

MEADOW HEIGHTS MIDDLE SCHOOL

MISSION

The mission of Meadow Heights R-II School is to unite our educators and community to empower each student as a career-equipped, lifelong learner that thrives as a respectful and responsible citizen.

VISION

Meadow Heights R-II School District's vision is to unite our students, educators and community to secure the intellectual, social, emotional and physical well-being of our students and empower each individual to reach their potential to be career equipped adaptable lifelong learners with the knowledge and skills required to be builders of their future and responsible stewards of our world.

MOTTO

Respecting Tradition, Embracing the Future.

BELL SCHEDULE

Building Opens:	7:35 AM
Warning Bell:	7:45 AM
Classes Start:	7:50 AM
1 st Period:	7:50-8:43
2 nd Period:	8:48-9:41
3 rd Period	9:45-10:38
4 th Period	10:42-11:35
CTC Lunch	11:35-11:45 (Grab & Go)
Den/Lunch	11:39-12:19
	MS Lunch 11:35-11:56 HS Lunch 11:58-12:19
5 th Period	12:23-1:16
6 th Period	1:20-2:13
7 th Period	2:17-3:11

EMERGENCY PROCEDURES - WEATHER

In the event that Meadow Heights School District are to be closed because of hazardous road conditions due to ice or snow, announcements will be made by KZIM, K103, KTJJ, K104.1 radio stations, and KFVS-12 television station as soon as this information is available. The Meadow Heights automated call system will also be activated and a call will be made to your most current home telephone number listing. If you need to add a new number, do so as soon as possible. Please do not call the school administrators or staff members to determine if school will be in session.

CIVIL EMERGENCIES

The school has adequate civil defense and severe weather facilities for the entire student body. Instructions for evacuation of buildings in case of fire or for assigned areas in case of severe weather have been given to all teachers. You are to follow their instructions explicitly. You are not to leave school, make loud noises, or do anything that may hinder or endanger the efficient dissemination of instructions.

EMERGENCY PROCEDURES - STUDENT DRILLS

Students will practice emergency fire, tornado, earthquake and intruder drills throughout the school year. Drills for fire, tornado and earthquake will be announced and unannounced at different times during the school year.

SCHOOL BUS REGULATIONS

The privilege of riding a school bus is dependent upon good behavior. While using these services, the students are subject to the supervision of the operator of the bus.

Bus drivers are instructed by the Board of Education not to permit students to get off the bus on the way to or from school without the parent's permission. Students who are staying after school are to notify the bus drivers when they will not be riding the bus in the afternoon.

BUS DRIVERS

Mike Welker	Bus 1
Mary Davis	Bus 2
Cody Kennedy/Mike Scott	Bus 3
Mitch Nanney/Danielle Beatty	Bus 4
Kami Green	Bus 5
Connie Baremore	Bus 6
Wendell Johnson	Bus 7
Jessica Conrad	Bus 8
Mike Scott/Dave Cook	Bus 9

STUDENT ATTENDANCE POLICY

Philosophy:

1. We believe that a student's attendance in class is the most important part of the student's experience. A student can never really make up or compensate for an absence from class.
2. All students should attend school regularly and to be on time for classes in order to get maximum benefits from the instructional program and to develop the habits of punctuality, self-discipline, and responsibility.
3. We believe it is the parent's and/or guardian's responsibility to decide at what times and for what reason a child should not come to school, except as it becomes the school's responsibility to set limits upon a student being absent from school to comply with state law and for the student to benefit from the program. Parents must notify the school any time their child will be absent. Any time a student is absent and the school is uninformed, the student will be assigned detention for truancy the first day they return after the absence.

ABSENCES:

1. There shall be three categories of absences, which are excused (marked in attendance with X), verified (marked in attendance with V) and unexcused (marked in attendance with A). Students are allowed to make up work for all excused (X) and verified (V) absences. Students may make up work for any suspension of 10 days or less. It is the student's/parent's responsibility to ask for the work before, during or after the suspension depending upon the total number of suspended days. When suspended out of school more than 10 successive days or incarcerated, students will receive a grade of zero on all class work, homework, quizzes, and tests missed. Students may be given the work to stay current with their studies, but no credit will be given.
2. Excused absences (X) are an absence in which documentation is provided as to why the student was absent. Examples included, but are not limited to: doctor visit, dentist visit, funeral or observance of religious event/holiday.
3. Verified absences (V) refer to an absence in which a parent/guardian notifies the school that their child will not attend that day for a various number of reasons. This notification can take place the following day. Parents can verify their child's absence up to a total of 10 times during the entire school year. After 10 verified absences have been used, the student must have official documentation to be treated as an excused absence (X), otherwise they will be treated as unexcused (A) and be subject to school discipline for truancy.
4. Unexcused absence (A) is an absence in which the school nor the parent/guardian are aware of the student's location. This type of absence is considered truancy and the student will receive school discipline in accordance with Board regulation JG-R1. Students will serve after school detention on their first day of returning from an unexcused absence and this is where they will receive any work missed during their unexcused absence. Failure to attend this detention will result in further discipline in accordance with JG-R1.
5. Parents shall be notified in writing when the student has been absent 3 days, 5 days, 7 days and 10 days. These totals encompass any or all of the three types of absence (X, V, or A).

Recovering Excessive School Absences

1. Any student missing more than 3 unexcused/verified absences will be assigned a day of RTR per day missed at the end of that quarter.
2. When a student reaches 10 days of unexcused/verified absences and have not made up any of those days throughout the first 3 RTR sessions they will be assigned Extended RTR at the end of 4th quarter. The Extended RTR will be between 9 and 12 days.
3. Failure to attend Extended RTR when assigned will likely result in retention/loss of credits.

Reporting Excessive School Absences:

Parents will be notified in the following manner when their child has accumulated 3, 5, 7, 10 and 11 days of verified/unexcused absences.

1. A letter will be mailed home after 3 verified absences.
2. A letter will be delivered by the SRO and principal on day 5 verified absence.
3. A letter will be mailed and a referral made to the Deputy Juvenile Officer after day 7 of verified absence.
4. On the 10th day of verified absence, the parents will be asked to meet with the principal and/or juvenile officer. This meeting will take place to review the student's absences and attempt to develop a plan to improve the student's attendance. The state of Missouri requires that the school report students with excessive absences, 10 or more, to the Division of Family Services as well.
5. On the 11th verified absence the case will be referred to the Bollinger County Prosecuting Attorney.

Leaving School:

1. For a student to leave school during the day, no matter the student's age, the parent will send a note with the student or call the school prior to the student leaving.
2. All students who leave school during the day must sign out in the office. Failure to follow these guidelines will result in disciplinary action.
3. All part-time students must arrive and depart at the appropriate times. Part-time students are not to be on school property when not attending class unless the high school principal or superintendent gives specific permission. Failure to follow these guidelines will result in disciplinary action.

EXTRA-CURRICULAR & CLUB ACTIVITIES

1. A student must have attended school all day in order to attend or participate in extracurricular activities that evening, and all day on Friday to attend or participate in a weekend activity. Exceptions will be made only when the student has had an appointment for an acceptable reason and had pre-approved by the principal. Only the principal, (or in case of his absence, the superintendent), may pre-approve exceptions to this rule. A reasonably short tardy at the beginning of the school day (25 minutes or less) shall not be deemed as non-attendance.

2. At the beginning of each athletic season, the student and their parents/guardians will sign an athletic guidelines policy regarding the school's athletic program. These forms will be handed out during the pre-season and must be completed to allow the student to participate. These documents will be kept on file with the athletic director and/or building principal. Only one document will be needed each year.
3. Any student violating school rules at any extra-curricular activity is subject to the same disciplinary penalties as during the school day and may additionally be suspended from attending all activities for whatever period deemed necessary by the principal. The suspension may last for up to one calendar year from the date of the incident, based upon the seriousness of the incident.
4. **Students involved in any MSHSAA sports or activities are subject to random drug testing. The policy regarding random drug testing is attached to the end of the student handbook.** Please refer to the building principal with any questions you may have. Extracurricular includes all athletics, clubs, and organizations that are sponsored by the school (i.e. FFA, FCCLA, etc.)
5. Extracurricular and Field Trip eligibility. In order to be eligible to participate in extracurricular activities, non-curricular club trips, and other school (non-graded) field trips, students must meet the following criteria.
 - A. The student must meet all MSHSAA requirements to include the passing of 8 or more courses in the previous semester as well as being enrolled in 8 or more courses during the current semester. MSHSAA requirements run on a semester basis.
 - B. Students must also have a minimum of a C minus grade point average for the previous quarter and may have failed no more than one class during that quarter. This is determined on a quarter-by-quarter basis using only quarter grades, not semester grades. 4th quarter will be used for the next fall's 1st quarter.

****A student may not practice with a team during this time of ineligibility until the mid-quarter progress report for the following quarter is released. If the student meets the eligibility criteria at the time of the mid-quarter progress report, the student may begin practicing with the team. If the student maintains that eligibility criteria through the end of the quarter, the student may begin participating in the first contest of the next quarter.**
 - C. Students whose behavior is such that they receive their first level of excessive misconduct penalty may become ineligible for citizenship reasons for the remainder of that semester for all extracurricular activities and field trips deemed non-curricular.
 - D. Student who participate in academic dishonesty may lose their eligibility to participate in activities. **Academic dishonesty** or **academic misconduct** is any type of cheating that occurs in relation to a formal **academic exercise**. It can include plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment. The athletic handbook defines the consequences per offense.

SPORTSMANSHIP

The only purpose for having middle school athletics competition is to provide learning experiences for the participants. It is for this reason only that public-school funds are used to support these programs. Please do not detract from these worthwhile purposes through your own conduct.

Sportsmanship is a responsibility of the fans as well as the participants. A fan's duty is to provide positive encouragement for our team. Booing or making negative comments is not appropriate. PLEASE HELP MAKE ATHLETICS AN EDUCATIONAL EXPERIENCE.

Anyone in violation of good sportsmanship and behavior at school athletic events may be asked to leave the premises or may be banned from school athletic contests. Students may face disciplinary action for their behavior at athletic events also.

MID-QUARTER PROGRESS REPORTS/REPORT CARDS

Parents will receive mid-quarter grades and end of quarter grades by e-mail. Report cards will be ready for distribution and e-mailed within one week from the end of each quarter.

The letters placed upon the report card have the following meanings:

- A** - Indicates excellent work
- B** - Indicates good or above average work
- C** - Indicates fair or average work
- D** - Indicates inferior or below average work
- F** - Indicates failing work
- I** - Indicates that the grade has been withheld, usually because of excessive absences, incomplete work, or both. The student will normally have one week after the end of the quarter or semester to complete the grade. In extreme cases, upon request, this time may be extended with the permission of the teacher or principal.

HONOR ROLL

Superintendent's Honor Roll - GPA of 10.0 - 11.0

Principal's Honor Roll - GPA of 8.0 - 9.99

*In both cases, no grade below C- will be permitted.

TUTORING/HOMEWORK

Students should make all attempts to pass their classes. Teachers are always available to discuss support structures for your child's education. If the student, the parent and the teacher all act proactively, we shall achieve success together.

Students with continuous missing work and/or a failing grade are subject to school discipline to attempt to correct deficiencies. Teachers, parents and administration will work together to determine a course of correction for the best interest of the student. Grades included as checkpoints are mid-quarter grades and end-of-quarter grades.

STUDENTS RESPONSIBILITIES-HOMEWORK

1. Homework is the responsibility of the student.
2. Students should record assignments and ensure the required materials are taken home. Completed homework should be returned to school when due.
3. Students should allocate a time and place for homework.
4. When missing class, it is the student's responsibility to complete the work assigned.

PARENTS/GUARDIANS RESPONSIBILITIES-HOMEWORK

1. Parents should demonstrate an interest in the children's' homework and monitor their work habits.
2. Parents should ensure that students have a time and place for homework.
3. Parents are urged to attend information evenings and parent conferences in order to become aware of the homework and testing schedules in their child's courses.
4. Parents should regularly monitor Parent Portal and converse with teachers by email, telephone or in person.

TEACHERS RESPONSIBILITIES-HOMEWORK

1. Teachers should assign meaningful homework experiences.
2. Teachers must be clear on homework assignments; make sure students have necessary prerequisite skills; vary and individualize types of assignments.
3. Teachers should grade homework and provide timely and specific feedback.
4. Teachers should review homework in class and discuss any questions, problems, or concerns as needed.
5. Teachers will contact parents if students are not fulfilling their homework responsibilities.

CHEATING

Cheating is detrimental to the learning of students. Cheating applies to those persons individually, as well as persons helping others to cheat. Persons cheating, as well as persons helping others to cheat, will receive a zero on the specific assignment and other disciplinary consequences will be assigned in accordance with the MHHS disciplinary policy. Students involved in school sponsored athletics and activities are subject to discipline outlined in the athletic handbook.

TEXTBOOKS

Textbooks are checked out to the students without textbook fees. The student is responsible for taking the proper book to class each day. The student is also held responsible for taking reasonable care of all materials furnished to him/her by the school district. Charges will be levied when materials or equipment are abused or lost. Fines will be assessed for damages, defacement, or loss of textbooks. In case of any other student damaging the textbook, other than the owner, the owner must report the problem as soon as possible, not after receiving a fine. Reasonable wear is expected.

PICTURES

Individual student pictures are taken each year. Students may have their pictures taken during the designated picture day during the school year. There will be a retake day for students needing new pictures or that missed the original picture day. Each student wishing to purchase pictures must pay for the pictures the day they are taken. Any questions concerning your pictures or payment should be directed to the company in charge of school pictures.

CHROMEBOOKS

Chromebooks with protective carrying cases will be issued to students in grades 6-8. Insurance may be paid when checking out the Chromebook for the first time. This fee is \$25 and is refundable after the student graduates if no damage or breakage has occurred with the student's Chromebook throughout the time of possession. This fee can continually roll over each year if no damage is sustained to the Chromebook. Students will be issued the same Chromebook each year unless the school deems a full set to be replaced before reaching graduation.

Chromebooks are an educational tool and considered school property. All use should be of an appropriate nature. Improper use of a Chromebook could lead to school discipline, criminal charges or referral to juvenile/county authorities. If any damage or improper use occurs to the Chromebook by someone other than the student, it must be reported immediately. Otherwise, it will be assumed the student who had checked out the Chromebook will be at fault.

Meadow Heights Cell Phone/Electronic Devices Policy

The spirit of this policy is one that recognizes that we live in a world in which students and families often rely on cell phones for work and daily living. However, there is a growing need for those cell phones to be definitively put away during school hours. For educational settings, cell phones often present more distraction and risk than they do reward.

The following policy aims to keep cell phones stored away from instant or quick access to students in classrooms, hallways, locker rooms, and bathrooms. In other words, we want students who choose to bring cell phones to campus to responsibly keep cell phones in their lockers or vehicles. We have laid out the following expectations and procedures in order to achieve our goals:

Expectations

1. We strongly recommend that students keep cell phones in lockers and vehicles. We have school-provided combination locks available for any student who wants one. If a teacher sees a cell phone or evidence of a cell phone in pockets, they will ask the student for the phone so that it can be sent to the office until the end of the day. If the student refuses, the student will be asked to report to the office to turn it in themselves. We do not reach in pockets.
2. Please note that we do not search backpacks, chromebook carriers, and such similar items to look for cell phones unless given a reason to do so (such as ringing, disruption, or reports of cell phone use during the school day).
3. We do not look through cell phone data, images, or records when a cell phone is collected.
4. SmartWatches will be allowed on a trial basis to start the 2023-2024 school year, given that their tech abilities and uses are not equivalent to cell phones. However, a student is expected to keep such devices on "Do not disturb" and to only use them for time. Misuse of a smartwatch will be treated as a cell phone/electronic device violation.
5. Student communications to home are expected through the nurse's office, the counselor's office, and the high school office unless given specific permission. Evidence to the contrary may lead to an addressable cell phone violation.
6. Special permissions for cell phone use may be given to groups, trips, activities, unique occasions, and other events according to administrative discretion.

Discipline Services

Discipline Services we offer on parents' behalves are standard services or *cell phone management services. Standard services have historically consisted of corporal, ASD, ISS, and OSS. Standard services and cell phone management services, like with nearly all discipline services, increase in duration with repeated offenses.

We recognize that many parents will choose standard discipline services and many parents will choose cell phone management services. We respect both, and we will be of service in either case.

*Cell phone management services are set times for students to show responsibility and ownership by checking their phones/devices into the office for a set number of days.

First Offense: Collection and Help from Parents

When a cell phone is given to the office the first time, it is given to the office until the end of the student's school day and parent contact is made.

Second Offense: Collection, then Standard Services or Cell Phone

Management Services

When a cell phone is given to the office for the 2nd time, the phone is in the office until the end of the day and the parent is contacted to confirm standard discipline services or cell phone management services. The result is either:

- A. standard discipline services offered or...
- B. 3 days of Cell Phone Management Assistance starting with the first day of attendance after the offense.

Third Offense: Collection, then Standard Services or Cell Phone

Management Services

When a cell phone is given to the office for the third time, the phone is given to the office until the end of the day and the parent is contacted to confirm standard discipline services or cell phone management services. The result is either:

- A. standard discipline services offered or...
- B. 5 days of Cell Phone Management Assistance starting with the first day of attendance after the offense.

Fourth and Beyond: Collection, then Standard Services

When a cell phone is given to the office for the 4th or subsequent occurrence, the phone is given to the office until the end of the day and the parent is offered the standard discipline services of ISS or OSS.

Class or Club Meetings

Special class or committee meetings take place during the lunch period or Den Time. Clubs are an integral part of the social and educational activities of any school and formed for pupils with particular interest and abilities. They must meet the following requirements:

- a. have an approved sponsor
- b. a defined purpose
- c. a set of rules and regulations
- d. be an official organization

To form a club, a list is presented to the principal containing the names of the prospective members, signature of a teacher-sponsor, the name of the club, and its purpose. As soon as the club is organized, a copy of its organization, including constitution and by-laws, must be filed in the principal's office.

BANNED ITEMS

The following items should not be brought onto campus: Radios, computerized games, lasers or CD/tape players, DVD players, CDs, music tapes, dice, magazines with inappropriate pictures/language, pets, water guns, whistles, balloons, cigarette lighters, matches, any tobacco product, any alcoholic beverage, any illegal drug, any weapon, any knife, silly string, beepers, condoms and other sexually related materials (other than those necessary for feminine hygiene), and any other item deemed inappropriate by the principal.

Weapons, silly string, tobacco products, alcoholic beverages, sexual items, and cigarette lighters will be permanently confiscated. In the case of illegal drugs, alcohol, tobacco products (if the student is under 18), and weapons, there will be a referral to law enforcement agencies as well. Any pornographic material and any CDs/tapes with parental notice labels (due to content) will be returned only to the student's parents. Disciplinary actions may be taken for possession of banned items in accordance with the MHHS discipline code.

Damage or loss of banned items are not the responsibility of the school as these items are not allowed on campus and students have been specifically informed of this.

CAFETERIA

1. Students must take their place in the lunch line for all items, including milk. Be prepared to enter your meal account number when reaching the cashier.
2. Move quickly and quietly in the line and be seated at a table.
3. Trays, dishes, and all refused items are to be brought to the dishwashing window. Each student is responsible for keeping tables clean. You will be expected to leave your area clean.
4. After student's finish eating, they are to remain in the cafeteria or go outside the main entrance to the school building.

5. Students are issued a meal account number at the beginning of the school year and that number will remain the student's number throughout the year or until the student graduates from the school district. Lunch - \$2.50 per day and reduced lunch - \$.40 per day. Breakfast - \$1.25 per day and reduced breakfast - \$.30 per day.
6. Free, Reduced, and Full Paid accounts are allowed to charge up to, but not to exceed \$4.50 on their account for first meals only. Snack items and second meals can only be purchased if money is in the account.
7. When a student leaves the district, it is the responsibility of the student and/or parent to claim any refund due from their meal account within 60 days. NO refunds will be issued after 60 days from leaving the district.

MEDICAL

Parents or students should inform the school of any serious physical conditions, (i.e., diabetes, epilepsy, hearing difficulty) or pregnancies. The school nurse will administer all medications unless she appoints another person. Medication will not be given to students without consent from the parent and an order from a physician. If the medication is a prescription, the label off of the prescription bottle can serve as the doctor's order. Medication needs to be in the bottle obtained from the pharmacy before it will be administered at school with an updated order on the bottle. Children who have asthma must carry their inhalers at all times. These children must have a copy of the inhaler prescription on file with the nurse.

No student will be allowed to attend school without proof of required immunization.

SEXUAL HARASSMENT

The Meadow Heights School District is committed to providing an environment free from intimidating, hostile, or offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person(s) in the district against any person is prohibited.

Sexual harassment is defined as, but not limited to: unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; inappropriate remarks to a person, with sexual or demeaning implication; inappropriate touching of a sexual or suggestive nature; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and person(s) with knowledge of such harassment to report the harassment immediately. Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action will be taken, up to and including suspension and/or termination of the employee.

Any substantiated allegations of sexual harassment can and will be reported to the proper juvenile authorities or county sheriff's department.

CHILD ABUSE/NEGLECT

The administrative staff and teaching staff of the school district are mandated reporters. If any staff member feels a student is being subjected to any type of abuse within the student's home that person will report this information to the proper authorities. These reports may be filed with the student resource officer, juvenile authorities, abuse/neglect hotlines, or any other agency deemed necessary.

VISITORS

Students may not bring or invite visitors to school. Students and teachers do not need the interruption of guests. Visitors who must meet with a student or teacher must report to the office when arriving at school.

Parents are invited to visit the school through arrangements made with the building principal. During that time, the building principal and parent will arrange date, time, length of visit and any other terms the building principal feels necessary. At least a one-day notice will be required for classroom visits.

STUDENT LOCKERS

Student lockers will be assigned and that assigned locker will be used throughout the school year unless the principal approves a change. **No materials may be placed on the outside of the lockers at any time without administrative approval.**

Lockers are the property of the school district and are subject to unannounced inspection by authorized school personnel. It will be assumed that any contraband articles discovered within an assigned locker belong to the student. The school district is not responsible for articles missing from the locker.

STUDENT LOCKS

All students may request a combination lock during registration or orientation night in August. The high school principal, superintendent, and school resource officer keep a master key to all locks. If the lock is not turned in at the end of the school year, a \$5 fee will be assessed to replace the lock. If a lock is stolen, it must be reported immediately to the high school office or the student is responsible for the replacement fee. **Students are not allowed to bring their own lock.**

ARRIVAL AND DEPARTURE

Student should not arrive at school before 7:35 AM. Those arriving on campus before that time report to before school care and a charge will be incurred for that care.

When entering the building in the morning before school, student's not eating breakfast should report directly to their 1st hour classroom. Students should not be in the

locker room except during supervised morning athletic practices. Any student not adhering to these requirements is subject to school discipline.

Meadow Heights maintains a policy of closed campus. Students may leave school early only with appropriate permission. A telephone call or note from a parent/guardian must precede any request to sign out early.

All students who participate in a school activity away from school must ride the bus to and from the activity. Parents/guardians who wish to provide transportation for their child must notify the school in person or by telephone prior to the activity or notify the sponsor at the site of the activity. Rules such as seating arrangements on the bus, use of radios, eating, etc. are at the discretion of the sponsor/driver.

All students must leave the school building immediately after dismissal of the last class unless they are required to stay after for a supervised activity.

TARDINESS

Tardiness, unless a staff member detains the student, is defined as not being in your assigned seat when the tardy bell rings. Tardiness of 10 minutes or more will be considered as skipping class. Time over 25 minutes, even if the student then shows up, will be counted as absent from that class for the day. The teacher will notify the student when a tardy is recorded as an absence. The student is responsible for requesting a pass from the teacher if the student will be tardy for their next class. Students will **NOT** be allowed to return to a teacher to ask for a pass after the tardy bell has rung. Teachers will honor the passes of other staff members.

SUBSTANCE ABUSE

The use of illicit drugs and the unlawful possession and use of alcohol and tobacco is wrong and harmful. School rules clearly prohibit the use of illicit drugs and the use of alcohol and tobacco. Violation of the school policies concerning alcohol, other drugs, and tobacco, may result in expulsion and referral for criminal prosecution.

ALCOHOL

Alcohol may not be consumed by or in the possession of anyone on school property or at any school function, including all school trips. Possession is defined to include having consumed alcohol or illicit drugs immediately prior to attending any school function and/or having alcoholic beverages or illicit drugs in containers on school property or at a school function.

ILLCIT OR ILLEGAL DRUGS

Students may not carry illicit drugs (including, but not limited to improper use of prescription drugs), illegal, or “look alike” substances in any form on school property, store them in any form on school property, or use them on school property, or at a school function.

TOBACCO

Students may not carry or store tobacco or any type product in any form on school property or use tobacco products at a school function. This also includes electronic cigarettes, vapes or any similar device.

STUDENT DRESS CODE AND HYGIENE

Student dress should not attract undue attention to the student or be an interruption in class or other activity. Other activities governed by this policy include but are not limited to; Prom and other school dances, award banquets, assemblies on and off campus, field trips, overnight outings and any other school sponsored or affiliated activity. In addition to proper dress, the student is expected to consistently practice proper hygiene. **Guidelines** for proper dress, but not limited to, include:

1. Shoes: Shoes must be worn at all times. Any type of shoe deemed unacceptable for safety concerns or other concerns will not be allowed.
2. Shirts/blouses wording and logos: No shirt or blouse may be worn if it advertises any tobacco, alcohol, or sexually suggestive logos, regardless of size. No shirt/blouse may be worn if it contains rude, vulgar, sexually suggestive, violence against people, inappropriate comments or racial slurs. Any shirt/blouse not listed may still not be worn if it violates the spirit and intent of the rule as deemed by school administration.
3. No tank tops or spaghetti strap tops are allowed.
4. Shorts/skirts must be appropriate in length.
5. Open holes: All bottoms must be free of holes in areas that would be unnatural (i.e., open holes where the back pocket should be)
6. Bottoms height: All pants/bottom should be secure at normal waist level. No pajama bottoms are allowed except for announced spirit days.
7. Chains and jewelry: No chains will be allowed other than those that are part of small decorative jewelry. No chain wallets or pants with chains attached will be allowed. Jewelry must be that of a safe nature to yourself and those around you. Spikes, excessively large hoops, or any other jewelry that could a risk to student safety will not be allowed. No jewelry except that which indicates a medical condition will be allowed during any sporting event or Physical Education class.
8. Final judgement is at the discretion of school administration.

SCHOOL PROPERTY

School buildings and property are publicly owned and must receive proper care and respect. Writing, painting, carving, defacing, or otherwise destroying school property is prohibited. Consequences may include, but are not limited to, the student and his/her parents/guardians being financially accountable for any damages to school property. Students may not sit on tables or desktops. The use of electrical or mechanical school property is to be done only under the supervision of a staff member.

SCHOOL RECORDS

It is the policy of the school district to keep the necessary class records and individual student records as accurately as possible and in accordance with the Family Education Rights and Privacy Act. Copies of the Board of Education policies pursuant to this act may be obtained from the Office of the Superintendent. Each student's cumulative educational record is maintained in the office and each student's cumulative health record is located in the nurse's office. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized by the school officials with legitimate educational interest in areas directly related to the instruction of the student. Information in these personal records of students shall be disclosed only by a written consent of the parent, eligible student (eighteen or older), by order, or as otherwise allowed by law and only through the school office. No parent/guardian of a child, or an eligible student, shall be denied access to these records. Such individuals rightfully having access to these records shall present a request of access and review to the school principal's office that shall be honored within 45 days of the request and shall be properly entered into a record of disclosure. In addition, such individuals shall be accorded the opportunity for a request to amend the records or a hearing to challenge the procedures, accuracy, or content of the records and to place explanatory statements in such records.

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); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; 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: school officials with a legitimate educational interest; 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 to raise funds for district activities; 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 email address and the parents' addresses, telephone numbers and email 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 by 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 emergencies 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 emergencies, 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 unless the parent or student notifies the district in writing not to disclose the information to those entities.

Comments regarding possible violation of rights accorded to parents/guardians and eligible students by the Family Education Rights and Privacy Act should be submitted in writing to Family Education Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Ave., SW, Washington, D. C. 20202.

NONDISCRIMINATION POLICY

The Meadow Heights R-II School District strives for equal opportunity in the educational programs and activities it offers and in the district's employment policies.

No person attending, being served by, seeking employment with or being employed by Meadow Heights R-II School District shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity of the school system on the basis of race, color, national origin, gender, or handicapping condition.

Individuals have the right to pursue rights guaranteed by law and to contest decisions or actions that individuals perceive to be discriminatory based on handicap without being intimidated, harassed, or discriminated against.

Any person or persons who feels that they have been discriminated against in violation of the Board of Education Nondiscrimination Policy shall apply for redress or direct questions to the following Title IX and Section 504 Coordinators: the Superintendent and his designee.

SCHEDULING AND SCHEDULE CHANGES

Schedule changes will be made prior to school or during the first 3 days of a semester, and only when there is a valid reason for change. Students should consult with the counselor before initiating any changes. The counselor and principal must approve any change of schedule.

Students entering high school as freshmen will fill out a four-year plan during the last semester of their eighth-grade year.

VIRTUAL INSTRUCTION

Students may enroll in virtual courses, as required by law. The district may offer courses to enrolled students through district staff or by contracting through a vendor. In addition, the district may pay for a student to enroll in courses provided through the Missouri School Boards' Association (MSBA) Online Learning Consortium, Mizzou K-12 Online, the Missouri Virtual Instruction Program (MoVIP), LAUNCH or other providers approved by the Board.

In order for the district to enroll a student in virtual instruction under this policy, the student must currently be enrolled in the district and remain enrolled in the district throughout the course until credit is earned. A district counselor must approve the course as academically appropriate for the student and must determine that the course will not hinder the student's progress toward timely graduation. All grades and credits earned through district-sponsored virtual instruction will be accepted as if earned within the district. The district will collect state funding to the extent possible for resident students enrolled in virtual instruction.

Students will enroll in virtual courses no later than the third day of the current semester.

MAKE-UP WORK

It is the student's responsibility to obtain all make-up work for excused or verified absences from their teachers immediately upon returning to school. Failure to obtain make-up work is no excuse for not doing work missed. Students shall have the opportunity to make up work missed due to excused and verified absences subject to the following conditions:

1. Advanced assignments are those, which are assigned at least 10 days in advance. These will normally be due on the day and time designated whether or not the student is present. These assignments may be brought to the teacher by parents/guardians or delivered by other means. A teacher may reduce a student's grade if advance assignments are not on time.
2. Regular assignments are those normally due by the next day or within a few days. A student shall have additional time, equal to the amount of times absent, to turn in these assignments. Assignments turned in later may have credit reduced.
3. If a student misses a test, it shall be made up on the day that the student returns to school or the student may have additional time equal to the time he/she was absent from school to make up the exam. It is the student's responsibility, not the teacher's, to initiate scheduling and acceptable time to make up the exam (which may not be during regular class time).

(Note: The student is responsible for gathering his/her own make-up work. The high school office will not gather homework except in cases of extended absences. Students will not be allowed to make up work when they receive an unexcused absence for any reason unless they serve their detention on the first day returning to school. In addition, any students receiving out of school suspension more than 10 days or incarceration will take a grade of zero on all assignments, tests, quizzes, and papers missed.

THE GUIDANCE AND COUNSELING PROGRAM

The counselor offers professional help to students as they strive to become more effective, more productive, and more comfortable as a student and as an individual. The school years are a time of growth and transition during which persons may be confronted with many questions about themselves, about relationships with others, and about the world around them. The students may also be in a stage of needing assistance to begin establishing future goals.

Counseling:

The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that they feel are personally important. During counseling, these concerns may be “talked through” and examined, alternatives explored, and decisions made about future courses of action. Should the student find that special and/or additional assistance of some sort is needed; the counselor will assist in finding such help as may be needed. Parents are encouraged to call or talk to the counselor about any area of concern related to their children and the school. Counseling is not telling the student what to do; it is assistance in seeing the many facets of a given problem so that satisfying choices and decisions affecting their lives can be made.

Guidance:

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, and information about various trade schools, colleges, technical schools, job training programs, and financial aid. An emphasis is placed on helping students toward careers that might supply fulfillment to the individual. Although some of these services are part of the regular guidance program, such as formulating tentative four-year course plans, surveys and group work in the vocational area, and in individual work with those bound for post high school education, many of these services are dependent upon a student’s initiative to contact the counselor.

Appointments with the Counselor:

Except in cases of emergencies, students should have proper reasons to see the counselor. Students may make appointments with the counselor by stopping by the counseling office at any appropriate time.

STUDENT EXPECTATION AND OBLIGATIONS

Our students are active learners in meeting our school’s goals of excellence. The following outlines the expectations students should have of Meadow Heights High

School and its staff. It also list the responsibilities that our students should have towards Meadow Heights High School and its staff.

Students' Expectations

- The best possible educational opportunities.
- A staff that is sensitive and responsive to their individual needs.
- Fair and just treatment from other students and staff.

Students' Obligations

- Diligence and sustained effort in their schoolwork and activities.
- Respect for themselves, other students, staff, and school property.
- Behavior that will be a credit to themselves, their family, the school, and community

Real Time Recovery (RTR)Calendar

RTR will take place at the end of each quarter of school. This is designed for struggling students to remediate issues when they happen rather than wait until summer school.

Before the end of the quarter (4-5 days), students will receive their current grade in each class. If that grade is below 70%, the student will be assigned to the scheduled RTR days for that quarter. During those days, students will remediate skills from that quarter. Failure to attend RTR can lead to failure or courses and loss of credits toward graduation.

STUDENT DISCIPLINE

The Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct that is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules, and regulations will apply to all students in attendance in district instructional and support programs, as well as at school sponsored activities and events. Students who have been charged, convicted, or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to 10 school days for violation of these policies, rules, and regulations. Notice of suspension shall be given immediately to the parent or guardian and to the superintendent.

Flagrant disregard for policies, rules, and regulation, or continual truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to

180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Anytime a referral that warrants formal disciplinary action is submitted, the principal will make a reasonable effort to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

A copy of the district's comprehensive discipline policy will be provided to every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

DISCIPLINARY MEASURES

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement provisions of the policy in the course of their duties. When discipline problems occur, we will take action in one or more of the following forms:

1. Conference
2. After School Detention. (ASD) Running from 3:10 PM until 4:05 PM, Monday through Thursday. Transportation is the student/parent's responsibility due to the misbehavior of the student that resulted in the assignment of ASD. The principal may take into consideration time needed by a parent to arrange for transportation after school when scheduling the ASD, but that will not be a consideration as to whether the student is assigned ASD.
3. Behavioral Counseling-provided through either the counselor or the principal.
4. Loss of privileges at the discretion of the principal.
5. Exclusion from class or classes. Used to protect educational environment of other students.
6. Exclusion from school activities (social suspension). At principal's discretion.
7. Corporal Punishment
8. Out of School Suspension.
9. Expulsion, plus any other disciplinary action deemed appropriate for an offense.

The Student Disciplinary Code is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list every offense. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an

aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education.

Corporal Punishment

Corporal punishment, as a measure of correction and of maintaining discipline and order in schools, is allowed by the laws of the State of Missouri. It shall be administered only by the principal in agreement with or at the request of the parent/guardian. The principal may, for any reason, refuse to administer corporal punishment and instead assign other disciplinary measures. In accordance with state guidelines, there will be a certified teacher as a witness anytime corporal punishment is administered. Corporal punishment will be administered only by swatting the buttocks with a paddle for a maximum of three times. Students and parents should be aware that though every precaution will be taken so no serious injury occurs, certainly you could expect pain to be inflicted. The possibility of swelling, redness and bruising are always there anytime corporal punishment is administered. Corporal punishment can be an option for most offenses but will not take the place of suspension if warranted.

STUDENT DISCIPLINARY SUMMARY (Infractions and Penalties)

INFRACTION	m. pts.	1st Penalty	2nd Penalty	3+ Penalty
Assault	6	1-10 OSS/LE/EX	5-10 OSS/LE/EX	LE + EX
Banned Item Poss.*	2	Confisc. + warn	Confisc + 1 ASD	Confisc. + 3 ASD
Cheating	2	Zero Grade + warn	Zero Grade + 1 ASD	Zero Grade + 3 ASD
Classroom Disruption	2	1 ASD	1-3 ASD	3 ASD
Disrespect	3	1-3 ASD	2-3 ASD	1-3 OSS
Excessive Misconduct	0	1 OSS (12 pts)	3 OSS (16 pts)	10-174 OSS (20 pts)
Fighting	4	2-5 OSS/LE	5-10 OSS/LE	10-174 OSS/LE/EX
Inappropriate Attire	1	change + warn	change + 1 ASD	Change + 1-3 ASD
**Failure to attend ASD	3	1 ASD	1 OSS	5 OSS
Insubordination	3	1-3 ASD	3-5 ASD	1-3 OSS
Leaving Campus w/o permission	2	1-3 ASD	3 ASD	5 ASD
Other offense not listed	0-6	w-5ASD/1-10 OSS/LE/EX	w-5ASD/1-10 OSS/LE/EX	w-5ASD/1-10 OSS/LE/EX
PDA	2	PN + warn	PN + 1-3 ASD	PN + 3 ASD

Poss. Of Illegal Drug/Alcohol	6	5-10 OSS + LE/EX	LE + EX	LE + EX
Skipping Class	2	1-3 ASD	1-3 ASD	1-5 ASD
Stealing	3	1-3 ASD/1-3 OSS/LE+Rest	1-5 OSS/LE + Rest	1-10 OSS/LE/EX + Rest
Sexual Harassment	4	1-5 ASD/1-5 OSS/LE/EX	1-5 OSS/LE/EX	3-10 OSS/LE/EX
Tardy(excessive)	0	1 ASD	1 ASD	1 ASD
Threat	4	W-3 ASD/1-3 OSS/LE	3-5ASD/1-5 OSS/LE	5-10 OSS/
Threat against Staff	6	10-174 OSS/LE/EX	LE + EX	LE + EX
Tobacco Possession	3	1 OSS/LE	3 OSS/LE	5 OSS/LE
Truancy	2	1 ASD	1-3 ASD	1-5 ASD
Unprepared for class	1	1 ASD	1-3 ASD	1-3 ASD
Vandalism	4	1-3 ASD/1-3 OSS/LE+Rest	1-5 OSS/LE + Rest	1-10 OSS/LE/EX + Rest
Vulgarity	2	Warn-1 ASD	1-3 ASD	3-5 ASD
Vulgarity toward staff	4	3 OSS	10 OSS/EX	10-174 OSS/EX
Weapon	6	174 OSS/LE/EX	LE + EX	LE + EX

Key to reading abbreviations on the chart is continued on the next page.

**** Any student failing to attend ASD will make up the missed day and the assigned extra day(s) within one week after a parent contact has been made to reschedule the missed days.**

Note on reading of chart: ASD = After School Detention. OSS= Out of School Suspension. LE=Law Enforcement notification. EX=Expulsion recommendation. Warn=Warning. PN=Parental notification. Rest=Restitution. Confisc=Confiscation. / means an option. (i.e.: 1-3 OSS/LE means that the penalty is 1-3 days of out of school suspension and the principal has the option to involve law enforcement.) + means this will occur. (i.e.: 5-10 OSS +LE/EX means that the penalty is 5 to 10 days of out of school suspension and law enforcement will be involved and the principal has the option as whether or not to recommend expulsion.)

Definitions, Explanations, and Comments on Discipline Summary:

Most infractions are assessed on a per-semester basis. Misconduct points are used to assess whether as student's behavior has fallen into the excessive misconduct category. Point totals start over with each new semester. Even though points start over every semester, the following infractions are assessed (whether it is the first, second, or third plus infraction of this category) on a school year (including the next summer school) basis rather than on a semester basis: assault; fighting; possession of illegal drugs/alcohol; stealing; sexual harassment; vulgarity toward staff; and weapon.

Assault: For the purposes of this handbook, assault involves a physically unprovoked attack upon another. This is differentiated from a fight in that one of the parties is strictly acting defensively and is taking no aggressive actions.

Banned Item Possession*: Bringing an item to school that is banned. *Certain items, such as a weapon, knives, illegal drugs, alcohol, tobacco, etc. will carry their own disciplinary penalties for possession that may be significantly more severe.

Cheating: Copying homework, or using test answers gained illicitly, or providing said answers or homework to be used.

Classroom Disruption: Any actions taken which, in the opinion of the classroom teacher, are contrary to good order and inhibit teaching. These disruptions may occur anywhere on the school campus, or at any school activity and be called "classroom disruption".

Disrespect: Any action, including words, expressed attitude, or gestures which lack an appropriate respect for faculty/staff. Lying to faculty/staff shall also be considered disrespectful.

Excessive Misconduct: Gaining enough misconduct points in a semester to be classified in the excessive misconduct category. Every infraction has a misconduct point value. The excessive misconduct penalty will be assessed in addition to the penalty for the infraction(s) that put the student into the misconduct category. Should a student pass more than one misconduct point trigger level at once, then the penalty for only the first trigger shall be implemented.

Fighting: Getting into a physical altercation, to include but not limited to swinging fists, slapping, pushing, kicking, head butting, elbowing, kneeing, or biting. Note that if a clear aggressor can be established, then the aggressor shall be disciplined more harshly, and the non-aggressor less harshly. In some circumstances, the principal may choose to give no disciplinary consequences to the non-aggressor.

Insubordination: Not following the reasonable instructions of a teacher or other staff member.

Knife: Possession of any instrument designed to pierce or cut with a blade type device, excluding scissors and pruning dual blade type tools.

Leaving Campus Without Permission: Self-explanatory. You may not leave this campus during the school day without the permission of the principal.

Other: Any action not listed in the summary that, in the opinion of the principal, warrants disciplinary action.

(PDA) Public Display of Affection: The only allowed public display of affection in school is the holding of hands. Other acts of physical affection are subject to disciplinary actions.

Possession of Illegal Drugs/Alcohol: Possession, use, or being under the influence (in vivo possession) of alcohol or any illegal, mood-altering substance.

Skiping Classes: More than 10 minutes late to a class, or not showing up at all, without a reasonable excuse.

Stealing: Taking something that is not yours. Severity of the penalty will in part be based upon value of item(s) stolen.

Sexual Harassment: Unwanted advances, inappropriate words, inappropriate actions, or touching of a sexual nature.

Tardy (Excessive): You are allowed 3 tardies in each class per quarter. Every tardy in that class thereafter counts as an excessive tardy violation. 0-10 minutes late to class counts as a tardy. After 10 minutes, it is then skipping class, not a tardy.

Threat: A threat against another student that, in the opinion of the principal or faculty member present, is a serious threat to do injury to the other student.

Threat against Staff: Any threat against faculty or staff to do bodily harm or damage their property. No threat against faculty or staff will be taken as a joke.

Tobacco Possession: No student may possess tobacco on campus in any form. If the student is under the age of 18, law enforcement will also be involved.

Truancy: Any student who, without any reasonable cause, fails to attend school. Any student receiving more than 12 verified absences.

Vandalism: The destruction or damaging of school property (or the property of others at school).

Vulgarity: Any word, symbol, or gesture used by a student that, by the norms of society, carries an implicit or explicit vulgar meaning.

Vulgarity toward Staff: Any word, symbol, or gesture used by a student-directed toward a faculty or staff member that, by the norms of society, carries an implicit or explicit vulgar meaning. Note that this infraction is for vulgarity directed toward staff, not vulgarity that merely occurs in staff's presence.

Unprepared for Class. Chronically coming to class without required materials or without completing the class assignment.

Weapon: Bringing of any weapon onto school grounds. To include, but not be limited to: knife blades 3 inches in length or more, mace, firearms, bows and arrows, crossbows, etc. Note that some items, which are ordinarily not considered weapons, can and will be considered as weapons if wielded as such.

REQUIREMENTS FOR MIDDLE SCHOOL PROMOTION

Students must pass four of eight core classes to for promotion to the next grade. Core classes are English, Math, Science and Social Studies.

HELPFUL NUMBERS FOR TEENS

Abusive Relationships (314) 993-2777

AIDS/STD Hotline (800) 227-8922

Al-Anon/Alateen (800) 356-9996

Alcoholic's Anonymous (866) 382-6340

Child Abuse Hotline (800) 392-3738

Community Counseling Center-Bollinger County (573) 238-1027

Eating Disorder Help & Info (800) 931-2237

www.nationaleatingdisorder.org

KUTO (Kids Under Twenty One) Crisis Helpline 1-800-644-5886

MO Mental Health Crisis Hotline (800) 356-5395

MO School Violence Hotline (866) 748-7047

National Council on Drug Abuse and Alcoholism (314) 962-3456

National Runaway Switchboard (800) 621-4000

National Suicide Prevention Lifeline (800) 273-8255

Teens Talking to Teens (314) 644-5886

Tobacco Free Missouri (314) 977-8104

Youth Emergency Service (314) 727-6294

Youth In Need (636) 946-3771

PUBLIC NOTICE

All public schools are required to provide a free and appropriate education to all students with disabilities including those attending private/parochial school, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999.

Disabilities include: learning disorders, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance

with the requirements for identifying and serving students with disabilities. Included in this plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act. Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who resides in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. The information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian(s) name/address, birth date of each child, and each child's disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

504 PUBLIC NOTICE

The Meadow Heights School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Meadow Heights School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Meadow Heights School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at Meadow Heights School, Monday-Friday 8:30 a.m.-2:30 p.m.

This notice will be provided in native languages as appropriate.

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

**Meadow Heights R-II School District Notification of Rights Under the
Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

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

-Inspect, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

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

Meadow Heights R-II has policies and procedures regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes and will notify parents of these policies at least annually at the start of each school year and after any substantive changes. Meadow Heights R-II will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Meadow Heights R-II will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled 49 after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

-Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

-Administration of any protected information survey not funded in whole or in part by ED.

-Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Parent/Guardian Notification to Access Public Insurance

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

What will you be asked to do?

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

What type of information will be in the consent form?

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

What does it mean if you give your consent?

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

Will your consent affect your family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

What if you change your mind?

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

Will your consent or refusal to give consent affect your child's IEP services? No.

Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

What if you have a question?

Please call your school district's Special Education Department with questions or concerns.