively planned by the school, the student and the student's parents. The program must include at least these units of credit:

| Subjects | Units |
|------------------------|----------|
| <u>English*</u> | <u>4</u> |
| <u>Mathematics*</u> | <u>3</u> |
| <u>Science*</u> | <u>3</u> |
| <u>Social Studies*</u> | <u>3</u> |

| | |
|---------------------------|----------|
| <u>Fine Arts</u> | <u>1</u> |
| <u>Practical Arts</u> | <u>1</u> |
| <u>Physical Education</u> | <u>1</u> |
| <u>Electives</u> | <u>5</u> |

Units in foreign language and/or additional advanced

Courses from the 4 areas marked with and asterisk

And/or advanced vocational-technical courses 3

Total 24

1. Earn at least a 3.0 grade point average (GPA) on a 4.0 scale in the combined subject areas of English/language arts, mathematics, science and social studies. The school may calculate grade point averages for its students at the end of the seventh or eighth semester of high school.
2. Score above the prior year's national average on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT). This criterion is revised annually to reflect the latest national average from ACT and SAT.
3. Complete a strong academic program in the subject areas of English/language arts, mathematics, science and social studies. NO substitutions are authorized.
4. Complete at least three units in foreign language and/or additional advanced courses from the "core" academic areas of English/language arts, mathematics, science and social studies. Advanced vocational-technical courses, which have been selected to support and strengthen the student's college preparatory program or career choice also may be used to fulfill this requirement. If the student's course of studies include a foreign language, the State Board of Education strongly recommends that it include at least two units of the same foreign language.
5. Earn at least five units of elective credit, which should be selected and planned by the school, the student and the student's parents to develop the student's aptitudes and skills.

Parental Custody

- If a student's parents are separated or divorced, please submit a current, notarized copy of the "Judgment Decree of Dissolution" to show care, custody, and control of the child residing within the district. This is for safety of the students in our district.

Compliance with Title IX

It is the policy of the Atlanta C-3 School not to discriminate on the basis of sex, race, color, ethnic origin or religion in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments.

Standard Complaint Resolution Procedure for Improving America's Schools Act Program

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

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

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the 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 the local district policy: (local policy inserted here). If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Compliance of Public Law 94-142

It shall be the policy of the Atlanta C-3 School to meet all the requirements of the special education programs including Public Law 94-142 of the Rehabilitation ACT of 1973 prohibiting discrimination on the basis of handicapping conditions.

Rights and Privacy of Parents and Students Regarding Student's Records.

All official records, files and data related to a specific students who are 18 years of age or older as soon as possible after the request. This inspection shall be made under the supervision of a certified member of the staff who has the knowledge necessary for the interpretation of test results and other data.

To provide an opportunity for the correction of records that are inaccurate, misleading or otherwise in violation of the privacy or other rights of students, parents or students that are 18 years of age or older shall have an opportunity for a hearing to challenge the content of the student's school records.

Student records and files may not be released without the written consent of the parent or student 18 years of age or older.

Atlanta C-3 School District will abide by all provisions of the Family Educational Right and Privacy Act of 1974.

Atlanta C-3 School District does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding compliance with Title VI, Title IX or Section 504, please contact:

William W. Perkins, Superintendent

Atlanta C-3 School District

P.O. Box 367

Atlanta MO 63530

(660) 239-4212

STUDENT ACTIVITIES

The opportunity for participation in a variety of student activities is a vital part of a student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the student. Atlanta High School's student activities are considered an integral part of the school's educational program which program which provides experiences that will help to develop young men and women physically, mentally, socially and emotionally.

Organization, Activities, Sponsors and Coaches

| | |
|---|--------------------------------|
| National FFA | Susan Marsh |
| Family Career and Community Leader of America | Amy Coleman |
| Future Teachers of America | Judy Harvey |
| Student Council | Courtney Garnett, Tyler Walker |
| National Honor Society | Courtney Garnett |
| Art Club | Dee Motter |
| Varsity Academic Bowl | Sarah Watson |
| Boys Basketball | Nick Pfeiffer |
| Girls Basketball | Nick Pfeiffer |
| Junior High Boys Basketball | Tyler Walker |
| Junior High Girls Basketball | Franni Smith |
| Baseball | Nick Pfeiffer |
| Softball | Courtney Garnett |
| Track | Tyler Walker |
| Cross Country | Katherine Wayman |
| Yearbook | Julie Kidwell |
| Junior Varsity Academic Bowl | Tyler Walker |

Organization Meeting Times

Some organizations will have one period per month to meet for the purpose of conducting business. Sponsors should determine whether the meeting is needed and place the announcement in the bulletin. Any additions are to be before or after school hours. The first and third Wednesdays of each month shall be the meeting days. If academic reasons or other conflicts arise an alternate day will be chosen. Organizational meeting times will be determined by sponsors and may change from one month to the next.

Class meetings will be scheduled as needed (7-12)

Class Sponsors

| | |
|------------------------|---|
| 7 th Grade | Amy Coleman, Susan Marsh |
| 8 th Grade | Dee Motter, Katherine Wayman, Nick Pfeiffer |
| 9 th Grade | Sarah Watson, Tyler Walker, Philip O'Neal |
| 10 th Grade | Franni Smith, Melissa Womack |
| 11 th Grade | Julie Kidwell, Samantha Figg, Matthew Weber |
| 12 th Grade | Judy Harvey, Courtney Garnett |

Class Officers

1. The officers of each class shall be: President, Vice-president, Secretary, Treasure and two (2) members who serve on Student Council.
2. Class meetings will be held when they are deemed necessary by sponsors and approved by the principal. The meetings should be conducted in an orderly manner.
3. It shall be the duty of the class president to conduct all class meetings. He/she should consult with the sponsor(s) in advance of the meetings in preparation of the agenda. The vice president will take charge of the meetings in the absence of the president.
4. The secretary is responsible for keeping a record of the minutes of the meetings and should have a copy of these minutes available if needed by the office. He/she is also responsible for all correspondence necessary in connection with class business.
5. The treasurer is responsible for keeping records of the class money. All class funds are to be submitted to the office by the class treasurer. Expenditures of class money must have the approval of the sponsors and cleared through the principal's office. Approved purchases may be made with a purchase order from the office. Because complete records must be kept of all receipts and expenditures to comply with State laws, payment of all bills must be made by a school check only. Do not pay with cash.

Athletic/Activities Program

Since the athletic/activity program is considered a vital part of our school program, definite policies in regard to its administration must be made so that it will bring credit to our school and will physically and educationally benefit those students participating.

1. Make academic progress equal to the individual student's ability to achieve and meet all eligibility requirements.
2. Develop the attitude and behavior necessary to become a good citizen.
3. Attend school regularly. Students must attend school a minimum of ½ day to participate and/or practice. Must arrive for a full 4 periods.
4. Go to and from athletic contests on the bus unless given special permission.
5. Observe all training rules set forth by the coach/sponsor.
6. Display conduct that is honorable during athletic contests at home and away.
7. Carry the necessary insurance.
8. Have a physical exam record on file at the school.

Extra-Curricular Code of Conduct

1. Students must meet all citizenship requirements set forth by the current MSHSAA handbook.
 - a. Participants who are convicted of, or plead guilty to, a felony will be ineligible to represent the school for the current and following semesters.
 - i. Any student who has been formally charged with a felony will automatically become suspended from extra-curricular activities until charges are dropped or the student is found innocent.
2. Participants who are reported by any law enforcement official, juvenile authority, school administrator, or an employee (while on the school grounds or at a school event), for using smokeless tobacco, smoking, or of using any tobacco products during the season will.
 - a. First Offense: be suspended from all practices and games for a period of one school week (5 school days)
 - b. Second Offense: be suspended from all extra-curricular activities for a period of up to 365 days or one year following the incident.
3. Participants who are reported by any law enforcement official, school official, or an employee (while on the school grounds or at a school event), for the usage of or possession of alcohol, drugs, or theft will.
 - a. First Offense: be suspended from all extra-curricular activities for a period of 3 school weeks and at least 3 activities following the incident.
 - b. Second Offense: be suspended from participation in all extra-curricular activities for a period of up to 365 days or one year following the incident.
4. The coaches and/or administrators as the situation warrants will deal with participants using profanity.
5. Participants reported fighting by any school official or employee on school property or at a school sponsored event will.
 - a. First Offense: be suspended from all extra-curricular activities for one school week (5 school days).
 - b. Second Offense: be suspended from extra-curricular activities for a period of six school weeks (30 school days).
6. A student making an F in any class at the quarter will be ineligible from all extra-curricular activities for the following quarter.
7. Participants in athletics and cheerleading must have adequate proof of insurance before being allowed to practice or participate in a game.
8. Any violation of eligibility not stated above that occurs at Atlanta C-3 will be dealt with by a coach of the sport, or faculty sponsor of the club, or if the administration deems necessary, the situation will be handled by committee consisting of the coach and administration.

The school believes that an infraction which violates the eligibility standards set forth by Atlanta C-3 Board of Education and the Missouri State High School Activities Association, whether it occurs in the summer or during school months, should be handled in the same manner unless otherwise stated.

Sports Fans

Most fans know that we can't win games by challenging the official on every call, regardless of whether or not we agree with him/her. He/she is calling the game and will not change his/her decision because of noise from the crowd. He/she may, however, become angry and fail to give our teams the benefit of the doubt in case a break should come our way.

We attend all the games for the purpose of cheering our teams to victory. When the fans question every official call whether right or wrong, when the fans boo while the other team shoots a free shot, or when a group uses cheers that criticize officials or the opposing team it is displaying a lack of respect for the opposing team members, their coach and fans as well as the officials. These are examples of poor sportsmanship.

We can win many games this year, but the members of our teams need our help, not our opposition. They need our assistance, not our criticism. At every game please help urge our teams toward victory. Do not show poor sportsmanship and bring dishonor upon yourself, your school, and the teams that represent you to the best of their ability.

Sportsmanship and Citizenship

As we look at the upcoming school year, we must continue our efforts in maintaining a high standard of sportsmanship and emphasis of citizenship in our school and our society. This is an area we have made significant progress given the adverse influence higher levels of athletic competition could have on our team and community. The Atlanta C-3 Board of Education and Administration appreciate the support of our teams and the display of high standards of sportsmanship. Our vigilance is required to cultivate and sustain not only good sportsmanship, but high ethical and integrity standards to set a positive tone and influence our leaders of tomorrow-our own students.

In continuing to work towards a goal of high sportsmanship/citizenship for member schools, the Missouri State High School Athletics Association in cooperation with the Missouri School Boards Association, the Missouri Association of School Administrators, the Missouri Association of Secondary School Principals, and the Missouri Interscholastic Athletic Administrators Association will be continuing the SPEAK OUT FOR SPORTSMANSHIP Campaign.

Dear Parent or Guardian:

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

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

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

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Sincerely,

William W. Perkins, Superintendent
Atlanta C-3 Schools
P.O. Box 367
Atlanta MO 63530
(660) 239-4212

Missouri Department of Elementary & Secondary Education

NCLB COMPLAINT PROCEDURES

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

Who May File a Complaint

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

Definition of a Complaint

There are both formal and informal complaint procedures.

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

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

Alternatives for Filing Complaints

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

Informal and Formal Complaints Received by the Local Education Agency

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

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,

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

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

Informal Complaints Received by the SEA Office

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

Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA

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

Decision

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

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate. Procedure Dissemination
 1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
 2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
 3. DESE will also keep records of any complaints filed through this policy.

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 <public agency> 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, 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 <public agency> 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 <public agency> 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 <public agency> 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 <insert location and times/days available for review>.

This notice will be provided in native languages as appropriate.

PARENT PERMISSION FORM and USER AGREEMENT 2014-2015

As a parent or guardian of a student at School, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

My child may use the Internet while at school according to the rules outlined. _____

I would prefer that my child not use the Internet while at school. _____

Parent Name (print) _____

Parent Signature _____

DATE: _____

PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

_____ My child's work can be published on the Internet and photographs/video of my child can be published.

_____ I would prefer that my child's work/ picture not be published.
(By choosing this choice your child will not be in the yearbook, newspaper, school website, etc.)

Parent Signature _____

DATE: _____

Student Handbook Verification

I have read the Student Handbook and have been given the opportunity to clarify any questions that I may have.

Student Name _____

Parent Signature _____ **Date** _____

