

*Logan-Rogersville
Middle School*

**STUDENT HANDBOOK
2025-2026**



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School hours are 7:35 a.m. to 2:35 p.m.
Building is supervised from 7:15 a.m. to 2:45 p.m.

WELCOME

Welcome to Logan-Rogersville Middle School. The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, administration, and the Board of Education. This information has been carefully prepared and presented so it will be of great value in helping you to adjust to our school and to become an integral part of the student body. This handbook may be REQUIRED material in some classes. If so, it is the responsibility of the student to have this handbook available when needed. The faculty and staff are available to provide additional assistance and information.

The ultimate purpose of education is to help each student become an effective citizen in a democracy, to develop and accept the responsibilities and obligations of good citizenship, and to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities, and thus, find those things within our school that will prepare you to live a better life and finally take your place in society. Remember that your success in this school will be directly proportional to your efforts.

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CALENDAR

School dismisses at 1:35 p.m. every **Friday** for teacher collaboration.

August 19	School Begins
September 1	No School - Labor Day
September 29	No School
October 17	1 st Quarter End
October 23	Evening Parent-Teacher Conferences
October 24	No School
October 27	No School - Staff Professional Learning
November 5	Staff Professional Learning
November 26-28	No School - Thanksgiving Break
December 19	2 nd Quarter End
December 22-31	No School - Christmas Break
January 1-2	No School - Christmas Break
January 5	School Resumes
January 19	No School - Martin Luther King, Jr. Day
February 13	No School - Staff Professional Learning
February 16	No School - Presidents' Day
March 13	3 rd Quarter End
March 16-20	No School - Spring Break
April 3	No School - Good Friday
May 21	Last Day of School*
	4 th Quarter End
May 25	Memorial Day
School Closing	
Make-up Days:	#1-6 - Alternative Methods of Instruction (AMI)

BELL SCHEDULE

HOUR	MONDAY - THURSDAY		HOUR	FRIDAY	
	BEGIN	END		BEGIN	END
Advisory	7:35	7:54	Advisory		
1st	7:58	8:48	1st	7:35	8:20
2nd	8:52	9:42	2nd	8:24	9:09
3rd	9:46	10:36	3rd	9:13	9:58
4th	10:40	11:30	4th	10:02	10:47
5th	11:34	12:47	5th	10:51	11:59
Lunch 1	11:30	11:53	Lunch 1	10:47	11:10
Lunch 2	11:59	12:22	Lunch 2	11:14	11:37
Lunch 3	12:24	12:47	Lunch 3	11:37	11:59
6th	12:51	1:41	6th	12:03	12:47
7th	1:45	2:35	7th	12:51	1:35
HOUR	HALF-DAY		HOUR	*TWO-HOUR LATE START	
1st	7:35	8:02	1st	9:35	10:11
2nd	8:06	8:33	2nd	10:15	10:51
3rd	8:37	9:04	3rd	10:55	11:31
4th	9:08	9:35	5th	11:35	12:35
6th	9:39	10:06	Lunch 1	11:31	11:52
7th	10:10	10:37	Lunch 2	11:52	12:14
5th	10:41	11:46	Lunch 3	12:14	12:35
Lunch 1	10:37	11:00	4th	12:39	1:15
Lunch 2	11:00	11:23	6th	1:19	1:55
Lunch 3	11:23	11:46	7th	1:59	2:35

*The Logan-Rogersville School District may use a two-hour late start when inclement weather impacts travel. Should the need arise, school will begin at 9:35 a.m. and dismiss at 2:35 p.m. Notification of the two-hour late start will be communicated through the District's automated phone system and news agencies.

DISTRICT MISSION PHILOSOPHY

Logan-Rogersville R-8 School District exists to provide an excellent education that supports all students in achieving their fullest potential.

OUR GRADUATE GOALS: Graduates of the Logan-Rogersville R-VIII School District will: demonstrate proficient communication skills; develop global perspectives and civic responsibilities; recognize and apply changing technology; develop appropriate interactive skills; use problem-solving and critical-thinking skills; develop the ability to be self-directed, life-long learners; understand physical fitness and the benefits of a healthy lifestyle; and have an awareness for creative expression.

LRMS MISSION STATEMENT

LRMS is a family of educators committed to creating a safe environment that generates a love for learning, strong character, and a sense of belonging.

The Logan-Rogersville School District's Board Policy Manual may be found under the "District" tab on the school website at www.logrog.net.

VISITORS

All visitors must check in at the school office. Friends attending from other schools are not allowed during school hours. For more information refer to the Logan-Rogersville R-8 School Board of Education's Visitors' Policy.

TARDINESS

Tardiness is defined as any unexcused appearance of the student after the scheduled time a class begins. Students are expected to be in their seats ready to work when the bell sounds. The teacher will confer with the student after class or after school concerning tardiness. Students whose tardiness resulted from being detained by a faculty member will be excused. There are four minutes between classes. Five overall, unexcused tardies to classes per quarter will result in Zero Hour or one day In-School-Suspension (ISS).

ATTENDANCE

Many important learning experiences take place within the classroom that cannot be adequately replaced with make-up work. We believe that regular attendance is a necessary and vital part of each student's education. Regular attendance is defined as attending 90% or more of all classes. Attendance is recognized as a component of achievement. Perfect attendance is defined as not having missed any time at school nor being tardy to any class. Arriving late to school is considered tardy.

1. Attendance at school is the most important part of any student's success in their education program. **Attendance in class is part of each class requirement.**
2. School sponsored activities are not counted as an absence.
3. A student who is not in class is truant until he or she appears. He/she is marked tardy or absent as appropriate. This fact is recorded on school records.
4. In order to identify valid absences, these procedures are established for your guidance and compliance:

Any student that needs to leave school prior to the end of day must check out through the office. Prior to allowing any student to check out, the office must have consent from a parent/guardian. Any student that does not check out through the office prior to leaving the school property will be marked truant. Students who leave school without permission may be suspended for up to three days. A second such departure may result in a longer suspension. Further such departures by a student may result in permanent suspension.

Students who avoid going to an assigned class but do not leave the school may be suspended from school in the same manner as described above. Students are not to leave school grounds during the lunch hour. Students who leave without going through proper procedure will be considered truant and may be suspended from school.

5. If a student is absent from school, a parent or guardian must contact the principal's office concerning the reason for the absence. **The school will make an attempt to contact parents or guardians about an absence; however, the primary responsibility of informing the school lies with the parents or guardian.**
6. Subject to the following conditions students will be allowed and expected to make up any work missed:

REMEMBER: The responsibility for initiating make-up work rests with the student. A student should make arrangements with the teacher to have completed all make-up work within three (3) days after returning to school. In case of extended absences, special arrangements may be made at the discretion of the teacher. If work is not made up within this time, work missed will be recorded as zero.

It will be necessary to make arrangements and keep up with studies as much as possible during confinement in a hospital or at home. Arrangements should be made in advance if possible, and homebound schooling may be provided by contacting the office.

7. After a student misses ten days of school in a semester, a letter will be sent to the student's parents notifying the family of the student's excessive absences. If a student is not present for 20 days of school in a semester, then the Division of Family Services (DFS) will be notified for concerns of educational neglect. Reasonable excuses such as a doctor-certified, long-term illness would be considered an exception to this rule.

ARRIVING LATE OR LEAVING EARLY

Students should enter and exit the school building through the east (behind tennis courts) or north (stadium parking lot) doors. The south doors should NOT be used due to staff and bus traffic. If arriving after 7:35 a.m., students should enter through the front, west doors and sign in at the office. Students leaving early must check in or out through the school office. Individuals picking up students early from school are required to sign a sheet in the office indicating date and time of leaving. Only those listed on the student enrollment form will be allowed to pick up

students. Parents may give permission by phone for someone else to pick up their student. For further information refer to School Board Policy JEDB.

Students arriving at school before 7:30 a.m. must stay in the gymnasium or auditorium. Students will not be allowed into other areas until 7:30 a.m. The District will not be responsible for supervising students before 7:00 a.m. or after 2:45 p.m., unless the student is participating in a school-sponsored activity.

PARENT PORTAL

Parents/guardians may update addresses and phone numbers as well as access attendance, meal balances, announcements, and the school calendar via the Logan-Rogersville website (www.logrog.net). To obtain a login to the parent portal, submit parent name, student name, and grade to parentportal@logrogstudents.net. Instructions and login information will be mailed to the parent's/guardian's home address.

CANVAS

Canvas is an interactive, online learning management system (LMS) for teachers and students. Canvas provides students 24-hour access to online assignments, upcoming class activities, calendars, and additional online resources which may be used in some classes.

Canvas provides students and parents access to assignments and grades. Please note that LUMEN is the official student information system and only final semester grades will be posted in LUMEN in December and May. Grades that appear in Canvas may not reflect the official grade which is recorded in LUMEN at the end of each semester. Parents/guardians will have access to their student's courses in Canvas via a unique login tied to their student's Canvas account.

- www.logrog.net
- Campus – Middle School
- Parent/Student Resources
- Parent Canvas Login

GRADING SYSTEM

The evaluation of student achievement is the important function of the teacher. The accepted grading system is as follows:

A - Excellent
B - Good
C - Average

D - Poor
F - Failure
I - Incomplete

An incomplete is given in cases of illness, emergency, or by pre-arrangement if the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" if not completed. Make-up work is the complete responsibility of the students.

The following grading scale will be used by teachers throughout the school year:

100 - 95 A	87 - 83 B	77 -73 C	67 -63 D
94 - 90 A-	82 - 80 B-	72 - 70 C-	62 - 60 D -
89 - 88 B+	79 - 78 C+	69 - 68 D+	59 - 0 F

The following system will be used to determine the grade point average (GPA) of each student. Final GPA will be determined at the end of each semester. GPA will be used to determine Honor Roll and eligibility for extracurricular activities.

A	4.00	B-	2.66	D+	1.33
A-	3.66	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	.66
B	3.00	C-	1.66	F	0.00

HOMEWORK

Assignments can be viewed on Canvas, picked up in the office upon request, or will be available when the student returns to school.

ADVISORY PERIOD

Monday through Thursday before first hour, students will attend an advisory period for 19 minutes . During this time, students will meet with their advisory teacher, check for missing assignments, check current grades, and utilize the time to complete homework assignments or read silently. Students may meet with classroom teachers for tutoring, upon teacher request.

GRADE CARDS AND PROGRESS REPORTS

Using Canvas, students and parents have the ability to access grades at all times. Every three weeks parents will receive an electronic notification of a progress report and that grades have been updated in Canvas. A paper copy of a student's progress report can be issued upon request.

Grade cards will be issued at the end of each quarter. (Refer to the school calendar for grade card dates.) Grade cards will be issued after all fees and fines have been paid. Grade cards do not need to be signed by a parent or returned to the office.

HONOR ROLL

Honor Roll will be awarded to students at the end of each semester. A student with a 3.66 to 4.0 grade point average, earning an "A-" or above in all courses, will be placed on the Principal's Honor Roll. A student with a 3.33 to 3.65 grade point average, earning no grade below a "B", will be placed on the High Honor Roll. A student with a 2.66 to 3.32 grade point average, and no grade below a "C", will be placed on the Honor Roll.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken.

STATEWIDE ASSESSMENTS

In order to achieve the purpose of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments. For information about the district's Statewide Assessment Program, refer to Board Policy IL.

VIRTUAL EDUCATION - MISSOURI COURSE ACCESS PROGRAM (MOCAP)

Logan-Rogersville School District's preferred provider for the Missouri Virtual Instructional Program (MOVIP) is **Launch**. Launch is operated and overseen by Springfield Public Schools. Launch currently offers over 180 courses with full programming available for students in grades 6-12. Courses are designed by Missouri teachers and aligned to the state standards. A formal review process is built into all course development to ensure high quality and rigor.

In accordance with 161.670 RSMo and School Board policies - IGCD and IGCE, registration and payment for MOCAP online courses will be completed by Logan-Rogersville School District for those students whose enrollment has been approved by the district.

Parents or students interested in online courses should work with their school counselor to create the best plan of action for the individual student.

SCHEDULE CHANGES

Due to limited elective classes and the need to balance class sizes, schedule changes will usually not be permitted. Students who have not turned in scheduling paperwork by the required date will have a schedule created by the Counselor, and

no schedule changes will be permitted. Schedule changes will only be considered on an individual basis and only after meeting with the school Counselor and/or Administrator and it is determined the change is necessary.

GUIDANCE AND COUNSELING

The purpose of the guidance and counseling program is to help each student achieve his/her highest growth socially, emotionally, and academically. The program focuses its philosophy on the middle school years being a transitional period. Major emphasis is placed on the development of the individual adolescent. This development is enhanced through the recognition that each individual has different strengths and weaknesses, which may lead to a variety of needs as well as goals. The middle school environment provides a safe place to explore these needs with encouragement and guidance. The counseling program consists of the following components:

- School Counseling Curriculum
- Individual Student Planning
- Responsive Services
- System Support

SUICIDE AWARENESS AND PREVENTION

The Logan-Rogersville School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. The goal of the district is to help educate employees and students on the actions and resources necessary to prevent suicide, to promote student well-being, in addition to helping students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. For information about the district's Suicide Awareness and Prevention policy refer to School Board Policy JHDF.

TRAUMA-INFORMED SCHOOLS INITIATIVE

The Logan-Rogersville School District follows MODESE's framework for Trauma-Informed Schools Initiative. For the purposes of this initiative, the following terms are defined as follows:

- "Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
- "Trauma-informed school"- a school that:
 - o Realizes the widespread impact of trauma and understands potential paths for recovery

- o Recognizes the signs and symptoms of trauma in students, teachers and staff
- o Responds by fully integrating knowledge about trauma into its policies, procedures and practices
- o Seeks to actively resist re-traumatization

For more information, refer to MO Senate Bill 638, Section 161.1050.

ATHLETIC ELIGIBILITY REQUIREMENTS

By MSHSAA Eligibility Standards, in order to participate in an athletic or academic activity, a student must:

- Be enrolled in a normal course load for their grade.
- Have not failed more than one class in the previous grading period. A grading period is defined to be each 9 week grade check (quarterly grades).
- Students must be in regular attendance/making adequate daily progress, and must meet the grade-point average of the local school district (1.66 on a 4.00 scale).
- Have been promoted to a higher grade prior to the first day of classes for the new school year.
- Be currently enrolled in a minimum of six courses that offer 3.0 total credits. Courses may be seated, virtual or a combination of both instructional delivery methods. At least one unit of credit (two classes) must be seated on-site.

Students promoted for the first time into their grade are considered academically eligible for the first grading period after promotion.

Logan-Rogersville Middle School is a member of MSHSAA. Therefore, all LRMS participating students must follow the athletic and academic eligibility standards set forth by MSHSAA.

EFFECT OF ABSENCES ON ACTIVITIES Students are expected to be engaged in their academic courses 100% of the time. The following guidance is set in case an unavoidable absence occurs on the day of a school activity. Students enrolled in seated courses must be in attendance at least 50% of their seated course time in order to participate in any school-sponsored or MSHSAA activity that same evening unless prior permission is obtained from the principal. Students enrolled in virtual courses must be making adequate daily progress to be eligible to participate. If a school activity occurs on a non-school day, the prior school day will be used to determine participation.

DRUG TESTING

Students in the 7th and 8th grades who are involved in extra-curricular and co-curricular activities will be subject to random drug testing. Extra-curricular activities include participation in an activity that is not associated with a grade and takes place outside the regular school day (such as athletics). Co-curricular activities include participation both in and out of the classroom and are associated with a grade (examples include Band and Choir). More information about random drug testing will be disseminated as practices resume in the fall.

INSURANCE

Proof of insurance must be provided for all participants of extra-curricular activities.

FREE AND REDUCED MEAL ELIGIBILITY

Information for the free and reduced meal program will be made available in the Middle School office. New forms must be completed within 30 days at the beginning of the school year.

CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. This includes leaving the area in an acceptable condition. Students are to remain in the cafeteria until dismissed. Food and open beverage containers are to stay in the cafeteria during meal time.

MEAL PAYMENTS

The Logan-Rogersville School District has a computerized meal program. Students will enter their Lumen identification number for purchasing meals. Parents are encouraged to send larger amounts of money and pay less often. Online credit/debit card payments can be made through the school website. Prior to making online payments, parents must first set up an online account as follows:

- www.logrog.net
- Select LR School Store
- Select Middle School Payments
- Select Lunch Deposits

Envelopes are available for students to deposit money, or you can send an envelope from home with the student's first and last name, amount enclosed, and "meals" marked on the outside of the envelope. Extra milk is available for purchase for all students. The cost of breakfast is \$1.70, lunch \$3.20, and extra milk \$0.50. Refer to Board

Policy ([food service management](#)), for further information regarding unpaid charges for meals.

RETAINMENT POLICY

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between attendance and grades. Students having good attendance generally achieve higher grades, enjoy school more, and are much more attractive to prospective employers after leaving high school. Refer to the Logan-Rogersville R-8 School Board Policy IKE. Any student in the 7th or 8th grade who receives an "F" grade on first and second semester grade cards in three core subjects (Math, Science, Social Studies, English) may be retained the next school year.

USE OF CHROMEBOOKS

The focus of providing Chromebooks in the Logan-Rogersville School District is to provide current tools and resources to today's learner. Effective learning and excellence in education require seamlessly integrated use of technology throughout the educational program. Increasing student access to technology is essential; one of the current learning tools available is the Chromebook. Individual use of Chromebooks supports student empowerment to engage in their personalized learning during the school day.

A "Technology Acceptable Use Policy" must be signed by the student and parent/guardian and on file with the school prior to a Chromebook being assigned to the student. Each student will be assigned a specific Chromebook to use during the school year. Chromebooks will be plugged in at the end of the day for charging. It is the responsibility of the student to ensure the device is charged for the upcoming school day. Students are responsible for the care and maintenance of the device they are assigned. All damages incurred by the district, due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user.

ALTERNATE METHOD OF INSTRUCTION (AMI)

The Missouri Department of Elementary and Secondary Education (DESE) allows public school districts to develop a plan for Alternative Methods of Instruction (AMI) when schools are closed due to exceptional or emergency circumstances that could include inclement weather.

The goal of the AMI plan is to provide learning activities to review prior concepts, focus on critical content standards, offer enrichment, or provide support for further skill development without interruption due to school closure. In the event of school closing, and the use of AMI days, teachers will be accessible for questions, during their posted “office hours”, for clarification and feedback through email or Canvas.

Student Expectations:

- Check Canvas and Learning Resource Packets for AMI assignments.
- Complete and submit work by the designated deadline.
- Communicate with the teacher if clarification or help is needed.

USE OF COMPUTERS

Any student using a school computer must have agreed to adhere to the Acceptable Use Policy (School Board Policy: EHB & EHBA)

ACCEPTABLE USE POLICY [[See Technology Usage Policy](#)]

Use of all computers and internet resources by students, faculty, staff, parents, and community members of the Logan-Rogersville R-VIII school district and shall be for, or in support of educational development; and limited high-quality self-discovery activities. Computer and internet resources shall not be used for purposes which:

- Do not support educational purposes
- Advocate, condone, or violate federal or state law
- Are harmful or harassing to others
- Disrupt normal network or computer use and/or service
- Include commercial and/or political lobbying activities
- Are profane or obscene

Use and access of school computers and internet resources is a privilege and not a right. **Violation of the Acceptable Use Policy may result in revocation of user's school computer privileges and Internet access, disciplinary action as deemed appropriate by the administration, and legal action when appropriate.**

Repair and Replacement Costs:

If repair is needed due to accidental damage, the student will be charged a maximum of \$50 per incident for up to two incidents. If additional repairs are required, the student will be responsible for the cost of the parts to repair the

Chromebook. Repairs or replacements costing less than \$50 will be charged at the actual cost of parts necessary to repair or replace. Intentional damage will be charged at the full repair/replacement cost.

LOCKERS

Lockers are issued to students at the beginning of the school year. Each student is responsible for keeping their assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the proper advisor or the office. Students are cautioned not to keep money or other valuables in their lockers. Such items can be kept in the office for safekeeping. Students may bring their own combination lock. If combination locks are brought from home, the combination must be turned into the office. Lockers are jointly accessible to the student and school officials and may be subject to search at the discretion of school officials.

LOST AND FOUND

Articles found in and around the school should be turned in to the office where the owners may claim their property upon identification.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. Student expulsion may be necessary. Damage caused accidentally should be reported to a teacher or the office immediately.

ANNOUNCEMENTS

Announcements are displayed daily in the commons during lunch. Parents may access the daily announcements through the Middle School web page at www.logrog.net. The public address system will be used for urgent bulletins that cannot be handled any other way. Classes will be interrupted for these announcements only when necessary.

HAZARDOUS MATERIALS

The Logan-Rogersville School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) as stated in the Logan-Rogersville School Board Policy EBAB-AP.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the

impression made by the school as a whole. Unacceptable conduct would include whistling, boisterousness, unnecessary clapping, and talking during a program. Textbooks and other materials are to remain in the classrooms or lockers.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, parents must complete a parent's request form provided by the nurse. All medication will be kept in and dispensed through the nurse. Misuse or distribution of prescription or "over the counter" drugs may warrant the same punishment as illegal drugs. For further information about administration of medications to students, refer to School Board Policy JFG. The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law. For more information, refer to Board Policy JHCD.

DRUG AND ALCOHOL ABUSE

Students that intentionally sell, give, possess, use; or are under the influence of illicit drugs, narcotics, prescription drugs, or alcohol; in or on school property, including buses; shall be dealt with according to the [Discipline Policy](#).

SMOKING

The use and /or possession of tobacco or tobacco products, electronic cigarettes, or other nicotine-delivery products is prohibited, and any student who violates this rule is subject to disciplinary action according to the [Discipline Policy](#). This rule applies on the way to and from school, during lunch, at school activities and during the school day.

VAPES/JUULS

The use and/or possession of VAPE, JUUL, or any other nicotine-delivery products is prohibited, and any student who violates this rule is subject to disciplinary action according to the Discipline Policy. This rule applies on the way to and from school and at school activities.

LIBRARY SERVICES

The library will be opened at 7:20 a.m. and remains open throughout the day until 2:35 p.m. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need. The library website can be accessed here: [LIBRARY](#).

STUDENT COUNCIL

Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are student representatives and have direct access to the school administration.

PLEDGE OF ALLEGIANCE

The pledge to the United States flag will be directed on a daily basis.

STUDENT CONDUCT

Students should be in the halls only at the beginning and close of school and while moving from one class to another, unless they have special permission or special duties that require them to be out of class. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls are never permitted. Public display of affection is not permitted in school. Repeated incidents will result in parental contact and disciplinary procedures.

Students are not to be involved in the buying, selling, or trading of property at school. This includes the buying and/or selling of products for fund-raising purposes without permission.

DIGITAL CITIZENSHIP

Social Media is a powerful communication tool that can impact an individual, friends, family, etc. LRMS expects students to be good digital citizens. A good digital citizen knows how to harness the power of technology safely, respectfully, and responsibly. Social Media refers to the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples of Social Media include but are not limited to: Facebook, Twitter, YouTube, Instagram, Snapchat, Kik. If you participate on a social media site, you must keep the following guidance in mind:

- **Remember to THINK**
 - **T-** is it true?
 - **H-** is it helpful?
 - **I-** is it inspiring?
 - **N-** is it necessary?
 - **K-** is it kind?

- **EVERYTHING YOU POST IS PUBLIC INFORMATION**- any text or photo placed online is completely out of your control the moment it is placed online-even if you limit access to your site. Information (including pictures, videos, comments, and posts) may be accessible even after you remove it.
- **WHAT YOU POST MAY AFFECT YOUR FUTURE**- many employers and schools admissions officers review social media sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posts).
- **NEVER POST**- anything in relation to your home address, local address, phone number, date of birth or other personal private information. Always exercise caution when posting your whereabouts or plans for the night.
- **BE AWARE** - of who you add as a friend to your social media sites. Many people are looking to take advantage of students.
- **PROTECT YOURSELF AT ALL TIMES!** While you want to be honest about yourself, don't provide anything that scam artists or identity thieves could use against you.

ELECTRONIC DEVICES

Students are not to use cell phones/smart watches/earbuds for personal use, including between classes and lunch time. If a student leaves the classroom during class time, cell phone/smart watch/earbud use is still restricted (i.e. trips to the restroom, library, or nurse's, counselor's, or principals' office). The following consequences will result:

- *1st Offense* - Student must pick up the device in the office at the end of the day.
- *2nd Offense* - Students must pick up the device in the office at the end of the day and a parent will be notified.
- *3rd Offense* - Parents must pick up the electronic device in the office.
- *Further Offenses* - Left to the discretion of the administrator in charge which could include lunch detention, In-School-Suspension (ISS), or Out-of-School Suspension (OSS).

For the district's policy on use of electronic communication devices for the use of audio and video recording, refer to Board Policy KKB.

TELEPHONE USE

Students are allowed to make calls from the office only in the case of an emergency and with staff permission. In the event a student receives a call, he/she will be called out of a classroom only in the case of an emergency. Normally, phone calls for students will be handled between classes, during lunch, or after school.

GUIDELINES FOR STUDENT APPEARANCE

Dress and grooming are the responsibility of the student and the student's parents. When dress and grooming disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter of administrative action involving the student and/or parent.

Clothing is generally acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, and is not immodest in any respect. Shoes and/or sandals must be worn at all times. Bare midriff outfits are not acceptable school attire. Underwear may not be worn as outerwear or exposed to view. Items, including, but not limited to, hoods, sunglasses, blankets, costumes, or accessories are not to be worn during the school day (7:00 a.m. to 2:35 p.m.) and must remain in lockers if brought to school. Students may not wear clothing or accessories which display words or images advertising directly or indirectly, alcohol, tobacco, drugs or related products. Clothing which promotes the use of these products, or which are profane, obscene, or double-meaning tee shirts that are suggestive or promote violence, will not be allowed. Any form of dress, grooming, or hairstyle considered contrary to good hygiene, is distracting, or disruptive in appearance will not be permitted.

Common sense and reasonable attitude should eliminate the need to correct students' personal appearance. Any student who fails to comply with these guidelines will be subject to administrative action.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom indicating how to leave the building in case of fire. Maps and instructions are posted in each classroom.
2. Walk. No talking. Move quickly and quietly to the designated area with the teacher.

EARTHQUAKE

At the first sign of ground shaking, students should drop down on hands and knees and move away from windows, shelves and heavy objects or furniture. Crouch under a table or desk or in a strong doorway. Stay under cover until shaking stops. Await further instructions.

If students are outside, get away from buildings and trees into open space. Drop to the ground and cover. Await further instructions.

BUS REGULATIONS

Students who come to school on the bus should return home on the same bus. Students who are riding the bus home are to go immediately to the buses as soon as they are dismissed from school. Riding the school bus is a privilege. Improper conduct will result in that privilege being denied

STUDENT RESPONSIBILITY IN THE TRANSPORTATION SYSTEM as stated in the Logan-Rogersville R-8 School Board Policy EEA. The following regulations for pupil safety shall be in effect any time students ride the school bus:

1. The bus driver is in charge of the students and the bus. Students must obey the driver promptly and politely.
2. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation.
6. Students must not at any time extend arms or head out of the bus windows.
7. Students must not try to get on or off the bus, or move about within the bus, while it is in motion.
8. Students must observe directions of the driver and the patrol when leaving the bus.
9. Any damage to the bus should be reported at once to the driver.
10. Students shall not get off the bus other than at the regular boarding or de-boarding place unless the driver and principal or teacher has direct, personal communication from the student's parent or guardian.

REMOVAL OF STUDENTS FROM SCHOOL BUS as stated in the Logan-Rogersville R-8 School Board Policy JGR:

Students may be assigned seats by the bus driver.

1. Students may be removed or prohibited from riding the bus for violation of safety regulations or for failing to respond to the driver's directions concerning safety.
2. Students shall be given a warning by the bus driver before removal, except in cases of safety rule violations which may result in very dangerous situations.
3. Students may be removed from the bus for damaging or defacing any part of the bus.

DISCIPLINE GUIDELINES

PHILOSOPHY

We believe that in order for students to achieve their maximum potential, they must discipline themselves, cooperate with their teachers, and conduct themselves properly. If a student cannot do this on his/her own, then the school authorities must prescribe the necessary discipline for inappropriate behavior. Excessive disruptive behavior in school may result in suspension from school.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. The district may discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. Any conduct not included herein, or an aggravated circumstance of any offense, or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the Principal, Superintendent and/or Board of Education.

SAFE SCHOOLS ACT (1996)

Under the terms of the Safe Schools Act (1996), the Logan-Rogersville Middle School is required to do the following with regard to serious violations of school discipline policy. All serious violations of school discipline policy (including, but not limited to assault, fighting, possession of a weapon, possession of sale/transfer of alcohol/drugs, stealing, etc.) will be reported to Greene County Sheriff's Department, and, for students age 16 and under, the juvenile authorities, in addition to transcripts and attendance records, student discipline records.

Weapons are defined to mean one or more of the following. A firearm, a blackjack, concealed firearm, firearm silencer, explosive device, gas, gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife; all knives and any instrument or device used or designated to be used to threaten or

assault, whether for attack or defense; any object designed to look like or imitate a device as described above. (SBP: JFCJ).

REPORTING TO LAW ENFORCEMENT

It is the policy of the Logan-Rogersville R-VIII School district to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

ADMINISTRATION OF DISCIPLINE

1. The principal of the school is directly in charge of school discipline, and with the assistance of all faculty members, will ensure that proper order is maintained at all times.
2. All teachers will cooperate and assist in every way to help maintain proper order.
3. Students will show proper respect to all teachers and obey their instructions.
4. Each student is expected to take corrections from any teacher whether in the classroom, in the halls, or at any extra-curricular activity.
5. Students are not to disturb or distract the teacher or other students in any class.
6. Although we encourage students to read, unsuitable reading material will not be allowed in school.

DESCRIPTION OF DISCIPLINARY ACTIONS

Students who become involved in behavior problems will be subjected to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions will be determined and enforced by administration:

1. Informal talk - A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding the student's behavior.

2. Conference - A formal conference will be held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.
3. Parent Involvement - Parent(s) should be notified by telephone, personal contact, or letter. A conference may be conducted between the student and his/her parents(s), appropriate school personnel, and any other individual(s) concerned.
4. Zero Hour may be used at the discretion of the building administrator. Zero Hour meets before school from 7:15 to 7:35 a.m.
5. In-School Suspensions or Lunch Detention may be used at the discretion of the building administrator.
6. Short Suspensions (up to ten days out of school) - The student is informed that he or she is subject to a suspension.
7. Long Suspension (up to 180 days out of school) - The Board of Education authorizes the Superintendent of the Schools to suspend a student for up to 180 school days. A suspension of more than ten calendar days may be appealed to the Board of Education through the superintendent.
8. Expulsion - The Board of Education may authorize the expulsion of a student.
9. Corporal Punishment - No person employed by or volunteering on behalf of the Logan-Rogersville Middle School shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or the protection of other persons or the property of the school district.
10. Suspension/Due Process - All students are entitled to due process. There are certain procedures that school officials will be following prior to taking appropriate disciplinary actions. This includes notice of the charges and the opportunity for the student to respond. The final decision will be made by the Superintendent of Schools and Board of Education. No student or parent should expect to automatically receive either the minimum or maximum disciplinary action when they are involved in a problem. This will be determined on an individual basis in each problem based on a wide range of variables such as, but not limited to: the age of the student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular school setting.

Students who are assigned out-of-school suspension are allowed to make up assignments when they return from the suspension to receive credit for their work.

The work missed during their out-of-school suspension time must be completed during in-school-suspension, and the student will not be allowed to take the work home to finish, per board policy JGD.

Students assigned to In School Suspension, or Out of School Suspension may not be allowed to participate in extracurricular activities until the suspension is completed.

PROHIBITION AGAINST BEING ON OR NEAR SCHOOL PROPERTY DURING SUSPENSION

All students who are suspended or expelled are prohibited from being on school property for any reason, unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by the policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any public school in the district unless one of the following conditions exist:

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

SEARCHES BY SCHOOL PERSONNEL

School lockers, desks, Chromebooks, and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search.

The administration may contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in

any case in which a student refuses to allow a search or in which the search cannot be safely conducted.

During a search, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing, that when removed, do not expose underwear.

Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions. For further information refer to School Board Policy JFG.

DEFINITIONS OF DISCIPLINE PROBLEMS

- A. ALCOHOL: The use, possession, or sale of an alcoholic substance or being under the influence of an alcoholic substance.
- B. ARSON: Intentional setting of fire or burning on school property.
- C. BULLYING AND CYBERBULLYING: (See Board policy JFCF): Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not or limited to: physical actions, including violence, gestures, theft, or damaging property; oral written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.
- D. BUS: Not following bus rules as outlined in the Student Handbook.
- E. CELLULAR PHONES AND HANDHELD GAMES: Cellular phones and handheld games are to be turned off and concealed during the school day. (See page 17- "Electronic Devices".)
- F. DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY OR SCHOOL POLICY: Refusal to comply with reasonable request of any school personnel or policy of the school.
- G. DESTRUCTION OR DEFAACEMENT OF PROPERTY: Any student who willfully causes substantial damages or attempts to cause substantial damages to any property, real or personal, belonging to the school, staff, or students.
- H. DISORDERLY CONDUCT, INCLUDING PROFANITY AND OBSCENE BEHAVIOR: Conduct and/or behavior which is disruptive to the orderly educational procedure of the school including lying.
- I. DRUGS: The use, possession, supplying or exchanging of narcotics, controlled substances, prescription drugs, imitation drugs, and anabolic steroids or being under the influence of the same or misrepresenting a legal substance as one that is legal.

- J. EXTORTION: The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.
- K. FALSE ALARMS: The false reporting of a bomb threat or of a fire.
- L. FIGHTING: Engaging in or threatening physical contact for the purpose of inflicting harm on another person.
- M. DISHONESTY/FORGERY: Any act of lying, whether verbal or written.
- N. PHYSICAL ASSAULT: Physical attack of one person, or of a group of persons, upon another person, who does not wish to engage in the conflict and who has not provoked the attack.
- O. TARDINESS: Arriving late to class.
- P. THEFT: Taking property that does not belong to you.
- Q. TOBACCO/ELECTRONIC CIGARETTES OR NICOTINE-DELIVERY PRODUCTS: The use or possession of tobacco, of any kind, on or adjacent to school property.
- R. VAPES/JUULS: The use or possession of any nicotine-delivery product while at school or participating in any school-related activity.
- S. SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL: Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.
- T. VERBAL ABUSE AND HARASSMENT: Statements that intimidate, bully, or injure another person. Harassment may be behavior or words that: Are directed at a person because of his or her sex, are uninvited, unwanted, and unwelcome, cause a person to feel uncomfortable or offended, create an environment that makes learning difficult, may be very offensive on a one-time basis. Verbal abuse will include disrespectful language to a staff member or language to a staff member that is threatening in nature. For further information refer to School Board Policy AC, AR, and ACAB.
- U. WEAPONS/GUNS: The possession of a dangerous weapon, or use of an object to inflict bodily injury to another person. Any person utilizing a school facility is not to carry, conceal, or directly or indirectly sell, deliver or loan any kind of weapon. Any student who violates this provision will be subject to the mandates of the Safe Schools Act and School Board Policy JFCJ.

DISCIPLINE POLICY

The following illustrates the type of disciplinary action that may be taken for each problem area. In each case, a minimum and maximum action is listed as well as action for the first occurrence and one for repeated occurrences.

PROBLEM AREA	MIN./ MAX.	FIRST OCCURRENCE	REPEATED OCCURRENCES
Weapons*	Min. Max.	Short Suspension Expulsion	Long Suspension Expulsion
Guns*	Max.	Expulsion (for 1 yr.-state law)	
Explosive Devices*	Min. Max.	Short Suspension Long Suspension	Long Suspension Expulsion
Verbal Abuse/ Harassment/Hazing*	Min. Max.	Informal Talk Expulsion	Lunch Detention ISS Expulsion
Tardiness	Min. Max.	Informal Talk Lunch Detention ISS	Lunch Detention ISS Lunch Detention ISS
Truancy from Class	Min. Max.	Conference Lunch Detention ISS	Lunch Detention ISS Short Suspension
Truancy from School*	Min. Max.	Lunch Detention ISS Lunch Detention ISS	ISS Short Suspension
Fighting*	Min. Max.	Lunch Detention ISS Long Suspension	Short Suspension Expulsion

PROBLEM AREA	MIN./ MAX.	FIRST OCCURRENCE	REPEATED OCCURRENCES
Profanity/	Min.	Lunch Detention ISS	Short Suspension
Obscene Behavior*	Max.	Short Suspension	Long Suspension
Disorderly Conduct	Min.	Informal Talk	Lunch Detention ISS
	Max.	Short Suspension	Long Suspension
Defiance of Authority	Min.	Informal Talk	Lunch Detention ISS
	Max.	Short Suspension	Long Suspension
Assault/Bullying Threats/Intimidation*	Min.	Lunch Detention ISS	Short Suspension
	Max.	Long Suspension	Expulsion
Alcohol* Possession/Use	Min.	Short Suspension	Long Suspension
	Max.	Long Suspension	Expulsion
Homework	Min.	Informal Talk	Conference/Parent Involvement
	Max.	Lunch Detention ISS	Lunch Detention ISS
Drugs*	Min.	Long Suspension	Long Suspension
Possession/ Use Paraphernalia*	Max.	Long Suspension	Expulsion
Imitation of Drugs/	Min.	Short Suspension	Long Suspension
Alcohol*	Max.	Long Suspension	Expulsion
Display of Affection	Min.	Informal Talk	Conference/Parent Involvement
	Max.	Long Suspension	Expulsion
Sexting/Possession of Explicit Material	Min.	Informal Talk	Conference/Parent Involvement

PROBLEM AREA	MIN./ MAX.	FIRST OCCURRENCE	REPEATED OCCURRENCES
	Max.	Long Suspension	Expulsion
Gambling*	Min.	Lunch Detention ISS	Lunch Detention ISS
	Max.	Short Suspension	Long Suspension
Dishonesty/Forgery*	Min.	Conference/Parent Involvement	Lunch Detention ISS
	Max.	Short Suspension	Expulsion
Theft*	Min.	Lunch Detention ISS	Short Suspension
	Max.	Long Suspension	Expulsion
E-Cigarettes/Tobacco	Min.	ISS	Short Suspension
	Max.	Short Suspension	Short Suspension
Destruction of Property/	Min.	Lunch Detention ISS + cost	Short Suspension +
Vandalism*	Max.	Expulsion + cost	Expulsion + Cost
Arson*	Min.	Lunch Detention ISS + cost	Long Suspension
	Max.	Expulsion	Expulsion
Extortion*	Min.	Parent Involvement/ Informal Talk	Short Suspension
	Max.	Short Suspension	Expulsion
Classroom Disruption	Min.	Parent Involvement/ Informal Talk	Lunch Detention ISS
	Max.	Lunch Detention ISS	Short Suspension
False Alarms	Max.	Short Suspension/ Long Suspension	Long Suspension
Misbehavior at	Max.	Two Weeks	Suspension from all

PROBLEM AREA	MIN./ MAX.	FIRST OCCURRENCE	REPEATED OCCURRENCES
Extracurricular Activities		Suspension from Activities	Activities Remainder of Year
Inappropriate Dress	Min.	Verbal Warning	Lunch Detention ISS
	Max.	Lunch Detention ISS	Long Suspension
Technology* Misconduct	Min.	Restitution	Restitution
	Max.	Long Suspension	Expulsion

*These problem areas could include violation of law; school officials may need to notify the appropriate law enforcement officials. Any action taken by the law officials will be in addition to the action taken by the school.

LRMS TECHNOLOGY ACCEPTABLE USE POLICY

Recognizing the value of technology to enhance student learning, the Logan-Rogersville School District is excited about integrating technology further into the classroom setting. The middle school has implemented a blended learning model using a device in each student's possession.

In conjunction with new technology, the district will be creating accounts in systems such as Google Apps for Education, Canvas, and/or other online classroom aides, for the purposes of furthering educational opportunities. Students will be assigned a unique username and password for these systems. These systems will be monitored by the district's filters to ensure the privacy and safety of students. At any time, district staff may choose to inspect any student device for compliance with district policies.

It is the policy of the district to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate, or illegal manner undermines the district objectives and will not be tolerated.

Technology Usage Agreement

I have read and understand the Logan-Rogersville Middle School Student Technology Acceptable Use Policy, and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology including, but not limited to, accessing browser logs, email logs, and any other history of use. I consent to district interception of, or access to, all communications I send, receive or store using the district's technology resources, including student Google accounts, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Repair and Replacement Costs:

If repair is needed due to accidental damage, the student will be charged a maximum of \$50 per incident for up to two incidents. If additional repairs are required, the student will be responsible for the cost of the parts to repair the Chromebook. Repairs or replacements costing less than \$50 will be charged at the actual cost of parts necessary to repair or replace. Intentional damage will be charged at the full repair/replacement cost.

Completion of the TECHNOLOGY ACCEPTABLE USE POLICY is required as part of the yearly, online, student registration.

LRMS Student Acceptable Use & User Fee Agreement

Technology Usage Agreement - Student

The proper use of the Logan-Rogersville School District network, the Internet, and the educational value to be gained from proper use of these is the joint responsibility of students, parents, and employees of the school district. The Acceptable Usage Policy (AUP) form must be read and signed by the student and the parent or legal guardian. Each student must have a signed AUP on file with the school in order to use any type of district technology device (chromebooks, tablets, desktop computers, etc).

Technology Usage Agreement - Parent / Legal Guardian

As the parent or legal guardian of the student, I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to, suspension or revocation of my student's access to district technology, and suspension or expulsion from school in accordance with the Student Code of Conduct.

I understand that my student's technology usage is not private and that the school district can monitor my student's use of district technology, including, but not limited to, accessing browser logs, email logs, and any other history of use. I consent to district interception of, or access to, all communications sent, received, or stored by my student using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school district, its employees, or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use-setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media.

I agree to be responsible for costs incurred by my student's unauthorized use of district technology, including student accounts that result in financial or physical damages.

I understand that any device owned by the Logan-Rogersville School District is to be used solely for the purpose of educational purposes and only to be used by the above signed student. The student is the only authorized user of his or her assigned device.

I understand that Using their Google Workspace accounts, students may access and use "Core Services" offered by Google (described at

https://gsuite.google.com/terms/user_features.html). In addition, students may be allowed to access certain other Google services with their Google Workspace accounts.

Available “core services” and “additional services” are managed district-wide by the technology Department, under the direction of the School Board and Administration. A list of services currently used can be obtained by contacting the Technology Department. Google does not use any personal information to target ads. More information on Google’s privacy policies for Education can be found here: https://gsuite.google.com/terms/education_privacy.html

Unacceptable use of technology includes, but is not limited to:

- Using a user ID/password that is not your own to gain access to any system.
- Using any user ID other than that explicitly issued to you or authorized by LR school staff.
- Sending, displaying, or storing inappropriate content on any district device in any location (or other device on school premises), such as: offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material.
- Threatening, harassing, insulting, or attacking others (cyberbullying).
- Violating copyright laws (includes, but is not limited to, movies, music, photos, books).
- Releasing personal information or false information about another person or yourself, including, but not limited to: name, address, phone number, email address, Social Security number, account number, passwords, and other items used for identification.
- Damaging computers, computer systems, or computer networks.
- Trespassing in another user's folders, work, files, or decrypting system or user passwords.
- Employing the network for commercial or political purposes.
- Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules or regulations
- Attempting to join or joining unauthorized non-district owned/managed equipment to the school network
- Intentionally damaging the serial number barcode or any other district device identification

Students will be expected to treat district issued devices with respect and care so that their educational experience is not hampered by the device's condition. Students will be expected to ensure the serial number and barcode labels are securely attached to any district issued device. If a student willfully damages a district-owned device, restitution will be paid. If restitution is not paid, the student will have technology privileges removed.

In order to demonstrate responsible digital citizenship, students will commit to the following:

- Care for and protect all district technology devices and systems within my possession
- Will not share my school related passwords with others
- Immediately report any damages or vandalism to a teacher or school administrator, whether caused by myself or another party.
- Report any loss of the device or other parts to both the Technology Help Desk and school administration.

Students who are found to have violated this policy will be subject to disciplinary action as per the student handbook. The district will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100 percent effective. Therefore, supervision and user responsibility will continue to be vital concerning student online safety.

Returning the Device at the End of the School Year

Device Collection Period:

All devices will be collected, inspected and stored for summer break. Any device not returned or brought in during the device collection period will be considered lost or stolen and must be paid for in full by the last day of the school year. If not paid in full, law enforcement authorities will be notified and the device will be reported as stolen.

LRMS Student 1:1 Usage Fee

It is the intent of this and other programs that students will be empowered to utilize the technology for their educational growth. I understand that the devices are not intended to be loaned to others, nor will they be used in any way that would violate the district's Students Acceptable Use Policy. This agreement relates to students' use of computer equipment supplied by Logan-Rogersville School District at school and at home.

I agree and/or understand that:

- The device must be handled and stored in a way appropriate for electronic equipment, and the maintenance and care guidelines provided with the device must be followed.
- I will observe high ethical standards in my use of the device, and I will not access or store any information, files, or software that do not meet such high ethical standards as stated in the Student Acceptable Use Policy.
- I will respect the copyright of software, music, images, text, movies, etc.,

by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto my device.

- I will bring my device to school every day charged along with its power cord.
- I will not mark the device in ways not authorized by the school district.
- I will not eat or drink near the device.
- The student is the only authorized user of the assigned device.
- I will not rest pencils/pens, headphones, or other items on the keyboard. Accidentally closing the device with items on the keyboard could potentially damage the screen.
- I will not remove or damage any district-applied name label and asset tag.
- If a device is lost or stolen, I will notify the Technology Department, the school resource police officer, or high school administration immediately.

Repair and Replacement Costs:

If repair is needed due to accidental damage, the student will be charged a maximum of \$50 per incident for up to two incidents. If additional repairs are required, the student will be responsible for the cost of the parts to repair the Chromebook. Repairs or replacements costing less than \$50 will be charged at the actual cost of parts necessary to repair or replace. Intentional damage will be charged at the full repair/replacement cost.

Loss/Theft:

- The student is responsible for ensuring that all issued equipment is kept safe and secure at all times during the term of this agreement.
- Under no circumstances will the student leave equipment unattended at any location, either on or off campus.
- Under no circumstances will the student leave equipment in the care or custody of any person other than the student's parent or guardian, or a district teacher or administrator.
- If any equipment is lost or stolen, the student shall immediately report the incident to the Technology Department, school resources officer, or high school administration. If the student believes any of the equipment has been stolen, Logan-Rogersville School District administrators will then report the theft to the local police department for further investigation.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a Logan-Rogersville District-owned device may be prosecuted to the fullest extent of the law.
- The student and the student's parent/guardian are liable for the replacement of any lost or stolen equipment, unless the proper procedure for reporting lost or stolen devices is followed.

Repairs/Damage:

- Repairs to district devices will be provided by district employees exclusively.
- The district will provide service for any hardware or software problem, including units that are damaged or vandalized. Depending on the situation, costs for service may be charged to the manufacturer, the school, or the student.
- Device damage that is determined to be from normal wear and tear or that fall under manufacturer's warranty of the device will be repaired at no cost to the student/parent.
- Software related problems will be limited to complete restoration of the software to its original state. Depending on the nature of the problem, students may not have the opportunity to save personal data from the machine before software restoration.
- Intentional misuse will be charged at full cost to repair or replace. Cost of repair will be determined based on a damage assessment completed by the Logan-Rogersville Technology Department. The Logan-Rogersville School District may, at its sole discretion, choose not to issue a replacement device, for any reason. The decision not to issue a replacement device shall not excuse the student and the student's parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued district devices, given that those fees are intended to help offset the actual cost to the Logan-Rogersville school district for repair or replacement of the district's property.

Common Repair and Replacement Costs:

The below prices are subject to availability and market prices.

Item	Average Cost to Replace
Screen	\$70.00
Charger	\$25.00
Keyboard / Case Replacement	\$100.00
Replacement Chromebook	\$350.00
Replacement Keys	\$10.00

Dear Parents/Guardians:

District Emergency Response Plans

The Logan-Rogersville R-VIII School District has the highest concern for our students' safety. Accordingly, we have developed a thorough emergency response plan covering most natural and other emergencies. If you wish to discuss specific concerns or ask questions, please call your school principal – Primary School, Mrs. Parent-881-2947; Elementary, Dr. Payne-882-2626, Upper Elementary, Dr. Batson-753-2996; Middle School, Dr. Kite-753-2896; High School, Dr. McKenzie-753-2813.

As parents, you play an essential role in keeping students safe during an emergency. So that you may help our staff respond effectively, please consider the following guidelines that are of particular importance to parents in emergencies:

1. **Be prepared for early dismissals.** In some emergencies, such as in a snowstorm, school officials will deem it prudent to send students home early. Please make sure you discuss with your child procedures to follow in the event of an early dismissal.
2. **If no early dismissal, do not pick up children in a school or area emergency.** If you do not learn about an early dismissal, but do learn of a school or area emergency, *please do not rush to school to pick up your child.* Traffic will block any needed emergency vehicles, and your presence in the school building during a possible evacuation could delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount to us, and we will reunite students and parents as quickly as possible.
3. **Get information from local media in an emergency.** In an emergency, stay tuned to local radio and television stations for current information, including how parents will be safely reunited with their children.

Thank you for your cooperation. Please remember that you play an essential role in our efforts to keep students safe. Please do not hesitate to call me at 753-2891 with any questions.

Sincerely,

Rocky Valentine, Ed.D.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires each local education agency (LEA) to provide parents and eligible students' effective notice of their rights under FERPA pertaining to directory information on an annual basis. This notice serves to provide the required annual notification to parents and eligible students regarding their rights under FERPA pertaining to directory information.

FERPA requires that the Logan-Rogersville R-VIII School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Logan-Rogersville R-VIII School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Logan-Rogersville R-VIII School District to include information from your child's education records in certain school publications. Examples include:

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

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

If you do not want the Logan-Rogersville R-VIII School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District in writing within ten (10) school days after the release date of

this notice. The Logan-Rogersville R-VIII School District has designated the following information as directory information:

- Student's name
- Parent's name
- Grade level
- Participation in district-sponsored or district-recognized activities and sports
- Weight and height of members of athletic teams
- Athletic performance data
- Degrees, honors, and awards received
- Artwork or coursework displayed by the district
- Photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- Student's and parent's address (limited directory information per Board Policy J0)
- Student's and parent's telephone number (limited directory information per Board Policy J0)
- Student's and parent's email address (limited directory information per Board Policy J0)

Notification of Rights for Elementary and Secondary Schools under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires each local education agency (LEA) to provide parents and eligible students' effective notice of their rights under FERPA on an annual basis. This notice serves to provide the required annual notification to parents and eligible students regarding their rights under FERPA.

FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identified information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; or a parent or student volunteering to serve on

an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to the officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires each local education agency (LEA) to provide parents and students effective notice of their rights under PPRA on an annual basis after any substantive change in district policy relating to PPRA. This notice serves to provide the required annual notification to parents and students regarding their rights under PPRA.

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Logan-Rogersville R-VIII School District has developed and adopted these policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Logan-Rogersville R-VIII School District will also directly notify, through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The Logan-Rogersville R-VIII School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Logan-Rogersville R-VIII 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Logan-Rogersville R-VIII 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 Logan-Rogersville R-VIII 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 Logan-Rogersville R-VIII 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 Logan-Rogersville Central Office Monday-Friday from 8:00 a.m. to 4:00 p.m. This notice will be provided in native languages as appropriate.

Non-Discrimination

The Logan-Rogersville R-VIII School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups in compliance with School Board Policy AC. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Superintendent or Director of Special Services, 100 East Front Street, Rogersville, Missouri 65742. For further information or notice of non-discrimination, visit: <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Public Notice of ADA/Section 504 Requirements

The Logan-Rogersville R-VIII School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The Logan-Rogersville R-VIII School District does not discriminate on the basis of disability in its hiring or employment practices.

This Notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act of 1973 was designed to protect the rights of individuals with disabilities. For further information regarding procedures, contact the office listed below.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Logan-Rogersville R-VIII School District's designated ADA Compliance Coordinator.

Kevin McComas
Director of Special Services
Logan-Rogersville R-VIII School District
100 E. Front St.
Rogersville, MO 65742
Phone: (417) 753-2891
Days/Hours available: Monday through Friday
8:00 a.m. to 4:00 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of Logan-Rogersville R-VIII School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice will be provided in native languages as appropriate.

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA)

Complaint Procedures

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V Revised 4/17 ² In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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