

SOUTH SHELBY HIGH SCHOOL

*Student Handbook
2025-2026*

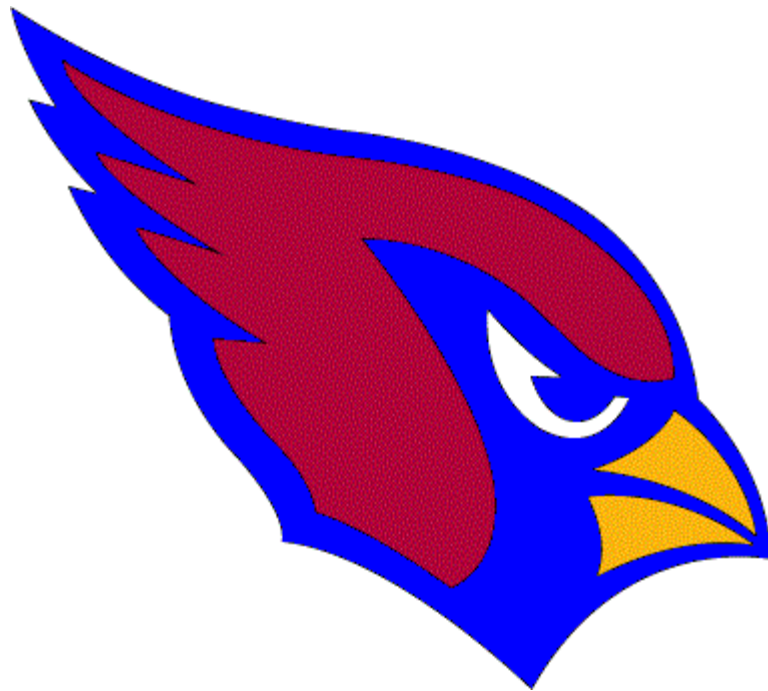


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Dear Students and Parents,

Welcome to South Shelby. The beginning of each school year represents a fresh start for you to set and reflect upon your personal goals and expectations. It is my hope that you will achieve your highest potential in all of your endeavors.

Attending South Shelby will be an exciting part of your life. You will face many challenges during this time and how you face each challenge will affect how fulfilling this year will be for you.

As you meet the challenges of this new school year, please keep the following in mind...

- We are striving to build a "Culture of Excellence". Culture is the normal way of conducting business. How people normally do things develop into habits. Habits can be positive or negative. Strive to create positive habits.
- Set a vision of what you want to become in the future. Set goals for yourself and work to achieve those goals.
- The true benchmark of a successful school is the success of the people in it. South Shelby strives for excellence in all that encompasses it.
- We are all different and that is good. I ask that you be tolerant of others who are different than you and be accepting of others within our diverse school community. Our diversity is our strength, not our weakness.
- Be Proud of who you are, smile and do Your Best. If ever you are uncomfortable mentally or physically please ask for help!!

Remember, it takes all of us working together interdependently in order to meet our goals. We need your best effort in order to be successful. Good luck as you start your journey this school year.

Your Partner in Education,

Tim Maddex,

HS Principal

I am aware of the South Shelby 2025-2026

Student/Parent Handbook and understand that I am responsible for all information contained herein.

This signed statement will be kept in the HS/MS Office.

Student Name (Printed)

Date

Student Name (Signed)

Parent Signature

Date

This document is signed electronically during enrollment.

I acknowledge and understand that:

1. Student lockers are the property of Shelby County R-IV.
2. Student lockers remain at all times under the control of Shelby County R-IV.
3. I am expected to assume full responsibility for my school locker.
4. Shelby County R-IV retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.
5. If you choose to lock your locker, you must provide a key or combination to the office for your lock.

Student

Date

Locker number

It is the belief of South Shelby High School that both teachers and students should be in an environment that has a positive effect on the educational process. Therefore, students are expected to behave in an appropriate manner. All school activities are part of the learning process and are considered an extension of the regular school day.

This document is signed electronically during enrollment.



Shelby County R-IV School District CSIP At A Glance

Continuous School Improvement Plan

2022-2026

Mission

The Shelby County R-IV School District will empower students to strive to be successful.

Vision

The Shelby County R-IV School District will develop leaders.

EFFECTIVE TEACHING & LEARNING

1. The District will be at or above the state averages on MAP and EOC testing on an annual basis.
2. The District will meet the On Target or Exceeding in the Post Secondary calculation (ACT, SAT, COMPASS, ACCUPLACER, WORKKEYS, ASVAB) on an annual basis.
3. The District will be On Track or On Target on the 180-day Graduation Follow-Up. (MSIP 6 EA3)
4. The District's Graduation Rate will be On Target according to DESE requirements. (MSIP 6 EA2)
5. The District will use state-approved reading assessments to assess all students enrolled in kindergarten through grade three at the beginning and end of each school year for their reading level and provide intensive reading instruction to students identified as having a substantial deficiency in reading.

LEADERSHIP

1. The District will recruit, develop, and retain staff that meets 100% highly qualified status as defined by DESE.
2. The District will provide for a minimum of 30 hours of high quality professional development per academic year.
3. The District will maintain a staff retention rate of 90% or higher on an annual basis.
4. The local board adopts, monitors, and annually reviews the implementation and outcomes of the Continuous School Improvement Plan (CSIP) that focuses on district performance and improvement.

POSITIVE CLIMATE & COLLABORATIVE CULTURE

1. At least 90% of staff and families will indicate school communication is effective or highly effective as measured by the annual climate and culture survey.
2. The District will have 90% of students in attendance 90% of the time on an annual basis.
3. The District will provide a comprehensive multi-tiered system of support that addresses the academic, emotional, behavioral, social and physical needs of each student to provide a safe and caring environment that shows annual growth via survey data.

FACILITIES, OPERATIONS & TECHNOLOGY

1. The District will develop the annual budget for alignment of resources with the CSIP and other established budget planning processes to ensure compliance with the Board of Education's targeted 30% financial fund balance reserve as reported on the Annual Secretary of the Board Report.
2. The District allocates necessary funding of the annual budget to provide classroom resources, and district technology needs annually beginning in 2022 through 2026.
3. The District will develop a facility plan that will be evaluated annually.
4. The District will maintain the needs for security and safety systems to protect facilities and ensure a safe and secure learning environment for students and staff by assessing physical safety measures in each school on an annual basis.

A+ GOALS

Our goal is for all students to:

- Graduate from high school
- Complete a selection of high school studies that is challenging and has identified learning expectations;
- Proceed from high school graduation to a college or postsecondary vocational or technical school, or a job with workplace skill development opportunities.

STUDENT FOUNDATION SKILLS

Each student shall acquire the skills needed to pursue productive and worthwhile goals in society.

1. Basic Skills

Students shall be competent in the areas of basic knowledge – language arts, mathematics, science, social studies, communication and technology.

2. Thinking Skills

Students shall possess the ability to think creatively, to make decisions, to solve problems, to conceptualize and to communicate effectively.

3. Character Traits

Students shall develop individual responsibility, acquire self-esteem by achievement, develop self-management skills, develop conflict resolution skills, and possess social skills and integrity.

STUDENT WORKPLACE COMPETENCIES

Students shall possess the personal qualities that will be essential for success in the workplace, which will include, but not be limited to:

1. **Communication Skills** – both verbal and written.
2. **Technology Skills** – appreciation for technology and adequate skill level to use productively.
3. **Interpersonal Skills** – ability to work with others, workplace etiquette and ability to follow and give direction.

Students will know the value of being a responsible individual. They will understand that with life experiences there are risks, failures, challenges and successes. As a member of the workplace they will accept their responsibility in all facts.

SHELBY COUNTY R-IV CHARACTER EDUCATION POLICY

The Shelby County R-IV school district believes that a free society cannot survive unless the values upon which it is grounded are fully comprehended and practiced by each succeeding generation of educated citizens. We recognize that there exists within our community a set of core values that are common to all citizens.

These core values include, but are not limited to, the following:

- ☐ **Personal integrity and honesty**
- ☐ **Respect for the rights of all persons regardless of race, religion, sex, age, physical condition or mental state**
- ☐ **Sense of justice and fair play**
- ☐ **Trustworthiness**
- ☐ **Patriotism**
- ☐ **Citizenship**
- ☐ **Understanding, sympathy, concern and compassion for others**
- ☐ **Discipline and pride in one's work**
- ☐ **Respect for one's property and the property of others including public property**
- ☐ **Understanding of the rights and obligations of a citizen in a democratic society**
- ☐ **Respect for authority**

We, at Shelby County R-IV, believe that these core values may be diverse in their origin but they have been memorialized for our nation in documents such as the Constitution and the Bill of Rights. We also believe that they are crucial to a free society and that our school has a responsibility to uphold them and to communicate them to our students.

We recognize that the home should be the primary source of moral, ethical, and religious instruction, and that the role of the school is to support the family by upholding the highest example of morality, ethics, and integrity. The district's program of character education will include a meaningful and challenging curriculum that respects all learners and helps them succeed. The district will provide opportunities for the integration of character education throughout the curriculum in grades K-12 and will implement the program in close cooperation with parents of students. This program will involve students, staff, families and the greater school community. Teachers will strive to implement this program through existing programs where possible and where the Superintendent deems necessary the curriculum will be changed to reach our goal of educating all students on the core values.

STUDENT CODE OF CONDUCT

CODE OF CONDUCT: The following are 6 general principles that form the foundation of the code of conduct of South Shelby. If you act in accordance with these principles, you will be within the rules of the school and more importantly, you will increase the likelihood of experiencing personal success in and satisfaction with school.

1. Accept responsibility for you education, decision, words and actions
2. Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn.
3. Be active in the school and community
4. Maintain a balance between academics, co-curricular activities and community projects
5. Support your fellow students
6. Respect cultural diversity, individuality and the choices and rights of others

SOUTH SHELBY FACULTY AND STAFF

Administration

Billy Daleske

Superintendent of Schools

Tim Maddex

9-12 Principal/ A+ Coordinator/Free & Reduced

Curt Bowen

MS Principal/Transportation Director

Katie Stueve

Elementary Principal / Title I & Federal Programs

Tara McWilliams

Assistant Elementary Principal / Special Ed Director

2025-2026 South Shelby Staff

Maranda Ziebarth

Secretary to HS Principal

Jill Truitt

Secretary to MS Principal

Kim Hutcherson

Office Secretary/SIS Coordinator

Shana Dreckshage

Secretary to Superintendent

Brinkman, Brittany

Bookkeeper

Alber, Barb

MS Math

Baker, Christina

MS/HS At-Risk

Blevins, Jolene

Cross Categorical, Asst. Cheer

Collins, Michele

School Counselor, Testing Coordinator, AIS

Coon, Olivia

6th Grade Music, Honor Choir

Eleazarraraz, Staci

Family & Consumer Sciences, FCCLA

Fohey, Ashley

School Nurse

Giles, Geoffrey

MS Social Studies, MS Football

Gill, Erin

Cross Categorical/HS Cheerleading

Gough, Jessica

6th Grade

Greenwell, Hillary

Life Skills Coordinator

Gunterman, Adam

MS/HS PE/Weights, HS Football, HS Basketball

Hillard, Nathan

HS Science, HS Scholar Bowl, Enviro Club, NHS

Hickman, Michael

HS History

Hickman, Emily

MS Science

Hutcherson, Isabella

MS/HS Art

Langhammer, Emmy

MS School Counselor

Mitchell, Kevin

HS Social Studies, Golf, MS Head Girls Basketball

Moore, Michael

MS Boys Track

Murray, Bethany

MS Language Arts

O'Laughlin, Luke

Business, Yearbook, FBLA, HS Head Girls Basketball, Head Track

O'Laughlin, Taylor

MS Special Ed, Challenge & STUCO,,MS Ath.Dir

O'Neal, Desirae

MS Girls Track, HS Cross Country

Parman, Carl

HS PE, Facilitator, HS Boys Basketball, HS Asst. Football

Parman, Kristina

Vocational Agriculture, FFA, HS Softball

Poore, Caitlyn

MS/HS Language Arts, HS Track, HS Girls Golf

Prange, Joel

Band, Vocal Music, Jazz Band

Rash, Lonnie

Special Ed Aide

Ratliff, Melissa

MS/HS Asst. Archery

Rich, Jacob

HS Math, HS Head Baseball, HS Asst. Football

Roth, Andy

Interventionist

Schaefer, Mindy

HS STUCO

Schwada, Andrea

6th Grade

Schmidt, Mitchell

Vocational Agriculture, FFA

Stevenson, Lisa

HS Science, Science Club, Archery

Trivette, Deb
Utterback, Jayna
Van Houten, Marylynn
Whiston, Dylan
Wilcox, Joann
Wilt, Rob
Winkler, Catherine
Wise, Kennedy
Wood, Tiffany

HS Language Arts
Special Ed Aide
Cross Categorical, HS STUCO
HS Math, Asst. Track, MS XC
HS Language Arts, MS Scholar Bowl
Facilitator, HS Athletic Director
MS/HS Librarian
Athletic Trainer
At-Risk Aide

Rick Kronik
Stephen Little
Toni Hanson
Kenrick Eston
Missy Jarman
James Bork

Custodian
Custodian
Custodian
Custodian
Custodian
Custodian

SOUTH SHELBY CLASS SPONSORS

Freshman-Marylynn VanHouten and Abby West
Sophomores - Jolene Blevins and Nathan Hillard
Juniors - Kevin Mitchell and Isabella Hutcherson
Seniors - Dylan Whiston and Carl Parman

SHELBY COUNTY R-IV BOARD OF EDUCATION

Aaron Kendrick	President
Darin Eleazarraraz	Vice President
Scott Gough	Member
Amy Harre	Member
Stewart Hatcher	Member
Lindsey Perotti	Member
Kendel Wood	Member

GRADUATION REQUIREMENTS

Vocational Path

4 Units of Language Arts
3 Units of Social Studies
3 Units of Math
3 Units of Science
1 Unit of PE
1 Unit of Fine Art
1 Unit of Practical Art
½ Unit of Personal Finance
½ Unit of Health

17 Required Units

7 Elective Units

24 Total Units for Graduation

College Prep Path

4 Units of Language Arts
3 Units of Social Studies
3 Units of Math
3 Units of Science
1 Unit of PE
1 Unit of Fine Art
1 Unit of Practical Art
½ Unit of Personal Finance
½ Unit of Health
3 Units of Specified Core Electives-
(3 Units of Foreign Language
or 2nd year Vo-Tech Courses
or courses in Math and Science)

20 Required Units

4 Elective Units

24 Total Units for Graduation

***Note: Beginning with the Class of 2010:**

To be considered on a college ready path a student must take a combination of 3 elective units in math, science or foreign language. It is strongly suggested that a student has at least 2 years of the same foreign language.

In addition to the program of study for Graduation, a student must pass The Missouri and United States Constitution Tests, Civics Test, and receive CPR Instruction.

A student can use 3 credits of an Ag class to suffice the 3rd credit of science. This is not recommended for the college bound student.

Accepting Off Site College Credit:

A student who wishes to take a college class off campus may do so with prior approval from the counselor and administrator. A student may only transfer in 2 college classes which would become 1.0 credit of high school credit.

Classes required for graduation must be taken with a South Shelby teacher UNLESS approved by the Counselor or HS Principal.

Online Dual Credit Policy: If a student drops the online class at the college level they will receive a “F” on their high school transcript.

Online dual credit can meet high school requirements & receive weight.

Exchange Students: (ex-AFS) Graduation is possible for exchange students that have at least 16 credits upon entering. After individual transcripts have been reviewed by the counselor and Principal a decision will be made based on an individual basis.

South Shelby is not required to Graduate any AFS Student as it is the Experience agreed upon by the two parties NOT the Diploma.

To be classified as a sophomore, a student must have Six (6) units of credit by the beginning of 1st semester

To be classified as a junior, a student must have Twelve (12) units of credit by the beginning of 1st semester

To be classified a senior; a student must have eighteen (18) units of credit by the beginning of 1st semester

Language Arts Classes:

- LA 1, LA 2, LA 3, LA 4, Applied Communications III & IV, Public Speaking

Social Studies Classes:

- American History, World Studies, Civics, Current Events

Math Classes:

- Algebra I, ALG II, Pre-Calculus ALG, Pre-Calculus Trig., Calculus, Geometry, Informal Geometry, Stats

Science Classes:

- Physical Science, Biology 1 and 2, AP Biology, Chemistry, Advanced Chemistry, Physics, Conceptual Chemistry, Anatomy, Med Terms, Environmental Science

Fine Arts Classes:

- Drawing and Painting, Ceramics, Band, Choir

Physical Education Classes:

- PE, Weightlifting, Aerobics, Lifetime Sports

Practical Arts Classes:

- Ag Science 1,2,3, Greenhouse Management,, Ag Leadership and Communication, Ag Woods, Food Science and Tech, Ag Metals , , , Foods, International Foods, CAFL, Child Development Health
- Desktop Publishing, Computer Application, Multimedia, Computer Programming, Personal Finance

Foreign Language Classes:

- Spanish, French, German, Japanese, Arabic, Mandarin Chinese, English (ESL)

Weighted Grades

The following classes may be weighted:

- **Advanced Chemistry, Anatomy/Physiology, Biology II, Calculus, Advanced Physics, LA IV 101, LA IV 102, Public Speaking, Pre-Calculus Alg, Pre-Calculus Trig, Calculus, Stats, Med Terms, and Enviromental Science. Any Online Dual Credit Class**
- Grades will be weighted by adding 0.33 points only to grades above D+.
- For students to be eligible to be on the weighted grades system they must be enrolled in at least 6 credits per year.
- Among the classes students may choose throughout high school there is a limit of 6 classes that may be weighted. Students may take additional classes on the above list without the weight.

Grading Scale

	Percent	Weighted	Un-weighted
A	94 -100	4.3333	4
A-	90 - 93	4	3.6667
B+	87 - 89	3.6667	3.3333
B	83 - 86	3.3333	3
B-	80 - 82	3	2.6667
C+	77 - 79	2.6667	2.3333
C	73 - 76	2.3333	2
C-	70 - 72	2	1.6667
D+	67 - 69	1.3333	1.3333
D	63 - 66	1	1
D-	60 - 62	0.6667	0.6667
F	0 - 59	0	0

Beginning with the class of 2021, SSHS will only use the Laude System.

The Laude System

The Laude System will recognize academic excellence at the scholarship banquet and at graduation with the following Standards after 7 successful semesters of high school attendance.

Summa Cum Laude

Students have 3.90 cumulative GPA or above

95% Attendance

An ACT score above the state average for the previous year.

Good Citizenship-As defined by A+ Qualifications listed in the A+Handbook

Magna Cum Laude

Students have 3.70 cumulative GPA or above

95% Attendance

An ACT score above the state average for the previous year.

Good Citizenship-As defined by A+ Qualifications listed in the A+Handbook

Cum Laude

Students have 3.50 cumulative GPA or above

95% Attendance

An ACT score above the state average for the previous year.

Good Citizenship-As defined by A+ Qualifications listed in the A+Handbook

Full time attendance for 8 semesters is required. Transfer in credits subject to approval by the Principal, and must come from an accredited institution. As students' names are read at commencement, Laude honors designation will be announced and awarded. In addition, honor cords will be worn during the ceremony.

A+ OPPORTUNITY: As an A+ Designated School, South Shelby High School students are eligible for 2 years of tuition from any Missouri public community college, vocational or technical school. For a list of the eligible schools, contact the A+ Coordinator, Tim Maddex at (573) 588-4163.

South Shelby High School was designated by the Missouri Department of Elementary and Secondary Education as an A+ School. This concept focuses on all of our students. It directs us to design a program that will provide students with a rigorous academic education. As an A+ School we will prepare students for postsecondary education and the workplace.

South Shelby High School graduates need to complete the following to be considered an A+ student. (Complete guidelines can be found in the South Shelby A+ Student Handbook.)

1. Complete an A+ Schools Agreement form.
2. Attend a designated A+ School for 2 years prior to graduation.
3. Earn a high school grade point average of 2.5 or higher on a 4.0 scale. (No weight is figured for A+ GPA.)
4. Maintain a 95% high school attendance record (as accumulated over the 4 years)
5. Tutor or mentor students for 50 hours (unpaid).
6. Establish a record of good citizenship and have no incidence of the unlawful use of drugs and/or alcohol.
7. Attempt to secure federal financial assistance funds through FAFSA. that do not require repayment. (FAFSA)
8. Attend on a full-time basis a Missouri public community college or vocational-technical school, maintaining a grade point average of 2.5 or higher on a 4.0 scale.
9. Meet the Alg I requirement –details of this newest requirement are listed in the A+ booklet.

PART-TIME STUDENTS:

The District recognizes the need of some students to attend school on a part-time basis. The Board has established the following regulations regarding part-time attendance. It is the intent of this regulation to meet the individual needs of each student and at the same time establish rules and regulations that will preserve the discipline, health, and academic standards of the school. A student is eligible for part-time status their 8th Semester. **If a Student has an F at the end of 2nd Qtr or 1st Semester they are automatically ineligible. It will be determined on an Individual basis.**

Eligibility Requirements

1. The student must have parent/guardian approval if under 18 years of age.
2. The student must demonstrate a definite need to attend school on a part-time basis. Examples are: a) financial needs of students or family, b) health problems of self or family, c) vocational training in school or on the job, d) enrollment in a school of higher education, and e) unique curriculum offerings.

EARLY GRADUATION: Graduation, with all attendant privileges, will be allowed any time after seven (7) semesters of attendance beginning with grade nine and attainment of all requirements as set by the State and local School Boards. The appropriately planned educational experience must be submitted in writing and be commensurate with the students interest, aptitude, and ability. South Shelby accepts the responsibility to determine if the student has fulfilled their commitments for college attendance, vocational school attendance, or on the job training prior to issuance of a high school diploma.

Students meeting the above conditions to the satisfaction of the counselor, Principal, superintendent and Board of Education may be permitted to leave school if the school officials feel it is in the best interest of the student, school, and community. Their individual transcript will be reviewed to show the credits earned and the conditions under which a diploma will be granted in the future.

Students completing the above educational experience shall be eligible to receive their high school diploma with their graduating class.

A student who has earned the minimum required credits for graduation by the end of the seventh semester and meets the requirements as outlined above may apply to the school officials to modify and or discontinue their time at South Shelby High School. Upon approval they will be eligible to receive their diploma in the graduation ceremony at the end of their eighth semester. During the eighth semester the student will not be allowed to participate in any extra-curricular activities or academic events. They will be eligible to apply for any and all scholarships available to other Seniors. The student will be able to attend Prom upon administrative approval on an individual basis.

HOME SCHOOL: Students who Enter South Shelby High School from a Home School Experience will enter at the level determined by South Shelby Administration, Counselor and a Team of Teachers. To determine their abilities a Student may be subject to testing and need to show proof of their latest followed curriculum. If an appeal is requested it will need to be put in writing to the Superintendent of Schools.

LOCKERS: Although you are provided with a locker, the locker remains the property of the school and may be opened at any time by school officials. It is important that you keep all valuable possessions at home. Students are responsible for the locker issued to them and can be held accountable for damage. Do not write on, kick, or abuse your locker, as it will be considered vandalism. Please keep them clean and neat.

BACKPACKS/BAGS: Backpacks/bags in the classroom will be up to each teacher.

HALL PASSES: Each student must have a pass or admit slip in order to leave or enter a room or class after classes have started or the tardy bell has rung.

FOOD & DRINKS: Students will not be allowed food and drinks in the classrooms unless approved by the Principal and Teacher.

SCHEDULE CHANGES: Any and all schedule changes should occur during the first **four** days of a semester. The counselor, Principal, teachers and parents must approve all schedule changes. Students will continue in their original schedule until the requested change has been approved. **This includes enrollment into Virtual Courses as outlined by MOCAP.**

HONOR ROLL: Students who have a 4.0 to 3.75 grade point average with no grade lower than a C- qualify for the Principal's honor roll and will be recognized and celebrated during lunch each quarter. Those who have a 3.74 to 3.0 grade point average with no grade lower than a C- qualify for the standard honor roll.

SCHOOL COUNSELING: The School Counseling Program at South Shelby is concerned with the educational, vocational, personal, and social adjustments of students. Counselors are responsible for scheduling, guidance, carrying out the testing program, collecting information and maintaining cumulative records and the orientation of students to the total school program. Students should arrange meetings with the counselor during their study hall, lunch period or whenever possible.

TEXTBOOK/EQUIPMENT DAMAGE AND LOSS: The student must maintain full responsibility for the welfare of the books and/or equipment once they are checked out in their name. Students are responsible for checked out items that are broken, misplaced or stolen. During use, any damage that has occurred that is deemed to be the students/users fault, will result in an investigation to determine if it was accidental or intentional. If it is deemed accidental, then the appropriate action will be taken to correct the damage/deficiency. If it is deemed to be intentional, then the user will be

responsible for the repair/replacement for the damaged item. Also, the privilege of the use of the equipment can be taken away for a determined or indefinite period of time. The student will pay the fine to the school district, before diplomas, report cards, etc. will be issued. The student must maintain full responsibility for the welfare and location of the equipment once it is checked out into their names. Students are responsible for checked out items that are broken, misplaced or stolen.

NOTE: Please refer to the Shelby County R-IV Schools Computer Damage/Loss Cooperative Program for further information. Participation in the program does not constitute ownership of the computer.

USE OF TECHNOLOGY: Students and parents are required to sign a “user agreement”, called the CardinalNet Contract, before you can access any computer in the Shelby County R-IV School District. If you don’t turn in your CardinalNet Contract at the designated time, your account will be shut off. See your CardinalNet Contract for rules and regulations regarding Internet access. The first violation you will receive a warning or loss of unsupervised use of the Internet and your second violation will be an automatic loss of unsupervised Internet use. **Digital Citizenship will be determined on an individual basis!**

WITHDRAWING FROM SCHOOL: Students leaving South Shelby should inform the school counselor and Principal for assistance.

VISITING SOUTH SHELBY: A visitor must be of the age group and currently in school of the class he/she is visiting and can only visit if approved by the Principal.

WEDNESDAY NIGHT: If at all possible, no school activities will be held on Wednesday night. This is the night most churches have programs. Sunday is a day of church activities and programs and no other activities will be held on Sunday. Before any activity will be scheduled on a Sunday, the administration must first approve it. (see Sunday Activity Procedure)

SCHOOL DANCES: School Dances are to be no longer than 3 hours in length. The time frame for a high school dance is 8:00 p.m. to 11:00 p.m. Courtwarming and Homecoming may be extended to 11:30 and Prom may be extended to midnight. Out of school dates must be signed up and approved in the Principal's office prior to the dance (Can't be over 21). If you leave the dance you are not to return. Dress codes for dances must be school appropriate and fit the theme and moment of the dance. South Shelby Staff reserves the right to require students to dress appropriately for the dance and “occasion”.

Only high school age students may attend high school dances and only middle school age students may attend middle school dances.

***Students must also meet academic requirements in order to attend dances. This includes Prom.**

TELEPHONE MESSAGES & FORGOTTEN ITEMS: The office will cooperate with parents to get messages to students during school hours. However, calls for students during school hours are disturbing to the school routine and therefore should be held

to a minimum. Messages will be written down and delivered to the student during their lunch period. Students will not be called to the telephone while in class except in emergency situations.

TELEPHONE USE: Students may use the office telephone during their lunch period and or when they have Teacher/Secretary permission.

LUNCH PROCEDURES: Students will have 20+/- minutes to eat. When a student finishes eating, trays, milk cartons, and napkins should be properly disposed of. Students are not to be in the locker rooms, parking lot or in the front of the school building during their lunch shift without permission.

BREAKFAST/LUNCH COLLECTION PROCEDURES: Lunch money needs to be paid in the office at the beginning of the week. You may pay by the week, month or year. The current charge for HS/MS breakfast is \$2.15 and 2nd tray \$3.35. HS lunch is \$2.70 per day, MS lunch is \$2.65 per day and extra lunch tray is \$3.20. Reduced lunches are \$.40. Meals need to be paid in advance.

FREE LUNCH PROGRAM: Free and reduced lunches are available to students meeting established government guidelines. Each student at South Shelby is given a free lunch application at the beginning of the school year. This must be returned and approved before a student can continue to be on the program.

SCHOOL HOURS: Normal School Day starts at 8:00 a.m. and ends at 3:32 p.m. **Four minutes are allowed between classes.**

EMERGENCY DISMISSAL OF SCHOOL: When the school day is shortened or called off due to weather conditions, or for any reason, every attempt will be made to alert the public through the local radio and television stations which are listed below.

TELEVISION

WGEM Quincy Ch. 10
KHQA Hannibal/Quincy Ch. 7
KTVO Kirksville Ch. 3

ALTERNATIVE METHODS OF INSTRUCTION (AMI):

The Shelby County R-IV School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized on days school is closed due to inclement weather, illness, exceptional emergency circumstances, or other natural disasters. It will be at the district's discretion on whether the school is considered "closed" or if an "AMI" day needs to be implemented.

The goal of the AMI plan is to embed curriculum with learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content

knowledge is achieved. AMI simply allows for the continuation of learning when students miss days of regular instruction. Important items to remember about AMI days:

- Students will NOT attend school on an AMI day. All students will have assigned work to be completed at home on these days.
- AMI days count as instructional days and do not have to be made up at the end of the school year if students and staff complete assigned work.
- Students who do not complete the work will be marked absent for the related AMI day AND will receive a zero for that assignment.

We will notify all guardians, as we have in the past, via text alert, social media postings and through local television stations in the event of school closures and use of AMI days. In the event of school closing, teachers will be accessible for questions, clarification, and feedback through email.

INTERVENTION STRATEGIES

TUTORING:

When students do not have their homework completed, extra help will be provided. This is not to be used as a punishment, but rather as a way to help each student be successful at South Shelby.

CARDINAL INTERVENTION/STUDY HALL:

Core Teachers will be available during study halls on a daily basis. Our plan and goal is to have “Cardinals helping Cardinals.”

Cardinals Will Succeed:

We will offer CWS Time on Tuesday and Thursday when the shuttle runs----This is designed for Students who have 2 or more F's. Mrs. Collins will be informed by Teachers and she will call Parents/Guardians. This is Not a Punishment—it is an Opportunity for Students to get More Help without All the Distractions!

Credit Recovery: Another Intervention South Shelby will offer is Edgenuity—A Student can make up Credit and it will count towards Graduation.

STUDENT BEHAVIOR & DISCIPLINE

BEHAVIOR: Students are to respect the rights of other students to learn and have a safe environment at school; students will be responsible for school property.

Discipline Behavioral Expectations

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR:

If you violate the rules of South Shelby certain consequences will follow. The specific consequences will be determined on the basis of severity and/or frequency of the offense. The selection of the appropriate consequence is solely at the discretion of the Principal. Students who are in activities and or athletics may face activity/athletic consequences in addition to school disciplinary action if their conduct breaks the eligibility for extracurricular activities requirements.

DISCIPLINE:

At South Shelby, the main purpose of discipline is to direct the student towards becoming a responsible, self-directed person and provide a productive learning environment. The following steps will be used when discipline is required. If the situation is serious enough or is a repeated violation of school rules, the Principal may by-pass any of the steps and impose the more severe penalty including suspending the student and recommending to the Superintendent that the student be expelled from school.

TYPES OF DISCIPLINE GENERALLY USED:

When a Student is given a consequence Parents/Guardians will be notified by the Principal while the Student is in the Office and available if need be by the Parent/Guardian.

Conference: When a Student is sent to the Office for any reason they will be listened to—A discussion will take place before any consequences are enforced. Discussion with the student to ensure school rules are understood and the student follows expected behaviors. **(Done on 1st Day of School Assembly)** It is the Students Responsibility to know the rules and the consequences.

Detention: Time to be spent before school, after school or during lunch.

In-School Suspension: Suspension from classes. Student will spend time in the isolation room away from other students working on class work and tests. A student will not be allowed at school events if the ISS time is not completed. ISS is a 24 hour rule of no participation. A Student will be eligible to attend or participate the next School Day at 8am.

Out-of-School Suspension: Suspension away from school. Work missed during this time may **NOT** be made up for full credit. It is the Students Responsibility to go to the Teachers, get missing assignments the day they return and complete by the date the Teacher tells them. Work turned in will not exceed 70% credit. A Student is not allowed on school property or at school events during this time. The time the Student is gone will be counted towards their allowable absentee total (7).

Major Suspension: Ten days out of school and possible recommendation by the Principal to the Superintendent that the student either be suspended for a longer period of time or expelled from school. Students are not allowed on school property or at school events during this time.

Expulsion: The Superintendent recommends to the School Board that the student be expelled from school. Students are not allowed on school property or at school events during this time.

Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

First Offense:

1. The student shall be suspended for a period of ten (10) school days.
2. The parent(s)/guardian(s) will be notified verbally and in writing, and a conference will be arranged.
3. The Principal will recommend to the Superintendent of Schools that the student receive further disciplinary action which may include expulsion unless the following procedure is followed:
 - a. The student must agree to be evaluated by a trained chemical dependency counselor for a professional opinion concerning use/misuse/addiction. The parent or guardian will be responsible for all costs incurred with evaluation and/or treatment.
 - b. The contacted agency or office must notify the school Principal that the client has made contact and is willing to comply with the appropriate treatment process.

Subsequent Offenses: The Principal shall suspend the student for ten (10) plus days and will recommend to the Superintendent of Schools that the student receive further disciplinary action which may include suspension of up to 90 days or recommendation to the Board of Education that the students be expelled. The Principal will also recommend the student not be readmitted to school unless he/she has successfully completed a chemical dependency rehabilitation program.

ARSON - Intentionally causing or attempting to cause a fire or explosion.

First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

ASSAULT – (Refer to Policy and Regulation 2673 – Reporting of Violent Behavior)
Assault of a Student or Staff Member – Use of physical force with the intent to do bodily harm. This is different from a fight or horseplay. This is one person causing deliberate bodily harm to another.

First Offense: 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

BULLYING AND/OR UNWANTED AGGRESSIVE BEHAVIOR – Intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Minor Consequences: Conference with Teacher, Principal, and or/ Parents, Lunch Detention, 1-4 days of ISS

Major Consequences: 5-10 Days of ISS, 1-180 Days of OSS, Expulsion. The Juvenile Office will be notified on all major bullying cases.

Teachers/Administrators at South Shelby High School will be on alert at all times and report it through the proper channels when suspected.

CHROMES/TECHNOLOGY – Students are encouraged to use technology in a variety of ways to support their individual learning styles and to express their creative talents. The use of technology at South Shelby High School is a privilege not to be abused. The school's technology policy applies to all authorized users who access the school's network or equipment using school-owned or personal equipment, including wireless devices.

Consequences:

1st Warning: 1-3 days Removal From Student – Parent Notified

2nd Warning: 3-5 Days Removal from Student – Parent Notified

3rd Warning: Tech Director & Principal discretion/LOP – Parent Notified

DEFIANCE OF AUTHORITY - Refusal to obey directions or defiance of staff authority.

Minor Offense/1st Offense: Conference with Teacher, Principal, and or/ Parents, Lunch Detention, 1-2 days of ISS

Major and/or Subsequent Offenses: 3-10 days in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

DISRUPTIVE BEHAVIOR - Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

Horseplay involving physical activity (slap, punch, dead leg etc) not considered fighting or assault will be an automatic 2 days of ISS.

Other First Offenses: Lunch Detention, 1-3 days in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: 3-5 days In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

DRESS CODE: It is understood that any student who participates in an extra-curricular activity must conform to the standards established and published by the school personnel responsible for that activity. Advance notice will be given concerning special dress requirements while attending various activities. ****Seniors will also be informed as Graduation approaches what will be encouraged for Graduation Pictures and the actual Graduation Ceremony. Any Senior not willing understands that participation in the graduation ceremony is a privilege not a right.**

In keeping with established practices of **good hygiene, safety, moral and social values**, and to provide for a minimum of disruption and maximum of learning opportunity, the following guidelines are established:

1. Any attire that in any way interferes with the educational process will be deemed inappropriate as determined by the Principal. The following are but a few examples and each is handled on an Individual Basis!
2. All students must wear shoes or sandals.
3. Any clothing worn shall not have suggestive writing or drawings, or emblems that are obscene, derogatory, or racially offensive. Ads for liquor, tobacco, double meanings or controlled substances will not be allowed.
4. The braless/low cut look will not be permitted. Halters, backless clothing, see through garments, spaghetti straps, or bare midribs will not be permitted at school. Two-piece garments must overlap sufficiently so that, during normal movement and sitting the midriff is not exposed.
5. Short or revealing clothing will not be permitted. We need to also consider how the clothing reacts when the student sits or participates in a normal school day. This includes holes in jeans at inappropriate levels.
6. Students are not permitted to wear caps, hats, hoods or bandannas in the school building.
7. Trousers, pants and jeans must be pulled up to an appropriate level and zipped and fastened.

8. **NO FACE PAINT OR ACCESSORIES THAT AFFECT A STUDENT'S APPEARANCE** -NO HALLOWEEN Costumes (unless approved for Halloween activity).

** Dress Code violation Students will be sent to the Office and documented!!

Consequences:

- 1st Offense:** Student correct the issue
2nd Offense: Student correct the issue, contact parent, 1 day ISS
3rd Offense: Student correct the issue, contact parent, 2 days ISS
4th Offense: Principal discretion

DRUGS/CONTROLLED SUBSTANCES

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property. (10 Days OSS is the Precedent with further days recommended)

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

PRESCRIPTION MEDICATION

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

EDUCATIONAL DISHONESTY: Educational Dishonesty is cheating on any classwork, homework, test, quizzes etc. This does include Plagiarism!

3 Strikes in any combination of classes-Not 3 per class..

1. Zero on the assignment – Call Parents
2. Zero on the assignment – Call Parents – 3 days ISS
3. No Credit for the 3rd Class Student was caught in – Student must complete Class – Call Parents
4. Additional steps will be handled at Principals discretion and on an Individual basis.

- Dual Credit Classes may have additional consequences through the College – South Shelby will support their consequence decision.

A Student caught or admits to dishonesty will also be expected to inform their Coach/Sponsor and understand additional consequences may be expected.

EXTORTION - Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: 3-5 days in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: 5 days In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

FIGHTING - Physically striking another in a mutual contact as differentiated from an assault regardless of who started the fight or defended themselves.

First Offense: 3-5 days in-school suspension, or 1-180 days out-of-school suspension, and notification of law enforcement.

Subsequent Offense: 5 days In-school suspension, 1-180 days out-of-school suspension, or expulsion, and notification of law enforcement.

FIREARMS AND WEAPONS (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials and documentation in student's discipline record.

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

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline records.

HARASSMENT (Refer to Policy 2130 - Harassment)

- a. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: 1-3 days in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Subsequent Offense: 3-5 days In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

- b. Physical contact that is sexually harassing.

First Offense: 3-5 days In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

IMPROPER DISPLAY OF AFFECTION - Consensual kissing, fondling, or embracing

First Offense: Lunch Detention, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

IMPROPER LANGUAGE- Students are to refrain from the use of threatening, obscene, vulgar, disruptive or demeaning language or conduct. This provision also includes conduct, verbal, written, or symbolic speech, which materially and substantially disrupts class, school activities, transportation, or school functions.

Minor or First Offense: Conference with Teachers, Principal, and/or Parents. Lunch Detention, 1-3 days in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: 3-5 days In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

INAPPROPRIATE SEXUAL CONDUCT (Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals.

First Offense: 3-5 days In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record.

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Use of sexually intimidating language, objects, or pictures.

First Offense: 3-5 days In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record.

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense: 3-5 days In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record.

STUDENT CELL PHONE USAGE – (Refer to Policy 2656)

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools pose increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Beginning with the 2022-2023 school year, student cell phones, digital cameras, smartwatches, non school laptops, headphones/earbuds (not supplied by the teacher) and similar outside electronic devices will not be allowed during the instructional day. The instructional day will be defined as "first bell to last bell." Cell Phones are also banned in dressing and bathroom areas at all times including during extracurricular activities. High School and Middle School students will be expected to keep phones in their lockers/book bags and turned off. Elementary students are discouraged from bringing cellphones to school. If in the event elementary students bring their cell phone to school, they are expected to keep them in the office. Students, K-12, caught in possession of a cell phone or other devices listed above during the instructional day will be in violation of this policy. Violation of this policy will result in the consequences below.

FIRST OFFENSE:

Student's phone or other devices will be confiscated, parents will be notified, and students can pick them up from the office at the end of the day.

SECOND OFFENSE:

Student's phone or other devices will be confiscated; parents will be notified and be required to pick the phone or other devices from the school and/or make arrangements with the building principal to take possession of the phone.

THIRD and SUBSEQUENT OFFENSES:

Student's phone or other devices will be confiscated; parents will be notified and required to pick the phone or other devices up at the school and/or make arrangements with the building principal to take possession of the phone. Violation of this policy for subsequent offenses will result in a day of In-School Suspension, while further offenses after ISS has been assigned and served will result in Out-of-School Suspension being imposed.

STUDENTS TAKING PICTURES IN LOCKER/DRESSING ROOMS WILL RECEIVE 3-5 DAYS OSS AND LAW ENFORCEMENT WILL BE NOTIFIED.

Parents may apply to the building principal to obtain a hardship exception for medical reasons. Telephones are also available in school offices for parents to contact their students for legitimate reasons.

TARDY – Late to class or assigned area. **(Per Qtr)**

* Tardies are handled by Each Individual Teacher – once a Student is sent to the Office the following consequences will be followed:

3rd– 4thTardy: 30 minute Tues/Thur after School detention or Lunch Detention (If a student does not serve the scheduled detention they will have ISS until detention is served.)

5th Tardy: ISS

Additional Steps will be at the Principal's discretion

THEFT – Nonconsensual taking or attempt to take the property of another.

1st Offense: 3-5 days out-of-school suspension, notification to law enforcement officials.

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

TOBACCO - Promoting, possession or use of tobacco or tobacco products including e-cigarettes and products like JUUL.

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

First Offense: 3 days in-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Subsequent Offense: 5 days In-school suspension or 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

- b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: 3 days In-school suspension or 1-3 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Subsequent Offense: 5 days In-school suspension or 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

TRUANCY – Absent or tardy from class or classes without authorization.

1st Offense: Lunch Detention, 1-3 days in-school suspension.

Subsequent Offense: 3-10 days in-school suspension, OSS

VANDALISM- Intentional damage or attempt to damage property belonging to the staff, students, or the school district. This includes purposely leaving marks on pavement, burnouts.

First Offense: 1-3 days in-school suspension, 1-180 days of out-of-school suspension, or expulsion, possible notification to law enforcement.

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

ATTENDANCE POLICY

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

An absence is defined as missing more than half a class period. Regular School attendance is required by Missouri Law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, teacher explanation and/or student performances as required in such classes as band and physical education.

This policy is not established for punitive purposes, but to promote regular class attendance, to maximize each student's opportunity to receive the full benefits of the education offered by The South Shelby School District. We also want students to assume responsibility for their conduct. If a student is 17 years old or younger, the Shelby County Juvenile Office and Division of Family Services may be notified of excessive absences.

Each student is expected to attend school regularly and to be on time for classes. This is necessary for a student to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. It is not possible to teach someone who is not present. There is a close relationship between strong attendance and strong academic performance, including persistence to graduation. **It is the legal duty of the parent/guardian to see to it that the child attends school regularly.**

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family.
4. Family emergencies, which necessitate absence from school. The school must be notified in advance when such absences are foreseen.
5. College and/or Career Day
 - **Seniors will be permitted two (2) College/Career Days**
 - **Juniors will be permitted two (2) College/Career Days**
 - **Sophomores will be permitted one (1) College/Career Day**

College/Career Days are not cumulative! For example, a student may not wait until their senior year and be excused for six (6) days because he/she did not use them until his/her sophomore and junior years.

Applications for College/Career Days are located in the Counselor's Office. Forms must be completed and submitted ideally two weeks before, but no later than five school days before the trip date. Failure to meet the deadline will result in the absence being counted against the student.

In case of absence, it is the responsibility of the parent/guardian to notify the school.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school. General Rule is 2 days for a day absent for work to be turned in.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.
4. If students are gone **2 or more consecutive days**, we encourage students to contact their individual teachers for assignments for accountability and responsibility.

Excessive Absences

When a student has a total of 15 excused and/or unexcused absences, a letter is sent to the Juvenile Office as mandated by law. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

Vo-Tech Attendance

*Macon Vo-Tech is an extension of South Shelby and students are expected to follow the guidelines set by SSHS and Macon.

**South Shelby Students will be required to attend on the Monday's when MACTEC is in session. A bus will be provided.

***When Macon is not in attendance and South Shelby is in attendance, students are Required to be here on time for their 5th hour Class. If not they will be considered truant..

Vo-Tech Transportation

*Vo-Tech students **must** ride the bus to and from provided by the District unless signed by all parties driving permit is issued and approved at least 24 hrs in advance.

The Vo-Tech bus will do a morning pick up at both Elementary Schools and High School. **The bus will ONLY Stop and drop-off Vo-Tech Students at the High School on the return trip.

***Starting the 2021-2022 school year--If a student drives or rides with another student without permission:

1st Offense: Loss of Driving Privileges for two weeks

2nd Offense and Subsequent: Loss of Driving for four weeks.

HEALTH SERVICES OFFERED BY SHELBY CO. R-IV

1. Vision Screening
2. Hearing Screening
3. Growth and Development Screening (height, weight, blood pressure)
4. Health records of screening results, immunizations, and communicable diseases.

EMERGENCY RELEASE CARDS: Emergency cards will be sent home with students at the beginning of school (ONLINE). These will be kept in the school office and used to locate parents in case of accidents or emergencies. The backside of the emergency card will have an area to be filled in on your child's health and blanket permission for first aid treatment including over the counter products in case of illness at school when a parent/guardian cannot be reached. These products will not be given without signed parent/guardian permission.

Administering Medicines to Students

Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

Over the Counter Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

INFECTIOUS DISEASES: Shelby County R-IV District will implement guidelines for excluding students from school with infectious diseases as listed: Chickenpox, Conjunctivitis, Diphtheria, Erythema Infectiosum, "Fifth Disease", Infectious Hepatitis

(Epidemic Jaundice), Impetigo, Measles, Meningitis, Meningococcal, Infectious Mononucleosis, Mumps, Pediculosis Capitis (Head Lice), Pertussis (Whooping Cough), Poliomyelitis, Ringworm of the Scalp, Rubella (German Measles), Scabies (Itch), Streptococcal Sore Throat, Scarlet Fever and Tetanus (Lockjaw).

These guidelines are established by the Missouri Department of Health and published in the pamphlet, Prevention and Control of Communicable Diseases. Building offices are furnished with this pamphlet so they can inform parents when they call the school for information concerning when their child can attend after the illness.

Shelby County R-IV has a “no nit” head lice rule. Students will be checked randomly for head lice/bedbugs. Students who have lice/bed bugs will be sent home for treatment and must be checked by school staff and determined to be nit free before returning to school or school activities. Once lice/bed bugs has been detected, locker partners, friends of the student, classmates and family members attending school in our district will also be checked for head lice/bed bugs.

IMMUNIZATION OF PUPILS: Missouri State Law states it is unlawful for a child to attend school unless he has been immunized according to state law requirements. Minimum standards for immunization are as follows: 2 dose MMR for children in K-2nd grade, 1 dose MMR for children in 3-12 grade, 3 polio vaccines (last dose must be given after age 4), 3 DPT's (last dose must have been after age 4). DT booster required 10 years from the last DPT. Parents will be notified when their child is due for vaccination with a date given by which they must have received it to be in compliance with MO State Law for School Attendance. Students in noncompliance will be excluded from school until proof of compliance is received. Transfer students need to have proof of immunization and be up to date on all immunizations upon enrollment. Students may request a waiver from the Shelby County Health Department.

ILLNESS AT SCHOOL: Students becoming ill should report to the main office. The school nurse will be contacted. The parents will be notified if the illness is considered serious enough to send the student home. **Remember that you must check out of school.**

SCHOOL BUS RESPONSIBILITIES & REGULATIONS

1. The driver of the bus will be given a list of the names of the students assigned to the bus. The roster will serve as a means of identification if it is necessary for the driver to identify a student to determine their right to ride that bus. If a bus is running late, bus students should listen to KRES 104.5 radio Moberly, for announcements concerning the bus.

Bus discipline procedures:

- A. The bus driver is responsible for referring discipline problems to the building Principal through the use of the Bus Incident Report.
- B. The building Principal is responsible for forwarding the Bus Incident Reports to the Transportation Director.
- C. A student who received two notices from the Transportation Director or Principal may automatically receive a five-day suspension from the bus.

- D. A student may be suspended from transportation and/or school as a result of misconduct on the bus. This action can be taken only by the Principal or Transportation Director. The student will be permitted to ride the bus until their parents have been notified of the suspension.
- E. Students are expected to adhere to rules of conduct, which govern student behavior.
- F. During the suspension of bus privileges, it shall be the parent or guardian's responsibility to provide the student's transportation to and from school. Suspension of bus privileges does not provide for an excused absence.

Examples of Bus rule violations that may necessitate the writing of a Bus Incident Report:

- Sitting improperly
- Smoking, drinking, eating, littering
- Standing or leaving seat
- Profanity
- Extending part of body out window
- Handling bus equipment (gearshift, door handle, etc.)
- Disorderly conduct (fighting, teasing, etc.)
- Destruction of bus property
- Bringing prohibited items on bus
- Refusing to obey driver
- Refusing to board or leave bus at scheduled stop

Bus Expectations

1. Follow the directions of the driver at all times.
2. Treat everyone with courtesy and respect.
3. Place all trash in the receptacles at the front or rear of the bus.
4. Stay seated while the bus is in motion.
5. Remain in your assigned seat.
6. Keep yourself and your possessions inside the bus.
7. Exit only by the service door unless instructed by the driver to do otherwise.
8. Riding the bus is a privilege!

*** Video cameras are available and will be used by drivers and school administrators to monitor student behavior.**

STUDENT VEHICLE USE: Building Principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a **privilege** that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations.

1. Students are expected to drive carefully.
2. Students should not be in the parking lot area without permission from the office.

3. **Students will use the east parking lot during the school day.**
4. It is recommended that students lock their cars while on school property.
5. Students are asked to remain away from the elementary school until the buses have picked up elementary students and departed on their routes, and to exercise caution around school buses and elementary school children.
6. **Students are not to pass the school buses until on hwy 36!!**
7. Violations can result in the loss of driving privileges, and/or other disciplinary measures.-See Vandalism Section
8. **Students that will be driving will be required to display a parking permit that they can get in the HS Office ---- See form 2650 R-IV**

EXTRA-CURRICULAR ACTIVITIES **ELIGIBILITY STATEMENT**

Eligibility to participate in extracurricular activities is a privilege that is granted to students of South Shelby by the Shelby County R-IV School District and the Missouri State High School Activities Association (MSHSAA). Certain standards must be attained and maintained in order for a student to gain and retain this privilege.

Activity sponsors and the administration of South Shelby have the right to enforce MSHSAA Citizenship standards (Article VII, Section 2) in any and all student extracurricular activities. These include: drama, student council, AFS, FFA, FCCLA, campus bowl, band, music, class officers, football, basketball, track, softball, baseball, golf, cheerleading, pompon, flag line, JBC, NHS, FBLA, school musical, school dances including prom, and any other school event outside of the regular school day.

PHILOSOPHY: Extra-curricular activities shall supplement South Shelby's curricular program. They should provide experiences for students that result in those learning outcomes, which contribute toward the development of good citizenship. Emphasis shall be upon teaching through school activities.

PARTICIPATION IN ATHLETICS: Students may participate in one athletic sport at a time. As of May 2013 Dual Sports will be allowed and a form from the Coaches or AD will need to be picked up and filled out before the Season starts. This affects fall season sports of softball, football, cross country, and cheerleading; winter sports of basketball, cheerleading and pom poms; and spring sports of baseball, track and golf.

MSHSAA: All rules and regulations contained in the Missouri State High School Activity Association Handbook will be adhered to. Coaches are to see that their participants are made aware of these as they relate to the activity, which they sponsor.

ACADEMICS:

1. Activities governed by MSHSAA require that students in grades 9-12 be currently enrolled in courses that offer 3.0 units of credit. Students in special education who are making standard progress towards graduation will be eligible to participate.
2. All students wishing to represent South Shelby in extracurricular activities will be expected to comply with the following requirements, rules and regulations. This includes all activities sponsored by Shelby County R-IV Schools.

The following academic requirements are established to describe minimum standards used to determine eligibility for extracurricular participation. All students must continually meet expectations of their classes; demonstrate responsibility, positive attitude, and good citizenship in order to participate in extracurricular activities.

******Any student who has an F at the last grading period will not be allowed to participate in any activity during school hours taking them out of the classroom setting.**

Quarter Grades

1. A student receiving 1 failing grade will be placed on limited participation for 8 school days;
 - a. If a student is still failing that course after 8 school days, the student will remain on limited participation until mid-quarter/quarter.
 - b. If a student still has failing grades at mid-quarter, suspension from activities will continue until the end of the quarter.
2. A student receiving 2 or more F's:
 - a. Will be suspended from activities for 8 school days and recommended to attend CWS.
 - b. If those grades are not passing after 8 days, suspension from activities continues to mid-quarter.
 - c. If those grades are not passing by mid-quarter, suspension from activities continues until quarter.

Mid-Quarter Grades

1. One F and student will be placed on probation for 8 school days, and if not passing in that time period they will be placed on limited participation status until quarter.
2. Two F's or more, limited participation for 8 school days, if grades are still not passing they will be suspended until the end of the quarter and will be recommended to attend CWS.

Fourth quarter grades will carry over to 1st quarter next year. A student may attend summer school in order to repeat failed coursework. Upon successful completion he/she may regain full eligibility if he/she is still in compliance with MSHSAA. If he/she is not, the situation may warrant a limited participation status.

Students may attend Monday Academy during a limited participation period to make-up work. If the student does attend and their grade is above an "F", then may possibly return to play before the 8 day period.

Due to the Missouri Standards, EOC's may be counted as 10% of a student's final 4th quarter grade.

Classification Explanations:

INELIGIBLE STUDENT: A student who does not meet either MSHSAA rules or local rules in order to participate.

PROBATION: A student is warned that uncorrected problems will result in removal from the activity. *Students are allowed to practice and participate.*

LIMITED PARTICIPATION: A student may practice with the team, but he/she *cannot participate in contests with the team*. In order to stay with limited participation the student must participate in tutoring or counseling.

SUSPENSION: A student is removed from the activity. *No practice or participation is allowed during suspension.*

ADMINISTRATIVE LEAVE: A student is removed from participation, *but may continue to practice with the team.*

DISMISSAL: *Permanent removal from activity* by coaches or administration for failing to meet expected behavior or performance standards.

CITIZENSHIP:

1. Students who represent South Shelby in extracurricular activities must be credible citizens and judged solely by the proper school authority that certifies a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon himself or herself or South Shelby are not considered credible citizens.
2. Students convicted of or pleading guilty to a felony will not be allowed to attend or participate in any school activity for one calendar year (365 days).
3. All students are expected to refrain from the use or possession of alcohol or drugs in any form, except prescription drugs. If a student is observed by a member of the faculty or law official violating this rule, he/she will be held responsible and appropriate action will be taken. The action of the school will begin when first notified of the citation/conviction and/or student admission of guilt. The disciplinary action will include but is not limited to the following:
 - a. **First Offense:** A student will be placed on limited participation for a period of 20 school days. The student must attend practice sessions, team functions and sit with the team during contests (student will not be allowed to be in uniform). The student will not be allowed to attend or participate in **any other** school activity during this time. This includes, but is not limited to other athletic events, school dances, school plays, etc.
 - b. **Second Offense:** A student will not be allowed to attend or participate in any school activity for one calendar year (365 days).
 - c. **Third Offense:** the student will lose participation privileges in activities for the rest of their high school career.
 - d. **Tobacco Violations First Offense:** A student will be placed on limited participation for 3-5 days. More days may be added – Principal discretion

- e. **Tobacco Violation Subsequent Offense:** A student will be placed on limited participation for 5 days. More days may be added - Principal discretion
- 4. **Students who have *out-of-school suspension* will be unable to practice or participate in a contest for the duration of the suspension. (24hr Rule)**
- 5. **Students who have *in-school suspension* will be able to practice but not participate in a contest for the duration of the suspension. (24 hr Rule at Principal's discretion.)**
- 6. Students serving detention after school will miss practice for the scheduled detention time. Students will serve the detention first.
- 7. Enforcement of citizenship standards can include suspension of a student's right to participate in any or all activities, depending on the severity and type of infraction.
- 8. Students who have been involved in an incident that might result in their suspension from an activity will be placed on administrative leave until the issue is resolved. Leave cannot exceed what the normal suspension would be.
- 9. Guidelines for each extra-curricular activity may differ due to specialized requirements of the activity and/or the sponsors. Students are expected to follow the standards set for each activity and be positive members of that activity. Students who do not follow the activity guidelines or who are not contributing to the activity may forfeit their right to participate in that activity.
Coaches and sponsors will inform their groups of their expectations in writing.
- 10. Activities occurring outside the normal school day, **which are curricular**, in the sense that they are an extension of a class, are not subject to the above standards. For Example: Band concerts are an extension of the classroom, and students are expected to attend.

STUDENT ACTIVITIES AND ATHLETIC MANUAL: Specific information such as extra-curricular responsibilities, academic and citizenship standards, random student drug testing policy, school attendance, transportation, insurance/physical exams, and parent/coach communication guidelines can be found in the South Shelby Activities and Athletic Manual. Before a student is eligible to participate in an extracurricular activity, he/she must first read and sign the South Shelby Participants Contract found in the Activities and Athletic Manual.

CLARENCE CANNON CONFERENCE EXPECTATIONS: The Administration, Staff, and Students of the Clarence Cannon Conference are striving to improve sportsmanship. Each school will be rated at each conference game by the opposing school. This rating will include the actions of players, coaches, spectators, cheerleaders, and announcers.

ACCEPTABLE BEHAVIOR...

- 1. Applause during introduction of players, coaches, and officials.
- 2. Players shaking hands with opponents who fouled out while both sets of fans recognize the player's performance with applause.
- 3. Accept all decisions of officials.
- 4. Cheerleaders lead fans in positive yells in a positive manner.

5. Handshakes between participants and coaches at the end of the contest, regardless of outcome.
6. Treat competition as a game, not a war.
7. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
8. Applause at the end of the contest for performances of all participants.
9. Everyone showing concern for an injured player, regardless of team.
10. Encourage surrounding people to display only sportsmanlike conduct.

UNACCEPTABLE BEHAVIOR...

1. Yelling or waving arms during an opponent's free throw attempt.
2. Disrespectful or derogatory yells, chants, songs, or gestures.
3. Booing or heckling an official's decision.
4. Criticizing officials in any way; displays of temper with an official's call.
5. Yells that antagonize opponents.
6. Refusing to shake hands or give recognition for good performances.
7. Blaming loss of game on officials, coaches, or participants.
8. Laughing or name-calling to distract an opponent.
9. Use of profanity or displays of anger that draw attention away from the game.
10. Doing his/her own yells instead of following the lead of cheerleaders.
11. Continuous standing is prohibited.
12. Negative organized cheering is prohibited.
13. Noisemakers are prohibited.
14. Stomping on the bleachers is prohibited.

Appendix

Note: All policies are subject to change pending Board approval.

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0510

Policy Development and Review

Policy Development, Adoption and Review

The development and adoption of policies to govern operation of the School District are the responsibility of the Board of Education. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the schools may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Implementation

The Superintendent of Schools is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student and parent handbooks that interpret Board policies and state rules and regulations that affect each population set. The handbooks shall be revised annually and distributed within the first month of the school term.

Review

The Board shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board.

Posting Board Policies and Student Handbooks

During periods of time in which the District maintains a District website, the Board's policies and regulations along with student handbooks will be posted on the web site.

September 9, 2004

Equal Opportunity

Prohibition Against Harassment, Discrimination and Retaliation

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

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Name: Billy Daleske
Title Superintendent
Address 4154 Hwy. 36 Shelbina MO 63468
Telephone Number (573) 588-4961

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

August 12, 2004
February 14, 2018

GENERAL ADMINISTRATION**Policy 1301**

Equal Opportunity

Civil Rights, Title IX, Section 504 Notice

Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

Title IX Title Title IX Name: Tim Maddex

Title IX Address: 4154 Hwy 36, Shelbina, MO 63468

Title IX Telephone Number (573) 588-4961

Title IX Email: tmaddex@cardinals.k12.mo.us

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

GENERAL ADMINISTRATION**Form 1301**

Equal Opportunity

Civil Rights, Title IX, Section 504 Notice**NOTICE OF NONDISCRIMINATION**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with the Shelby County R-IV School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Shelby County R-IV School District's compliance with the regulations implementing Title IX is directed to contact Tim Maddex, High School Principal (573-588-4961). Call Section 504 Coordinator, Tara McWilliams (573-588-4961), who has been designated to coordinate Shelby County R-IV School District's efforts to comply with the regulations implementing Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Shelby County R-IV School District's compliance with the regulations implementing Title IX or Section 504.

Billy Daleske

Superintendent
Shelby County R-IV School District

Equal Opportunity**Prohibition Against Sexual Harassment and Retaliation under Title IX**

This Policy governs a complaint of sexual harassment or retaliation of a student or employee, as such conduct is defined and regulated under Title IX of the Education Amendments of 1972, and that is alleged to have occurred on or after August 14, 2020. If any provision of Title IX or its regulations is held invalid or unenforceable by a court, agency, or department with legal jurisdiction over the District, the corresponding provisions in this Policy shall likewise be rendered invalid and not enforced.

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

DISTRICT'S TITLE IX COORDINATOR

The following person has been designated as the District's Title IX Coordinator:

Title IX Title Title IX Name: Tim Maddex

Title IX Address: 4154 Hwy 36, Shelbina, MO 63468

Title IX Telephone Number (573) 588-4961

Title IX Email: tmaddex@cardinals.k12.mo.us

The District has designated the Title IX Coordinator with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District. The Title IX Coordinator is in charge of assuring District compliance with Regulation 1301 and Title IX of the Education Amendments of 1972. See Policy and Regulation 1300 for the individual(s) designated by the District to be the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in accordance with Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

DEFINITIONS

For the purpose of this Regulation, the following terms are defined:

Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to any employee (other than the respondent) in an education program or activity of the District against a person in the United States. Actual knowledge does not include constructive notice.

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Day: A calendar day. All timeframes and deadlines may be extended by the District for good cause, including but not limited to Board-approved holiday breaks and building closures.

Education program or activity: Locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

Formal complaint: A document filed by a complainant, or a parent or legal guardian of a student complainant, alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. Additionally, a formal complaint can be completed and signed by the Title IX Coordinator, if, in their sole discretion, they conclude that the District needs to conduct an investigation based on information in their possession, regardless of the complainant's interest in filing a formal complaint. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District. The complainant must physically or digitally sign the formal complaint, or otherwise indicate that the complainant is the person filing the formal complaint. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant.

Respondent: An individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation: Intimidation, threats, coercion, or discrimination of an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report of complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this Regulation.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or stalking" as defined in 34 U.S.C. 12291(a)(30).

Supportive measures: Non-disciplinary, non-punitive, individualized services. Appropriate supportive measures shall be offered to the complainant and may be offered the respondent, as appropriate and depending on the individual circumstances of the situation. Supportive measures may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, and conferences.

Illustrations and Examples of Prohibited Sexual Harassment

For the purpose of this Regulation, the determination if conduct is prohibited under Title IX is a fact-intensive question that shall be considered on a case-by-case basis. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances and application of the definitions immediately above in this Regulation, examples of conduct which may or may not constitute sexual harassment, include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;

- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to their body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

OBLIGATION TO REPORT

The District is steadfastly committed to providing an inclusive environment that is free from sexual discrimination and harassment for all of its students and staff. Staff with actual knowledge of behaviors that may constitute sexual harassment and related retaliation as defined in this Regulation shall report it to the Title IX Coordinator. When a formal complaint is filed with the Title IX Coordinator, the grievance process detailed below will be used. Reports of sexual harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature and extent of the investigative procedures.

Response to Actual Knowledge of Sexual Harassment or Related Retaliation

When the District has actual knowledge of sexual harassment or related retaliation under Title IX, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Explain the process for filing a formal complaint under this Regulation; and
4. Inform the complainant of the availability of supportive measures regardless of whether a formal complaint is filed under this Regulation.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process outlined in this Regulation. The District will only impose disciplinary consequences against a respondent for violations of this Regulation after the grievance process has been completed; however, the District may impose disciplinary consequences against a respondent for other violations of the District's Board of Education Policies prior to the conclusion of the grievance process outlined in this Regulation. If there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall be changed, including removal from the District. Immediately following the removal, the respondent shall be given notice and an opportunity to challenge the decision to the Superintendent in writing. The Superintendent shall issue a written decision on the respondent's challenge and such decision shall be final. If the respondent is an employee, the employee may be placed on administrative leave during the pendency of the grievance process.

Grievance Process for Formal Complaint

During the grievance process for a formal complaint, the District shall treat the complainant and the respondent equitably. The District will ensure that relevant evidence is objectively evaluated, including both inculpatory and exculpatory evidence, and that credibility determinations are not based on a person's status as a complainant, respondent, or witness. Additionally, the Title IX Coordinator, the investigator, all decision-makers, and any facilitator of the informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or individually. Furthermore, the District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Formal Complaint

Formal complaints of sexual harassment under this Regulation must be submitted to the Title IX Coordinator.

A charge or complaint of sexual harassment or retaliation filed with an outside agency does not constitute a formal complaint with the District or trigger the District's obligation to follow the formal complaint grievance process as contemplated under this Regulation.

If a formal complaint involves allegations against the Title IX Coordinator, the formal complaint shall be filed directly with the Superintendent, unless the Superintendent is the Title IX Coordinator, or President of the Board of Education.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:

1. Provide written notice of the allegations, the grievance process, and any informal resolution process to the complainant and the respondent to give both parties the proper time to prepare a response before an interview;
2. Inform the complainant and the respondent of the prohibition against making false statement or knowingly submitting false information;
3. Inform the complainant and the respondent that they may have an advisor (who may be but who is not required to be an attorney) present during any of their own subsequent meetings; and
4. Offer supportive measures in an equitable manner to the complainant and the respondent, when appropriate.

The Title IX Coordinator, at their discretion, may consolidate formal complaints if they arise out of the same facts or circumstances. If, in the course of the investigation process as outlined below in this Regulation, the investigator decides to investigate new allegations about the complainant or the respondent that are not included in a written notice previously provided to the complainant and respondent, the Title IX Coordinator will provide another written notice of the additional allegations to the complainant and the respondent.

The Title IX Coordinator must dismiss a formal complaint for any of the following reasons:

1. The conduct alleged in the formal complaint would not constitute sexual harassment even if approved.
2. The conduct alleged in the formal complaint did not occur in the District's education program or activity.
3. The conduct alleged in the formal complaint did not occur within the United States.

The Title IX Coordinator may dismiss a formal complaint for any of the following reasons:

1. The complainant has notified the District in writing that the complainant would like to withdraw the formal complaint or any allegations.
2. The respondent is no longer enrolled or employed by the District.
3. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint.

If the Title IX Coordinator dismisses a formal complaint, written notice of the dismissal, including the reasons for dismissal, shall be provided to the complainant and the respondent. If a complainant or respondent wishes to appeal a dismissal of a formal complaint, they should follow the appeal process outlined in this Regulation. Dismissal of a formal complaint does not preclude the District from investigating, taking action, or imposing discipline outside of this Regulation related to the alleged conduct and in accordance with any other Board policy

or regulation.

Investigation

The Title IX Coordinator, or a designee, shall serve as the investigator and be responsible for investigating formal complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The District may appoint an outside investigator when appropriate. A subordinate shall not investigate his or her supervisor.

The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the District and not the complainant or respondent.

The investigator shall initiate an investigation within five (5) days of the receipt of the formal complaint by the Title IX Coordinator, unless good cause exists to extend this timeframe. All investigations shall:

1. Provide an equal opportunity for the complainant and the respondent to present witnesses and evidence;
2. Not restrict the ability of either the complainant or the respondent to discuss the allegations under investigation or to gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the complainant and the respondent with the same opportunities to have an advisor present during any grievance proceeding;
5. Provide to the complainant and the respondent whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the individual to prepare to participate;
6. Provide the complainant and the respondent an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

Employees and students should fully cooperate with the investigation process under this Regulation.

Prior to the completion of the investigative report, the investigator shall send to the complainant and the respondent the evidence related to the investigation to inspect and review. The complainant and the respondent shall have ten (10) days to submit a written response which the investigator shall take into consideration in creating the final investigative report.

At the close of the investigation, a written final investigative report will be delivered to the complainant and the respondent. The final investigative report should be completed within thirty (30) days of the initiation of the investigation, unless good cause exists to extend this timeframe.

Upon receipt of the final investigative report, the complainant and the respondent shall have ten (10) days to submit a written response to the report to the investigator and to submit written, relevant questions to be asked of any party or witness prior to the determination of responsibility.

Determination of Responsibility

For the purposes of a determination of responsibility, the decision-maker shall be the Superintendent or their designee; however, the decision-maker shall not be the Title IX Coordinator or the investigator. The decision-maker shall receive the final investigative report as well as any written responses and additional

questions to be asked that were timely submitted by the complainant and the respondent. Upon a determination of relevance, the decision-maker will facilitate the exchange of written questions as submitted by the complainant and the respondent, provide the complainant and the respondent with submitted answers (if any), and allow for additional, limited follow-up questions from the complainant and respondent.

Within a reasonably prompt time frame, the decision-maker shall make a determination of responsibility based on the final investigative report, the evidence, and all written responses timely submitted by the complainant and the respondent, and without any live testimony or hearing.

The decision-maker shall provide the written determination to the complainant and the respondent, along with information regarding the procedures and allowable bases to appeal the decision. The written determination shall include:

1. The allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts; and
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the recipient to the complainant.

The preponderance of the evidence standard shall be used in making a determination of responsibility.

If a determination of responsibility against a respondent is made, the District shall impose consequences as described below in this Regulation. After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment and to restore equal access to the education program or activity.

Appeal

Either the complainant or the respondent may appeal from a determination of responsibility or a dismissal of a formal complaint (or any allegations therein) for any of the following reasons:

1. A procedural irregularity that affected the outcome of the investigation;
2. New evidence that was not reasonably available at the time of the determination and that could affect the outcome of the investigation; or
3. A conflict of interest on the part of the Title IX Coordinator, investigator, or decision-maker.

Appeals shall be submitted to the Title IX Coordinator within five (5) days of a determination of responsibility or dismissal of a formal complaint (or any allegation therein). If an appeal is not timely submitted, the determination of responsibility or the dismissal of a formal complaint (or any allegation therein) becomes final.

Upon receipt of an appeal, the Title IX Coordinator shall provide written notice of the appeal to the complainant and the respondent. During the appeal process, the complainant and the respondent shall have a reasonable, equal opportunity to submit written statements in support of or in challenge of the appeal to the designated decision-maker on appeal; however, both the complainant and the respondent are limited on appeal to submission

of only written statements. There will be no live or oral testimony.

After review of the appeal, investigative report, and any written statement submitted by the complainant and the respondent, the designated decision-maker on appeal, who shall not be the Title IX Coordinator, investigator, or the decision-maker of a dismissal or determination of responsibility, shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided to the complainant and the respondent. This decision shall be final.

Informal Resolution

At any time after a formal complaint is filed and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process to address the allegations made in the formal complaint. The informal resolution process is voluntary and does not involve a full investigation and adjudication under the grievance process in this Regulation. If the complainant and respondent both elect to engage in the informal resolution process, their voluntary consent shall be made in writing and all timeframes and deadlines in this Regulation shall be suspended.

An informal resolution may include, but is not limited to the following:

- If the complainant so desires, an opportunity for the complainant to explain to the respondent that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the respondent that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The informal resolution process shall not be made available to formal complaints alleging sexual harassment under this Regulation of a student by an employee.

RETALIATION

The District prohibits retaliation against a person who files a formal complaint of sexual harassment under this Regulation, and further prohibits retaliation against a person who participates in related investigations.

Notwithstanding this provision, employees or students found to have intentionally made knowingly false or materially misleading allegations of suspected harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

CONFIDENTIALITY

The District will respect the privacy of the complainant, the respondent, and the witnesses to the extent possible, consistent with applicable law as well as the District's legal obligations to investigate, to take appropriate action, and to conform with disclosure obligations as identified in this Regulation.

The complainant and the respondent shall not disclose any information obtained during the grievance process in violation of the Family Educational Rights and Privacy Act or for any purpose outside of participation in the grievance process.

CONSEQUENCES

Where a determination of responsibility for sexual harassment or related retaliation as defined in this Regulation has been made, the District will provide remedies to the complainant designed to restore or preserve equal access

to the District's education program or activity.

Consequences for violations of this Regulation may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting sexual harassment or related retaliation as defined in this Regulation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the Title IX Coordinator shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

RECORD KEEPING

The District shall maintain for a period of seven (7) years records of the following:

1. Each investigation and determination of responsibility made under this Regulation, including disciplinary sanctions imposed on the respondent and remedies provided to the complainant;
2. Any appeal decided under this Regulation;
3. Any informal resolution reached under this Regulation;
4. Materials used for training the Title IX Coordinator, investigator, decision-makers, and facilitators of the informal resolution process under this Regulation; and
5. Actions taken in response to actual knowledge of sexual harassment or related retaliation under this Regulation, including supportive measures designed to restore or preserve equal access to the District's education program or activity.

TRAINING & PUBLICATION OF POLICY

The District will train its employees on the definition of sexual harassment and retaliation under this Regulation and the duty to report when they have actual knowledge of sexual harassment. This training will be provided to employees on an annual basis, and at such other times as the Superintendent, in consultation with the District's Title IX Coordinator, determines is necessary or appropriate. Additionally, the District will provide training to the Title IX Coordinator, investigator, decision-makers, and facilitators of the informal resolution process on identifying, investigating, and reporting on acts that may constitute sexual harassment or related retaliation under Title IX, and such training materials will be posted on the District's website. District students will be notified regarding this Regulation. This Regulation will be posted on the District's website and available in Central Office.

GENERAL ADMINISTRATION

Policy 1430

School/Community Relations
Visitors To Schools

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the Principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the Principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the Principal, where the sex offender will be present.

November 8, 2007

GENERAL ADMINISTRATION

Policy 1480 RIV

School/Community Relations

Public Complaints

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaint will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

June 10, 2004

STUDENTS

Policy 2100

Nondiscrimination and Student Rights

The Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural or socioeconomic status or disabling condition be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

STUDENTS

Policy 2130

Nondiscrimination and Student Rights
Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

July 9, 2009
January 13, 2011 (revised)

STUDENTS
Attendance
Student Attendance

Policy 2310
Regulation 2310

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).

2. Days of religious observance.
3. Death in the family.
4. Family emergencies, which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define degree of emergency required to excuse absence).

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Unexcused Absences

Attendance patterns for all students will be monitored. Absences, which are not clearly excusable, will be investigated by the Principal and/or staff, and appropriate action will be taken:

1. After a student has been absent for three (3) consecutive days, it is the building Principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the Principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building Principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the Principal within a week of receipt of the registered letter, the building Principal will make a referral to the proper legal authorities.
4. The building Principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Excessive Absences

Elementary Students and Middle School Students

A letter is sent from the Principal to the parent when a student accumulates 5 unexcused absences. When a student has a total of 15 excused and/or unexcused absences, a letter is sent to the Juvenile Office as mandated by law. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

High School Students

Students who accumulate in excess of seven (7) days in any class will begin to suffer consequences in order to have the ability and resources to make up work so that Learning continues.

When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

Any exceptions to the items cited above shall be approved by the Board of Education.

Each Principal may have written policies, which further detail procedures for making up work, reporting absence, etc.

Appeal

Students may appeal their attendance determination by submitting a request in writing within ten (10) days of receiving notice that credit will not be earned. The appeal must be signed and dated by the parent/guardian and submitted to the Principal. The administration has the authority to reestablish credit or assign the student to make up time lost before and after school or on Saturday. The Principal will notify the parent/guardian in writing and or phone call following the review.

High school students who are denied credit under this Regulation are entitled to utilize the due process procedures available for student suspensions. These provisions are contained in Regulation 2662 – Suspension.

May, 2013

STUDENTS**Policy 2315****Attendance****Student Attendance – Excused Absences**

In accordance with Missouri state law, the District recognizes that the Future Farmers of America Organization (FFA), Family, Career, and Community Leaders of America (FCCLA), 4-H programs, and organized competitions held as part of the Missouri state fair involve important education and learning processes and are beneficial to District students. Due to the nature of these organizations, students will occasionally need to miss school time in order to fully participate and benefit from the programs sponsored by these organizations. Accordingly, students who miss school time during the regular school day due to participation in officially sanctioned activities of the Future Farmers of America Organization (FFA), Family, Career, and Community Leaders of America (FCCLA), 4-H, and competitions held as part of the Missouri state fair, shall receive an excused absence and shall be considered to be attending regularly scheduled instruction during such times of absence. Up to 5 days of school days for participation in such activities will be excused by the District per school year for each student. If a leader of one of the above referenced organizations or the parent of a student participating in the Missouri state fair anticipates that a student will miss school time due to participation in an activity for such organization, the leader/parent shall let the building principal know with as much notice as possible prior to the event and receive his/her approval of the activity and for missed school time. Time missed by students participating in an activity of such programs shall be included in the district's calculation of average daily attendance as defined by Missouri law. Students who miss school time due to participation in an approved activity as set forth in this policy, will be expected to make up all school work missed during their absence.

December 14, 2016

STUDENTS**Policy 2320
(Regulation 2320)****Attendance****Part-Time Attendance**

Students may attend District schools on a part-time basis as provided by state law and regulations of the Board of Education.

August 12, 2004

STUDENTS**Policy 2340****Attendance**

Truancy and Educational Neglect

District employees are required to report suspected educational neglect to their principal/designee as soon as possible. The principal/designee will:

1. Review the report.
2. Meet with the parents/guardians to resolve the situation.
3. If the student's truancy is not resolved, call the Student Abuse Hotline of the Division of Family Services.

The District will also report a student's absences to the Children's Division if the student is under 17 and has 15 or more absences in a school year. The report will include the student's school and grade level, the student's grades, and the total number of days missed.

June 10, 2004
September, 11, 2024

STUDENTS

Student Educational Records

Policy 2400
(Regulation 2400)
(Form 2400)

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

July 9, 2009

STUDENTS

Form 2400.1

Student Educational Records FERPA Educational Rights Annual Notification

Each year the Shelby County R-IV School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202- 4605, concerning the Shelby County R-IV School District's failure to comply with FERPA. March, 2010

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Shelby County R-IV School District in compliance with FERPA. A copy may be obtained in person or by mail from: Superintendent's Office 4154 Hwy. 36 Shelbina, MO 63468

STUDENTS

Regulation 2610 R-IV

Discipline

Behavioral Expectations

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook, which includes the code of student conduct

and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

First Offense:

1. The student shall possibly be suspended for a period of ten (10) school days.
2. The parent(s)/guardian(s) will be notified verbally and in writing, and a conference will be arranged.
3. The principal will recommend to the Superintendent of Schools that the student receive further disciplinary action which may include expulsion unless the following procedure is followed:
 - a. The student must agree to be evaluated by a trained chemical dependency counselor for a professional opinion concerning use/misuse/addiction. The parent or guardian will be responsible for all costs incurred with evaluation and/or treatment.
 - b. The contacted agency or office must notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process.

Subsequent Offenses: The principal shall suspend the student for ten (10) days and will recommend to the Superintendent of Schools that the student receive further disciplinary action which may include suspension of up to 90 days or recommendation to the Board of Education the students be expelled. The principal will also recommend the student not be readmitted to school unless he/she has successfully completed a chemical dependency rehabilitation program.

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

- First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.
- Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Assault – (Refer to Policy and Regulation 2673 – Reporting of Violent Behavior)

Assault of a Student or Staff Member – Use of physical force with the intent to do bodily harm.

- First Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Bullying – Intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Defiance of Authority - Refusal to obey directions or defiance of staff authority.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offenses: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Disruptive Behavior - Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Drugs/Controlled Substance

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and

documentation in student's discipline record.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Prescription Medication

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Extortion - Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record*.
- Subsequent Offense: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials and documentation in student's discipline record.
- b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
- First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record.

Harassment (Refer to Policy 2130 - Harassment)

- a. Use of verbal, written or symbolic language that is sexually harassing.
- First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.
- b. Physical contact that is sexually harassing.
- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.
- Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Improper Display of Affection - Consensual kissing, fondling, or embracing

- First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Improper Language

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

- First Offense: Principal/Student conference, in-school suspension, or

1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

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

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Use of sexually intimidating language, objects, or pictures.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offenses: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Theft - Nonconsensual taking or attempt to take the property of another.

First Offense: In-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Tobacco - Possession or use of tobacco or tobacco products.

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

First Offense: Principal/Student conference or in-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: In-school suspension or 1-3 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

June 10, 2004
September 8, 2005
August 10, 2006
August 13, 2009

STUDENTS
Discipline
DrugFree Schools

Policy 2641

Pursuant to the requirements of the 1989 amendments of the DrugFree Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 – Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

June 10, 2004

STUDENTS
Discipline
Random Student Drug Testing

Policy 2642 RIV

Purpose

Alcohol and drug abuse are serious problems. Schools, including the Shelby County R-IV School District, are not immune. Even students involved in extra-curricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana and cocaine.

The educational program and drug-testing program described in these materials is part of an overall physical conditioning program at Shelby County R-IV. The goal is not to levy discipline, but rather to aid in discovery and prevention and help with possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse and to offer support for those that may need it.

We believe that students at Shelby County R-IV need to have assistance in dealing with the peer pressure associated with drugs and alcohol. This process will help give them another way to say “NO” to those things.

The program is mandatory to all students’ grades 7-12 participating in MSHSAA sponsored and/or other activities. **These include athletics and extracurricular activities (softball, football, football and basketball cheerleaders, basketball, pompons, baseball, track, golf, cross country, flag line, music, band, FFA, FCCLA, FBLA, AFS, FTA, Student Council, National Honor Society, Junior Booster Club, Environmental Club, Campus Bowl, and parking permit holders).**

A student using drugs is a danger to him/herself as well as other students. All students in the Shelby County R-IV District who choose to participate in a covered activity are entitled to do so in a drug free environment.

The program does not affect other policies and practices of the school in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here. All students involved in the covered activities will be included in the random pool for testing throughout the school year. Once a student’s name enters the testing pool, they will be in the pool the remainder of the school year and subject to random testing.

Consequences

Consistent consequences for a non-negative test shall be suspension from participation in covered activities for a period of 20 school days from when the test results were determined. The student will also need to attend one (1) drug counseling session (refer to first offense). A mandatory test must be taken by the student on the next random screening date or sooner. This will be at the expense of the student and parent/guardian. This test must show a decrease in the level detected in the urine and be administered within 20 days of the original positive test. The lab testing facility must be pre-approved by the school district, must be a SAMSHA certified lab, and the test must include the substances tested for in the school testing program. The student must attend practice sessions, team functions and sit with and participate with fellow participants during activities until a second test has verified that the levels are decreasing. This is to ensure the student is no longer using the drugs and is safe to continue with practice in the covered activity. After the student presents a non-negative test for illegal substances, he or she will be subject to non-random testing at the request of the administration. The student may be tested in this manner for 365 calendar days beginning from the date of the first non-negative result. Testing procedures will remain identical to the random testing procedures. A second non-negative test during the school year, mandatory or random, will result in the student being ineligible to participate in all covered activities for 365 calendar days and until the student tests negative. A third non-negative result is permanent loss of covered activities for his/her high school career.

Drug Counseling and Assistance

Drug counseling and assistance programs will be required by the school district for any student with a non-negative test under this policy. Failure to meet this requirement will result in dismissal from the covered activity for the remainder of the season or school year. In addition, the student will not be allowed to participate in any activity until this requirement has been met. If requested by the parent/guardian, assistance in obtaining help for the student will be provided by the school counselors. Any assistance otherwise or enrollment into any other drug counseling sessions will be the responsibility of the student and parent/guardian. The school district will not request or accept any information regarding the treatment of students participating in a drug-counseling program, other than enrollment in or completion of an approved program.

First Offense:

All students with a non-negative test shall be required at the individual's expense to undergo a one (1)-session screening. Students must follow guidelines set forth by counselor's request. The screening is to provide guidance for the student, parents, coaches, and school officials to determine if additional intervention such as counseling or treatment shall be considered. The counselor, with the legal consent of the parent and/or student is to provide a written report of the screening to the school.

Second Offense:

All students involved in a second non-negative test are expected to undergo appropriate counseling and treatment for said problem. This is to be done at the individual's expense. If the student completes the school-approved program, the consequences will be reduced to 180 days.

July 8, 2008

STUDENTS

Discipline

Random Student Drug Testing

Regulation 2642 RIV

Procedures and Guidelines

Each school year, prior to a student's participation in a specified activity, each participating student and a parent/guardian will be invited to attend a drug awareness session. At the session, each student and parent/guardian shall receive information regarding the District's drug testing policy and its procedures. During

each session students and parents/guardians will have the opportunity to ask questions they have regarding the program.

At the conclusion of the session, the student shall take home the drug testing policy and have it signed by both the student and a parent/guardian. This procedure and consent form contains the procedures for mandatory and random testing. It provides that the student must sign the consent form to be eligible to participate in covered activities at Shelby County R-IV.

A student who has signed the consent form and whose parent/guardian has signed the consent form may refuse to be randomly tested, but if he or she chooses to do so, he or she will immediately be suspended from participating in covered activities for 365 calendar days. The student will need to produce a negative test prior to being eligible to practice or participate after the 365-calendar day suspension has been served.

Participating students will be randomly tested by a contracted company once they become a part of any covered activity. A random selection of pool members, not to exceed 65 percent of total pool, will be chosen each time a test is given. Once a student enters the testing pool, they will be eligible for random testing until the end of the school year. All students and their parent(s)/guardian(s) must sign a consent form annually for their student to participate in any covered activity. For random testing, each student will be assigned a number that will be maintained in the school office. Students who wish to drop out of the drug pool must have their parent/guardian come to the school and meet with the activities director. The parent/guardian must sign a release form stating that they no longer wish to participate in the drug pool. Once a student is dropped from the drug pool they are immediately suspended from any covered activity and are no longer allowed back into the pool for the remainder of the academic year in which the student withdrew. The student must, at their expense, produce a negative test result by a school-approved testing agency before they will be admitted back into the pool at the beginning of the next school year.

Privacy and Confidentiality

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will then go to an assigned area and wait until it is their turn to produce a specimen.

Prior to being called by the test administrator, the student will be given an identification number by a school official. When called by the test administrator, the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the test recording form. The test administrator will then ask the student to remove hats and outer garments (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to their person. The student will then be asked to select a collection cup. The test administrator will accompany the student to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash their hands. The test administrator will have placed blue dye into each toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying their hands, the test administrator will instruct the student to open the collection cup and empty the contents, step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall (if there are no outer doors to the restroom), until the student completes the void and comes out of the stall, and places the collection cup on a pre-arranged flat surface.

When the test administrator re-enters the restroom, he will take the collection cup and determine if there is sufficient amount of specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen (if any of the above takes place, the test administrator will reject the specimen and collect a second specimen). If the specimen is acceptable for testing, the student will be asked to again wash their hands and then stand by the entrance of the restroom (keeping the specimen in their sight). The test administrator will then open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the presence of a drug included on the school testing agenda.

If the screening test indicates a non-negative screen, the verification process will be implemented. Also, a negative specimen may periodically be selected to go through the verification process for internal quality control purposes of the collection company.

The test results will remain confidential and will only be released to the student, his/her parent(s) or guardian(s), and approved school officials. If the student has a non-negative test, the administration will not use or reveal a non-negative test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his or her personal effects. Test results will not be turned over to the police or authorities without a court order and the administration will not disclose test results without a court order for purposes of a criminal investigation. Non-negative test results may, however, affect a student's A+ status.

Verification of Sample

If a specimen is non-negative, then testing procedures shall be conducted according to procedures designed to ensure integrity of specimens and the chain of custody of specimens. The test administrator will pour the specimen given by the student into a specimen vial(s). The test administrator will pour approximately 30 ml. into the first vial. If there is a sufficient amount of specimen, a second vial of approximately 15 ml. will be poured out. The remaining specimen, if any, will be discarded and the test administrator will complete the chain of custody according to proper collection procedures. The specimen will then be shipped to a SAMSHA certified laboratory for a second screening. If the second screening is non-negative, then a confirmation analysis will be conducted using gas chromatography/mass spectrometry (GC/MS). The results of the confirmation test will be released to the designated school official, who will then contact the parent(s)/legal guardian(s) of the student, and the student, to arrange a meeting to discuss the test results.

Disclosure of Other Medications

Upon confirmation by a SAMSHA certified laboratory of a non-negative specimen, the parent/guardian of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official. The official will then verify with either the school nurse or the test administrator (or the company representative or a Medical Review Officer) as to the validity of the medication producing the non-negative result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is no legitimate or acceptable medical explanation, the non-negative result will remain. Proof of medication can be given through the presentation of a prescription bottle or through physician verification.

Shelby County R-IV will be testing for:

The Shelby County R-IV School District will be using either a 4-panel or 12 panel and K-2 Urine Drug Screen. Marijuana (THC), Cocaine, Amphetamines (and Methamphetamines), and Opiates, will compose the 4-panel test.

Financial Hardship

No student will be denied participation in any covered activity due to the inability to pay for drug testing. Each hardship case will be reviewed by the school district administration.

July 8, 2008

STUDENTS

Form 2642 RIV

Discipline

Random Student Drug Testing

(Consent Form)

I have read the program materials regarding the Shelby County R-IV School District drug testing program and/or I have attended an information session on _____ (date).

I hereby give consent for my student to participate in the drug-testing program at Shelby County R-IV.

Student Name (please print) _____

Student Signature _____

Parent/Guardian Signature _____

Today's Date _____

Forms must be completely filled out before a student can participate in any covered activity.

STUDENTS

Policy 2650
(Form 2650)

Discipline
Student Vehicle Use

Building Principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations.

STUDENTS

Policy 2654

Discipline
Student Use and Care of School Property

The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and taxpayers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

STUDENTS

Policy 2670

Discipline/Corporal Punishment: Authorized

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

June 20, 2004

September 9, 2010

STUDENTS

Policy 2652

Discipline

Student Conduct on Buses

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

June 10, 2004

STUDENTS

Policy 2655

Discipline

Bullying

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

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

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building Principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building Principal, who is the person the District designates to receive reports of incidents of bullying. A Principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The Principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

July 8, 2008
May 13, 2010
September 9, 2010
September 14, 2016

STUDENTS

Policy 2656

Discipline

Student Cell Phone Usage

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Beginning with the 2019-2020 school year, student cell phones, digital cameras and similar electronic devices will not be allowed during the instructional day. The instructional day will be defined as "first bell to last bell". Cell Phones are also banned in dressing and bathroom areas at all times including during extracurricular activities. High school and Middle School students will be expected to keep phones in their lockers/book bags and turned off. Elementary students are discouraged from bringing cellphones to school. If in the event elementary students bring their cell phone to school, they are expected to keep them in the office. Students, K-12, caught in possession of a cell phone during the instructional day will be in violation of this policy. Violation of this policy will result in the consequences below.

FIRST OFFENSE:

Student's phone will be confiscated, parents will be notified, and student can pick up from the office at the end of the day.

SECOND OFFENSE:

Student's phone will be confiscated; parents will be required to pick the phone up at the school. 1-3 days of ISS will be assigned.

SUBSEQUENT OFFENSE:

Student's phone will be confiscated; parents will be required to pick the phone up at the school.
3-5 days of ISS will be assigned.

STUDENTS TAKING PICTURES IN LOCKER/DRESSING ROOMS WILL RECEIVE 3-5 DAYS OSS AND
LAW ENFORCEMENT WILL BE NOTIFIED.

STUDENTS

**Policy 2710
(Regulation 2710)**

**Student Welfare
Reporting Student Abuse**

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee has a reasonable belief including a report of abuse to believe that a student has been or maybe subjected to abuse or neglect, such employee and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any school district employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

The District will post in each student restroom and in a clearly visible location in each school office, the toll free child abuse and neglect hotline number established by the Children's Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also contain instructions to call 911 for emergencies and contain directions for accessing the Children's Division's website for more information on reporting abuse and neglect.

June 10, 2004
October 12, 2011 (revised)
November 14, 2012
October 15, 2015

STUDENTS

Policy 2742

Student Welfare

Sexual Abuse Awareness Training

Beginning in the 2020-21 school year and annually thereafter, The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention;
4. Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

September 11, 2019

STUDENTS

(Regulation 2850)

Policy 2850

Student Services

(Form 2850)

Inoculations of Students

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance.

The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services Missouri Division of Health.

STUDENTS

Policy 2860 **(Regulation 2860)**

Student Services

Students with Communicable Diseases

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

STUDENTS

Student Services

Administering Medicines To Students

Policy 2870
(Regulation 2870)
(Form 2870)

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

PERSONNEL SERVICES

Student Services

Administering Opioid Antagonists

Policy 2874

NARCAN, also known as naloxone is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonist at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

March 11, 2020

STUDENTS

Policy 2880

Student Services

Student Physical Examination

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

Vision Examinations

Beginning July 1, 2008, students enrolling in kindergarten or first grade will be required to receive a vision examination from a state licensed optometrist or physician.

Beginning on July 1, 2008 and continuing through the 2011-12 school year, a trained District nurse or other qualified District employee will conduct eye screening exams for every student prior to the completion of first grade and will again screen before the completion of third grade. If a student fails an eye screening, the District will notify the parent/guardian of the results of the eye screening and will require the student to receive a complete eye exam from an optometrist or physician. Students will be excused from the eye screening examination if a student's parent/guardian submit a written objection to the exam addressed to the student's principal.

November 8, 2007

SUPPORT SERVICES

Policy 5220

Safety, Security and Communications

School Bus Safety

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the

operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

The Administration will develop regulations for students to be included in Policy and Regulation 2610 - Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.

August 12, 2004

SUPPORT SERVICES

Policy 5520

Food Service Program

Uniform Policy for Free and Reduced Price Meals

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

June 10, 2004

SUPPORT SERVICES

Policy 5550

Food Service Program

Meal Charges

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:

§ Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.

a) These meals will include only the menu items of the reimbursable meal.

b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.

§ Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.

§ High School students will be allowed to charge one meal.

2. No charges will be allowed for ala carte foods and beverages.

3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.

4. On May 15 annually all charging will be cut off.

§ Parents/guardians will be sent a written request for “payment in full.”

§ All charges not paid before the end of the school year will be carried forward into the next school year.

§ Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District’s website.

Collection of Unpaid Meal Charges

Unpaid meal charges, like any other money owed under the District’s Food Service Program will be considered delinquent debt. The debt will remain delinquent as long as it is considered collectable, and efforts are being made to collect it. In addition to the notices of delinquency provided in this Policy, District officials will work with parents/guardians in an effort to

implement reasonable repayment plans. When such efforts are unsuccessful, the District will consider other options, including placement with a collection agency or legal action.

When District officials determine that further collection efforts for delinquent debts are useless or too costly, the debt will be reclassified as “bad debt.” Once reclassified as bad debt, the indebtedness will be written off as an operating loss. Federal funds will not be used to cover costs related to any bad debt, including, but not limited to, continued legal and collections costs. Such operating losses will not be absorbed by the federal food service program but rather will be restored from the District’s general fund or other non-federal sources. Records relating to bad debts will be maintained in accordance with federal record retention requirements.

Discrimination Clause

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax:

(833) 256-1665 or (202) 690-7442; or

(3) email:

program.intake@usda.gov

A complainant may also file a complaint of discrimination in the District's USDA programs by submitting a written or verbal complaint with the Superintendent/Designee. The complaint will be transcribed and fully investigated. Where discriminatory conduct is determined, corrective action will be taken.

USDA is an equal opportunity provider, employer, and lender.

Buy American

The District will purchase, for its food service program, domestic commodities and products to the maximum extent possible. This commitment is limited to the purchase of domestic commodities and products for the District's lunch program. For purposes of this policy, a "domestic commodity or product" means an agricultural commodity that is produced in the United States as well as a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

June 14, 2017

July 10, 2019

February 12th.2025

INSTRUCTIONAL SERVICES

Policy 6116

Curriculum Services

State Mandated Curriculum: Human Sexuality

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;

2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

November 8, 2007

INSTRUCTIONAL SERVICES

Regulation 6191

Curriculum Services

Virtual Education

As set forth in Policy 6191, the District will not be involved in the eligibility determination, in the enrollment, approval of virtual classes, disenrollment, nor the appeals from such decisions. The decisions will be made exclusively by the designated “Host District”. DESE will develop a “State Enrollment Plan” providing for enrollment of full-time virtual instruction students.

Assistance

The District will provide any relevant information and input on the enrollment, within ten (10) business days of written notice from the virtual program of the enrollment application.

The District will be provided ongoing access to academic and other relevant information on student success and engagement.

Reimbursement of Districts Costs

DESE’s State Enrollment Plan for full-time virtual student will include financial terms for reimbursement by the Host District to the District for the necessary costs of any full-time virtual program. As set out in an education service plan, such costs include access to school facilities during school hours of resident full-time students for purposes of participation and instructional activities of the full-time virtual program.

“Instructional Activities” as used in this Regulation means classroom-based or non-classroom-based activities that a full-time virtual instruction student is expected to complete, participate in, or attend during any given school day such as:

1. On-line log in to curricula or programs
2. Offline activities
3. Completed assignments
4. Testing
5. Face-to-face communications or meetings with school staff
6. Telephone or video conference with school staff
7. School sanctioned field trips, or
8. Orientation

Disenrollment of a Full-Time Virtual Student

If a Host School disenrolls a District student, the Host School shall immediately provide written notification of disenrollment. The District will provide the parents/guardians of student with a written list of available educational options and will promptly enroll the student in the selected option. Any resident student disenrolled from a full-time virtual school will be prohibited from re-enrolling in the same virtual school for the remainder of the school year.

The academic performance of a student who disenrolls from a full-time virtual program and enrolls in the District will not be used in determining the District’s annual performance report score for the first twelve months from the date of enrollment.

Notice

The District will provide a copy of DESE’s Virtual School Guidance document to every District student and parent/guardian at the beginning of each school year. The District will also follow this distribution process for every student enrolling after the beginning of the school year. In addition, the district will provide an electronic version of the Guidance document on the main page of the District’s website.

INSTRUCTIONAL SERVICES

Policy 6231
(Regulation 6231)

Instruction

Textbook Usage Students

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

June 10, 2004

INSTRUCTIONAL SERVICES

Regulation 6320

Library, Media, and Technology Services

Internet Usage

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors;

using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the

Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.

5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the

user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

June 10, 2004

November 14, 2012

September 11, 2013

INSTRUCTIONAL SERVICES

Policy 6440

Evaluation Services

Statewide Assessments

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

June 10, 2004

May 13, 2010

PUBLIC NOTICE

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

deafness, mental retardation, 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 Shelby County R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Shelby County R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office at South Shelby High School between 8:00-4:00 Monday through Friday.

This notice will be provided in native languages as appropriate.

Last revised August 2005.

Directory Information may be released by school officials, including in print and electronic publications of the school district. Such information is also considered a public record which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. Directory Information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy. South Shelby High School has designated the following items as Directory Information:

- | | |
|---|-------------------------|
| Students' name | Parent's Name |
| Address | Date and place of birth |
| Telephone number | Major Field of study |
| Degrees and awards received | Dates of attendance |
| Weight and height of members of athletic teams | |
| Participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc...) | |
| Most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy | |

Parents or eligible students will have ten (10) school days after the annual public notice to view the student's Directory Information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as Directory Information without prior written consent.

I do not wish to have my child _____ included in the
directory information. Student's name

Date

Parent Signature

August 2025

Dear Patron,

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted recently by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos was used as building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Unified Republic. Asbestos properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

We have recently had our facilities inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were used to develop asbestos management plans by a certified management planner.

He has developed an asbestos management plan for our facilities which includes: this notification letter, education and training of our employees and a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials and plans for regular surveillance of the asbestos-containing materials. A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours.

We are implementing the asbestos management plan. We are intent on not only complying with, but exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Billy Daleske

Billy Daleske, Superintendent

BD/SD

August 2025

Dear Parent or Guardian,

We would like to inform you that an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds will be used at the Shelby County R-IV School District. The IPM approach we will be using focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some IPM techniques we will employ include monitoring, increased sanitation, sealing entry points, physically removing the pest, and modifying storage practices.

From time to time it may be necessary to use chemicals to control a pest problem. When chemicals must be used, the school will try to use the least toxic products when possible. Chemicals will be applied outside of the normal school day when student and staff populations are low.

Parents or guardians may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. After July 2006, the registrants will be notified at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), baits and gels, and any EPA exempt pesticides. If you would like to be placed on this registry, please contact the Superintendent's Office.

Sincerely,

Billy Daleske

Billy Daleske, Superintendent

BD/SD