

PEMISCOT COUNTY SPECIAL SCHOOL DISTRICT

Oak View Learning Center
Student/Parent
Handbook & Discipline Policy
(Code of Conduct)



2015-2016

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Student/Parent Handbook

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Purpose

Oak View Learning Center serves students who are aged five through twenty-one, who have moderate to severe/profound mental and/or physical disabilities, and who the IEP committee determines cannot be served in his/her home school at this time. Oak View Learning Center is part of the Pemiscot County Special School District. It is a public school located on the Special District Central Campus on Highway 412, 4 miles west of Hayti.

Pemiscot County Special School District is obligated to provide special education and related services to children ages three to twenty-one. (Missouri State Plan, IGBA) See attached public notice.

Pemiscot County Special School District Board of Education Policies are posted on the district website at www.pcssid.k12.mo.us.

Staff

Each classroom has one teacher and at least one paraprofessional. Teachers are certified in Special Education and paraprofessionals must attend a specified number of hours of inservice yearly. Teachers also attend inservice programs. All staff members are given the opportunity to participate in ongoing professional development.

Classes

Classes at Oak View are ungraded. Students are usually assigned to a class by chronological age, but some exceptions do occur. The classrooms are Levels 1-3 with the youngest children in Level 1 and older teenagers and young adults in Level 3. In addition, a Computer Lab and library with assorted assistive technology devices is available for students per his/her IEP goals and objectives.

School Colors/Mascot

Oak View Learning Center's school colors are black, white, and silver. The school mascot is the Panda.

Schedules/Buses

School buses arrive at school between 8:00 and 8:15 AM. Students need to be ready to get on the bus when it arrives/honks. If the driver is the only adult on the bus, s/he cannot leave the bus when students are on board except to operate a wheelchair lift on the side of the bus. If a child cannot safely get to or from the bus without help or supervision, a family member must walk with the student. Someone must also be at home in the afternoon to meet the child unless other arrangements have been made with the school.

Buses leave the Oak View Learning Center at 2:45 PM.

At the beginning of each year, each parent/guardian will be asked to sign a form stating whether a student can be let off the bus at home if there is obviously no one there. If not, a reliable and preferably nearby alternative drop off site and telephone number must be listed. If no one is at home or at the alternative drop off site, and the school was not notified of any other arrangements, the Division of Family Services may be notified of neglect. Students may not be dropped off at school prior to 8:15 unless permission has been given by the administration. Students should not be dropped off unless a school staff member has agreed to be responsible for the child.

When a student is picked up from school prior to dismissal, the student must be signed out in the OVLC Principal's Office. If the family notifies the school that someone will pick up the student at school (for doctor appointment, etc.) but has not done so by 2:45 PM when the dismissal bell rings, the student will board the bus as usual.

Do not expect the bus to wait if a student is not ready. **Bus drivers will not wait more than 2 minutes for a student unless permission is given by the building administrator.** Bus drivers try to keep a regular schedule but may be a few minutes earlier or later because of the weather, a train, traffic, a bus problem, absent students, or a substitute bus driver. Therefore, students should be ready before the expected time. If a bus driver calls the school on the radio to report a problem that will make the bus more than a few minutes late for pick-up or drop-off, the school will usually attempt to notify families who have a telephone.

Bus routes and the order of student pick-up and drop-off are subject to change by the administration, as needed, to best meet the needs of those students on that route.

The family should not ask the bus driver and/or bus aide about the child's classroom behavior or progress at school, even if the driver and/or bus aide also works in the child's

classroom. Bus drivers do not discuss the student with the family (except for bus behavior) unless asked by the teacher or the building administrator to give the family a message. Families should call school or send a note instead. (Paraprofessionals are expected to refer parents to the teacher or building administrator for specific information about their child; therefore, families are not to call paraprofessionals at home or ask them in public about the student.)

Bus Loading/Unloading/Riding

Students should remain seated and in a seatbelt (if available) at all times when the bus is in motion. The most dangerous part of the school bus ride is getting on and off the school bus. The loading and unloading area is called the “Danger Zone”. The “Danger Zone” is the area on all sides of the bus where children are in the most danger of not being seen by the driver (ten feet in front of the bus where the driver may be too high to see a child, ten feet on either side of the bus where a child may be in the driver’s blind spot, and the area behind the school bus). Students should attempt to stay away from this area. Be cautious when students are carrying loose papers or books which they might drop near the bus. Be aware of the dangers of clothing, book bag, backpack, and jacket strings/straps that could become entangled in the doorway of the school bus. Students are asked to board and exit the bus in a timely and orderly manner to prevent accidents.

Graduation (Board Policy IKF)

Students who have their twenty-first birthday during the school year may finish that school year and graduate in the spring. A student who becomes twenty-one during the summer may graduate in May/June while s/he is still twenty. Graduation decisions are addressed and determined through the IEP process by the IEP committee.

Oak View Learning Center has a board approved policy for graduation which is IEP driven. In order for an OVLC student to receive a high school diploma she/he must complete a prescribed course of study as identified in the IEP.

The goals and outcomes for OVLC students who graduate are individualized depending on the abilities, needs and the transition goals as determined by the IEP team of the individual student with disabilities.

Testing/Assessment

Federal and state education laws mandate that a child must be evaluated and diagnosed as having a disability before she/he can receive special education services. Reevaluation must be addressed at least every three years to see if she/he still requires special services. The testing is usually done at the Pemiscot County Diagnostic Clinic which is in the same building as Oak View Learning Center. The reevaluation process is conducted according to state and federal compliance requirements.

All other standardized testing/assessment inclusion is addressed in the IEP based on the individual student's needs. Any needed modifications, supports or services are an IEP team decision. Inclusion in the Missouri Assessment Program (MAP), the Missouri Assessment Program Alternate (MAP-A), district assessments, or other test is an individual IEP team decision. Testing inclusion is based upon state and federal compliance requirements per

each individual student IEP. Students will follow the state published schedule for testing. www.dese.mo.gov.

Curriculum

Oak View Learning Center has adopted the State School's Curriculum as the curriculum for the school. The curriculum is an organized framework, based upon established graduate goals, MAP-A grade level expectations and strands, and the Show-Me Standards. The curriculum delineated the knowledge of authentic skills that are frequently demanded in the student's home, community or workplace. The underlying premise of the curriculum targets knowledge standards for students with significant disabilities to participate, as much as possible, in basic authentic daily life activities. Students learn to use these authentic skills in all environments through embedded curriculum-based instruction, and skill generalization occurs with instruction through authentic learning activities in multiple teaching environments.

Oak View Learning Center stresses functional life skills, such as self-help, home living, vocational, fine/gross motor skills, leisure, simple civic/legal responsibility, language/communication, and functional readiness/academic skills. If a student can learn some simple math, spelling, or reading skills, those areas are addressed with functionally oriented goals. However, if not, the educational goal is to teach the student to be as independent as possible at home, school, or on the work site. State and Federal law requires annual drug, alcohol prevention education, as well as ongoing health education.

Oak View Learning Center utilizes the Missouri's Alternate Framework for Curriculum Development linking the Missouri Show-Me Standards to Functional Skills. The students enrolled in OVLC all have moderate to severe/profound mental and/or physical disabilities. Each student has an Individualized Education Program (IEP). The IEP is developed on the basis of each student's diagnostic evaluation and needs as determined by the IEP committee/team. Depending on individual student needs, areas that may be addressed in an IEP may include functional academics, readiness, self-help, home living, prevocational, vocational, fine/gross motor, speech/language, leisure, social/emotional, behavior, assessment, regular curriculum accessibility, extended school year, assistive technology, transportation, orientation & mobility training, travel training, Braille, and transition. The IEP is the curriculum framework for the student with scope, sequence, objectives, goals, skills and mastery criteria, etc.

The LCCE (Life Centered Careers Education) Modified Curriculum may be incorporated into a student's individual OVLC instructional program and/or overall transition planning, program as determined appropriate in the IEP process.

OVLC teachers have developed supplemental curricula to meet the unique needs of Oak View students. Some examples of areas in which teachers have developed curricula are transition skills, social skills, academic areas parallel to those taught in the component school district, Braille and sign language when appropriate, Drug/Violence Prevention/Comprehensive Health Education, HIV/Aids Instruction and Gender-Fair/Multicultural Instruction. For some students a modified human sexuality curriculum is appropriate.

Parents are notified of the content of this instruction and can remove the student from any part of the instruction. (See attached Board Policy) All areas of the curriculum are individually addressed and designed for each student through the Individualized Education Program (I.E.P.) process.

Various curriculum guides are readily available from the Learning Resource Center for teacher's/IEP team's use. Included are: Missouri's Alternate Framework for Curriculum Development Linking the Show-Me Standards to Functional Skills, Functional, Art, Music, P.E., Drug Education/Prevention, Health, Violence/Conflict Resolution, Art, Music, Boy Scouts, P.E, Pemiscot County Special School District Curriculum Guide devised for Special Education teachers LCCE or LCCE Modified.

These curriculum guides are available for all OVLC teachers and I.E.P. teams to use as a reference resource when designing an I.E.P. for an individual student.

District Accountability

The district and building accountability report cards are available on the school website at www.pcssd.k12.mo.us.

IEPS

A child who is diagnosed as having a disability must have an Individualized Education Program (IEP) written before she/he can receive special education services. This program is designed at a scheduled meeting of the student's parent(s) or guardian, school staff, invited related services providers, invited component personnel, and when appropriate, the student. This group then meets as a team to design an Individual Education Program based on the student's special needs. This program must be reviewed / revised at least once a year. The IEP meeting is very important and at least one parent / guardian should always attend.

IEP's contain measurable annual goals and measurable short term objectives for each area needed by students. Beginning and review dates, criteria and evaluation method are all specified for each objective. Each objective is stated in measurable terms. The IEP is reviewed by the IEP team at least annually.

Transition

Families and staff must always look ahead, beginning when the student enters the Oak View Program. They need to think about where the student will be when s/he gets out of school and which skills s/he will need. The Oak View graduate might continue to live at home with family, work at a sheltered workshop, live in a nursing home, live in a foster home or group home, independent supervised living arrangement, attend an adult day care center, work in some type of vocational setting, or possibly have his/her own home and/or children. The IEP team has to plan for more than one kind of living or working arrangement. The transition plans are based on the unique needs of the student. In order to plan for the future, a transition section must be included in the IEP for any student age 16

or older. Transition providers must be invited, responsibilities assigned, etc., per the mandated IEP transition process.

Competency/Transfer of Parental Rights at Age of Majority (18)

Under Missouri law, the age of majority is 18 years old. Upon reaching age 18, parent procedural rights under the Individuals with Disabilities Education Act (IDEA) transfer to the student unless the student has been declared incompetent by a court of law and the parent has been appointed guardian by the court. Thus, at age 18, the student becomes the educational decision-maker and will receive all notices required under the IDEA. If the student at age 18 is still a dependent of the parent as defined by the Internal Revenue Service Code, then the parent will receive copies of any notices provided to the student, has the right to attend IEP meetings, and continues to have the right to access educational records of the student. This area must be discussed through the IEP one year prior to students reaching the age of majority (18).

Progress Reports (Board Policy IGC)

Oak View Learning Center students do not receive report cards. Each quarter the teacher completes a progress report on each student's progress toward his/her IEP goals and objectives. These progress reports are sent home on the first Thursday after the end of each quarter (4 times per year).

Parent-Teacher Conference

Parents are encouraged to have periodic conferences with teachers. For a conference at any time other than on a regularly scheduled school conference date, please contact the office for arrangements to meet with the teacher.

The Pemiscot Co. Spec. School Dist. Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

School Supplies

Students are expected to bring certain school supplies. At the beginning of the year and as needed, the teacher will send home a list of needed supplies. Not all students need the same items, so check with the teacher or wait for a list of what your child needs. The school does not supply Kleenex, diapers, training pants or sanitary pads. The student might need a book bag for possessions or daily notes.

Health /Safety

Pemiscot County Special School District Board of Education has adopted the following Board of Education Policies directly governing student health/safety for students enrolled at Oak View Learning Center: Weapons In School, Administering Medications To Students, Drug-Free Work-Place, Accident Response & Prevention, Fire Safety Procedures, Emergency Plans/Disaster Plans/Fire Drills, Staff Health & Safety, Communicable Diseases-Employee, Teaching About Drugs, Alcohol, and Tobacco, Do Not Resuscitate (DNR) Orders, Student Drug/Alcohol Abuse, Communicable Disease-Infection Control Procedures, Communicable Disease-Student, Sexual Harassment of Students, Student Health Services and Requirements, Reporting Child Abuse and Inoculations. Additionally, the PCSSD Board of Education adopted a Comprehensive Health Program Guide and Procedures and Crisis Management Policy and Procedures.

Copies of these individual policies or procedures are available upon request and may be viewed during regular business hours (8:00 a.m.- 4:00 p.m.) in the PCSSD Central Campus Administrative Offices and/or the OVLC Principal's Office. They may also be viewed on the district's website: www.pcssd.k12.mo.us. (A copy of the Board Policy EBB is attached.)

There are materials prepared by the Federal Emergency Management Agency that develops public awareness and understanding of earthquakes and explain the safety measures to be taken. (§160.455, Policy EBC) These materials are attached to this student handbook.

Physical Education

The physical education program is an important part of the elementary education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness of physical condition, a written request from a parent is sufficient.

Immunizations (Board Policies EBB, JHCB)

Immunizations must be in compliance with the Missouri Department of Health Guidelines-Bureau of Immunization. Students enrolling in Oak View must present their immunization record to school and immunizations must be up-to-date before they are permitted to attend classes. To remain in school, students must receive required immunizations as soon as they become due. Immunizations are available through the local health center or the student's doctor.

For Your Information/General Health/Safety

Families should be aware that a student may be bitten by another student. Students who do not talk are especially apt to hit or bite when they are frustrated or angry. Staff members try to keep students from being bitten, but they are not always able to prevent it. Staff members are also made aware that they, too, may be bitten or otherwise injured by a student. As a means of insuring safety, Physical Crisis Intervention (PCI) training is

provided for OVLC staff. PCI strategies may be used as needed with students who become physically aggressive and may injure self, other students, staff and/or property. The IEP process is used to address such behavioral concerns and/or interventions.

If a child cannot blow or wipe his/her nose and has a runny nose, the family may be asked to keep him or her home until his/her nose dries. If a student's nose needs to be frequently wiped, the classroom staff members simply do not have time to sit by the child with gloves on, wipe the nose and get up each time and wash their hands after wiping it. If a child often gets a runny nose, please ask his/her doctor if there is an over-the-counter medicine that can be kept on hand to use as needed. Green nasal mucus often means an infection that may need an antibiotic, so please ask the doctor about this concern.

Each student must have a notarized emergency consent-to-treat form on file. This is done when a student enrolls.

If lice or nits are discovered in a student's hair, that child may not return to school until proof of treatment is presented. It is recommended that a treatment that also kills the nits be used. Otherwise, nits have to be removed from hair before the child can return to school. All other persons in the home should be checked and treated if necessary. Clothing, bedding, etc., should also be treated.

According to an Asbestos Management Plan done by Mead Environmental Associates, Inc., (formerly Larron Laboratory Consulting Services), the buildings located at Hwy 412 and Z comprising of Oak View Learning Center, and the two buildings used by SEMO Technical Center do not have assumed or known asbestos containing materials. The buildings were inspected on October 17, 1987, as required by Asbestos Hazard Emergency Response Act (AHERA), Final Rule, #40 CFR.

Students may not bring pocket knives, weapons, or any other item which may be used as a weapon as described in the PCSSD/OVLC Discipline Policy. Students violating this policy are subject to disciplinary action per local, state, and federal law.

Visitors are required to check in at the office before visiting an Oak View student or staff member.

Medication Administration

The medication administration policies and procedures for students enrolled at Oak View Learning Center are established in accordance with the Missouri Safe Schools Act, H.B. 1301 & 1298. Refer to the back of this handbook for policies and procedures of Pemiscot County Special School District on Medication Administration at Oak View Learning Center.

Administration of Medication to Students (Board Policy JHCD) (District Policy)

Definitions

Medications B For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

Authorized Prescriber B Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

General

The Pemiscot Co. Spec. School Dist. is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Self-Administered Medications

An authorized prescriber or a student's IEP or 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Possession of Self-Administered Medications

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of asthma or anaphylaxis on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self administration as required by the student's 504 plan or IEP. The district may otherwise permit the possession of medications for self administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

Emergency Medication

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse when the nurse believes, based on his or her training, that a student is having a life threatening anaphylactic reaction.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Illegal Drugs, Alcohol, Tobacco (Board Policy JFCH)

Students of any age enrolled at Oak View Learning Center shall not be permitted to have/use tobacco products or illegal drugs during the school day, during extra-curricular activities held on school premises, on school sponsored activity trips, or on school buses. Anyone caught violating this policy will be subject to disciplinary action and will be reported to legal authorities as appropriate. Students will be given information for help with any problems from drug use. Students will participate, to the extent possible according to their individual abilities, in ongoing drug, violence prevention, and health education.

Release Forms (Board Policy JEBD)

Each student must have on file at school a list of persons with whom the child can leave campus in case of emergency. If a parent sends someone who is not on the list to pick up a student at school, the parent must call or send a note giving permission.

Each school year the parent is sent a trip/publicity release form that must be signed to give permission for the student to go on Community Based Education/Integration/Experience Field Trips with school staff, and to have his/her picture or name used in newspapers or on the radio/television for school publicity purposes.

The parent/guardian is asked to sign a release of information when private, personal information or records about a child are requested by a person (e.g. a doctor) or agency. Schools may transfer a child's records without a release when the student goes to another school, although some schools may require a signed form. According to law, a release form from a parent/guardian is no longer required to release information about a child's immunization status to someone who has a need to know. Information about immunization status may now be disclosed to:

1. Employees of public agencies, departments, or political subdivisions.
2. Health records staff of school districts and child care facilities.
3. Persons other than public employees who are entrusted with the regular care of those under the care and custody of a state agency, including but not limited to, operators of day care facilities, and adoptive or foster parents.
4. Health care professionals.

Discipline

Refer to the back of this handbook for Pemiscot County Special School District policies and procedures on discipline for Oak View Learning Center. Additionally, behavior plans/discipline plans -behavior specific may be addressed and designed in the IEP by the IEP team.

Searches by School Personnel (Board Policy JFG)

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

Student Complaints and Grievances (Board Policy JFH)

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

School Regulations

Guidelines have been established to maintain an effective learning environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at any event where the school is represented.

1. Disruptive behavior on buses or at bus stops may result in loss of bus-riding privileges and/or other disciplinary measures.
2. Students may not bring personal items such as toys, radios, tape recorders, televisions, microphones, etc., to school without permission from the teacher. Responsibility for loss, damage, or theft cannot be assumed by the school if permission is granted.
3. Animals may not be brought on school property without expressed permission from the principal.
4. Unauthorized use of computer technology will result in students being disciplined in accordance with the Pemiscot County Special School District Discipline Policy.

Technology Usage (Board Policy EHB)

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Recording by Students (Board Policy KKB)

The Pemiscot Co. Spec. School Dist. prohibits the use of video or audio recording equipment on district property or at district activities by students except:

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

If a student possesses electronic pictures or texts, the district will consider it the same as hard copy possession.

Dress/Clothing (Board Policy JFCA)

Students are expected to wear clean clothes to school. Clothing should be long enough that underwear does not show when a student sits or bends over. Provocative dress could lead to inappropriate sexual behavior, tight pants or revealing necklines are inappropriate for school. Even though jeans with holes may be stylish, the holes should not show underwear or bare skin at the crotch, hip or buttock areas for school wear. Half-shirts or mesh shirts worn without an undershirt are not appropriate for school. Shorts may be worn at any age but should not be tight or too short. The teacher or the building administrator may make the decision about appropriate dress in a particular situation.

Proper clothing can make some learning tasks easier as well as prevent some behavior problems. If a student is working on toilet training at school, simple, loose-fitting, elastic-waist pants are the easiest to push down and pull up. If a student is working on toilet training, has to wear diapers (at any age), or has frequent toileting accidents, try to avoid belts, suspenders, and jeans with narrow legs. Staff needs to change students' clothes quickly, especially if changing has to be done more than once a day or for several students.

Students who use diapers, training pants or sanitary pads must bring their own to school. Students who are being toilet trained or have toileting accidents need to keep at least one set of clothes at school. It is recommended that those clothes be marked with the student's name with a permanent marker. Any clothing borrowed from Oak View should be washed and returned to school within a day or two.

Good personal hygiene habits are practiced and stressed on an ongoing basis at Oak View Learning Center. Showering and/or bathing facilities are available and used as necessary.

Free Breakfast/Lunch Program

All students will be provided with a free breakfast/lunch this year. Breakfast is served each school day on the Oak View campus between 8:15-8:30 AM. For lunch, all students are transported to the North Pemiscot campus (Level 1 and Level 2 at Ross Elementary School- Levels 3 at North Pemiscot Jr. and Sr. High School). During the lunch period, Oak View Learning Center students may participate in the inclusionary activities of recess/socialization with non-disabled peers.

Community Based Education/Integration/Experience/Integration Opportunity/Field Trips

A student may participate with non-disabled peers on Community Based Education/Integration/Experience/Integration Opportunity/Field Trips and/or activities on component district campuses.

Attendance (Board Policy JED, JEDB)

Consistent attendance at school is necessary to achieve IEP goals and objectives. Part of the funding for your child's education is based on the entire school's average daily attendance (ADA). Please do not permit your child to miss school except for illness or excusable circumstances. If Oak View's school calendar differs from that of other children in your family, please do not keep your Oak View student home just because his/her siblings are out of school.

Proper documentation must be received to avoid referral concerning educational or medical neglect. Unique situations beyond a parent's/guardian's control (e.g., prolonged absence due to illness) will be given consideration by the principal. Proper documentation may include a phone call, a letter, a doctor's statement, and or a school conference.

Attendance incentives will be given by the teachers to encourage and reward good attendance.

Students **must** attend school or receive educational services until age 16. Services are available through the age of 21. A parent must be reported for educational neglect if a child drops out of school before age 16.

Child Custody

The school division recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year.

It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school division will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school board property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

Child Abuse/Neglect (Board Policies GCPB)

Teachers, principals, or other school officials are required by law to report suspected child abuse or neglect. Staff members try to be very cautious because abuse and/or neglect are serious matters that require the Division of Family Services to investigate. Staff members do not deliberately look for signs of abuse or neglect.

Proper notification to the school concerning student absences and extended illnesses may prevent the mandated reporting of unexplained and or excessive absences to DFS as suspected educational or medical neglect. Proper notification may include a phone call, a letter, a doctor's statement, or a school conference.

Suspicious injuries such as loop-shaped marks, hand prints, or apparent cigarette burns may be noticed when a student's clothing is changed for a toileting accident, or when a child complains of something hurting and the area is checked. Students may also voluntarily tell staff about things, such as inappropriate sexual touching by someone else, that lead to a suspicion of abuse which must be reported. Staff members realize that some students injure themselves because their disabilities cause them to fall, run into doors, bite themselves, etc. Any call to report suspected abuse or neglect is confidential. Any person who in good faith participates in the making of such reports, or in any judicial proceeding resulting therefrom, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

Student Records/Confidentiality/FERPA (Board Policy JO)

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

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

Health Information

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

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- **Students in kindergarten through eighth grade** -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-

time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and 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.

- **High school and vocational school students** -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based 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; most recent previous school attended; and 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.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

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

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

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. Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law.

Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also

have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Information collected, maintained or used by the district regarding your child must be kept confidential. Information will be maintained, released, or destroyed in accordance with the regulations in the Family Educational Rights and Privacy Act (FERPA) of 1974. Oak View Learning Center employees receive annual instruction regarding confidentiality mandates and procedures.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 should submit to the School principal [or appropriate school official] 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 a record should write the School principal [or appropriate school official], 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 advise them 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 privacy of personally identifiable information in 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 is 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); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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 20202-8520

Protection of Pupil Rights Amendment

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

Pemiscot County Special School District will/has developed and adopted 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. Pemiscot County Special School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Pemiscot County Special School District will also directly notify, such as 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. Pemiscot County Special 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 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, S.W.
Washington, D.C. 20202-5901

Equal Educational Opportunities (Board Policies AC)

Each Oak View student, being limited only by individual differences, should be given the opportunity to develop and achieve to his/her full potential. Therefore, Oak View Learning Center will foster an educational environment that provides equal educational opportunities for all students. Educational programs, services, vocational opportunities, and other activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling condition(s) or organizational memberships.

The Pemiscot Co. Spec. School Dist. Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Pemiscot Co. Spec. School Dist. is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include

suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children=s Division (CD) of the Department of Social Services.

Definitions

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

Harassment B A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

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

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

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

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:
(Title) Superintendent
(Address) 1317 West State Highway 84 Hayti, MO 63851
(Phone) 573-359-0021

Title VI. Title IX. Americans with Disabilities Act and Section 504 Notification

Any person having inquiries concerning the Oak View Learning Center's compliance with the Americans with Disabilities Act, Title VI, Title IX and Section 504 is directed to contact Mr. Doug White, Superintendent, who has been designated by Pemiscot County Special School District to coordinate the school district's efforts to comply with the Americans with Disabilities Act, Title VI, Title IX, and section 504.

Mr. White may be contacted at Pemiscot County Special School District, 1317 West State Highway 84, Hayti, Missouri 63851, or by telephone at 573-359-0021.

Homeless, Migrant, and English as a Second Language (Board Policies IGBCA)

The Pemiscot County Special School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. (See Board Policy IGBCA, <http://www.pcassd.k12.mo.us/Docs/Board%20Policies2.pdf>)

The Board of Education of the Pemiscot County Special School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the superintendent or designee will notify the State Director and request assistance if needed.

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs

offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

The Board designates the following individual to act as the district's homeless coordinator, migrant and ESL coordinator:

Superintendent, Pemiscot County Special School District 1317 West State Highway 84, Hayti, MO 63851 Phone: 573-359-0021/Fax: 573-359-6525. More details about the above policies can be found in the board policies at

<http://www.pcssd.k12.mo.us/Docs/Board%20Policies2.pdf>.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION (Board Policy AC)

General Rule

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

The Board also prohibits:

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

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation.

These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

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

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

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

Harassment B A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race,

color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

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

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or

when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days B Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

(Title) Superintendent

(Address) 1317 West State Highway 84, Hayti, MO 63851

(Phone) 573-359-0021

(Fax) 573-359-6525

(TDD/TTY, if available)

(E-mail) dwhite@pcssd.k12.mo.us

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

(Title) Director of Special Education

(Address) 1317 West State Highway 84 Hayti, MO 63851

(Phone) 573-359-0021

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The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Pemiscot Co. Spec. School Dist..
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.

11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation.

Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Pemiscot Co. Spec. School Dist. does not discriminate in its programs, services, activities, facilities or with regard to employment.

The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in

accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation. In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

HAZING AND BULLYING

General

In order to promote a safe learning environment for all students, the Pemiscot Co. Spec. School Dist. prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated. Hazing and bullying is prohibited.

Definitions

Hazing B For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; hipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying B For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-

calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Educational Philosophy

It is our belief that each student has a right to free appropriate educational services to the extent that he or she may benefit. It is also our belief that four areas of education loom important and are goals of our district.

1. Moral responsibility
2. Proper interpersonal relationships.
3. Skills necessary to get a job or enter training programs designed to make the student employable.
4. Appreciation of the American system of government.

We believe each student is a person of worth and is to be treated as such by all employees of the district. We further believe that disabled students have the right to services where appropriate and that they have value and potential to the society in which we live. Through special and vocational services we will strive to develop that potential.

It is our feeling that the goals of the district can best be accomplished by working closely with parents and the business community, to observe their right to know, to enlist their help in planning, and to help them in fulfilling their responsibilities to disabled and non-disabled students.

Our objectives include:

1. Finding all disabled students between birth and 21.
2. Providing screening services for all students in Pemiscot County Schools.
3. Providing diagnostic services to all children referred by school screening committees.
4. Providing appropriate training in the least restrictive environment possible.
5. Developing improved teaching skills through inservice education and workshops.
6. Providing varied vocational offerings to disabled and non-disabled students.
7. Providing follow-up for those students who complete vocational programs.
8. Providing information to the public about disabilities and programs offered.

Statement of Guiding Philosophy

Since the school is an institution in our democratic society, we believe the prime purpose of the school is to guide all students to the maximum of their potential toward a satisfying, successful and productive life as a practicing participant of American Democracy.

We believe that the primary responsibility of the school is to prepare the student intellectually, recognizing the importance of the effect of his/her social, emotional, and physical development.

We believe in the dignity and worth of each individual. Schools are built and operated for the education of children. Therefore, all of our decisions and activities must be considered in the light of what is best for them.

We believe that each student has different abilities, needs, and aspirations. Children differ in their readiness for learning. Experience varies widely. They achieve at different rates in different subject areas. This range of achievement tends to broaden as the child progresses through school. Regardless of the individuals learning capability he/she should have an opportunity to attain some degree of success.

Mission Statement

Based on our statement of guiding philosophy, we believe that we are obligated to provide a continuously evolving type of educational program. The Board of Education is committed to educational excellence among the district's students. The instructional program will be based on each student's Individualized Education Program (I.E.P.), so as to provide a planned sequence of goals. The goals of this curriculum are stated in broad categories of (1) intellectual development, (2) physical development, (3) social/emotional development and (4) career development. At all levels, provisions will be made for a wide range of individual differences in student abilities and learning rates through the use of a variety of materials, adjustments in programs, and courses adapted to special needs of students.

Each Pemiscot County Special School District student will have the opportunity to:

- A. Become aware of his/her own interest, abilities and potentials.
- B. Evolve a plan whereby her/his growth--in terms of interest, abilities, and potential may be attained.
- C. Develop and maintain good health, proper health habits, and physical fitness.
- D. Become as proficient as possible in the area of communications and in the understanding and interpretation of basic areas of knowledge.
- E. To benefit from education.
- F. Equip herself/himself for happy and successful post-secondary living.
- G. Prepare herself/himself for the responsibilities and privileges of family life.
- H. Prepare herself/himself for the acceptances of responsibilities as an American Citizen and World Citizen.

Goals become functional through the development of objectives. If goal statements are to more than wishful thinking, there must be meaningful communication and cooperation between the Board of Education, local school administrators, faculty, students, parents, community members, and other interested persons.

COMMUNICABLE DISEASES (Board Policy EBB)

The Pemiscot Co. Spec. School Dist. School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification

Missouri state law provides Pemiscot Co. Spec. School Dist., Hayti, Missouri that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be

enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

TEACHING ABOUT HUMAN SEXUALITY (Board Policy IGABE)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
 2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
 3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
 4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan
 5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
 6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.
- The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

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

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

CORPORAL PUNISHMENT

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Pemiscot Co. Spec. School Dist. shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

Pemiscot County School District Oak View Learning Center Discipline Code

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any 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. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Pemiscot Co. Spec. School Dist. to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

In accordance with law, any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

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

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

Prohibited Conduct

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

Academic Dishonesty B Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:

No credit for the work, grade reduction, or replacement assignment.

Subsequent

Offense:

No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson B Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:

Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense:

Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent

Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:

Expulsion.

Automobile/Vehicle Misuse B Uncourteous or unsafe driving on or around district property, unregistered parking,

failure to move vehicle at the request of school officials, failure to follow directions given by school officials or
failure to follow established rules for parking or driving on district property.

First Offense:

Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent

Offense:

Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) B Intimidation or harassment of a student or multiple

students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including

violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion,

or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the

Internet or other digital communication devices; 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.

Detention, in-school suspension, or 1-180 days out-of-school

First Offense: suspension.

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC) B Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been

committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty B Any act of lying, whether verbal or written, including forgery.

First Offense:

Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent

Offense:

Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is

involved) B Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or

that materially and substantially disrupts classroom work, school activities or school functions. Students will not be

disciplined for speech in situations where it is protected by law.

First Offense:

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

Subsequent

Offense:

Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:

In-school suspension or 1-180 days out-of-school suspension.

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:

In-school suspension or 1-180 days out-of-school suspension.

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:

1-180 days out-of-school suspension or expulsion.

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion.

Extortion B Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:

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

Subsequent

Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences B Violating the

conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating

in or attending any district-sponsored activity or being on or near district property or the location where a district

activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a

student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to

whether the student poses a threat to the safety of any child or school employee and whether the student's presence is

disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:

Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for

trespassing if expelled.

Subsequent

Offense:

Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") B Tampering with emergency equipment, setting off false

alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing

people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:

Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent

Offense:

Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") B Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:

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

Subsequent

Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling B Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in

which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on

outcomes of activities, assignments, contests and games.

First Offense:

Principal/Student conference, loss of privileges, detention, or inschool suspension.

Subsequent

Offense:

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

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:

Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent

Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion.

Hazing (see Board policy JFCF) B Any activity that a reasonable person believes would negatively impact the

mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level,

student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:

In-school suspension or 1-180 days out-of-school suspension.

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks B Possessing, displaying or using matches, lighters or other devices used to start

fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:

Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent

Offense:

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

Nuisance Items B Possession or use of toys, games, MP3 players and other electronic devices (other than mobile

phones) that are not authorized for educational purposes.

First Offense:

Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent

Offense:

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

Public Display of Affection B Physical contact that is inappropriate for the school setting including, but not limited

to, kissing and groping.

First Offense:

Principal/Student conference, detention, or in-school suspension.

Subsequent

Offense:

Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material B Students may not possess or

display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to

curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:

Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent

Offense:

Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity B Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:

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

Subsequent

Offense:

Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

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

First Offense:

Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent

Offense:

Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense:

Confiscation, principal/student conference, detention, or inschool suspension.

Subsequent

Offense:

Confiscation, principal/student conference, detention, inschool suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

First Offense:

Restitution. Principal/Student conference, detention, or inschool suspension.

Subsequent

Offense:

Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

First Offense:

Confiscation. Principal/Student conference, detention, or

in-school suspension.

Subsequent

Offense:

Confiscation. Principal/student conference, detention, inschool suspension, or 1-10 days out-of-school suspension.

Theft B Theft, attempted theft or knowing possession of stolen property.

First Offense:

Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent

Offense:

Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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

First Offense:

Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent

Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products on district property, district transportation or at any district activity.

First Offense:

Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent

Offense:

Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on district property, district transportation or at any district activity.

First Offense:

Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent

Offense:

Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) B Absence from school

without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable

absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as

determined by the district.

First Offense:

Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent

Offense:

Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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

First Offense:

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

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA) B Willful damage or the attempt to cause damage to real or personal property

belonging to the district, staff or students.

First Offense:

Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent

Offense:

Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

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

First Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion.

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

First Offense:

One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent

Offense:

Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent

Offense:

1-180 days out-of-school suspension or expulsion.