

# STUDENT HANDBOOK 2020-2021



## ROLLA JUNIOR HIGH SCHOOL

Principal: Dr. Monica Fulton  
Assistant Principal: Mr. Andy Stormes

Counselors:  
Mrs. Rachele (Nickie) Thessen, Seventh Grade  
Mr. Jeremy Jamison, Eighth Grade

1360 Soest Road  
Rolla, MO 65401

Telephone	573-458-0130
Attendance	573-458-0132
Counselors	573-458-0131
Fax	573-458-0135

[rjh.rolla31.org](http://rjh.rolla31.org)

**This handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Dear Students,

Welcome to Rolla Junior High School! A variety of experiences and activities await you this year. The administration, faculty, and staff challenge you to take full advantage of each opportunity that is presented to you.

The student handbook is prepared to assist you in adjusting to our school routine. In order to create a proper learning environment and to maintain each student's individual rights, certain rules and regulations are necessary. Please take the time to learn these rules. We expect you to attend school regularly, to complete your assignments, to display good citizenship, and to respect the rights of others. These good habits learned now will provide you with a solid foundation for future endeavors.

If you choose to be an active participant at Rolla Junior High School, not only will you gain confidence in yourself but you will also help to make our school even better. We wish you much success and happiness this year. If you have any questions or problems, please contact myself or any member of our school staff for assistance.

Dr. Fulton, Principal

## **ROLLA JUNIOR HIGH SCHOOL MISSION/VISION STATEMENT**

### **Mission**

A community committed to students and learning

### **Vision**

Every Student, Every Day

## **ROLLA PUBLIC SCHOOLS MISSION STATEMENT**

The mission of the Rolla School District is to provide an educational environment for students to nurture their intellect and character to help develop their physical, social, and artistic abilities so that they are well rounded individuals who are prepared to be lifelong learners and productive citizens that fully participate in our democracy.

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The Rolla School District No. 31 does not discriminate against any student on the basis of race, color, national origin, sex, religion, or disability. Inquiries regarding the implementation of this policy should be directed to the principal. If unresolved, the student or parents may appeal to the district compliance coordinator (Assistant Superintendent-Human Resources or Instruction/Special Services). Policies AC-F1, AD, IGBA, JFH

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Removal of any pupil who is a student with a disability is subject to state and federal procedural rights as provided for in the Rolla 31 School District Discipline Policy.

**Rolla Public School District Policies can be obtained at:**

[https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=3700&Sch=3700](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=3700&Sch=3700)

**Rolla School District Report Card –**

[https://apps.dese.mo.gov/MCDS/Reports/SSRS\\_Print.aspx](https://apps.dese.mo.gov/MCDS/Reports/SSRS_Print.aspx)

**PRINCIPAL & ASSISTANT  
PRINCIPAL’S OFFICE**

The Principal’s Office is the place to transact school business and every student is welcome for that purpose. Students are to remain in front of the counter as you conduct your business quietly and in an orderly manner. If you need to speak with Dr. Fulton or Mr. Stormes, leave your name with the secretary and they will see you as soon as they can. Office hours are 7:15 a.m. to 4:00 p.m.

**ATTENDANCE OFFICE**

The Attendance Office is located in the Principal’s office. Students that are entering school after 8:00 AM must check in with the attendance secretary before going to class. Parents are required to call the attendance office phone number (573-458-0132) to report an absence.

**GUIDANCE OFFICE**

Mrs. Rachelle (Nickie) Thessen, seventh-grade counselor, and Mr. Jeremy Jamison, eighth-grade counselor, are available to assist students with academic planning. The counselors are also available to help any students who may encounter obstacles that interfere with learning. It is highly desirable for each student to know his/her counselor well and to call upon that counselor for assistance when help is needed. Parents are encouraged to contact the counselor for sharing of information about their child; the Guidance Office telephone number is 458-0131. Students may stop by the Guidance Office before or after school or between classes to schedule appointments with their counselor.

**LIBRARY**

The library will be open each day from 7:30 a.m. to 3:30 p.m. Students are welcome to visit the library at any time it is open. Those using the library during class hours must have a pass from their class. The library staff is available to give assistance in learning how to use the library, to help find materials, and to suggest good books to read.

Students are allowed to check out most materials for two weeks and are allowed to renew items if other students have not requested them. Students can also reserve books that have been checked out to other students. Reference materials are primarily for use in the library but maybe borrowed overnight when necessary. The computers in the library are for class-related use, and students must have a specific assignment to use the Internet. Students checking out materials are responsible for returning them. The student will be expected to pay replacement value for materials that are lost or damaged.

**PARENT CONFERENCES**

We encourage parents to take an active interest in their child’s education. The principals, counselors, and teachers are available to meet with parents to discuss each student’s educational progress.

Organized Parent-Teacher Conferences will occur in October and March each year. You will be notified by the school of the day and time.

**DAILY BELL SCHEDULE**

1st Period	8:00 -- 8:49
2nd Period	8:53 -- 9:42
3rd Period	9:46 -- 10:35
<b>1st Lunch</b>	10:35 -- 11:01
1st Lunch Class	11:05 -- 12:00
2nd Lunch Class-Part 1	10:39 -- 11:05
<b>2nd Lunch</b>	11:05 -- 11:31
2nd Lunch Class-Part2	11:31 -- 12:00
3rd Lunch Class	10:39 -- 11:31
<b>3rd Lunch</b>	11:35 -- 12:00
PRIDE Time	12:04 -- 12:31
5th Period	12:35 -- 1:24
6th Period	1:28 -- 2:17
7th Period	2:21 -- 3:10

**SCHOOL CLOSINGS &  
CANCELLATIONS**

Rolla Public Schools takes advantage of every resource available to allow parents and employees to find out whether or not the school will be in session. As soon as a decision is made, several radio and television stations are contacted, an announcement is posted on the District’s website, a message is recorded on the District’s voice mail (573-458-0101) as well as a school messenger message will be sent via text message & email. The following media outlets will be contacted with announcements of cancellation or early dismissal:

Radio: KTTR/KZNN (1490 AM/105.3 FM), KKID (92.9 FM), KDAA (97.5 FM), KFLW (98.9), KJEL/KBNN (103.7 FM/750 AM), KLWT/KCLQ (1230 AM/107.9 FM), Y107, SUNNY 104.5 TV: KOLR-10, KYTV-3, KRCG-13, KDNL-17,, KOMU-8, KTVI-2, KSDK-5, KMOV-4

## ASSEMBLIES

Assemblies can be enjoyable experiences as well as invaluable additions to the educational program. At all times student behavior should be responsible and respectful. Each student is personally responsible for the impression made by the student body as a whole. Students will be called to the assembly by class and will be expected to sit with their teacher. Teachers and their classes are assigned specific areas of the bleachers.

## CAFETERIA

The cafeteria opens daily at 7:30 am. A variety of menu options are offered for both breakfast and lunch, and all meet the National School Breakfast/Lunch Program guidelines. All snack items for sale are in accordance with our district's wellness policy.

### 2020-2021 Free & Reduced School Meal Applications

Please apply online at <https://www.myschoolapps.com/Application>  
Returning students must apply before the cutoff date in September or meals will automatically be charged at full price. Payment will be due for any meal charges accrued prior to application approval.

**Daily Meal Prices for the 2020-2021 school year are:** \*May be subject to change

\*Breakfast - \$1.45 full price / .30 reduced price  
\*Lunch - \$2.35 full price / .40 reduced price

### Payment Options

#### ☛ **Make Online Payments – set up your account at – [www.mySchoolBucks.com](http://www.mySchoolBucks.com)**

All parents/guardians are encouraged to open an online account. It's free features will help you to monitor your student's cafeteria account: low-balance email alerts, current balance, transaction and purchase history. A convenience fee applies only when making a payment.

#### ☛ **Send cash or check with your child.**

Please write your student's name and ID # in the memo section of your check. Cash payments received from students will be deposited in full to their account. Change will not be available

during the meal lines. Students should make deposits during breakfast.

### **Students may charge meal purchases only. The charge limit is \$4.70**

Cashiers alert students as their balance drops and when a charge is made to their account. In addition, School Meal Balance Notifications are sent by email to parents with email information on file. You may initially need to release these items from your Spam/Junk folder. Payment is due the following day. Students must bring the money once the limit is reached, or parents should provide their student with meals from home. If not, we will offer our choice of an alternate item and milk at no cost for 1 day only. Students may not purchase extra items when their account balance is negative.

**All theft, of any form, will be reported to the school administrators.**

**All cafeteria balances automatically roll over at the end of the year.**

Your student's balance transfers with them to the next grade level and district school.

### Refund Checks

For balances of \$5 or more, please call 458-0100 (ext. 11110). Leave a message with your name, phone number, and your new mailing address. Any fees owed will be deducted first. Checks will be mailed. Please allow 4-6 weeks for processing.

### MEDICAL DIETARY NEEDS

**Students with health issues requiring special dietary needs must submit a completed Medical Statement for Student Requiring Special Meals form to the school nurse before any meal accommodations will be considered.** The form must state the medical reason, list the food(s) to be omitted, name substitutions, and be signed by the child's doctor and a parent or guardian. Updated forms will be required when changes to the information on file are necessary. USDA guidelines obligate public schools to furnish substitutions only for those dietary issues which are deemed disabling or severe and only when the required documentation has been submitted. The nurse will notify the cafeteria staff when a completed form is submitted. Appropriate meal replacements may be provided as directed by the Dept. of Elem. & Secondary Education (DESE) and/or as indicated by the child's doctor. Forms are available from the school nurse and on the district website.

Please see the District Website [rolla31.org](http://rolla31.org) to find monthly menus, online payment information etc.

## CAFETERIA BEHAVIOR EXPECTATIONS

The following regulations are to be observed by students being respectful, responsible, and ready to eat.

- 1) All students are to report to the cafeteria at the beginning of their lunch period. When dismissed from class, report quietly and do not run. Students are to leave book bags in their lockers.
- 2) Students are expected to take their place in line starting at the kitchen serving area entrance. Students at the front of the lunch line are to wait for the cooks to tell them they are ready for them to enter the serving area. Students may pick and choose from various entrées and drink choices and place them on their tray. All food items students select are to be put on a tray and shown to the cashier. Students may not return food that has been already taken by them and placed on their tray.
- 3) Display respectful and responsible dining room standards at the table. **No food or objects are to be thrown.** When finished eating, trays are to be placed in the tray window and waste discarded in the waste containers.
- 4) Students are to pick a seat and remain seated in that seat during the lunch period. Students may request to use the restroom by asking permission from supervisory staff on duty
- 5) Students are not permitted to leave the cafeteria after eating lunch until the table they are seated at is dismissed by a staff member that has checked to ensure all food and trash have been removed from the table and floor.
- 6) Visitors are not permitted in the cafeteria without prior approval from the principal's office. Parents may come to have lunch in the entrance foyer with their child only during the student's lunch period.
- 7) All theft, of any form, will be reported to the school administrators.

Cafeteria expectations could be subject to changes.

## VISITORS

Students may not bring visitors to the school during the regular school day. Of course, parents are welcome to visit the school as long as they are not ill.

Parents should call the school 24 hours in advance when possible to schedule visits. It is required that building visitors report to the principal's office upon arrival at school to receive a visitor's badge.

## NURSE

Unfortunately, illness and injury occur at school. Students must request permission and have a signed agenda or pass to leave class and go to the nurses' office. **The agenda provided at the beginning of the year is your pass. Don't leave class without it.** Parents/guardians will be notified when warranted. **DO NOT CALL OR TEXT PARENTS WITHOUT COMING TO THE NURSE'S OFFICE FIRST.**

Students vomiting or having diarrhea at school will be sent home under the direction of the school nurse. Whenever possible, the medication should be scheduled to be taken at home. When dosing is required during the school day, consult the nurse to ensure continued proper medication administration.

## HEALTH SCREENINGS

### (Policy JHC-AP1)

Students will be health screened for Vision, Hearing, Physical Growth, and Scoliosis. These screenings will be conducted by the school nurse and information about which screenings and when the screenings will occur will be provided by the nurse at registration. Parents will also be provided with information to excuse students from screenings if needed. Refer to RPS District Policy JHC-AP1 for more information

## STUDENT ALLERGY PREVENTION AND RESPONSE

### (Policy JHCF-AP1)

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure, and outline responses to allergic reactions. The best form of prevention for life-threatening allergies is the avoidance of the allergen.

Research shows that allergies can negatively impact student achievement by affecting concentration, auditory processing, and attendance. Further, healthy students are better learners. In addition to posing health risks, allergies can be potentially deadly for some individuals.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy. Refer to Policy JHCF-AP1 on the district website for more information.

### **MEDICATION POLICY (Policy JHCD & Form JHCD-AF1)**

All medications must be checked in with the school nurse before they can be taken at school. The nurse is available to administer medications to Jr. High students if requested by a parent/guardian. A written permission slip is required.

- Jr. High school students may not self-administer their own medications after the nurse receives written parental permission (see the nurse for the necessary form).
- Students are not allowed, under any circumstances, to share medications with another student. This includes both prescription and non-prescription medications.

The statements listed above are not all-inclusive. If you have any questions regarding administering medication at school, please talk to the school nurse (458-0130, extension 13020) or obtain a complete policy statement from the nurse's office.

### **LEAVING SCHOOL GROUNDS**

Students are not to leave the building or school grounds without obtaining permission from the attendance office and signing out. Students will only be released to a parent or an emergency contact on the child's record. To check out a student, parents must show identification.

In the event of a need for early dismissal from school, the student should bring a note from a parent to the attendance office before the start of school or have the parent telephone the attendance office. The student will be issued an early dismissal slip, which is to be presented to the teacher at the time of dismissal. Students are to sign out in the office upon leaving school and sign in upon returning to school.

**Leaving school without permission is considered truancy.**

### **TELEPHONE CALLS**

A telephone is located on the counter in the Principal's/or Assistant Principal's Office for student use. The use of this phone is limited to before school, lunch, after school, and during passing periods. Students will not be permitted to make telephone calls during class time without a signed agenda. The office telephone is for school business

and will not be available for student use. Students will only be called from class to accept phone calls in the event of an emergency. Phone messages are delivered by mass all-call at the end of each class period.

### **TARDY POLICY**

**Students will be listed as tardy if they are not in the classroom when the bell rings.** Except in emergencies, students are to be with their assigned teacher at the beginning of each class period.

**Students are allowed 4 (four) total tardies without school penalty per quarter,** although individual teachers may impose in-class sanctions upon tardy students. Consequences will occur for the 5<sup>th</sup> tardy and beyond.

If a student arrives late to school, he or she shall report to the attendance office to have their agenda signed before being sent to class. Arriving at school late counts as a tardy and is counted toward the four tardies allowed.

Students who are late to class due at the request of a teacher or administrator should ask them to sign the student's agenda before proceeding to class. Students can purchase the removal of one tardy per quarter by presenting Five (5) Bulldog Bucks to the assistant principal's office.

### **WITHDRAWAL FROM SCHOOL**

Students who are withdrawing from school should have their parents call or send a note to the Guidance Office. At least one week's notice prior to the withdrawal date is requested when possible. The student will be issued a withdrawal form which is to be signed by the individual teachers, verifying that textbooks and materials have been returned to the proper location.

### **COURSE REQUIREMENTS**

Seventh-grade students will enroll in seven hours of classes. Required courses include English, Reading, Social Studies, Math, and Science. Students are also required to take one semester of physical education, one-quarter of computer literacy, and one-quarter of health. Elective courses to complete the seven hours include Art, Band, Choir, Family & Consumer Science, Geography, Industrial Technology, Gateway to Technology, Life Skills & Leadership, and Quest.

Eighth-grade students will enroll in seven hours of classes. Required courses include English, Social Studies, Math, and Science. Students are also required to take one semester of physical education, one-quarter of career pathways, and one-quarter of

health. Elective courses to complete the seven hours include Art, Band, Jazz Band, Business & Money, Choir, Family & Consumer Science, Industrial Technology, Creative Dramatics, Geography, Current Events, Video Production, Gateway to Technology, Life Skills & Leadership.

### **COURSE PREREQUISITES**

Most courses within the junior high school curriculum have no specific requirements, which must be met before a student can enroll. However, some classes do have prerequisites in order to ensure that students have mastered the skills which are necessary to successfully complete the courses. A listing of all courses and prerequisites is contained in the Course Description Handbook which each student receives during pre-enrollment in January.

### **PROGRESS REPORTS**

Progress reports will be at **3-week** intervals throughout each quarter to notify parents of those students who are not achieving at an acceptable level of performance. Students receiving a D or F Grade will receive a progress report to take home. Teachers may also utilize letters, telephone calls, e-mail, Parent Portal, and conferences to inform parents of their child's progress. Parents are encouraged to visit the school, E-mail, or telephone teachers at school (458-0130) if they have questions about their child's performance.

Infinite Campus Parent Portal is a web-based program that is made available to all parents allowing access to pertinent information about their student's attendance, grades, homework assignments, and much more. Registration is highly suggested and you can register for access in the RJH Office. Please have your picture ID with you when registering for access. If you have any questions or problems, please contact the office at 458-0131.

### **GRADE REPORTS**

Grade reports will be issued to students at the end of each quarter, which consists of approximately nine weeks of school. The following grades will be used in all classes at Rolla Junior High School: A -excellent; B - superior; C - average; D - below average; F -failing; and P - credit issued. Students in the eighth grade Accelerated Algebra should be aware that semester grades will be included on their high school transcripts to determine eventual class rank upon graduation from high school. These grades are calculated on a four-point scale (A=4, B=3, etc.).

### **PROMOTION AND RETENTION**

Progress through the grades is a matter of achievement in the basic skills as well as age, maturation, social and civic development. Students are expected to successfully complete each of their classes in order to be promoted to the next grade. Students who have received failing grades in two or more of their classes may be considered for retention. Parents who are concerned about their child's progress should contact their child's counselor or the principal for a conference.

### **TEXTBOOKS**

Textbooks will be furnished to students at the beginning of the year and are to be returned to the teachers at the end of the course with only reasonable wear and tear. If a textbook is damaged, stolen or lost, the student will be assessed a fine or charged the replacement cost of the book. Report cards may be withheld until all fines are paid. Students also will not be permitted to enroll in school the following year until all fines from the previous year are paid. **Students enrolled in family & consumer science, industrial arts and gateway to technology classes may be assessed a materials fee but will be permitted to keep any articles constructed during the course.**

### **PHYSICAL EDUCATION**

Students are expected to dress out and participate in a physical education class. The following equipment is required: gym shoes and gym clothes. Gym clothes must be different from the clothes they wore to school. Students can wear shorts or sweats and a t-shirt. Shorts should be of modest length.

### **STUDENT DRESS**

The administration of the Rolla Public Schools expects that student dress, grooming, and personal appearance will be subject to the following guidelines:

- 1) Dress, personal appearance, and grooming must be clean and comport with appropriate health, safety, and sanitation standards.
- 2) Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational environment or to constitute a threat to the health or safety of the students or others.
- 3) All students must wear shoes, boots, or other acceptable footwear. Footwear should be tied, fastened, or buckled.
- 4) Metal or chain belts or swags can be used as weapons and, thus, shall not be worn.

Likewise, dangerous jewelry, such as spiked or studded collars or bracelets is prohibited.

- 5) Caps, hats, hoods, bandanas, or other types of headgear or sunglasses shall not be worn in any school facility. (Hats must be left in the student's locker, not carried.) Hats and caps may be worn as deemed necessary for safety by the classroom teacher or as allowed for special occasions or events by the administration.
- 6) Printed words or pictures on clothing or accessories that advertise, connote, or suggest (including any innuendo alluding to such) drug, tobacco and/or alcohol use shall not be worn.
- 7) Printed words or pictures on clothing or accessories that contain, connote, or suggest (including any innuendo alluding to such) sexual, violent, obscene, or profane matters are prohibited.
- 8) Proper athletic attire shall be worn in physical education classes. Gym shoes should be worn for P.E. class, and metal toe or heel taps are not permitted.
- 9) Students shall not wear shorts or leggings that expose or reveal undergarments, shorts that expose the buttocks and leggings must be covered by loose upper apparel that extends below the buttocks.
- 10) **Student tops, blouses, shirts, etc., must have sleeves. No spaghetti straps, tank shirts, muscle shirts, halter tops, tube tops, etc., will be allowed.** In addition, students shall not wear mesh or transparent shirts, or any shirt that exposes the midriff, clothing with tears or holes in inappropriate regions, or severely sagging clothing. Also, clothing that exposes undergarments shall not be worn.
- 11) Gang-related clothing and accessories, as defined in the District's policy regarding gangs, shall not be worn.
- 12) Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

If a student's clothes or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory at issue or to remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these guidelines will be required to bring such personal appearance or grooming into compliance. A student may also be sent home in order to do so. Refusal to comply with the district's dress policy and these guidelines will result in the student's being prohibited from attending class until the student

achieves compliance. Violations will also result in detention, suspension, or other appropriate disciplinary action. No employee or volunteer shall direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as it is worn in a manner that does not promote disruptive behavior. (Board Policy JFCA-AP revised 09/04/07).

## LOCKERS

Each student will be assigned a hall locker and a physical education locker. **Use only the locker that has been assigned to you and keep it locked at all times;** if a P.E. lock is lost, you will be required to pay for it. If you have problems with your locker or lock, notify the Guidance Office promptly so it can be repaired or replaced. Do not give your locker combination to any other person and do not tamper with other lockers.

If you have a need to change lockers during the year, notify the Guidance Office of your request. Do not change lockers on your own, because you are responsible for your assigned locker; and when you are absent and need your textbooks, we need to know where they are located.

**Lockers are not to be decorated on the outside for any reason due to the damage that occurs to the outside of the locker.**

## STUDENT CONDUCT

The student's main purpose of attending school is to obtain the best education possible. Our school protects the right of students to learn without interference from others; consequently, certain rules are necessary so that the school and classrooms will operate in an orderly and effective manner. Common classroom courtesies expected are:

- 1) Upon entering the classroom, take your seat promptly and quietly.
- 2) Come to class prepared, with a textbook, paper, pen or pencil, and assignments, leaving book bags in your locker.
- 3) No food or drink is to be taken into the classroom. Water bottles that seal to prevent spills are allowed in classrooms.
- 4) Speaking out when another has the floor is both rude and unfair.
- 5) The class will be dismissed by the teacher, not the bell.
- 6) Remember, the teacher is in charge and any reasonable request by a teacher shall be obeyed.



## GENERAL STUDENT CONDUCT

- 1) The sale of any item is prohibited other than for approved school fund-raising activities.
- 2) Rubber bands, projectile shooting instruments, water guns, and water balloons are prohibited on school premises.
- 3) **Cell phones and personal electronic devices may be used before school and during lunches. They must be silenced and kept in a hall locker during school hours. No Cell Phones or electronic devices are allowed in classrooms. Earbuds may only be used during class with teacher approval. Earbuds/Headphones can be used before school and at lunch. Students are highly encouraged to only keep one earbud in.**

From time to time some students find it difficult to follow rules that are made to ensure the most benefit for the greatest number. Students disobeying school rules will be disciplined in accordance with the Student Code of Conduct which is located in the Appendix or as prescribed by the building administration.

## DISPLAY OF AFFECTION

Students are expected to conduct themselves in a respectful manner at all times. Having arms around one another, holding hands, or kissing are considered improper in the school setting. Students engaging in the public display of affection in a manner deemed excessive by school officials will be counseled; and further instances of such behavior may result in parent conferences and/or disciplinary action.

## DETENTION

Students assigned to detention will be required to meet the following responsibilities:

- 1) Report to the assigned room before 3:15. Detention begins at 3:15 and ends at 4:10 p.m.
- 2) Bring school work with you or a book to read when assigned work is completed.
- 3) Do not talk without permission; raise your hand and wait for the teacher to acknowledge you.
- 4) Students are not to have Cell Phones or Electronics in the detention room.
- 5) Do not bring food, drink or gum to detention.
- 6) Failure to attend after school detention will result in further disciplinary action.

## SATURDAY DETENTION

Saturday School is an attempt to deal with and modify unacceptable behavior while at the same time causing minimal disruption to the educational process. It can be assigned by the administration for minor infractions in lieu of out of school suspension. Saturday School will be held on Saturday between the hours of 8:00 and 2:00 p.m. The session will be held in the assigned room at the Rolla Junior High School and supervised by a certified staff member of the Rolla School District. Transportation is the responsibility of the student. No meals will be served. The following rules apply:

- 1) All students will report before or at 8:00 a.m. to the main entrance and are to check in with the detention supervisor.
- 2) Failure to attend Saturday detention will result in suspension using the following ratio:  
1-2 hours of assigned detention – 1 day ISS or OSS.  
3-4 hours of assigned detention – 2 days ISS or OSS.  
5-6 hours of assigned detention – 3 days ISS or OSS.
- 3) Students will be expected to bring class assignments and/or approved reading materials. **Students who do not bring materials to work on will be assigned homework by the supervisor.**
- 4) Students will not be allowed to go to their lockers.
- 5) No portable music devices will be allowed.
- 6) No sleeping, talking, eating, drinking, and/or unacceptable behavior will be allowed in class. Student handbook rules will apply. Students not adhering to the rules will be sent home after an attempt at parent notification.
- 7) No visitors will be allowed.
- 8) No telephone calls will be made without the permission of the supervisor. No cell phone use during Saturday School is permitted.
- 9) Students will be dismissed each hour on the hour after completion of their assigned detention.
- 10) Students assigned past 12:00 (noon) will be given a 15-minute break to eat if they have brought a meal.
- 11) Students are required to complete the assigned hours of detention. The consequences of leaving Saturday Detention early will result in a school suspension corresponding to the original number of hours assigned.

- 12) Cancellation of Saturday detention because of inclement weather will be announced on the radio.

Saturday detention date will not be changed unless there is an emergency and a parent/administrator conference is held. Students' employment, family trips, appointments, etc. are not reasons to miss or reassign detention. **Please enter the building at the main office entrance. Be sure to bring classroom assignments to work on and have your ride here promptly at your dismissal time.**

### **IN-SCHOOL SUSPENSION**

The purpose of In-School Suspension is to continue educating students who would otherwise be suspended from the school program. ISS provides a means of discipline and instruction which has a positive effect on teachers, students, and parents.

ISS is an In-School Suspension program designed to provide an alternative to out-of-school suspension for students with specific disciplinary issues. Students are assigned to In-School Suspension (ISS) by the assistant principal or principal. Violation of school district policy regarding the use of drugs, alcohol, safe school violations, repeated occurrences of behavior such as classroom disruption, disrespect to staff, and others will still result in out-of-school suspension.

ISS consists of three basic elements: isolation, positive learning atmosphere, and academic assistance. The in-school suspension program provides a high degree of structure to the student's school day. The students will bring all materials for the entire day, as they will complete assignments in the ISS classroom as assigned by their teachers. The student will not be allowed to leave the classroom except for supervised restroom breaks and to eat lunch. Violation of the program rules will result in additional consequences.

### **OUT-OF-SCHOOL SUSPENSION**

A student may be temporarily suspended from school for major disciplinary problems as determined by the principal or assistant principal. Students are not permitted to attend school functions or be on any Rolla Public Schools campus during their out-of-school suspension, including after school and weekend events.

Parents in grades 7-12 may receive the option of having their student serve the suspension at the district Alternative Suspension Location (ASL) located at the Rolla Technical Center. Students are required to complete all work provided by the

teachers while in the program and in return are eligible to receive 100% credit for their work. Students can choose to receive a sack lunch or they can bring their lunch. Parents may be responsible to transport their child to and from ASL. Students serving their suspension in the ASL program cannot attend school functions or attend extra-curricular activities until their ASL time is completed. Parents who do not choose to send their child to the District Alternative Suspension Location will be eligible to receive 50% credit for work completed during the suspension time period. \*Students who are suspended for drug, alcohol, or safe school violations are not eligible to attend the district Alternative Suspension Location.

### **INTERROGATIONS & SEARCHES**

The right to inspect student lockers or articles carried upon their persons is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising the **in loco parentis** relationship with their children, will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials, whose primary purpose is to provide the best teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote the safety and security of persons and their property within the area of educational responsibility. In fulfilling its duties, school personnel will exercise maximum effort to: protect each student's constitutional rights, his or her rights to personal privacy, and to provide protection from coercion by others; emphasize that schools are educational and not penal, correctional, or custodial institutions; and resolve doubts where possible in favor of the student.

Students suspected of being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if such action is deemed appropriate by the principal.

School lockers, desks, computers and other district-provided equipment are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection without notice. At any time a reasonable suspicion exists to believe that a student is in violation of school policy, the principal or designee shall have the right to search, without notice, that student's locker. In addition, the school principal or his designee shall from time to time, but

in no event less than one time per semester, conduct random searches of school lockers, endeavoring to search a minimum of ten percent of the total lockers in the school. If an illegal article is found, school administrators shall call on the Rolla Police Department for assistance in the investigation. Any student found to be in violation of school policy shall be subject to disciplinary actions in accordance with the provisions of school regulations and may be turned over to local law enforcement.

### **HALLWAY EXPECTATIONS**

The school building is open to students at 7:15 a.m. and that is when the supervision of students begins. **STUDENTS ARE ALLOWED ONLY IN THE CAFETERIA, EXCEPT TO OBTAIN AN ADMISSION SLIP FROM THE ATTENDANCE OFFICE, UNTIL THE FIRST A.M. BELL;** at that time students will be allowed into all areas of the building. Students are not to be in the hallways during class time without obtaining permission and a **signed agenda/pass** from the teacher. During passing periods students are to move briskly to their destination without running or horseplay and to obey any instructions of teachers. Do not block hall traffic by standing in groups; walk on the right side of the corridors and steps. Please be considerate of the building appearance and place trash in the waste containers provided. Our building is in beautiful condition, but it will take everyone's work to keep it that way.

Students who ride a bus home after school are to wait for the bus in the cafeteria. Students remaining in the school building after 3:15 p.m. who are not working with a teacher are to wait in the front foyer or west end car circle. Students are not permitted in the building after 3:30 p.m. unless they are meeting with a teacher or attending a school activity.

### **BICYCLES AND SKATEBOARDS**

Students who ride bicycles to school should follow established traffic patterns. No bicycles or skateboards are to be ridden on campus. Bikers should walk their bicycles to the bike rack which is located at the east end of the building. Students are encouraged to lock their bikes to the bike rack

### **LOST AND FOUND**

Students should be very careful with their possessions and only bring items to school that is necessary. The school is not responsible for lost or stolen items. Students should put their names in ink on their possessions so they may be identified if lost. Students who have missing items are asked to complete a report in the Assistant Principals Office. Items found by students should be turned into the office immediately. Lost articles claimed in the

Assistant Principal's office before or after school or between classes.

### **DELIVERY OF FLOWERS OR GIFTS TO SCHOOL**

Delivery of flowers or gifts at school **will not be accepted** in the office. Flowers or balloons should be delivered to the student's home. Gift giving for Valentine's Day, birthdays, or other days should be a personal thing and that can best occur at home. We would appreciate your cooperation with this request.

### **ACTIVITIES & ATHLETICS**

Many activities are available to students, including but not limited to Student Council, Band, Choir, Chess Club, Art Club, Drama Club, Math Counts, Robotics Club, Technology Student Association, NJHS, and FCCLA.. Students are encouraged to participate, for activities provide opportunities for invaluable experiences. Students who participate in extra-curricular activities tend to enjoy school more and be more successful in school.

The following sports are offered for seventh and eighth-grade students at Rolla Junior High School: football, volleyball, basketball, track, cross country, wrestling, and cheerleading. To be eligible for participation in RJH athletics (including cheerleading), students must have passed six classes the previous semester, be a good school and community citizen, and meet all criteria established by the district and Missouri State High School Activities Association (MSHSAA):

#### **Grades 7-8**

- You must be enrolled in a normal course load for your grade at the member school.
- You will be ineligible if you failed more than one class the previous grading period.
- You must have been promoted to a higher grade prior to the first day of classes for the new school year.
- Students promoted for the first time into 7th grade are considered academically eligible for the first grading period after promotion.

To help pay for the Rolla School District athletics programs, students will be assessed a \$50.00 athletics participation fee if they plan to participate in one or more sports. The fee must be paid prior to the student's first athletic contest. Provisions have been made for Rolla School supporters to pay this fee for students who cannot afford the fee. **Students must have a physical examination before trying out or practicing with the team and must show evidence of medical insurance coverage.** The school does not purchase insurance coverage for students, but a

low-cost group accident insurance program is offered in cooperation with the school; application forms are available in the Principal's Office.

Students and parents are required to attend a co-curricular meeting and/or refresher course. These meeting dates will be advertised in advance. Students will not be allowed to participate in athletic events until this requirement is met.

### DANCES

Occasionally dances will be held for students. Only students enrolled in Rolla Junior High will be

allowed to attend. Students leaving the dance early will be required to sign out and will not be readmitted. Parents are requested to have transportation available at the end of the dance.

### HONOR ROLL

Students receiving grades of 3.0 and above will be recognized at the semester with a letter to the parents and other incentives to recognize their high achievements. The Principal's Honor Roll will recognize students achieving 3.5 to 4.0.

### RJH Safety Plan

RJH takes every precaution to assure the safety of all students and staff. In the event that we ever need to evacuate the building, our reunification site is Greentree Church on 10<sup>th</sup> Street. RJH performs all emergency drills in accordance with school policy. If you have any questions regarding our safety plan, please contact the principal's office.

### PLEDGE OF ALLEGIANCE

In accordance with Missouri state law, the Pledge of Allegiance is recited daily during the announcements

### ROLLA PUBLIC SCHOOLS 2020-21 SCHOOL CALENDAR Board Policy IC

August 24	First Day of School
September 7	Labor Day ( <b>NO SCHOOL</b> )
September 25	Professional Development Day ( <b>NO SCHOOL</b> )
October 16	End of 1 <sup>st</sup> Quarter
October 23	Professional Development Day ( <b>NO SCHOOL</b> )
October 23	Parent-Teacher Conferences 4-7 PM
November 9	Professional Development Day ( <b>NO SCHOOL</b> )
November 25-27	Thanksgiving Break ( <b>NO SCHOOL</b> )
December 18	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester ( <b>School dismissed at 1 p.m.</b> )
Dec 21 – Jan 4	Winter Break ( <b>NO SCHOOL</b> )
January 4	Teacher Workday
January 5	Classes Resume
January 18	Martin Luther King Day ( <b>NO SCHOOL</b> )
February 15	President's Day/Professional Development Day ( <b>NO SCHOOL</b> )
March 5	Professional Development Day/Early Release 1pm
March 12	End 3rd Quarter
March 19	Parent-Teacher Conferences 4-7 PM ( <b>NO SCHOOL</b> )
March 22-26	Spring Break ( <b>NO SCHOOL</b> )
March 29	Classes Resume
April 16	Professional Development Day ( <b>NO SCHOOL</b> )
May 16	Commencement
May 27	Last Day of School ( <b>School dismissed at 1 p.m.</b> )
May 28	Teacher Workday
May 31	Memorial Day
June 3-30	Summer School

## STUDENT ABSENCES AND EXCUSES

### *(Junior High School)*

This policy pertains to all students enrolled in Rolla Junior High School, except students with active federally required Individualized Educational Plans (IEP) who are exempted in their IEPs.

Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, or teacher explanation. This policy is established to promote regular class attendance, to maximize each student's opportunity to receive the full benefits of the education offered by the Rolla School District, and to encourage students to assume responsibility for their conduct.

#### **Excessive Absence**

Students will be permitted a maximum of eight (8) absences per class per semester. A student will be considered absent if he or she misses more than 20 consecutive minutes of class time. Days of suspension are counted as absences and accrue toward the eight (8) absence limit.

If a student is absent from school due to illness for more than four (4) consecutive school days, the parent or guardian is requested to provide written verification from a physician regarding the reason for the absence.

Exemplary attendance does not ensure credit in a class. Each student is responsible for fulfilling the academic requirements for earning credit.

#### **Notice and Make-Up Work**

The parent or guardian of each student who is absent must notify the principal's office of the absence and the reason for the absence before the student may be re-admitted to class. Failure to do so will result in the absence being deemed truancy. A student who has a pre-planned absence that is approved by the Principal is to ask for an Extended Absence Form from the Attendance office a minimum of one week prior to the absence.

If a student will be absent from school for two (2) or more days, the parent or guardian is encouraged to notify the school so that assignments may be collected and sent to the student.

Credit for make-up work is permitted for all absences. The exception to this is out of school suspensions which can be made up for half (½) credit unless the students are eligible to attend the Alternative Suspension Center at RTI. Students who are eligible to serve their suspension at the Alternative Suspension Location will receive full credit for the work completed during their time in the ASL program. Students with an Individualized Education Plan will receive full credit. When absences are anticipated, such as family trips, the student is to contact the attendance office of his/her teacher(s) so that the student may make arrangements to complete work that will be missed. It is the student's responsibility to inform the teacher that he/she will be absent and to request any and all make-up work.

Once the student has returned to class, all make-up and alternative assignments must be completed within the number of school days equal to or less than the number of school days the student has been absent. Example: If the student is absent two (2) days and returns on Tuesday, the 18th day of the month, then the student will have no more than two (2) days to complete and turn in make-up work, which will be due on Thursday, the 20th day of the month.

However, notwithstanding the provisions of the preceding paragraph, no student will be permitted to take more than one (1) week (seven days following the date upon which the student returns to class) to make up work without special permission of the teacher. Example: If a student misses eight (8) days of class and returns to school on Wednesday, the 19th day of the month, the student must complete and turn in all make-up work on or before Wednesday, the 26th day of the month, unless the student receives special permission from the teacher.

**Procedures:** Students will be given a student handbook upon enrollment in Rolla Junior High School. The handbook shall contain the written attendance policy. The attendance office will record each student's absence.

When a student has accrued **Four (4) and Six (6)** absences, school personnel will send a letter to the parents. **Attendance letters will be sent to the parents/guardians and/or the juvenile office when a student's absences become excessive whether it is an excused or unexcused absence. These letters will be sent for absences Nine (9), Fourteen (14), Twenty (20), and every Fifth (5<sup>th</sup>) absence over 20 in a class during the semester.** School officials will make all reasonable efforts to contact the student and his/her parent or guardian to discuss the student's excessive absence(s).

## **PERFECT ATTENDANCE AWARD**

Attendance awards may be given at the annual end-of-school awards assembly. Only students who have not been absent at all on any school day will be eligible for the perfect attendance award. A two-year award is also given to eight grade students who have perfect attendance for both junior high years.

## **PRIDE TIME**

Pride Time is to be utilized by students for academic reasons and is an integral part of our educational process. Talking, sleeping, listening to or utilizing electronic devices is prohibited. Students should do homework, class assignments, and any other work that is related to their classes. Students who violate Pride Time rules will be subject to disciplinary action. The following expectations apply to all Pride Time classes:

1. Students who wish to go to another class for academic assistance or to the counselor's office must have a pass to show their PRIDE teacher. The student must report to their designated PRIDE class for attendance purposes prior to utilizing their pre-signed pass. In order for a student to report to a teacher's classroom, the student must have a pre-signed pass or agenda signed from the expecting teacher. If the student does not have a pre-signed pass they will not be permitted to leave Pride Time. The student must report to their designated Pride Time for attendance purposes prior to utilizing their pre-signed pass.
2. Students are permitted to utilize the library during Pride Time periods on an as-needed basis. The Pride Time teacher has the prerogative to determine which and how many students will be permitted to use the library during Pride Time
3. Pride Time provides valuable time for students to do assignments without interruptions. Each student will be assigned a seat and is expected to report to PRIDE with work to complete and to work quietly.

## **STUDENT DISCIPLINE POLICY JG-R1**

The district disciplinary policies are designed to foster student responsibility, respect for others and to provide for the maintenance of an atmosphere where orderly learning is possible and encouraged. 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 specific penalty, the severity of which may vary according to the age and grade level of the student. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

It is the policy of the Rolla Public Schools to report all crimes occurring on district property 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 days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

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

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be

allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, 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.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet the Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **Impact on Grades**

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade or failing to earn credit in accordance with the district's policy on absences.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations.

Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Although this code lists progressively more stringent penalties for violations of each offense, the building administration shall prescribe an individual corrective plan for any student who is in frequent violation of discipline policies. This plan will include progressively more stringent consequences for failure to comply with various rules and policies and may eventually lead to expulsion. Due to the seriousness of offenses any or all of the following actions may be taken:

#### **I. Violations Against Persons**

##### **A. Assault to Students**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

**First Offense:** Administrative conference, detention, up to a 10-day suspension.

**Second Offense:** Administrative conference, up to a 180 school day suspension.

**Third Offense:** Up to expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

**First Offense:** 10-180 days out-of-school suspension or expulsion.

**Subsequent Offense:** Up to expulsion.

##### **B. Assault to Staff**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

**First Offense:** 10-day suspension up to expulsion.

**Subsequent Offense:** Up to expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

**First Offense:** 10-180 days out-of-school suspension or expulsion.

**Subsequent Offense:** Up to expulsion.

**C. Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

**First Offense:** Administrator conference, detention, and up to 180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

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

**First Offense:** Administrator conference, detention, up to 5 school day suspension.

**Second Offense:** Administrator conference, up to a 10 school day suspension.

**Third Offense:** 10-180 school day suspension.

**E. Hazing (see Board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

**First Offense:** Administrator conference and up to 180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**F. Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation riding privileges may be suspended or revoked.

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus – and only at that time – does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, students shall conduct themselves on a bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself or herself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

**First Offense:** Driver will talk to student personally unless infraction breaks other school discipline policy; i.e., fighting.

**Second Offense:** Driver will call parents about the problem and assign the student to the front seat for 10 school days unless infraction breaks other school discipline policy; i.e., fighting.

**Third Offense:** Deny bus privilege for 3 school days or other action the principal deems appropriate.

**Future Reports:** Deny bus privileges for 10 school days or other action the principal deems appropriate.



**G. Weapons (see Board policy JFCJ)**

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

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

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

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

**Subsequent Offense:** Expulsion.

**c. Possession or use of ammunition or a component of a weapon.**

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**H. Verbal Abuse to Staff – Disrespectful, profane or sarcastic language directed to any staff member.**

**First Offense:** Staff/student conference, detention, up to a 10 school day suspension.

**Second Offense:** 1-180 school day suspension.

**Third Offense:** 1-180 school day suspension, up to expulsion.

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

**First Offense:** Administrator conference, detention, up to 180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Administrator conference, up to 180 days out-of-school suspension, or expulsion.

**J. Harassment, including Sexual Harassment (see Board policy AC)**

a. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

**First Offense:** Administrator conference, detention and up to 180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Administrator conference and up to 180 days out-of-school suspension, or expulsion.

b. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

**First Offense:** Administrator conference and up to 180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**II. Violations Against Public Health and Safety**

**A. Drugs, Drug Paraphernalia, Alcohol (see Board policy JFCH) –** Use of, presence under the influence of or soon after consuming, or possession of alcoholic beverages, unauthorized inhalants, controlled substances, substances represented to be such controlled substances, or drug paraphernalia.

**First Offense:** 10 school day suspension with provisions for reduction to 5 days.

**Second Offense:** 180 day suspension to expulsion.

**B. Distribution or Attempt to Distribute Drugs, Drug Paraphernalia, Alcohol, or Substances Represented to be such (see Board policy JFCH).**

**1. Sale**

**First Offense:** 10-day suspension up to expulsion.

**Second Offense:** Expulsion.

**2. Distribution Other than Sale**

**First Offense:** Up to expulsion.

**Second Offense:** Expulsion.

**C. Tobacco Possession** – Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products while in or on district property, district transportation or at any district activity. In all instances, prohibited products will be confiscated. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

**First Offense:** Parent conference, detention, up to a one school day suspension.

**Second Offense:** Up to a 2 school day suspension.

**Third Offense:** Up to a 4 school day suspension.

**Fourth Offense:** Up to a 10 school day suspension.

**Fifth Offense:** Up to a 180 school day suspension.

**D. Tobacco Use** – Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products while in or on district property, district transportation or at any district activity. In all instances, prohibited products will be confiscated. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

**First Offense:** Detention, up to a 2 school day suspension.

**Second Offense:** Up to a 4 school day suspension.

**Third Offense:** Up to a 10 school day suspension.

**Fourth Offense:** Up to a 180 school day suspension.

**E. Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

**First Offense:** Confiscation. Warning, principal/student conference, detention, in-school suspension, or out-of-school suspension.

**Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**III. Violations Against Property**

**A. Extortion** – Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.

**First Offense:** Conference, detention, and up to a 10 school day suspension.

**Second Offense:** Conference and up to a 180 school day suspension.

**Third Offense:** Expulsion.

**B. Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, technology resources, calculators, uniforms, and sporting and instructional equipment.

**First Offense:** Restitution. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Restitution. Detention or in-school suspension.

**C. False Alarms (see also “Threats or Verbal Assault”)** – Tampering with emergency equipment, setting of false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

**First Offense:** Restitution. 10 school day suspension.

**Second Offense:** Restitution. Expulsion.

**D. Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

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

**First Offense:** Restitution. Principal/Student conference, suspension or loss of user privileges, detention, or up to 180 days out-of-school suspension.

**Subsequent Offense:** Restitution. Suspension or loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

b. Violations, other than those listed in (a) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

**First Offense:** Restitution. Principal/Student conference, detention, or up to 180 days out-of-school suspension.

**Subsequent Offense:** Restitution. Suspension or loss of user privileges, up to 180 days out-of-school suspension, or expulsion.

c. Use of audio or visual recording equipment in violation of Board policy KKB.

**First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**E. Theft** – Stealing or attempting to steal private or school property. In addition to school penalties, the school will notify legal authorities if the value of the item exceeds \$25.00.

**First Offense:** Return of or restitution for property. Principal/Student conference, detention, up to a 10 school day suspension.

**Second Offense:** Return of or restitution for property. 1-30 school day suspension.

**Third Offense:** Return of or restitution for property. 10 school day suspension to expulsion.

**F. Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**First Offense:** Principal/Student conference, detention, and up to 180 days out-of-school suspension.

**Subsequent Offense:** Up to 180 days out-of-school suspension or expulsion.

**G. Vandalism/Willful Damage to District Property (see Board policy ECA-1 & ECA-1-AP(1))** –

Willfully causing damage or attempting to cause such damage to any property, real or personal, belonging to the district or participating in the littering of district property. The district will notify legal authorities if the value of the damage exceeds \$50.

Any student who is found by the school principal or designee to have willfully damaged or destroyed district property or participated in the littering of district property will be subject to the following actions:

1. The parents or guardians will be notified.

2. If the student is 17 years of age or older, the police may be notified if the incident is serious enough to warrant it. The juvenile officer will be notified if the student is under 17 and the incident is serious enough to warrant it.

3. Students may be suspended from school up to 10 school days for the **First Offense** and up to 30 school days for the **Second Offense**. Expulsion will be recommended to the Board of Education for a **Third Offense**.

4. Students or their parents or guardians will be requested to make specific arrangements to reimburse the school district for expenses incurred in cleaning up litter or repairing or replacing damaged or destroyed school property. If such arrangements are not voluntarily made by the student, parents or guardians, the superintendent is authorized to institute a civil suit on behalf of the school district either directly against the student or against the parents and guardians pursuant to § 537.045, RSMo., 1979.

**First Offense:** Arrangements for restitution and conference up to a 10 school day suspension.

**Second Offense:** Arrangements for restitution and 1-30 school day suspension.

**Third Offense:** Up to expulsion.

**H. Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

**First Offense:** Administrator conference, detention, up to 3 school day suspension, and/or loss of parking privileges.

**Second Offense:** Administrator conference, up to 10 school day suspension, and/or loss of parking privileges.

**Third Offense:** Up to expulsion.

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

**First Offense:** Detention, 1-180 school day suspension or expulsion. Restitution if appropriate.

**Second Offense:** Expulsion. Restitution if appropriate.

#### **IV. Violations against School Attendance**

##### **A. Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences –**

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

**First Offense:** Verbal warning, detention, up to 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**Subsequent Offense:** Up to 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**B. Truancy (see Board policy JED and regulation JED-R1)** – Absent from school, class or assigned area without school and parental permission; excessive non-justifiable absences, even with the consent of parents/guardians.

**First Offense:** Parent conference, detention, up to a 1 school day suspension.

**Second Offense:** Detention, up to a 2 school day suspension.

**Third Offense:** Up to a 5 school day suspension.

**Fourth Offense:** Up to a 10 school day suspension

**Fifth Offense:** Up to a 180 school day suspension, and removal from extracurricular activities

**C. Tardiness** – Arriving after the expected time class or school begins, as determined by the district.

**First Offense:** Verbal warning.

**Second Offense:** Verbal warning.

**Third Offense:** Verbal warning, up to loss of privileges.

**Fourth Offense:** Verbal warning, up to Saturday School.

**Fifth or More Offenses:** Detention, up to school suspension.

#### **V. Violations Against Public Decency and Good Order**

**A. Use of Obscene Language** – Use of words or gestures that are offensively lewd and indecent and do not have a serious literary, artistic, political or scientific value.

**First Offense:** Parent conference, detention, up to a 3 school day suspension.

**Second Offense:** 1-5 school day suspension.

**Third Offense:** Semester suspension.

**B. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense:** Parent Conference, detention, up to a 3 school day suspension.

**Second Offense:** 1-5 school day suspension.

**Third Offense:** Semester suspension.

**C. Use of Personal Electronic Devices** – A student is prohibited from using or having a personal electronic device turned on during the regular school day, unless permitted by the building principal.

**First Offense:** Confiscation and/or detention, up to 5 school day suspension; however, if the communication device is related to involvement in controlled substances or gang-like activity,\* the student may be suspended for up to 10 school days with a recommendation for a suspension of up to 180 days.

**Second Offense:** Confiscation and up to 10 school day suspension; however, if the communication device is related to involvement in controlled substances or gang-like activity,\* a recommendation for expulsion will be made.

**D. Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

**First Offense:** Principal/Student conference, loss of privileges, detention, or in-school suspension.

**Subsequent Offense:** Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**E. Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**F. 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.

**First Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**G. Nuisance Items** – Possession or inappropriate use of items such as toys, games, and portable media players that are not authorized for educational purposes.

**First Offense:** Confiscation. Warning, principal/student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

## **VI. Other**

### **A. Other Violations of Good Order That may Result in Suspension or Expulsion from Classes or School Functions:**

1. Participation in unauthorized or unscheduled activities.
2. Habitual absences.
3. Falsifying or forging names on excuses, passes or progress reports.
4. Dishonesty, such as cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; other misconduct related to academics; or knowingly furnishing false information to the school district.
5. Disobedience or disrespect to a teacher or school official
6. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities on school district premises.
7. Off-campus misconduct of a serious nature that may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substances, assault).
8. Any other conduct that is prejudicial to good order and discipline in the schools or that tends to impair the morale or good conduct of the pupils, including the following: those students who have shown by their actions and achievement not to be interested in school and who are causing disturbances during class, or at other

times during the school day, and who, after repeated counseling and warning by teachers and administrators and notification to parents, are showing no progress may be suspended.

**B. Suspension shall be subject to review and final action of the Board in accordance with § 167.161, .171, RSMo.**

**C. Students shall have the right to appeal suspensions of more than 10 days to the Board of Education. All rulings of the Board of Education shall be final.**

\* As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity.

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Date Adopted: 11/17/2016

## **STUDENT RECORDS**

FILE: JO-1

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information. The school district designates the following items as directory information.

### **General Directory Information –**

The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

**Limited Directory Information –** In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

Last Revised Date: 6/30/2017

## **STUDENT GUIDANCE AND COUNSELING POLICY JHD**

### **Definitions**

**Counselor –** For the purposes of this policy, a counselor is a school counselor as defined by the Department of Elementary and Secondary Education (DESE).

**School Counseling Advisory Council (SCAC) –** A committee composed of a variety of stakeholders, such as parents/guardians, community leaders, agency personnel, students, teachers and School Board members.

### **General**

The Rolla Public Schools's comprehensive school counseling program provides important benefits to all students at all grade levels by addressing their social/emotional, academic and career development needs. Research indicates that a fully implemented comprehensive school counseling program has a positive impact on student achievement and has the potential to increase attendance, reduce discipline referrals and improve Missouri Assessment Program (MAP) scores. In support of the district's efforts to improve student achievement, the Board requires implementation of the Missouri Comprehensive School Counseling Program and will adhere to all of its standards. The program shall be implemented in each attendance area and is considered an integral part of each school's education program. School counseling program objectives will be aligned with the district's Comprehensive School Improvement Plan (CSIP) and student performance data. The program shall be implemented by certified school counselors with the support of district staff, students and external organizations and agencies.

### **School Counseling Curriculum**

Counselors will create and implement a written school counseling curriculum that promotes students' academic, career and social/emotional development. The Board will provide resources and support activities for implementation of the school counseling curriculum. The school counseling curriculum will be systematically reviewed and revised, and modifications to the school counseling curriculum will be based on student data, school data and planning survey data collected at least every three years.

### **Individual Student Planning**

Individual planning activities help students plan, monitor and manage their academic achievement as well as their social/emotional and career development. The foundation for individual planning will be established during the elementary school years through school counseling activities. Building on this foundation, the individual planning component of the school counseling program will assist middle school students as they begin to plan for the future and will continue to support students in their planning endeavors until graduation.

School counselors will assist students in individual student planning (ISP) that addresses educational and career planning, educational transitioning and self-appraisal for decision making. An ISP process will be developed for students at every grade level.

Prior to their ninth-grade year, students will work with school counselors to create an individual career and academic plan (ICAP) as part of the student's ISP. The ICAP will include, but is not necessarily limited to, requirements for graduation; career or postsecondary goals and coursework or a program of study related to those goals, which shall include relevant opportunities that the district may not directly offer; grade-appropriate and career-related experiences as outlined in the grade-level expectations of the Missouri Comprehensive School Counseling Program; and student assessments, interest inventories or academic results needed to develop, review and revise the ICAP.

School counselors will continue to work with students throughout high school to evaluate and, if necessary, amend the plan in order to facilitate on-time graduation of success-ready students.

Students identified as at risk of not graduating from high school success-ready will receive additional support in accordance with law and policy IGBD.

If a student is receiving special education services, the student's individualized education program (IEP) team may explicitly waive or exempt the student from the provisions of this section.

### **Academic and Career Counseling Program**

The district may establish an academic and career counseling program in cooperation with parents/guardians and the local community that is in the best interest of and meets the needs of students in the community.

### **Responsive Services**

Responsive services are referrals and other actions taken by the district in response to the immediate needs and concerns of a particular student or identified needs and concerns of groups of students. The purpose of the responsive services component of the comprehensive school counseling program is to work with students whose personal circumstances, concerns or problems are interfering or threatening to interfere with their academic, career or social/emotional development. Responsive services will be implemented through individual counseling, small group counseling, consultation and referral.

Referrals shall be made in accordance with Board policies and district procedures. The superintendent, with the assistance of the SCAC, will develop procedures for staff to use to identify students who may need a referral for assistance beyond that regularly provided by the counseling staff. All staff members who, in the course of their duties, have contact with students on a regular basis will receive annual training on these procedures.

In the event of a pandemic or other emergency, school counseling staff will assist students with personal and emotional issues. The district's crisis intervention plan will include methods for continuing counseling support even in the event of a long-term school closure.

### **System Support**

The Board recognizes system support as a crucial component in the full implementation of a comprehensive school counseling program. System support of the comprehensive school counseling program includes administration and management activities that support the program. The Board directs the administration to implement activities that support the school counseling program, such as program management, professional development, staff-community relations, consultation, committee participation, community outreach, and research and development.

### **Program Goals**

The district will strive to meet the program goals in each of the following areas:

1. Social/Emotional Development



- ▶ Assist students in gaining an understanding of self as an individual and as a member of diverse local and global communities by emphasizing knowledge that leads to the recognition and understanding of the interrelationship of thoughts, feelings and actions in students' daily lives.
  - ▶ Provide students with a solid foundation for interacting with others in ways that respect individual and group differences.
  - ▶ Aid students in learning to apply physical and psychological safety and promoting the student's ability to advocate for him- or herself.
2. Academic Development
- ▶ Guide students to apply the skills needed for educational achievement by focusing on self-management, study and test-taking skills.
  - ▶ Teach students skills to aid them as they transition between grade levels or schools.
  - ▶ Focus on developing and monitoring individual education plans, emphasizing the understanding, knowledge and skills students need to develop meaningful ICAPs.
3. Career Development
- ▶ Enable students to apply career exploration and planning skills in the achievement of life career goals.
  - ▶ Educate students about where and how to obtain information about the world of work and postsecondary training and education.
  - ▶ Provide students the opportunity to learn employment readiness skills and skills for on-the-job success, including responsibility, dependability, punctuality, integrity, self-management and effort.

### **Confidentiality**

It is necessary for counselors to build trusting relationships with students and district staff; however, counselors are not permitted to promise students complete confidentiality. Counselors may at times be required to disclose information to parents/guardians, report child abuse or neglect, convey to district staff information necessary to better serve a student, or report to supervisors as appropriate.

Care should be taken in explaining to students, in a developmentally appropriate manner, the limits of confidentiality. Notice of the limits of confidentiality may be made by a variety of methods including classroom lessons, student handbooks, the district website and school counseling brochures in addition to oral notification of individual students.

District counselors have the responsibility to protect the confidentiality of student records and only release information in accordance with state and federal law and Board policy. Information transmitted or stored electronically must maintain the same level of confidentiality as traditional paper records. Care shall be taken to send sensitive information by a means that protects student identity.

### **School Counseling Program Evaluation**

The SCAC will systematically review the district's comprehensive school counseling program, including the school counseling curriculum, through the development and use of a comprehensive evaluation plan. The comprehensive evaluation plan will minimally assess the impact of the comprehensive school counseling program on the Missouri School Improvement Plan (MSIP) performance standards and other relevant criteria including, but not limited to, attendance, grades and behaviors.

Last Revised Date: 08/15/2019

### **MEDICAID REIMBURSEMENT**

Rolla Public Schools may participate in the Medicaid administrative claiming and direct service programs for students who are eligible and for reimbursable services the district provides. There will be no effect on the child's Medicaid benefits and no costs to the parents/guardians in such cases. The Medicaid reimbursements, though not sufficient to pay the cost of services provided, are used to support and expand school health and educational services. Parents/guardians may receive periodic reports of the district's participation in the Medicaid program. Questions about such reports may be directed to the Special Program Coordinator, at 573-458-0100. Revised 5/5/2011

### **AUDIO AND VISUAL RECORDING BOARD POLICY KKB**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

#### **Definitions**

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Rolla Public Schools or individuals authorized to act for the district.

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

#### **Recording by Outside Entities**

The Rolla Public Schools prohibits the use of visual or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Rolla Public Schools Board of Education or committees appointed by or at the direction of the Board.
4. Recording of an event sponsored by an outside entity using or renting district facilities in accordance with Board policies and established administrative procedures.

#### **Recording by District Personnel or District Agents**

The district or designated agents of the district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district. This may include the use of visual recording equipment in district buildings and on district transportation. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

#### **Pre-Service and Student Teachers**

The district may allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or pre-service teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all students and adults who will appear in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

#### **Recording by Students**

The Rolla Public Schools prohibits the use of visual or audio recording equipment on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

#### **Recording of Meetings**

The Board of Education prohibits the use of audio, visual or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings among district employees and between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

If a parent or guardian wishes to request an exception to the prohibition, that individual must provide to the Director of Special Education a written request no later than one week prior to a scheduled IEP meeting. The request must state the reasons why the parent or guardian believes the exception should apply and why the parent or guardian believes that the use of a recording device is necessary to ensure parental rights pursuant to the IDEA. The district will provide a written response to the request prior to the scheduled IEP meeting.

#### **Secretive Recording or Transmission**

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for educational or security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

#### **Use of Unmanned Aircraft Systems**

All unmanned aircraft systems (UAS) operators seeking to operate a UAS on or over district property or at a district event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the mission of the district or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

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Last Revised Date: 6/9/2016

### **TEACHING ABOUT HUMAN SEXUALITY Board Policy IGAEB**

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, in accordance with law, the district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. The district will also notify parents/guardians of their right to remove their student from any part of the district's human

sexuality instruction. The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Instruction in human sexuality must be appropriate to the age of the students receiving such instruction. Students may be separated by gender for human sexuality instruction.

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:

*Consent* is a freely given agreement to the conduct at issue by a competent person, an

  - ▶ An expression of lack of consent through words or conduct does not constitute consent.
  - ▶ Lack of verbal or physical resistance does not constitute consent.
  - ▶ Submission resulting from the use of force, threat of force or fear does not constitute consent.
  
  - ▶ A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
  - ▶ The manner of dress chosen by a person does not constitute consent.

*Sexual harassment* is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.

*Sexual violence* is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.
7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
8. Teach students about the characteristics of and ways to identify sexual predators.
9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."

11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

Rolla 31

Last Revised Date: 8/2019

### **PROGRAMS FOR HOMELESS STUDENTS Board Policy IGBCA**

The Rolla Public Schools Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

#### **District Liaison for Homeless Students**

The Board designates the following individual to act as the district's liaison for homeless students (homeless liaison):

Assistant Superintendent - Curriculum, Instruction & Assessment

Rolla Public Schools

500A Forum Drive

Rolla, MO 65401

Phone: 573-458-0100 / Fax: 573-458-0105

**Last Revised Date:** 3/21/2019

#### **DESE Trauma-Informed Schools Initiative to parents/guardians**

§161.1050 RSMO

<https://dese.mo.gov/college-career-readiness/school-counseling/bullying-suicide-prevention-and-trauma-informed>

### **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

**Policy: JHDA**

#### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

#### **Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

#### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.

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, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.

3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

**Notification of Policy and Privacy**

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Rolla 31 Original Adopted Date: 6/18/1998 Last Revised: 6/5/2008

**RPS Policy: IL-AP(1)**

**ASSESSMENT PROGRAM - (Other Than State-Mandated Reading Assessment)**

The curriculum coordinator serves as coordinator of the district’s assessment program. Assessment is coordinated at the building level by the guidance counselor, who is also responsible for providing in-service training on the assessment program to staff. Board policy ILA addresses test security. Pertinent Board policy addressing test security and administration will be reviewed annually with all faculty.

Following are the standardized tests administered to all students in the Rolla Public Schools, and the purpose of administering each. Additional tests are also described.

Name of Test	Grades	Purpose/How Results Used	Time
<b>Developmental Indicators for the Assessment of Learning - DIAL-3</b>	Kindergarten	Kindergarten screening / administered to students who plan to enroll in kindergarten the following Fall.	Spring
<b>Missouri Assessment Program (MAP)</b>		Criterion referenced test required by the State of Missouri / Tests student mastery on key skills identified by the state and helps to identify curricular strengths and weaknesses.	Spring
Science	5, 8, 11		
Communication Arts	3-8, 11		
Social Studies	Not offered		
Math	3-8, 10		
PE Physical Fitness Assessment	5, 9		
<b>End of Course Assessments</b>	8-12	Required for graduation	Fall, Winter, Spring
Algebra I, Biology, English II			
<b>Missouri Constitution Test</b>	8	Required for graduation	Spring
<b>United States Constitution Test</b>	8	Required for graduation	Spring
<b>STAR Reading</b>	1-11	Assesses student reading level	Throughout Year
<b>Gates MacGinitie Reading Assessment</b>	3-7	Reading diagnostic test	Throughout Year
<b>Woodcock-Munoz</b>	K-12	English proficiency test used to screen for Limited English Proficient students	Throughout Year
<b>Maculaitis Assessment (MACII)</b>	K-12	Measure English Proficiency in speaking, listening, reading, writing	Spring

**Additional Tests Given**

Name of Test	Grades	Purpose/How Results Given	Time
<b>PLAN</b>	10	Assists in preparation for ACT and career guidance.	Fall
<b>Preliminary Scholastic Aptitude Test (PSAT/NMSAT)</b>	10, 11	Preparation for SAT and for participation in the National Scholarship Program. Students may take both years.	Fall

<b>Scholastic Aptitude Test (SAT)</b>	10, 11, 12	College Admissions	Throughout year
<b>American College Test (ACT)</b>	10, 11, 12	College Admissions	Throughout year
<b>Armed Services Vocational Aptitude Battery (ASVAB)</b>	10	Aptitude/Interest test – returned to students and used by English II teachers in career planning	Fall
<b>Advanced Placement (AP)</b>	11, 12	College credit – disseminated to college students and AP Coordinator	Spring
<b>Wechsler Adult Intelligence Scale - Revised (WAIS-R)</b>	Special Needs/College Scholarships	Intelligence testing – placement of special needs students, MO scholars	As needed
<b>Wechsler Intelligence Scale - For Children (WISC-II)</b>	Special Needs/College Scholarships	Intelligence testing – placement of special needs students, MO scholars	As needed
<b>National French, German, and Latin Exams</b>	10, 11, 12	Student achievement in foreign language	Spring
<b>Woodcock Johnson, Psychoeducational Battery</b>	Special Needs Students; 10, 11, 12	Placement of special needs students. Individual achievement test - grades 10, 11, 12	As needed
<b>Hollands Self-Directed Search</b>	Special Needs Students; 10, 11, 12	Vocational assessment	As needed
<b>Test of Language Development (TOLD)</b>	Special Needs Students; 10, 11, 12	Language assessment	As needed
<b>Informal Learning Modalities Test</b>	Special Needs Students; 10, 11, 12	Diagnostic assessment	As needed
<b>Missouri Connections (KUDER)</b>	7-10	Education and career planning interest/skill Assessment - Build personal portfolio	As needed

  

Rolla 31	Date Issued: 10/16/200 8 Original Date Issued: 7/29/1998
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Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information contact the Assistant Superintendent of Human Resources at 583-458-0100. (20 U.S.C. §6391, §6812, 42 U.S.C. 11431 Policies IGBH, IGBCA, IGBCB)

**PROHIBITION AGAINST DISCRIMINATION HARASSMENT AND RETALIATION**  
*(Notice of Nondiscrimination) Policy AC*

**General Rule**

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

The Board also prohibits:

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

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

## Definitions

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

*Discrimination* – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

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

*Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

### **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Human Resources  
Rolla Public Schools  
500A Forum Drive  
Rolla, MO 65401  
Phone: 573-458-0100; Fax: 573-458-0105

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent of Schools  
Rolla Public Schools  
500A Forum Drive  
Rolla, MO 65401  
Phone: 573-458-0100; Fax: 573-458-0105

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable. Last Update July 2014

## **PUBLIC CONCERNS AND COMPLAINTS**

### **Policy: KL**

The Rolla Public Schools are interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

### **Complaint Process**

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal

programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

#### **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the assistant superintendent or designee in writing. The assistant superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. Unsettled matters from (3) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
5. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

#### **Prohibition against Retaliation**

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

\*\*\*\*\*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information. Rolla 31 Last Revised Date: 5/10/2018

### **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 Rolla Public School District #31 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 children with a developmental delay.

The Rolla Public School District #31 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 Rolla Public School District #31 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 Rolla Public School District #31 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 Monday through Friday at the Rolla Public Schools Administration Building at 500A Forum Drive, between the hours of 8:00 a.m. and 4:00 p.m. This notice will be provided in native languages as appropriate.

#### **MO HealthNet for Kids (MHK)**

The state children's health insurance program, MO HealthNet for Kids (MHK) information is available at this link: <http://dss.mo.gov/mhk/>

#### **Virtual Education**

The Rolla 31 School district complies with Missouri state statutes and regulations regarding Virtual Education. Read the policy at this link: [Policy IGCD: Virtual Learning](#). Any questions regarding this policy may be submitted by clicking "Contact Us" on the RPS website [rolla31.org](https://rolla31.org/district/departments_programs/virtual_education) [https://rolla31.org/district/departments\\_programs/virtual\\_education](https://rolla31.org/district/departments_programs/virtual_education)