

*Logan-Rogersville Middle School*  
**STUDENT HANDBOOK**  
**2016-2017**

8225 E. Farm Road 174  
Rogersville, MO 65742

**(417) 753-2896**

This planner belongs to:

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**Name**

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**Address**

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**City/State/Zip**

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**Phone Number**

**School hours are 7:40 a.m. to 2:35 p.m.**  
Building is supervised 7:15 a.m. to 2:45 p.m.

**Please inform of absence by 9:00 a.m.**

## ***LOGAN-ROGERSVILLE MIDDLE SCHOOL***

### **WELCOME**

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

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

**Parental Review of  
Student Handbook  
2016-2017**

Dear Middle School Parent/Guardian:

Please review the Logan-Rogersville Middle School student handbook and School Board policies of the Logan-Rogersville R-VIII School District with your student. Please complete the portion below along with the appropriate signatures and have your student return it to his/her advisory teacher. Your cooperation is appreciated.

My student,

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(PLEASE **PRINT** STUDENT'S FIRST AND LAST NAME) Date

and I have reviewed and understand the Logan-Rogersville Middle School student handbook, the release of directory information, the general information, and the School Board policies of the Logan-Rogersville R-VIII school district for the **2016-2017** school year.

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Parent/Guardian **signature** Date

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Student **signature** Date

.....

The above named student returned his form signed by both parties on

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisory Teacher Signature

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## CALENDAR

School will be dismissed at 1:35 p.m. every **Friday** for teacher collaboration.

August 11	School Begins
September 5	Labor Day – No School
October 12	End of 1 <sup>st</sup> Quarter
October 20	Parent-Teacher Conference (Half-day) 1 <sup>st</sup> Quarter Grade Cards
October 21	No School
October 24	No School – Staff Professional Dev.
November 23– 25	Thanksgiving Break – No School
December 21	End of 2 <sup>nd</sup> Quarter (Half-day)
December 22 – 30	Christmas Break – No School
January 2	New Year’s Day (observed) – No School
January 3	School Resumes
January 9	1 <sup>st</sup> Sem. Grade Cards
January 16	Martin Luther King, Jr. Day – No School (Make-up Day #1)
February 17	Staff Professional Dev. – No School
February 20	President’s Day – No School (Make-up Day #2)
March 10	End of 3 <sup>rd</sup> Quarter
March 13-17	Spring Break – No School
March 24	3 <sup>rd</sup> Quarter Grade Cards
April 14	Good Friday – No School
May 24	Last Day of School (Half-Day)*
May 29	Memorial Day

**\*Last Day of School – could be as early as May 12<sup>th</sup>, depending on make-up days.**

## BELL SCHEDULE

### Monday-Thursday

7:40-8:28	1 <sup>st</sup> hour
8:32-9:20	2 <sup>nd</sup> hour
9:24-10:12	3 <sup>rd</sup> hour
10:16-11:04	4 <sup>th</sup> hour
11:08-12:19	5 <sup>th</sup> hour
<i>11:04-11:27 Lunch (7<sup>th</sup> Grade)</i>	
<i>11:56-12:19 Lunch (8<sup>th</sup> Grade)</i>	
12:23-12:51	5.5 hour
12:55-1:43	6 <sup>th</sup> hour
1:47-2:35	7 <sup>th</sup> hour

### Friday (Early Release Bell Schedule)

7:40-8:24	1 <sup>st</sup> hour
8:28-9:12	2 <sup>nd</sup> hour
9:16-10:00	3 <sup>rd</sup> hour
10:04-10:48	4 <sup>th</sup> hour
10:52-12:01	5 <sup>th</sup> hour
<i>10:52-11:13 Lunch (7<sup>th</sup> Grade)</i>	
<i>11:37-12:01 Lunch (8<sup>th</sup> Grade)</i>	
12:05-12:48	6 <sup>th</sup> hour
12:52-1:35	7 <sup>th</sup> hour

### Half-Day

7:40-8:07	1 <sup>st</sup> hour
8:11-8:38	2 <sup>nd</sup> hour
8:42-9:09	3 <sup>rd</sup> hour
9:13-9:40	4 <sup>th</sup> hour
9:44-10:11	5 <sup>th</sup> hour
10:15-10:42	6 <sup>th</sup> hour
10:46-11:55	7 <sup>th</sup> hour
<i>10:46-11:09 Lunch (7<sup>th</sup> Grade)</i>	
<i>1:27-11:55 Lunch (8<sup>th</sup> Grade)</i>	

### Two-Hour Late Start\*

9:40 Start Time
2:35 Dismissal

\*The Logan-Rogersville School District may use a two-hour late start when inclement weather impacts travel. Should the need arise, school will begin at 9:40 a.m. and dismiss at 2:35 p.m. Notification of the two-hour late start will be communicated through the District's automated phone system and news agencies.



## **DISTRICT MISSION PHILOSOPHY**

The mission of the Logan-Rogersville R-8 School District is to provide all students with the skills and knowledge necessary for successful participation in our changing society.

The goals of the Logan-Rogersville R-8 School District are to ensure that:

1. All students graduate from high school.
2. All students complete a rigorous and meaningful path of studies with specific learning outcomes.
3. All students will proceed to college, technical school or vocational school, or job opportunities with the knowledge and skills necessary to be successful.

## **LRMS MISSION STATEMENT**

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

## VISITORS

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

## TARDINESS

Tardiness is defined as any unexcused appearance of the student after the scheduled time a class begins. Students are expected to be in their seats ready to work when the bell sounds. The teacher will confer with the student after class or after school concerning tardiness. Students whose tardiness resulted from being detained by a faculty member will be excused. There are four minutes between classes.

Five overall, unexcused tardies to classes per quarter will result in Thursday School or one day In-School-Suspension (ISS).

## ATTENDANCE

Many important learning experiences take place within the classroom that cannot be adequately replaced with make-up work; we believe that regular attendance is a necessary and vital part of each student's education. Regular attendance is defined as attending 90% or more of all classes. Attendance is recognized as a component of achievement.

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

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

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

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

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

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

7. After a student misses 10 days of school in a semester, a letter will be sent to the student's parents notifying the family of the student's excessive absences. If a student is not present for 20 days of school in a semester, then the Division of Family Services (DFS) will be notified for concerns of educational neglect. Reasonable excuses such as a doctor-certified, long-term illness would be considered an exception to this rule.

### **ARRIVING LATE OR LEAVING SCHOOL EARLY**

Students should enter and exit the school building through the east (back of tennis courts) or north (stadium parking lot) doors. The south entrances/exits should NOT be used due to staff and bus traffic. If arriving after 7:40 a.m., students should enter through the front, west doors and sign in at the office. Students leaving early must check in or out through the school office. Individuals picking up students early from school are required to sign a sheet in the office indicating date and time of leaving. Only those listed on the student enrollment form will be allowed to pick up students. Parents may give permission by phone for someone else to pick up their student. Students arriving at school before 7:20 a.m. must stay in the commons area. Students will not be allowed to go on into the building until the 7:20 a.m. bell rings.

### **PARENT PORTAL**

Parents/guardians may access attendance, grades, homework, meal balances, announcements, and the school calendar via the Logan-Rogersville website through the parent portal. To obtain a log-in, submit parent name, student name, and grade to [parentportal@logrog.net](mailto:parentportal@logrog.net). Instructions and login information will be mailed to the parent's/guardian's home address.

## **GRADING SYSTEM**

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

A - Excellent	D - Poor
B - Good	F - Failure
C - Average	I - Incomplete

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

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

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

## **HOMEWORK**

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

### **5.5 HOUR-ENRICHMENT/TUTORING TIME**

5.5 hour is an enrichment course that students will attend for 28 minutes between 5<sup>th</sup> and 6<sup>th</sup> hours, Monday through Thursday. During 5.5 hour students that have filled out a hot sheet form for missing assignments will report to the hot sheet room to make up their work. Also during 5.5 hour, students that have lower than 70% in mathematics or communication art will report to either the mathematics lab or the communication arts lab for tutoring. Students that report to the mathematics or communication arts labs will be assigned to the labs for up to one week at a time in order to receive additional tutoring in the assigned area.

Students that have completed a hot sheet form due to a missing assignment will immediately report to the hot sheet room during the 5.5 hour. Students will be given the opportunity to make that assignment up for partial credit. Students will receive 60% of the points earned on the missing assignment.

### **GRADE CARDS AND PROGRESS REPORTS**

Students will receive a progress report every three weeks. This report should be examined and signed by parents or guardians and returned to the teacher. Grade cards will be issued at the end of each quarter. Refer to the school calendar for progress report and grade card dates. Grade cards will be issued after all fees and fines have been paid. Grade cards do not need to be signed by parent or returned to the office.

## **HONOR ROLL**

Honor rolls will be published at the end of each semester. They will be posted outside the Principal's office at the end of each semester. A student must have a 10.0 to 11.0 grade point average to be placed on the Principal's Honor Roll, an 8.5 to 9.9 grade average to be placed on the High Honor Roll, and a 7.0 to 8.49 grade point average to be placed on the Honor Roll.

## **CHEATING**

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

## **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this several ways:

1. By helping new students feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, teacher, or the counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to discuss any issue with a student, parent, or teacher.

Certain grade level IQ and achievement testing will be done throughout the school year. Test results may be discussed with the counselor.

## **ATHLETIC ELIGIBILITY REQUIREMENTS**

Missouri State High School Activities Association (MSHSAA) rules require students participating in athletics and academics to have passed two units of school credit the previous semester and currently enrolled in four subjects that will give two units of credit in the current semester.

In addition, the local Board requires that students must have a 4.0 grade point average, based on an 11- point scale, the previous quarter. (Note: This is equal to a "C-" grade average.) An 11-point grade system is listed as follows:

11 - A	5 - C
10 - A-	4 - C-
9 - B+	3 - D+
8 - B	2 - D
7 - B-	1 - D-
6 - C+	0 - F

Any student who is currently participating in an activity and is suspended or assigned to a Thursday School for misconduct will be ineligible to participate on the day the Thursday School is assigned. Students will not be allowed to participate/practice with a team or group during the time of the detention. Students

must be in attendance for half of a school day to be able to participate in their specific competition. Logan-Rogersville Middle School is a member of MSHSAA. Therefore, all LRMS participating students must follow the athletic and academic eligibility standards set forth by MSHSAA.

### **DRUG TESTING**

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

### **INSURANCE**

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

### **FREE AND REDUCED MEAL ELIGIBILITY**

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

### **CAFETERIA AND MEAL TIME**

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in an acceptable condition. Students will go through the cafeteria line and are to remain in the cafeteria until they are dismissed. Food and open beverage containers are to stay in the cafeteria during lunchtime.

The Logan-Rogersville School District has a computerized meal program. A debit card system is used for students to purchase meals. Each student is given a card to carry with them daily. Parents are encouraged to send larger amounts of money and pay less often. The computer will track all deposits received and all purchases. Envelopes are available for students to deposit money or you can send an envelope from home with the student's first and last name, amount enclosed and "meals" marked on the outside of the envelope. Students will only be allowed to carry a negative balance in the amount of two meals. Students who exceed this amount will be provided with a peanut butter and jelly or cheese sandwich and milk (wildcat meal). Extra milk is available for purchase for all students.

Students will be expected to have their I.D. cards with them when they go through the meal line. Students without cards will be served last. Once school pictures are taken, Lifetouch, the school photographer, will provide students with photo I.D. card for meal use. There will be a charge of \$3.00 for lost I.D. cards.

### **RETAINMENT POLICY**

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between attendance and grades. Students having good attendance

generally achieve higher grades, enjoy school more, and are much more attractive to prospective employers after leaving high school.

Retention Policy - refer to the Logan-Rogersville R-8 School Board Policy IKE. Any student in grades seven or eight who receive an “F” grade on first and second semester grade cards in three core subjects (Math, Science, Social Studies, English) may be retained the next year.

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Name, grade, and school are written on the book label in case the book is misplaced. Students are required to pay for lost or damaged books.

### **LOCKERS**

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

### **LOST AND FOUND**

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

### **VANDALISM AND PROPERTY DAMAGE**

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

### **ANNOUNCEMENTS**

Announcements are provided daily via email to teachers and displayed in the commons during lunch time. The public address system will be used for urgent bulletins that cannot be handled any other way. Classes will be interrupted for these announcements only when necessary.

### **HAZARDOUS MATERIALS**

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

## **ASSEMBLIES**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, boisterousness, uncalled-for-clapping, and talking during a program. Textbooks and other materials are to be left in the classrooms or lockers.

## **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, parents must complete a parent's request form provided by the nurse. All medication will be kept in and dispensed through the nurse. Misuse or distribution of prescription or "over the counter" drugs may warrant the same punishment as illegal drugs.

## **DRUGS AND ALCOHOL ABUSE**

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

## **SMOKING**

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

## **LIBRARY SERVICES**

The library will be opened at 7:20 a.m. and remains open throughout the day until the last bus departs. You are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need.

## **STUDENT COUNCIL**

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

## **PLEDGE OF ALLEGIANCE**

The pledge to the United States flag will be directed every Monday morning.



## TELEPHONE USE

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

## STUDENT CONDUCT

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

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

## ELECTRONIC DEVICES

**Cell Phones/MP3 Players/Ipods/PSP's:** Electronics utilized in the classroom for instructional purposes is at teacher discretion. Students are not to use or have electronic devices visible during school hours. The following consequences will result:

**1<sup>st</sup> Offense** - A student must pick up the device in the office at the end of the school day.

**2<sup>nd</sup> Offense** - A parent must pick up the electronic device in the office.

**3<sup>rd</sup> Offense** - A Thursday School will be assigned to the student.

**Further Offenses** - Left to the discretion of the administrator in charge which could include Thursday School, In School Suspension (ISS), or Out of School Suspension (OSS).

## GUIDELINES FOR STUDENT APPEARANCE

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

A. No jeans or pants can be worn with holes or tears above the knee. No halter tops, bare midriffs or shirts with bare sides can be worn. Pants will be worn appropriately, not below the waistline (sagging or baggies, etc.)

B. Clothing is generally acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, **and is not immodest in any respect.** Shoes and/or sandals must be worn at all times. Bare midriff outfits are not acceptable school attire. Underwear may not be worn as outerwear or exposed to view. Clothing with spaghetti straps or that may display any parts of undergarments is inappropriate.

Caps, hats, other head wear, and sunglasses are not to be worn during the school day (7:00 a.m. to 2:35 p.m.) and must remain in lockers if brought to school. Students may not wear clothing or accessories which display words or images advertising directly or indirectly, alcohol, tobacco, drugs or related products. Clothing which promotes the use of these products or which are profane, obscene, or double-meaning T-shirts which are suggestive (Abercrombie, Big Dog, etc.) or promote violence will not be allowed. Any form of dress, grooming, or hairstyle considered contrary to good hygiene, is distracting, or disruptive in appearance will not be permitted.

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

### **FIRE AND TORNADO DRILLS**

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

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

### **BUS REGULATIONS**

Students who come to school on the bus should return home on the same bus. Parents must give permission by phone call to the office for their student to ride another bus with another student so that a pass can be issued.

Riding the school bus is a privilege. Improper conduct on a bus will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

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

1. The bus driver is in charge of the students and the bus. Students must obey the driver promptly and politely.
2. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation.
6. Students must not at any time extend arms or head out of the bus windows.

7. Students must not try to get on or off the bus, or move about within the bus, while it is in motion.
8. Students must observe directions of the driver and the patrol when leaving the bus.
9. Any damage to the bus should be reported at once to the driver.
10. Students shall not get off the bus other than at the regular boarding or de-boarding place unless the driver and principal or teacher has direct, personal communication from the student's parent or guardian.

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

Students may be assigned seats by the bus driver.

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

## **DISCIPLINE GUIDELINES**

### **PHILOSOPHY**

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

### **ADMINISTRATION OF DISCIPLINE**

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

## DESCRIPTION OF DISCIPLINARY ACTIONS

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

1. Informal talk - A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding the student's behavior.
2. Conference - A formal conference will be held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.
3. Parent Involvement - Parent(s) should be notified by telephone, personal contact, or letter. A conference may be conducted between the student and his/her parents(s), appropriate school personnel, and any other individual(s) concerned.
4. Thursday Schools - This is an opportunity for the students to make up time and work missed due to tardiness or other infractions. Thursday School will meet from 2:35 p.m. to 5:30 p.m. A teacher will be present to supervise.
5. In-School Suspensions or Lunch Detention may be used at the discretion of the building administrator. ISS may be at the high school or middle school.
6. Short Suspensions (up to ten days out of school) - The student is informed that he or she is subject to a suspension.
7. Long Suspension (up to 180 days out of school) - The Board of Education authorizes the Superintendent of the Schools to suspend a student for up to 180 school days. A suspension of more than ten calendar days may be appealed to the Board of Education through the superintendent.
8. Expulsion - The Board of Education may authorize the expulsion of a student.
9. Corporal Punishment - No person employed by or volunteering on behalf of the Logan-Rogersville Middle School shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or the protection of other persons or the property of the school district.
10. Suspension/Due Process - All students are entitled to due process. There are certain procedures that school officials will be following prior to taking appropriate disciplinary actions. This includes notice of the charges and the opportunity for the student to respond. The final decision will be made by the Superintendent of Schools and Board of Education. No student or parent should expect to automatically receive either the minimum or maximum disciplinary

11. action when they are involved in a problem. This will be determined on an individual basis in each problem based on a wide range of variables such as, but not limited to: the age of the student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular school setting.

Students who are assigned out-of-school suspension are allowed the opportunity to attend Thursday School when they return from the suspension to receive credit for their work. The work missed during their out-of-school suspension time must be completed in Thursday School and the student **will not** be allowed to take the work home to finish, per Board policy JGD.

Students assigned to Thursday School, In School Suspension, or Out of School Suspension cannot participate in extra-curricular activities until the suspension is completed.

### **DEFINITIONS OF DISCIPLINE PROBLEMS**

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

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

## DISCIPLINE POLICY

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

PROBLEM AREA	MIN./ MAX.	FIRST OCCURRENCE	REPEATED OCCURRENCES
Weapons*	Min. Max.	Short Suspension Expulsion	Long Suspension Expulsion
Guns*	Max.	Expulsion (for 1 yr.-state law)	
Explosive Devices*	Min. Max.	Short Suspension Long Suspension	Long Suspension Expulsion
Verbal Abuse/ Harassment/Hazing*	Min. Max.	Informal Talk Expulsion	Thursday School Expulsion
Tardiness	Min. Max.	Informal Talk Thursday School	Thursday School Thursday School
Truancy from Class	Min. Max.	Conference Thursday School	Thursday School Short Suspension
Truancy from School*	Min. Max.	Thursday School Thursday School	ISS Short Suspension
Fighting*	Min. Max.	Thursday School Long Suspension	Short Suspension Expulsion
Profanity/ Obscene Behavior*	Min. Max.	Thursday School Short Suspension	Short Suspension Long Suspension
Disorderly Conduct	Min. Max.	Informal Talk Short Suspension	Thursday School Long Suspension
Defiance of Authority	Min. Max.	Informal Talk Short Suspension	Thursday School Long Suspension
Assault/Bullying Threats/Intimidation*	Min. Max.	Thursday School Long Suspension	Short Suspension Expulsion
Alcohol* Possession/Use	Min. Max.	Short Suspension Long Suspension	Long Suspension Expulsion

PROBLEM AREA	MIN./ MAX.	FIRST OCCURRENCE	REPEATED OCCURRENCES
Homework	Min.	Informal Talk	Conference/Parent Involvement
	Max.	Thursday School	Thursday School
Drugs*	Min.	Long Suspension	Long Suspension
Possession/ Use Paraphernalia*	Max.	Long Suspension	Expulsion
Imitation of Drugs/ Alcohol*	Min.	Short Suspension	Long Suspension
	Max.	Long Suspension	Expulsion
Failure to attend Thursday School	Min. Max.	Parent Involvement ISS	ISS Short Suspension
Display of Affection	Min.	Informal Talk	Conference/Parent Involvement
	Max.	Long Suspension	Expulsion
Sexting/Possession of	Min.	Informal Talk	Conference/Parent Involvement
Explicit Material	Max.	Long Suspension	Expulsion
Gambling*	Min.	Thursday School	Thursday School
	Max.	Short Suspension	Long Suspension
Dishonesty/Forgery*	Min.	Conference/Parent	Thursday School Involvement
	Max.	Short Suspension	Expulsion
Theft*	Min.	Thursday School	Short Suspension
	Max.	Long Suspension	Expulsion
Tobacco	Min.	ISS	Short Suspension
	Max.	Short Suspension	Short Suspension
Destruction of Property/ Vandalism*	Min.	Thurs. Sch. + cost	Short Suspension + Cost
	Max.	Expulsion + cost	Expulsion + Cost
Arson*	Min.	Thurs. Sch. + cost	Long Suspension
	Max.	Expulsion	Expulsion



PROBLEM AREA	MIN./ MAX.	FIRST OCCURRENCE	REPEATED OCCURRENCES
Extortion*	Min.	Parent Involvement/Informal Talk	Short Suspension
	Max.	Short Suspension	Expulsion
Classroom Disruption	Min.	Parent Involvement/Informal Talk	Thursday School
	Max.	Thursday School	Short Suspension
False Alarms	Max.	Short Suspension/ Long Suspension	Long Suspension
Misbehavior at Extracurricular Activities	Max.	Two Weeks Suspension from Activities	Suspension from all Activities Remainder of Year
Inappropriate Dress	Min.	Verbal Warning	Thursday School
	Max.	Thursday School	Long Suspension
Technology* Misconduct	Min.	Restitution	Restitution
	Max.	Long Suspension	Expulsion

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

Dear Parents/Guardians:

### District Emergency Response Plans

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

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

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

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

Sincerely,

Shawn Randles, Ed.D.

8/11/16

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

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

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

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

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

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

- Student's name
- Parent's name
- Grade level

- Participation in school-based activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Artwork or coursework displayed by the district
- Most recent educational agency or institution attended.
- Photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- Student's and parent's address (limited directory information per Board Policy JO)
- Student's and parent's telephone number (limited directory information per Board Policy JO)
- Student's and parent's email address (limited directory information per Board Policy JO)

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

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

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

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

discloses education records without consent to the officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

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

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

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

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

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

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

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

Inspect, upon request and before administration or use –

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

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

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

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

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



## PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Logan-Rogersville R-VIII School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Logan-Rogersville R-VIII School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

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

This notice will be provided in native languages as appropriate.

# **LOGAN-ROGERSVILLE R-VIII SCHOOL DISTRICT**

## **PUBLIC NOTICE OF ADA/SECTION 504 REQUIREMENTS**

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

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

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

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

District

Kevin McComas  
Director of Special Services  
Logan-Rogersville R-VIII School

through Friday

100 E. Front St.  
Rogersville, MO 65742  
Phone: (417) 753-2891  
Days/Hours available: Monday  
8:00 a.m. to 4:00 p.m.

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

This notice will be provided in native languages as appropriate.

Missouri Department of Elementary & Secondary Education  
No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES

*1 Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C Revised 1/15 2 In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.*

**Missouri Department of Elementary and Secondary Education  
Complaint Procedures for NCLB Programs**

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9. How will appeals to the Department be investigated?
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**1. What is a complaint under NCLB?**

For these purposes, a complaint is an 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 NCLB.

**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 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 NCLB 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 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 ten 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 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 ten 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, and/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 private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments’ 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

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

#### Informal Complaints Received by the SEA Office

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

#### Formal Complaints Initially Received by the SEA Office

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

#### Appeals

##### Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal.

Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

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## Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board.

Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

## Formal LEA Complaints against SEA

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

## Complaints against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

## Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

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