

Cole Co. R-I School District



Student/Parent Handbook

Adopted by the Board of Education: July 17, 2025

Updated: August 26, 2025

Contents	
Mission C-110-S	5
School Board Members G-100-S	6
School Building Information and Contact Information	7
Welcome Letter	9
Academic Calendar I-100-S	10
Attendance and Absence Procedures S-115-S	11
Dress Code S-180-S	13
Food Service Program F-285-S	14
Allergy Prevention and Response S-145-S	15
Health Services S-215-S	17
Illnesses/Injuries	17
Health Office	17
Administration of Medication S-135-S	18
Communicable Diseases F-245-S	19
Student Insurance S-140-S	19
Student Records S-125-S	20
Personnel Records E-190-S	22
Parent and Family Involvement and Engagement (Title I, Part A) I-135-S	23
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S	23
English Language Learners I-150-S	24
Visitor Procedures C-155-S	24
Volunteers	24
Transportation Services F-260-S	25
Student Discipline S-170-S	25
Bullying, Hazing, and Cyberbullying S-185-S	42
Report Form	45
Complaints or Concerns C-120-S	45
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures	46
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	48
Title IX C-131-S	49
Student Searches S-175-S	50
Student Alcohol/Drug Abuse S-195-S	50
Student Alcohol and Drug Testing S-196-S	51
Weapons in School S-200-S	55
Instruction	56
A+ Program S-130-S	56
Assessment Program I-195-S	56

Teaching About Human Sexuality I-120-S	56
Graduation Requirements I-190-S	57
High Demand Occupations.....	61
Section 504 I-125-S	61
Special Education I-125-S	61
Virtual/Online Courses I-160-S.....	62
Nichols Career Center	63
Technology F-265-S.....	63
Building Information.....	67
Schedules and Schedule Changes	67
Grading and Reporting System	67
Weighted Courses	68
Honor Roll	69
Coursework Policy	69
Counseling S-147-S.....	71
Withdrawal from School	71
Identification Cards/Badges	71
Missouri State High School Activities Association (MSHSAA) Activities	71
District Sponsored Extra-Curricular Activities and Clubs I-210-S.....	73
School Cancellations and/or Early Dismissal	74
Arrival and Dismissal Procedures S-165-S	75
Class Schedules/Bell Schedules.....	75
Deliveries	76
Parties/Celebrations.....	76
King and Queen Candidates	76
Field Trips and Meetings	76
Activity Fees.....	77
Lockers.....	77
Supply Lists.....	77
Student Parking	77
Student Debt.....	78
Telephone Usage	78
School Resource Officer	78
Student Leadership Team	78
Library Media Services.....	79
Lost and Found.....	79
District Policy Information	79

Physical Examinations and Screenings S-146-S	79
Surveying, Analyzing, and Evaluating Students S-150-S	79
School Nutritional Program F-290-S	80
Student Transfers S-120-S	81
Trauma-Informed Schools Initiative.....	81
Tobacco-Free Policy C-150-S	81
Safety F-225-S	81
Firearms and Weapons F-235-S.....	82
Use of Recording Devices or Drones C-165-S.....	82
Signature and Form Requirements	83
F-265-P Technology Usage Agreement Form Form B	84
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment	85
S-196-S Participation and Consent Form	86

Mission C-110-S

The mission of the Cole Co. R-I School District is: to educate all students and develop the foundation of tomorrow's community by expecting excellence today.

Philosophy of the Cole County R-I School District

It is the philosophy of the Cole County R-I School District to provide an educational environment that will ensure a positive atmosphere for the intellectual, social, physical, and moral development of the students in the district. The basis of this philosophy is a belief in the dignity and worth of every student, a belief that each student can learn and should be provided the opportunity to achieve his or her maximum development.

A continuous effort is made to develop the understanding that adherence to moral principles is essential to the stability, unity, and lifeblood of any society. Through the development of a respect for all individuals, the total school experience becomes a workshop in the democratic way of life.

Vision Statement

Cole R-1 is a partnership of administrators, staff, students, parents, and community with a vision of a student-centered educational community where

- all students are encouraged, supported, and challenged to achieve at high levels.
- students are encouraged to build healthy, empathetic relationships with others in order to become successful members of society.
- growth, problem-solving, and collaboration extends to the community and its vision for the future.
- all stakeholders have high expectations and are held accountable.
- all stakeholders communicate effectively.
- a community exists among staff members based on respect, trust, and mutual support.
- everyone is safe, welcomed, and cared for every day.

Motto

"Expecting excellence"

School Song

*There is a school among the best,
A school that stands the hardest test,
A place that is our pride and joy,
Hail Russellville High School.
A place where honor and the right,
Defeats the wrong in every fight,*

*A place where friendships are acquired,
That last throughout the years.
Dear Russellville High, we will strive,
To keep your high ideals alive,
And cherish memories when we've gone,
Of our dear high school days.*

Professional Learning Communities (PLC) Commitment

Cole R-I is continuing our commitment to the state PLC school-improvement model. This model focuses on increasing student achievement by building the capacity of school personnel to create and sustain the conditions that promote high levels of student and adult learning. Commitment to and participation in training by school leaders is a vital component of becoming an effective professional learning community.

Professional learning communities see student learning, not teaching, as their mission. The policies, instruction, curriculum, programs, professional development, and other functions of the school all support student learning. In maintaining this constant focus on learning, four questions become paramount:

1. What should students know and be able to do?
2. How will the school determine that students have learned the essential knowledge and skills?
3. How will the school respond when students do not learn?
4. How will the school respond when they already know it?

School Board Members G-100-S

Adam Weber - President

Christina Wood - Vice President

Jenifer Seaver – Secretary

Renee Bungart - Treasurer

Ritchie Jenkins - Member

Kent Shikles - Member

Stephan Schnieders - Member

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School Building Information and Contact Information

Address: 13600 Rt. C, Russellville, MO 65074

Phone: 573-782-3313

Fax: 573-782-3775

Website: coler1indians.socs.net

Office Hours: 7:30 a.m. to 3:45 p.m.

Administration

Dr. Jeff Jennewein - Superintendent

Danielle Greubel - JH/HS Principal

Lucas Branson - JH/HS Dean of Students

Tina Kauffman - Elementary Principal

Administrative Assistants

Kristen Heidbreder - Administrative Asst. (Dr. Jennewein)

Rachel Brizendine - Accounts, Payroll and Benefits

Devona Maharas - JH/HS Administrative Assistant

Carol Koestner - Elementary Administrative Assistant

District Directors and Coordinators

Lori Clark - Special Education Director

Tina Weber - Director of Transportation

Lucas Branson - Athletic Director

Cathy Trigg - Director of Technology

Larissa Mehmert - Instructional Coach

Laurie Anderson - Director of Food Service

Dave Coplin - Maintenance Director

Tina Kirchner - Compass Health Counselor

The Staff Directory is included online [here](#).

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Mobile App

Cole R-1 School District has a mobile app that is available for iOS and Android that can be searched and downloaded for free on the App store and Google store.

SMS Text Messaging

Cole R-I School District uses text messaging to notify parents and students of important information. If you are not currently enrolled to receive text messages, go into your parent portal settings to ensure that you are allowing messages.

Professional Learning Communities (PLC)

The Cole R-I School District commits itself to the PLC learning model. Teachers, staff, and administrators at Cole R-I commit themselves to the success of every student. Teachers focus on improving student achievement by using regularly-scheduled staff collaboration time to address student needs. Cole R-I schools dismiss early, at 2:25 p.m., every Thursday throughout the school year to accommodate this collaborative time for staff. During this time, teachers clarify exactly what students need to learn by evaluating student progress through the use of formative and summative assessments. They provide students feedback on performance, utilize interventions for students who require extra support, and design enrichment activities to extend students beyond proficiency of learning goals.

Welcome Letter

August 1, 2025

Dear Parents and Students,

This handbook is provided to help you become familiar with school practices and procedures. Each student is expected to follow the guidelines in the handbook. Please take time to read and discuss the information with your child. Feel free to contact us if you have any questions about the information provided in this handbook.

On behalf of the Russellville Junior High and High School Faculty and Staff, we would like to invite and encourage parents to be involved in our school and attend your student's activities. A successful school requires a team effort from the community, parents, students, faculty, and staff. We look forward to working with you throughout the school year.

Sincerely,

Danielle Greubel, Principal

Lucas Branson, Dean of Students

Academic Calendar I-100-S

Cole Co. R-1 Schools Yearly Calendar 2025– 2026

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	
						9

12-13 New Teacher Work Day
14-18 Teacher Work Day
18 Open House
20 First Day of School

1-2 Christmas Break
5 Teacher Wk Day-NO SCHOOL
19 MLK Day- NO SCHOOL
23 Courtwarming
30 EL/HS Progress Report

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						18

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						20

1 Labor Day - NO SCHOOL
19 Homecoming Out 12:20
19 EL/HS Progress Report
22 Faculty Wksp-NO SCHOOL

5 P/T Conference- 1/2 Day
6 NO SCHOOL
16 NO SCHOOL-President's Day

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						18

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						21

13 Faculty Wkshop-NO SCHOOL
17 End of 1st Quarter
23 P/T Conf - Half Day
24 NO SCHOOL

2 Teacher's Wksp-NO SCHOOL
6 End of 3rd Qtr.
19-23 NO SCHOOL -(Spring BK)

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						18

November 2025						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
						15

14 EL/HS Progress Report
24-28 Thanksgiving Break

2-6 EASTER BREAK
10 EL/HS Progress Report
18 PROM
20 NO SCHOOL

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						18

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						14

1 Faculty Wkshop-NO SCHOOL
19 End of 2nd Qtr
19 Early Release 12:20
22-31 Christmas Break

8 Tentative Graduation
13 Last Day of School-1/2 Day
14 Faculty Workshop

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						9

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. The administration makes the final determination regarding whether an absence is excused or unexcused.

Pre-Arranged Absences

If a student has a planned absence, the student/parent must fill out the absence form and turn it into the office prior to the planned absence and as soon as the absence is known.

Procedures for Reporting an Absence

Absence Procedures

The following procedure will be followed if a student is absent from school

- 1. When a student is absent from school with the parent's permission, it will be necessary for the parent to call the building office in order for the student not to be considered truant. Parents are asked to call before 10:00 a.m. on the day of the absence. Calls will be accepted anytime of the day of absence.*
- 2. If the office does not receive a call from the parent to verify the absence, a notification will be sent to the parent via the parent portal. If you need assistance setting up your parent portal, please contact the office.*
- 3. On the day of return, before the first hour bell rings, the student must present to the front office a written excuse if their parent did not call in their absence, signed and dated by a caregiver, that states the reason for the absence. The student bears the responsibility to make up missed assignments due to the absence. The school allows students one day to make up missed work per each absence.*
- 4. Truancy is defined as an absence from school without knowledge or consent of parent/guardian and/or school staff. Examples of truancy may include: a student leaves home for school and does not attend school, a student leaves school grounds during school hours without permission from the office, a student does not attend a class when at school, a student leaves campus without proper signing out procedures in the office. The student will not be permitted to make up work for credit in classes from which they are truant. Truancies are counted in the total number of days absent.*
- 5. The school reserves the right to deny any student credit for any course for which the student misses class (for any reason) for more than ten days.*
- 6. Any student with more than twelve (12) days of absences in one year will be encouraged to attend summer school. A referral may be made at any time after five (5) or more absences. If a student has twenty-four (24) days or more of absences in one school year, that student will be required to attend summer school. The following absences do not count towards this total:*

- a. Illness of the student
 - b. Medical appointments that cannot be scheduled outside the school day
 - c. Serious illness or death of a family member
 - d. Religious observances
 - e. School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
 - f. Court appearances or other legal situations beyond the control of the family
 - g. Emergency situations as approved by the principal
 - h. Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
 - i. An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.
7. *The administration neither authorizes nor approves any “skip day.” All students need to attend school every day possible.*
 8. *In order for students to compete in, to perform in, or to attend any student activity, they must attend at least 4 class periods on the day of the scheduled activity, unless excused by the principal. Students who miss school for an activity are responsible to collect the assignments for the classes they miss and to complete the work on time.*
 9. *When a student is absent due to planned family vacations or leave, the student must make arrangements with teachers before the absence and must submit all work upon return.*
 10. *The school encourages students to visit college campuses in order to prepare for academic careers after high school. The school allows each student up to two college visits during junior year and up to two college visits during senior year. The school requires students to provide verification for each college visit.*

Early Release

When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine for the absence.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence.

Every student is expected to be on time in each class. Not only does being on time protect classroom instructional time, it is a positive life skill. Tardiness of individual students interrupts this instructional time. Students are given a five (5) minute passing period between classes to ensure that they are on time.

Students who are late to school (arriving to their classroom anytime after 8:00 p.m. will be considered late (L). After 8:25 a.m., students will be considered absent, but will also be issued a late (L) when they arrive. When a student reaches their 8th late (L) to first hour, the student will be ineligible for ALL after school activities (which includes competitions, lessons, practices, games, clubs, meetings, etc.) on days where they are late to 1st hour. Once a student reaches their 12th and any subsequent lates, he/she will be in ISS for that day and ineligible for ALL afterschool activities (which includes competitions, lessons, practices, games, clubs, meetings, etc.) that day. Exceptions may be granted by building administration.

Students with excessive numbers of tardies will be referred to administration and subject to disciplinary action (see S-170-S).

Appeals Process

If a student loses course credit due to excessive absences, the student and/or family may appeal, in writing, to the attendance committee to recover the credit. The attendance committee will consist of the building principal, the counselor, and three additional staff members. If the attendance committee upholds the loss of credit, then the student may appeal the decision to the Superintendent. If the appeal to the Superintendent fails, then the student may appeal to the Board of Education.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps; Sleeveless shirts must have a finished hem (no ripped or torn edges allowed), no bare shoulders;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to *mid-thigh*;

7. Holes in pants that are above mid-thigh unless patched;
8. Shorts (all types), athletic pants, or any other type of pants with lettering or any type of graffiti on the posterior area.
9. “Low rider”/”sagging” shorts or pants or pajama bottoms;
10. Clothing with profane, obscene, or otherwise inappropriate language;
11. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
12. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
13. Language or symbols that promote gangs;
14. Hoods (hooded sweatshirts worn up, however, hats and caps may be worn at the teacher’s discretion;
15. Handkerchiefs;
16. Sunglasses;
17. Face paint;
18. Overly-dramatic make-up;
19. Other wear that restricts the line of sight of a student’s face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
20. Blankets carried or worn as coats or wraps while in the building;
21. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student’s clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Service Program F-285-S

School Breakfast and Lunch Program

Each student will have a code. When the code is entered, it will subtract the amount of the meal from the student's account; each breakfast is \$1.70 and each lunch is \$2.80 Ice cream is available at an additional cost and a student must have a positive lunch balance to purchase ice cream.

Adult Breakfast is \$1.75. Adult Lunch is \$2.95.

A warning will be given when \$3.75 is left in the student's account. The maximum that

may be charged is \$7.50. Once this amount is reached, notice will be sent to the parent and the District may meet with the parent to resolve the debt, which may include the parent filling out the free and reduced lunch application. If a student has debt at graduation, the student will not receive a copy of their diploma until it is paid.

You may make a lunch account payment online or at the principals office. This money will be credited to the student's account to be debited as the student purchases breakfast, lunch, or extra portions in the lunch line. The reduced prices are \$0.40 for lunch and \$0.30 for breakfast.

Lunchroom

For students who eat school lunch, the school will offer students food items even if students do not intend to eat them. The law requires students to select at least three items and to pay the full meal price. Students have the option to take milk. Food and drink must remain in the lunchroom.

Students must remain on campus during their entire lunch period. Cole R-1 JH/HS is not an open campus, meaning it does not allow students to leave to retrieve food/beverages from outside sources. If students are absent during lunch, it will impact their attendance rate. Parents/caregivers can only bring in food for their student(s). They must deliver the food to the front office before lunch begins.

Free and Reduced Lunch Application

It is important for all students to complete a lunch status application to better serve and support our families. If one student in the household is eligible for free meals based on Direct Certification, or have an application with Food Stamp or Temporary Assistance, ALL students in the household are automatically eligible for free meals. Any foster child whose care and placement is the responsibility of the state or who is placed by a court with a caretaker household is categorically eligible for free meals WITHOUT an application. Foster children are no longer a household of one and are to be included on a household application if there are more children in the household and a Free/Reduced application is completed. Non-foster children in that household may qualify for meal benefits based on household size and income.

The application is available [here](#) and is provided on Back to School Night and Open House.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District.

The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of Narcan, epinephrine and asthma-related medications as allowed by District rules. The school district will notify the parents/guardians of any student to whom Narcan or other opioid antagonist has been administered. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Regarding meal substitutions at school for food allergies: A written statement signed by a licensed physician is required before allowing food or drink substitutions at school.

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse whose duties include administration of first aid, counseling with parents regarding health records, etc. We ask for your full cooperation in providing us with your child's health and immunization records. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Pain Relievers

For low-grade fevers (100 or less) the nurse will offer the student a non-aspirin pain reliever. The nurse will examine the student again in one hour. If the fever persists, then the school will call the parents. The nurse's office will make non-aspirin pain relievers available for headaches and minor pains as well.

With no other visible signs of injury or illness, your child will be sent back to class. Parents and caregivers must fill out the "Authorization for Medications to Be Taken During School Hours" form before the nurse can administer pain relievers. If you have any questions concerning the district's policy on medications, please feel free to call the school nurse or your child's principal.

A log will be kept of any medical treatments and trips to the nurse's office. Medical information provided to the teacher by the parents will be reported to the office and other teachers who work with the child during the day. Likewise, the office and nurse will forward medical information to the appropriate staff.

Illnesses/Injuries

If a student has a fever of 100.4 or above and/or has vomited in the last 24 hours, please do not send your student to school. A student must be fever free without fever reducing medication for 24 hours before the student may return to school.

If a student has an injury, please provide to the nurse a doctor's note regarding any limitations or restrictions.

Health Office

If you have any questions, please contact the school nurse.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. In most cases, it should not be necessary to administer more than one dose of medication during a seven-hour school day. Your physician may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with the school nurse. The first dose of any medication must be given at home due to the possibility of an allergic reaction. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school or a completed health form. The medicine must be supplied by the parent with the student's name on the bottle. Medications must remain in their original containers. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The label should include the following information: student's name, current date, name of medication, the dosage and frequency of administration, name of prescribing physician or other licensed health professional. The prescription label will serve as the written permission from the physician. A note accompanying the medicine that states the doses and time the medicine is to be given. Medication WILL NOT BE GIVEN if there is not a note. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider. All Prescription medications to be given longer than 10 days require health form; Authorization for medications to be taken during school hours filled out and signed by a physician prior to giving the medication.

Students may not carry medications at school. Medication **MUST be delivered to school by a parent/guardian or designated adult.** A one-month supply of a student's medication may be stored at school. All prescription and over the counter medication must be distributed from the nurse's office. A parent/guardian should pick up medication. **It will not be sent home with the child.** Discontinued medications will be disposed of if left at school for more than one week.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Specific written instructions must be provided as to when and under what circumstances the medication is to be administered and this information should be provided and signed annually by

the student's physician. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline/remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or

compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

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

the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year or within 10 days of enrollment for new students.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. This form is available [here](#).

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: Title I LEA

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan is available here:

<https://coler1indians.socs.net/vnews/display.v/SEC/Special%20Services%7CTitle%201>

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless is:

Name: Luke Morris

Phone #: 573-782-3045

Email Address: lmorris@coler1indians.org

The District's liaison for students who are migrant, English learners, at-risk, or in foster care is:

Name: Lori Clark
Phone #: 573-782-3325
Email Address: lclark@coler1indians.org

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 40 languages.

For more information about the programs for students with LEP or assistance for families, please contact:

The District's liaison for students who are migrant, English learners, at-risk, or in foster care is:

Name: Lori Clark
Phone #: 573-782-3325
Email Address: lclark@coler1indians.org

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's badge. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office. Visitors must sign out when they leave.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students or teachers.

Volunteers

Volunteers are an important part of the education team. Your involvement is encouraged and valued. Volunteers in Cole R-I Elementary School contribute to the education of our students every day, helping school staff enrich children's learning

experiences. By sharing their time, volunteers allow our schools to offer more services to children and families, better meeting the individual needs of each child. Because the safety of our students is a priority, volunteers are required to complete a pre-screening process each year prior to working in our schools. If you are interested in volunteering in the school, the necessary forms will be sent home the first week of school to be completed and returned to the counselor as soon as possible.

Transportation Services F-260-S

Student Transportation/School Bus Regulations

General guidelines/regulations for all students who ride a bus:

- Students who ride the bus to school must return home on the bus unless picked up by parents or have written permission by a parent in the Elementary office.
- Students are not to get off the bus in town before coming to school or leave campus after exiting the bus.
- When you are not riding the bus, please telephone ahead when possible, to notify the bus driver.
- Bus drivers are in complete charge and are expected to maintain order. They are to report to the Principal any discipline issues and are authorized to write discipline referrals for misconduct on their bus.
- Bus drivers are prohibited by state law from picking children up unless the bus is visible three hundred feet or more in both directions.

Students will ride their assigned bus, getting on and getting off at their regularly assigned stops unless a note from their parent or guardian authorizes students to depart at other than their regular stop or to ride a bus other than their assigned bus. Notes will be subject to approval of the office.

Any situation not covered by this handbook will be handled at the discretion of the administration. A yearly review of these policies will be conducted. **Parent notification will be made via phone call, email, or letter sent home.**

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject

to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

The administrative staff may refer students to other agencies to include but not limited to: juvenile division, division of family services, and counseling.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

Referrals of a student to the office of the principal for misconduct may be considered sufficient reason to declare a student ineligible to participate in extracurricular school activities. A single serious breach of good conduct, either in or out of school, may also be sufficient cause for declaring a student ineligible to participate in school activities.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Before-School and After-School Detention (BSD and ASD)

After-School Detention is issued for minor acts of misconduct and allows students to continue in their regular school day with no loss of credit or class time. Before-school detention (BSD) meets from 7:30 a.m. – 8:00 a.m., and after-

school detention (ASD) meets from 3:30 p.m. – 4:30 p.m. Because BSD is half the duration of ASD, two BSDs equal one ASD. Students must bring all necessary supplies to detention. No personal electronics are permitted (except calculators for schoolwork). Students and families must provide transportation after ASD. Students are to be on time and required to stay the duration or face the likelihood of more ASD. If students cannot serve detention on the assigned date(s), they must contact an administrator or supervisor before the assigned date to reschedule detention. Failure to follow conditions of detention may result in further disciplinary consequences.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time and requires Board of Education approval. Students who are expelled are entitled to due process rights.

Students suspended or expelled from public school, in state or out-of-state, and private schools may have that disciplinary action enforced in district schools when the student seeks enrollment. A conference is held with the superintendent/designee to determine if a prior suspension will be enforced after transfer to district schools.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

In-School Suspension is a program designed to discipline students that choose not to follow the Cole R-I discipline code. ISS is an alternative to Out-of-School suspension. Students that are assigned to ISS should be aware that this isolation punishment is a step before actual suspension from school. This program was established in an effort to keep students in school as much as possible.

- This is used as a consequence for some of the offenses in the Student Discipline. It allows the student to remain in school and gives him/her the opportunity to complete assignments to maintain his/her grades.

Students will be isolated from the student body entirely.

- Students may not attend school activities until after having fully served ISS.
- Days of ISS will not count against the student in regards to the attendance policy.
- Students must bring all necessary supplies to ISS.
- No personal electronics are permitted (except calculators for schoolwork).
- Students must work on class assignments and/or work assigned by the ISS teacher. Failure to complete all the assigned work may also result in additional days of ISS.
- Students must remain at Russellville for the duration of ISS, even if they participate in Nichols Career Center, the A+ program, or the school-to-work program.

- A student must serve the entire day in ISS, 8:00 to 3:25. Failure to serve the entire day will result in the ISS being rescheduled.
- Failure to follow ISS expectations and/or removal from ISS will result in immediate out of school suspension.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

- Suspension is not something to be taken lightly. When a student is suspended, it is done after careful thought and investigation.
- Students must remain off school property and may not attend any school activities until after having fully served OSS.
- Students may request assignments for the duration of OSS. Students earn credit only for assessments during OSS.
- Students must serve OSS if assigned, even if they participate in Nichols Career Center. A suspension at one school also applies to the other school.
- Students lose attendance credit during OSS.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Saturday School - The Saturday school program is to deter specific behavior problems. Saturday school meets from 8:00 a.m. – 12:00 p.m. Students must bring all necessary supplies to Saturday School. No personal electronics are permitted (except calculators for schoolwork). Students and families must provide transportation both to and from Saturday School. Failure to follow conditions of Saturday School may result in further disciplinary consequences.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-

school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition	Consequences
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	First Offense: No credit for the work, grade reduction, or replacement assignment. Subsequent Offense: No credit for the work, grade reduction, replacement assignment, course failure, or removal from extracurricular activities.
Arson	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, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	First Offense: 10-180 days out-of-school suspension or expulsion. Subsequent Offense: Expulsion.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.	First Offense: 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.
Automobile/Vehicle Misuse	Discourteous 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	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or	First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

	is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.	Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District. *Misconduct/Disruptive behavior may include but is not limited to the following: disruptive behavior, disruptive devices/ items, willful disobedience, profanity, degrading language and	First Offense: Warning. Caregiver notified. Second Offense: One-day transportation suspension. Caregiver notified. Third Offense: Two-day transportation suspension. Caregiver notified. Fourth Offense: Five-day transportation suspension. Caregiver notified.

	gestures, and boisterous misconduct (wrestling, scuffling, tripping, harassment, threatening bodily harm, etc.)	Fifth Offense: Permanent transportation suspension. Caregiver notified.
Dishonesty	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.
Displacement of Student	A student is at school but not in the proper location.	First Offense: Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion. Obscene or Vulgar Language First Offense: Warning, principal/student conference, detention, or in-school suspension.

		Subsequent Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Dress Code Violation	Failure to comply with the student dress code .	First Offense: Warning, Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.	First Offense: In-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension, or expulsion. <u>Sale, Purchase or Distribution</u> First Offense: 1-180 days out-of-school suspension or expulsion. Subsequent Offense: 11-180 days out-of-school suspension or expulsion. <u>Tobacco</u> First Offense: Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension. Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.

Extortion	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.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	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	A conflict: verbal, physical, or both, between two or more people.	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.
Weapons and Firearms	A) 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). B) Other weapons are prohibited. Other	A) First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. Subsequent Offense: Expulsion.

	weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include taser, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.	B) 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. C) 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.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	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.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension. Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	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. Unwelcome Physical Contact 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	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	First Offense: In-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved 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.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices,	First Offense: Restitution. Principal/Student conference,

	calculators, uniforms, equipment, or facilities, etc.	detention, or in-school suspension. Subsequent Offense: Restitution. Detention or in-school suspension.
Pushing, Horseplay, or Reckless Behavior	Physical contact with another person or reckless behavior – often mutual – without the intent of malice, harm, or disruption of the educational process.	First Offense: Warning, principal/student conference, or detention. Subsequent Offense: Principal/Student conference, detention, or in-school suspension.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	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	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	First Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Sexual Activity and Misconduct	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation or exposing of body parts to another individual.	First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

		Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	<u>Tardy</u> Tardies 1 – 2: Warning. Tardy 3: Principal/Student conference plus family contact (email or phone call). Tardies 4 – 5: Family contact and one detention, possible loss of passing period. Tardies 6-8: Family Contact and two detentions, possible loss of passing period. Tardies 9 – 10: Family contact and one day in-school-suspension, possible loss of passing period. Tardies 11+: Additional discipline including detention, ISS, OSS or loss of passing period. <u>Truancy</u> First Offense: Principal/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension. Subsequent Offense: In-school suspension, 1-10 days out-of-school suspension, reported to school resource officer.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or	<u>Use of Personal Electronic Devices</u>

	interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	<u>First Offense: Confiscation for the remainder of the day with parent pick up.</u> <u>Subsequent Offense: Confiscation for the remainder of the week and detention. The parent must pick up the phone.</u> <u>Each Additional Offense: Confiscation with parent pick up and In-school suspension. If misbehavior persists, the administration may create a plan with families that requires students to leave personal devices in the office with parent pick-up or off school property for an extended period of time.</u> <u>Attempting Unauthorized Access</u> <u>First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.</u> <u>Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</u> <u>Use of Recording Equipment</u> <u>40</u> <u>First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.</u> <u>Subsequent Offense:</u>
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		<u>Confiscation.</u> <u>Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</u> <u>Other Violations</u> <u>First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.</u> <u>Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</u>
Theft	Taking or attempting to take the property of others without consent or knowingly taking 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	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	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.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is	First Offense: Principal/Student conference, detention, in-school

	not authorized or through an unauthorized entrance.	suspension, or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, 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.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	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: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may

consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Junior High and High School Principaland can be reached at 573-782-3313.

School Day – A day on the District calendar when students are required to attend school.

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in

- bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
 4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

This is available on the District's website.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. The District suggests parents wait 24 hours before coming to the District to discuss an issue. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: High School Principal
Phone #: 573-782-3313
Email Address: dgruebel@coler1indians.org

In the event the District's 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 alternative Compliance Officer:

Name: Director of Special Services
Phone #: 573-782-4814
Email Address: lclark@coler1indians.org

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be

made available to parents, teachers, and other members of the general public.

- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

9. How will appeals to the Department be investigated?

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

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

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

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: High School Principal
Phone #: 573-782-3313
Email Address: dgruebel@coler1indians.org

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 alternative Compliance Officer:

Name: Director of Special Services
Phone #: 573-782-4814
Email Address: lclark@coler1indians.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title: Director of Special Services
Address: 13600 Route C, Russellville, Missouri 65074
Email Address: lclark@coler1indians.org
Phone #: 573-782-4814

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or

by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Drug dogs may be utilized by the District and will not come into direct contact with students.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

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.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug

awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

Student Alcohol and Drug Testing S-196-S (Grades 7-12)

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment. The district will randomly select participating students for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen.

In accordance with policy S-196-P, the District has a random drug testing program for all students in grades 7-12 who represent the District in MSHSAA activities and/or who park on campus.

Definitions

Covered Activities – Activities regulated by the Missouri State High School Activities Association (MSHSAA) and parking on school premises.

Drug Testing – Testing for alcohol and illegal and/or performance-enhancing drugs.

General Procedures for All Student Drug Testing

Sample Collection

Samples (ex. Urine, saliva, hair) will be collected using a method intended to minimize the intrusiveness of the procedure. The Building Administrator or Principal will appoint a same-sex employee or contracted test administrator (the monitor) to accompany the student to a bathroom or locker room. The student will provide the sample behind a closed stall door. The monitor shall supervise the collection from outside the closed stall door, listening for normal sounds of urination. The monitor shall also verify the warmth and appearance of the specimen. If at any time the monitor suspects the same is being tampered with, the monitor may end the collection process and notify the Building Administrator or Principal, who will determine whether a new sample should be obtained.

Protection of Information (Privacy)

Each randomly selected student will be assigned a specimen number that shall serve as the identifier for all materials sent to the lab. The student and his or her parent/guardian shall have access to the specimen number. Either immediately before or shortly after sample collection, students selected for testing will provide to the District, in a sealed envelope, a list of any medications they have taken in the last 30 days, which will be used by the testing facility for confirmation purposes in the event of a positive test result. The sealed envelopes will only be opened in the event of a positive test result. If the sample does not test positive, the envelopes will be shredded without being opened.

The laboratory will report positive test results directly to the Building Administrator or Principal. The Building Administrator or Principal will only notify the student, the appropriate MSHSAA sponsor, the parent/guardian of the student, and other persons the Building Administrator or Principal determines need to know the information to implement District policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information.

Positive Test Results

If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the District administration or the laboratory. The District may consult with the laboratory in determining whether the positive result was caused by something other than the consumption of prohibited substances.

Random Drug Testing

Notification and Consent

An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in covered activities shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the high school office at the beginning of each school year with registration. Students must sign this form annually at the beginning of the school year even if they do not plan to participate in MSHSAA activities or park on campus until later in the school year. A signed consent form shall be valid for all covered activities and will remain effective for the remainder of the school year, or until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities.

Random Selection

The District will randomly select participating students for drug testing periodically throughout the school year. The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Testing

Samples shall be testing for THC/marijuana, benzodiazepines, cocaine/benzoylcegonine, amphetamines, barbiturates, phencyclidine, methamphetamine, opiates/morphine, methadone, oxycodone, MDMA, and propoxyphene. Samples may also be tested for alcohol or other performance-enhancing substances.

Consequences

Following a confirmed positive test result, the Building Administrator or Principal will immediately suspend the student from all covered activities and will schedule a conference with the student, the parent/guardian and the covered activity sponsor. Positive random drug test offenses shall be cumulative throughout grades seven through twelve. Depending on the timing of the drug test, the student may be excluded from participating in activities at the end of the school year, over the summer, and/or into the beginning of the next school year.

First Offense - The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities for a minimum of 30 calendar days and must pass a drug test administered by the District prior to resuming participation in covered activities.

Alternative First Offense – With the consent of the student and his or her parents/guardians, the Building Administrator or Principal may reduce the suspension so that the student is only prohibited from participating in covered activities for a total of ten calendar days as long as the student meets the following requirements:

- Within one week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse. The parent/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend and successfully complete counseling as promised, the District will immediately implement the original consequences.
- The student will be required to submit to drug tests every time the District conducts random drug testing on other students for the rest of the school year.

Second Offense - Student with two positive test results for drugs or alcohol will be prohibited from participating in all covered activities for a minimum of 60 calendar days and must pass a District-administered drug test prior to resuming participation in covered activities.

Third Offense – Students with three positive test results will be prohibited from participating in all covered activities for 365 days.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

Self-Reporting

When a student, of his or her own volition, self-reports consuming drugs or alcohol in violation of District policy to an administrator, coach, or covered activity sponsor before receiving notification that he or she will be tested, that student shall be allowed to continue to participate in covered activities under the same restrictions imposed on a student who had an initial positive test even if the student had tested positive previously. A self-report is considered the same as testing positive for the purpose of future positive tests. A student may only take advantage of self-reporting once between seventh and twelfth grade.

Suspicion-Based Drug Testing

A student may be required to submit to a drug test when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by District Policy. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists. The District's attorney may be consulted as necessary.

Consequences

Students who test positive under this section will be disciplined in accordance with the District's discipline code and may also be temporarily or permanently excluded from all District extracurricular activities in accordance with other District policies or practices.

The cost of testing for reinstatement to participation will be parent/guardian/student responsibility. The follow-up testing will be completed by a District-approved testing lab under supervision of the District testing director/designee.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the District's discipline code for being test positive/under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, taser, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through the District website, the high school counselor.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website.

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Graduation Requirements I-190-S

Graduation Requirements & Honors- Classes of 2025

One Diploma will be available - a general academic diploma, two certificates are available to receive: Career and Technical Education certificate and College Preparatory Certificate, in which will be marked on the Diploma upon graduation. The requirements for each are as follows:

<i>Course</i>	<i>General Academic Diploma Number of Required Credits</i>	<i>Career and Technical Education Certificate Number of Required Credits</i>	<i>College Preparatory Certificate Number of Required Credits</i>
<i>Language Arts</i>	<i>4.0</i>	<i>4.0</i>	<i>4.0</i>
<i>Math</i>	<i>3.0</i>	<i>3.0</i>	<i>3.0 Algebra 1 in 8th grade will count towards CPC.</i>
<i>Science</i>	<i>3.0</i>	<i>3.0</i>	<i>3.0</i>
<i>Social Studies</i>	<i>3.0</i>	<i>3.0</i>	<i>3.0</i>
<i>Fine Arts</i>	<i>1.0</i>	<i>1.0</i>	<i>1.0</i>
<i>Health</i>	<i>.5</i>	<i>.5</i>	<i>.5</i>
<i>Personal Finance</i>	<i>.5</i>	<i>.5</i>	<i>.5</i>
<i>Practical Arts</i>	<i>1.0</i>	<i>4.0</i>	<i>1.0</i>
<i>Physical Education</i>	<i>1.0</i>	<i>1.0</i>	<i>1.0</i>
<i>Core Electives</i>	<i>n/a</i>	<i>n/a</i>	<i>4.0</i>

<i>World Language, Math, Science, Social Studies</i>			
<i>General Electives</i>	<i>8</i>	<i>5.0</i>	<i>4</i>
<i>Assessment Requirements</i>	<i>Pass US Citizenship, United States and Missouri Constitution tests, CPR, Alg 1 EOC, Bio EOC, Gov EOC, ELA 10 EOC</i>	<i>Pass US Citizenship, United States and Missouri Constitution tests, CPR, Alg 1 EOC, Bio EOC, Gov EOC, ELA 10 EOC</i>	<i>Pass US Citizenship, United States and Missouri Constitution tests, CPR, Alg 1 EOC, Bio EOC, Gov EOC, ELA 10 EOC</i>
<i>Additional Requirements</i>	<i>n/a</i>	<i>1 Industry Recognized Credential Certificate</i> <i>Complete WorkKeys</i> <i>See CTE Guidelines</i>	<i>GPA of 3.0 or higher</i> <i>Complete ACT</i>
<i>Attendance Requirement</i>	<i>n/a</i>	<i>95%</i>	<i>95%</i>
<i>TOTAL TO GRADUATE</i>	<i>25 Credits</i>	<i>25 Credits</i>	<i>25 Credits</i>

Sophomore, Junior, Senior Status

To qualify for sophomore status a student must have earned 5.5 credits prior to the beginning of the school year. To qualify for junior status, a student must have earned 11 credits prior to the beginning of the school year. To qualify for senior status a student must have earned 18 or more credits prior to the beginning of the school year.

Graduation Honors: Valedictorian, Salutatorian, Top Twenty Percent

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class.

The valedictorian and salutatorian will be selected according to the following procedure:

- 1. The valedictorian will be the student with the highest grade point average as computed at the end of eight (8) semesters of high school work.*
- 2. The salutatorian will be the student with the second highest grade point average as computed at the end of eight (8) semesters of high school work.*
- 3. Senior students with Dual Credit Course work for their 8th semester will take the most current reported grade two days prior to graduation into account for weighted credit towards Valedictorian and Salutatorian.*
- 4. In case of a tie for valedictorian, co-valedictorians will be honored.*
- 5. In case of a tie for salutatorian, co-salutatorians will be honored.*

To be eligible for valedictorian, salutatorian or top twenty percent honors, a student must be enrolled at Russellville High School in the beginning of the first semester of the junior year and shall be continuously enrolled on a full-time basis (8 attendance bearing classes) until the end of the second semester of the student's senior year. A student who graduates at the end of the seventh semester is not eligible to be recognized in the "top twenty percent" ranking for ceremonial purposes.

Honor Roll

To be eligible for Honor Roll recognition, a student must have a 3.0 average for the semester grading period. Recognition for the academic honor includes:

<i>4.0+</i>	<i>Summa Cum Laude</i>
<i>3.5 - 3.99</i>	<i>Magna Cum Laude</i>
<i>3.0 - 3.49</i>	<i>Cum Laude</i>

Earning Credit Toward Graduation

Cole R1 believes that every student should graduate and participate in commencement ceremonies. However, the manner in which each student acquires 25 units of credit for graduation may be different. While Cole R1 will continue to encourage graduation for all students, the high school will not allow students to be recognized with top twenty percent, salutatorian or valedictorian honors if students choose to either graduate early. In addition extra credits earned beyond the normal school day/summer school will not appear on the high school transcript. Students at risk of not graduating on time, may use credit recovery to get more credits than a normal school day. However, those classes will be marked as Pass/Fail and no GPA will be counted towards overall ranking.

- 1. Courses offered at Russellville High School*
 - a. Students may earn credits toward graduation during the regular school day. One half credit may be earned per class per semester. During regular*

school hours, Russellville provides the opportunity for each student to earn 32 credits in four years. In order to graduate from Russellville, 25 units of credit must be earned.

b. Summer Credit Recovery - Cole R1 provides an opportunity for students to recover credit during the summer. If a student receives a 50- 59.5% in a course during the fall or spring academic year, that course will be recovered in summer school immediately following the academic year, or the student will be re-enrolled in the same course the following school year.

2. Courses offered through Other educational settings

Early Graduation

Students who wish to graduate early must have successfully completed a minimum of six semesters at the secondary level and will be required to meet with the school counselor and submit written notification to the principal. The counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Russellville graduation requirements. Any exception to the minimum six-semester completion requirement of early graduation must be granted by the Board of Education. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies, but will be considered an alumni for all other activities. Students who fail to complete their plan for early graduation and must return the following semester will be required to participate in a full academic schedule as outlined in board policy and campus procedures the principal or designee must approve any exception. In the even of discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

Graduation Ceremony

All students must meet graduation requirements prior to participating in any graduation ceremony. The junior high and high school principal, in consultation with the high school counselor, shall certify that each student has met graduation requirements. Students may not modify the graduation cap or gown in any way without the approval of the administration.

Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and

2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed Monday through Friday 7:30 a.m.-3:45 p.m. in the office of *Lori Clark, 13111 Park Street, Russellville, MO 65074, 573-782-3325, lclark@coler1indians.org*. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they

are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday through Friday 7:30 a.m.-3:45 p.m. in the office of *Lori Clark, 13111 Park Street, Russellville, MO 65074, 573-782-3325, lclark@coleriindians.org*. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website and District Policy.

Nichols Career Center

Students who qualify academically may apply to attend Nichols Career Center at Jefferson City High School. Students interested in vocational training, who are on track to graduate, can make arrangements through the counselor's office to attend Nichols during their junior and senior years. Students must finish the course assignments.

Students who do not complete a full semester of coursework must reimburse the Cole R-I School District for the cost of tuition.

Technology F-265-S

Policy on Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices upon entry to the school building until the end of the school day.

All phones and smart watches will be stored away while in the building before the dismissal bell and the location of stored devices must be in lockers, backpacks, or a student's car.

Use of personal wireless devices is prohibited in locker rooms, dressing rooms, bathrooms, or other locations that are private in nature.

Consequences of Inappropriate Use

Loss of access to personal wireless devices can occur if the district becomes concerned about appropriate use. Please review the Discipline Matrix in S-170-S for consequences. Examples of District concerns include safety, potential for disruption to educational processes, and security issues related to connecting a personal device to the District network.

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. This use must be included in the lesson plan and be pre-approved by Building Administration.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

In addition to the guidelines outlined in this policy, the Acceptable Use Policy (AUP) of the Cole R-I School District applies to personal devices that are brought to school. These guidelines are in effect while the student is on school premises. School premises include any place which is owned, rented, or under the control of the Cole R-I School District.

Technology Devices

All personal electronic devices that are not electronic personal communications devices discussed above are prohibited.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

When devices are used on school property, they will be treated as school property. The district may examine the personal electronic devices and search their contents if there is reason to believe that school policies, rules or regulations have been violated. The administration may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes harm to others.

Families must sign the Acceptable Use Policy Agreement in order for students to use personal devices.

Technical support will not be provided for personal devices. The student must take full responsibility for setting up and maintaining the device. Students are responsible for

ensuring their personal wireless device has virus protection and free of any viruses or other files that may affect the district network.

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

Terms of Service

The Cole R-I School District is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Cole R-I School District also does not guarantee that all areas of the district have wireless coverage. Use of the wireless network is entirely at the risk of the user, and the Cole R-I School District is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Student Technology Use Agreement – Students must agree to the following:

1. All network and computing resources of the Cole R-I School District and access to the Internet exist to support the instructional and educational needs of the district and use of the network for non-school related work is prohibited.
2. The District network is not for private or commercial business use, political, or religious purposes.
3. Students are prohibited from changing or, in any way, altering a network device, a device or peripheral name, file and/or folder names.
4. Network resources, including hardware, peripherals, and software, may not be used for personal entertainment (games) and/or any private activities.
5. District computers may not be used illegally to duplicate copyrighted software.
6. No student will use District owned computers, peripherals or the Internet to deliberately access obscene, pornographic or otherwise non-educational material or show others how to do the same.

7. No student will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
8. Sending material likely to be offensive, objectionable, or harassing is strictly prohibited.
9. Any use of the District network, which accesses outside resources must conform to this Student Technology Usage Agreement.
10. Students are responsible to take precautions to prevent a virus infection on the equipment of the Cole R-1 School District and immediately report to an instructor if a virus is detected.

Access is a privilege that entails responsibility. Individual users of the District's computer network are responsible for their own behavior and communications over the network. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information retrieved via the Internet.

Violation of any of the items listed will result in disciplinary action as outlined in the Cole R-I Junior High/High School Student Handbook. Further, serious violations may be punishable under Missouri criminal statutes covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal function of any organization.

DISCLAIMER: The Cole R-I School District is not responsible for any virus transferred from District operated equipment to systems outside the District. It is highly recommended that any data obtained through the use of District operated equipment should be thoroughly checked for viruses before use outside the District.

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

The Cole R-I School District does not provide personal property insurance for any personally owned wireless communication devices. Such insurance can be obtained by an independent carrier.

Google Consent

Notice of Parent or Guardian Consent

To parents and guardians,

Cole Co. R-1 uses Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Cole Co. R-1, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

To view the entire notice visit: <https://support.google.com/a/answer/7391849>.

Please read it carefully, let us know of any questions. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

By signing the acknowledgement form at the end of this handbook, I give permission for the Cole Co. R-1 to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Building Information

Schedules and Schedule Changes

Students may change their first-semester schedules during the summer or during the first three days of the semester. All schedule changes require permission from the parents, teachers, and the counselor.

If the course is offered in person at Cole R-1, students are required to attend that course and will not be allowed to take the same class as an online course unless it is deemed necessary by administration.

*Dual-credit courses are subject to deadlines established by dual-credit institutions.

Grading and Reporting System

Russellville Junior High School and High School grades are calculated using a running total for the semester. Grades are based off of a traditional grading scale by points. Each teacher will determine the point values used in each course. If teachers offer assessment retakes, they will outline the necessary procedures in their syllabi. All high school courses will give a cumulative final aligned to the power standards worth 10% of the

overall semester grade during the assigned final exam block. Students who have a absence during final examination days will need to make arrangements to take the exam on an alternative day. This may require staying after school or coming in to make up a final.

Grades will be regularly updated in Infinite Campus. Report cards are issued four (4) times each year to all students through the online portal.

Grading Window				
Term	End of	Window Opens	Cut off (Midnight)	Posted Online
Progress 1	09/19/2025	9/12/2025	9/22/2025	9/23/2025
Term 1	10/17/2025	10/10/2025	10/20/2025	10/21/2025
Progress 2	11/07/2025	11/7/2025	11/17/2025	11/18/2025
Term 2	12/19/2025	12/12/2025	1/6/2026	1/7/2026
Progress 3	1/30/2026	1/23/2026	2/2/2026	2/3/2026
Term 3	03/06/2026	2/27/2025	3/9/2026	3/10/2026
Progress 4	04/10/2026	4/3/2026	4/13/2026	4/14/2026
Term 4	05/13/2026	5/1/2026	5/14/2026	5/16/2026

Grading Scale

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Current	4.00	3.66	3.33	3.00	2.66	2.33	2.00	1.66	1.33	1.00	0.66	0.00
Weighted	4.50	4.17	3.83	3.50	3.17	2.83	2.50	2.17	1.83	1.50	1.17	0.00
AP	5.000	4.667	4.333	4.000	3.667	3.333	3.000	2.667	2.333	2.000	1.667	0.00

Calculating Grade Point Average	
SUM (GPA Value X GPA Weight) SUM (GPA Weight)	
SUM (GPA Value for A* GPA Weight for A)	$(4 \times 1) + (4 \times 1) + (4 \times 1) + (4 \times 1) + (4 \times 1) = 20$
SUM of GPA Weights for A	$1 + 1 + 1 + 1 + 1 = 5$
Calculate GPA	$20/5 = 4.0$ GPA

Weighted Courses

Russellville High School will offer some courses with a weighted GPA for several reasons:

1. To encourage students to enroll and participate in challenging and rigorous coursework throughout their eight semesters of high school.

2. To reward students who chose to enroll in rigorous courses or who chose to complete courses of study to the highest levels offered with additional grade points.
3. To offer students a chance to recover Grade Points.
4. Because colleges do look at the number of advanced courses students take in high school.

Five grade points will be given to AP courses. Therefore, a student who receives a “B”, will receive a 4.0. This equates to earning an “A” in a regular course. Therefore, their GPA won’t be affected by a lower grade earning.

Honor Roll

To qualify for an honor roll, students must enroll in at least four courses. To qualify for the “Principal’s Honor Roll”, a student must earn a minimum GPA of 3.75. To qualify for the “Honor Roll,” a student must earn a GPA between 3.5 and 3.74.

Coursework Policy

I. Purpose:

Coursework helps instill within students responsibility, self-discipline, and lifelong-learning habits. Russellville JH/HS teachers may assign rigorous and relevant homework assignments that reinforce classroom learning objectives. Homework should provide students opportunities to apply information, to complete unfinished lesson tasks, and to develop academic independence. Teachers modify homework based on students’ individual needs, including IEPs and 504 Plans.

Homework assignments may include:

- Practice exercises that follow classroom instruction
- Preview assignments that prepare students for subsequent lessons
- Extension assignments that transfer new skills or concepts to new situations
- Creative activities to integrate skills toward the production of a response or product

II. Time

Time required to complete assignments will vary with each student’s study habits, academic skills, and selected course load. If you find that your student spends an inordinate amount of time doing homework, please contact your student’s teacher(s). The school also encourages students to pursue non-assigned, independent, leisure reading.

III. Late Work Policy

Teachers will accept late work if students meet the course requirements outlined in the course syllabus. Students must complete the unit work before the day of the unit test. Students will not receive credit for unit work once they complete a unit’s test.

IV. Major Projects

Major Projects may include research reports, book reports, major essays or writings, presentations, labs, or other assignments that teachers designate.

Staff Responsibilities:

- Assign rigorous and relevant work that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose of each task
- Provide students feedback on tasks and coursework
- Communicate/Collaborate with other teacher to help ensure student success
- Contact families if patterns develop where students fail to complete work effectively or efficiently
- Provide models and examples of projects or work from which students can learn

Caregiver Responsibilities:

- Set aside a consistent, uninterrupted study time and location
- Help monitor your student's organization of tasks and assignments
- Help your student seek to understand tasks, not just to finish them
- Offer support when your student becomes frustrated with challenging assignments
- Contact teachers to stay informed about your student's progress

Student Responsibilities:

- Write down assignments in your planner, personal device, or personal agenda
- Ask clarifying questions when you do not understand something
- Prioritize a consistent time to study in an uninterrupted place
- Check Google Classroom each school day, and take notes in class
- Work on tasks as independently as possible so that your work accurately reflects your own abilities
- Give consistent attention and effort to produce quality work
- Complete assignments accurately and on time

V. RTI (Response to Intervention)

In order to intervene as early as possible to help ensure students' success, the school implements a variety of tiered strategies. Teachers meet in RTI teams to review teacher academic referrals. Teachers can refer students for a number of reasons, including when students struggle academically or behaviorally. Students do not have to fail a course for teachers to refer them; rather, teachers refer students who do not perform at levels consistent with their abilities. Grade level teams, which consist of educators and administrators, assign necessary interventions. These interventions are built within the school day and held during SPEAR time.

Counseling S-147-S

The Russellville Junior High and High School Counseling Program is predicated on the understanding that each student is a unique, developing, capable individual who will learn from experience and grow personally, socially, and educationally throughout adolescence. The Counseling Program designs services to meet the needs of all students and to assist in developing positive attitudes/skills in the areas of self-awareness, interpersonal relations, educational and career awareness, goal setting and decision making. In addition to providing necessary educational and career information, the counselor seeks to promote each student's desire to maximize potential in preparation for success in a post high school career. Counseling promotes effective communication and life planning skills, which help students to grow into responsible adults.

RootEd Advisor

The RootEd advisor will assist in providing support to all students at the JH/HS. Students will be able to define and plan their post secondary plans through a college degree, career training, or military service.

Students are encouraged to set up appointments with the school counselor or the RootEd advisor. The Counselor or RootEd advisor will be in contact with the student to arrange a meeting.

Withdrawal from School

Any student who transfers to another school or who withdraws for any reason must return all school property and pay all fines before the school will release or transfer credits.

Identification Cards/Badges

Identification cards are issued to students.

Missouri State High School Activities Association (MSHSAA) Activities

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at www.mshsaa.org.

Based on recent legislation passed (§ 167.790, RSMo), which becomes effective August 28th, homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, random drug testing, and financial requirements as allowed by MSHSAA bylaws. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

Physical Exams

A current physical exam must be on file with the athletic department. Physical exams by a physician of your choice are required before a student can participate in interscholastic sports (practices and/or contests). Any physical on file is good for 2 years (730) days from the date it was performed.

Transportation to and from School Activities

Students who ride designated transportation to a supervised activity must ride it both going and returning.

Exceptions:

- A student may ride to and or from an activity with a parent or another participating parent/guardian if the parent/guardian agrees and notifies the sponsor in writing at least 24 hours before the activity. Sponsors should confirm with the parent.
- A student may get on and off the transportation at a point designated by a parent if the sponsor is notified by parent and the designated point is in route. No student shall be let off the transportation at this point unless the home they are going to is on or near the road or a designated person is waiting to meet the student.
- Students may return from an activity with a parent/guardian or a designated adult with written permission from the parent/guardian for each occasion. The adult who assumes responsibility for the student must sign out the student.
- The supervisor must approve all transportation requests.
- Students should arrive no more than ten minutes before the bus departure time. Sponsors should arrive at least fifteen minutes before departure.
- Boys and girls are not allowed to sit with one another unless the sponsor's approval is obtained prior to the trip.
- All other rules above pertain to transportation to and from school activities.

All students must have a C- average and be passing courses in a grading period to participate. If a student has been declared academically ineligible, then the student cannot participate until the next grade period. (Exception: The student may become eligible if he/she brings that same letter grade to passing. If the letter grade falls back to failing during that same period, the student will become ineligible until the end of the grading period.) If the student meets the academic requirements at the end of the period, then the player will be eligible again. Grade checks will be roughly every four weeks. The administration will be looking at the semester grade at each grade check.

Students attending games must refrain from engaging in any conduct that degrades Russellville School. "Booing" is one of the most serious examples of poor conduct and sportsmanship.

Admission to athletic events is \$5.00 for adults and students are free.(* MSHSAA sets ticket prices for district and state level games.)

District Sponsored Extra-Curricular Activities and Clubs I-210-S

Extra-curricular activities are offered throughout the year for students. Practices, rehearsals, meetings, and tutoring sessions are held after the instructional day has ended. Students are expected to exhibit behaviors that are a positive representation of our school.

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

The list of extra-curricular activities is on the District website.

After-School Hours and/or Off School Premises Activities

Students attending Cole R-I Junior High and High School activities either after school hours or off school premises, are subject to the same rules and regulations of proper conduct that govern their behavior during the regularly scheduled school day. The following procedures will be enforced concerning after-school rules and regulations:

1. Ten minutes after dismissal each day, students must:
 - Be on the regular school bus returning home;
 - Be in after-school detention or tutoring; or
 - Be in extracurricular or athletic meetings/practices.
2. Students who are not involved in supervised after-school activities must leave the school premises. Students are encouraged to attend athletic contests, etc., which occur after school but will not be allowed to remain in the building unsupervised.
3. Students will not be allowed back into the school building after the departure of the regular buses with the exception of the students who are participating in after-school activities.
4. Student spectators are expected to follow school rules and procedures while attending extra-curricular activities, if they choose not to do so, their attendance privileges will be suspended.
5. Students will be admitted only once per activity. The school's policy is once you leave and re-enter you will be charged again.

Transportation To and From School Activities

Students being transported to a supervised activity must ride on the designated transportation both going and returning. Exceptions:

1. A student may get on and off the transportation at a point designated by a parent if the sponsor is notified in writing at least 24 hours before and the designated point is in route.
2. No student shall be let off the transportation at this point unless the home they are going to is on or near the road or a designated person is waiting to meet the student.
3. Students may return from an activity with parent(s) or designated adult with written permission from the parent or guardian for each occasion. The adult who is assuming responsibility for the student must sign him/her out.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made to notify students and parents/guardians.

Announcements will also be made on the District website and Facebook, via text alert, KRCG – 13 T.V., KOMU – 8 T.V. KMIZ – 17 T.V. The T.V. stations listed above will be notified by 6:30 a.m. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

The District will alert the community by 9:00 p.m. on the evening prior to a late start. On late start days, school will begin at 10:00 a.m. Students may arrive at school and enter the building starting at 9:30 a.m. The school will not serve breakfast on late start days.

Snow routes were established and approved by the Cole County R-I School Board for bus routes in Moniteau County only and are as follows:

Morris Road	McCarty Road	Blank Road	Bottom Rd.	Corticelli Road
South Creek Road	Valley View Road	Elm Ford Road	Stoney Creek Road	
Carney King Road (North end)	Strobel Rd. (Cole County)	Claywell Road		
Bainer Road	Route HH	Ponderosa Road	Fahrni Road	
Berry Road	Sestak Road	Settlen Road	Morrow Road	

Arrival and Dismissal Procedures S-165-S

The school day begins at 8:00 a.m. and ends at 3:25 p.m.

The school building opens at 7:30 a.m. Students may not enter the building prior to 7:30 a.m.

If students enter the building between 7:30 a.m. and 7:55 a.m., junior high students who would like to eat breakfast can report to the cafeteria and the rest may sit in the Gym.

High school students must report immediately to the cafeteria until 7:40 a.m. when students are allowed to receive any assistance from teachers prior to school start.

Students and staff members may schedule to work together in the morning, prior to 7:55 a.m. so please arrange those meetings in advance.

Students must remain on school grounds once they arrive. Students who leave school without office permission are truant. Students must enter the building once they arrive on campus.

The gymnasium and weight room will be closed to students at all times, except for Physical Education classes and athletic practices and events. Only participating athletes will be allowed in the gym during practice. No student is to use the gym or weight room without permission AND supervision.

The locker room will be locked until the first class period at 7:55 am. Locker room usage is permitted only to students in attendance for class during the day.

Students must leave campus by 3:35 p.m. unless supervised by a staff member.

Class Schedules/Bell Schedules

Mon, Tues, Wednesday, Friday			Mon, Tues, Wednesday, Friday			12:30 Release		
Period	Beginning	End	Lunch			Period	Beginning	End
1st	8:00	8:50	A	11:30	11:51	1st	8:00	8:28
2nd	8:55	9:45	B	11:54	12:15	2nd	8:31	8:59
3rd	9:50	10:40	C	12:18	12:39	3rd	9:03	9:31
SPEAR	10:45	11:25				5th	9:35	10:03
4th	11:30	12:39				6th	10:07	10:35
5th	12:44	1:34				7th	10:40	11:08
6th	1:39	2:29				8th	11:12	11:40
7th	2:34	3:25				SPEAR/Lunch	11:44	12:30
THURSDAY			THURSDAY			2 Hour Late Start		
Period	Beginning	End	Lunch (4th period)			Period	Beginning	End
1st	8:00	8:42	A	10:56	11:17	1st	10:00	10:39
2nd	8:47	9:29	B	11:20	11:41	2nd	10:43	11:21
3rd	9:34	10:16	C	11:44	12:05	4th	11:25	12:36
SPEAR	10:21	10:51				3rd	12:40	1:18
4th	10:56	12:05				5th	1:22	2:00
5th	12:10	12:52				6th	2:04	2:42
6th	12:57	1:39				7th	2:46	3:25
7th	1:44	2:25						
						2 Hour Late Start Lunch		
			A	11:25	11:47			
			B	11:50	12:12			
			C	12:15	12:36			

Deliveries

All deliveries must go through the office. The office will call the student to the office.

Parties/Celebrations

During the school year, classes and organizations can sponsor dances, parties, and other social activities. The following rules will prevail at these activities.

- Anyone leaving the building or defined area of the activity will not be permitted to return. Anyone not at the party or dance within the half-way mark of the event will not be permitted to enter unless prior arrangements have been made with sponsors. All activities will end by 11:00 p.m. unless special permission is received.
- Students who have dropped out will not be allowed to attend as a guest.
- Each class or organization will be permitted one school-wide activity each semester.
- Each of the four high school classes plus the FFA chapter may have an all-school dance as one of their social functions.
- All school dances require a form for invited out of school guests to attend who do not attend Russellville. Forms are due in the office by noon the day before the event (Friday at noon if the dance is on Saturday). Some dances may not permit out of school dates. High School dances may be attended by students in 9th grade to graduates who are under 21 years of age. Junior High dances are for Russellville students in grades 7-8 only.
- The Junior-Senior Prom is restricted to juniors, seniors, and approved guests.
*NOTE: All outside dates MUST be signed up in the approved time stated by the organization's sponsors. You must meet the deadline with all paperwork and fees as they apply.

King and Queen Candidates

Once a student wins as King or Queen of Homecoming, Courtwarming or Barnwarming, they are no longer eligible to be a candidate for the rest of that school year for other activities. Students may only be a candidate one time for a specific activity during their high school career. Prom royalty candidates Homecoming, Courtwarming and Barnwarming.

Field Trips and Meetings

- Field trips, club trips and class trips must be approved by the principal. Students must have signed permission from each teacher to attend a trip during the school day.
- Group meetings are discouraged during class time.
- It is the responsibility of the student to make arrangements with his/her classes prior to attending any trip or activity. This includes all extra-curricular and co-curricular activities.

- Students should be aware that field trips are an extension of school and therefore all rules apply. There is a great deal of responsibility on the teacher involved with a field trip. If you are concerned about a student attending a field trip, please discuss the matter with the Principal before excluding anyone. If students have a failing grade and/or do not attend half the school day before a field trip, they are not allowed to attend a field trip. Please be conscious of your responsibilities for supervision on the trip.

Activity Fees

- Each organization has the ability to set dues or fees.
- Students in high school have annual dues of \$25. High school class dues are paid to the high school office. Only those students who keep their dues or fees paid currently shall be permitted to participate in activities, including Prom. Dues cannot be refunded. Class dues are used for prom and graduation.

Lockers

The school is not responsible for any missing items. The school encourages students to store belongings in lockers and to lock those lockers to prevent the loss, theft, or tampering of items. Each student in junior high is assigned a hallway locker. High school students have the option to receive a locker assignment.

Students may borrow locks from the school free-of-charge. The school will charge students' accounts \$5.00 for locks that students fail to return or they return damaged. The administration reserves the right to search a student's locker at any time without notice or consent, especially to investigate inappropriate items, and to help stop theft.

Students may use their own personal lock if the key or combination is provided to the District.

Students can use locks for hallway and/or gym lockers. The same rules apply to gym lockers as to hallway lockers.

Supply Lists

Lists are available on the District website.

Student Parking

Students driving to schools must register their vehicle with the high school office prior to being parked on school property. Parking on school property is a privilege that can be revoked. The east parking lot is designated for student parking. Students are not to park in the front parking lot, west parking lot, or in the circle drive in front of the building. Once the vehicle is in the parking lot, students will not re-enter the vehicle until the end of the school day. This policy is effective as soon as the car enters the school parking area in the morning. Students who arrive in vehicles must immediately enter the

building. Students are asked not to park in teacher designated areas in front of the school and any front row parking around the building. The school has the right to search vehicles when there is reasonable suspicion of wrongdoing. Failure to follow school rules can result in loss of driving privileges.

School-to-Work and A+ Students

All students who transport themselves to work during the school day or tutoring for A+ purposes must sign in and out at the office upon arrival and departure. School to work and A+ coordinators handle all required driving permission forms.

Vocational Students Riding to Nichols Career Center (NCC)

Area vocational students will ride the bus or van to the vocational school and back unless picked up at the vocational school by a parent only if permission is requested from the principal in advance. VOCATIONAL STUDENTS WILL NOT BE ALLOWED TO DRIVE THEIR OWN VEHICLES TO VOCATIONAL SCHOOL WITHOUT A COMPLETED, APPROVED DRIVING PERMIT FROM NICHOLS CAREER CENTER.

Student Debt

Student debt includes, but is not limited to, library fines, class dues, and lunch balances. Failure to pay debt could result in loss of student parking privileges and/or activities privileges. If a student has debt at graduation, the student will not receive a copy of their diploma until it is paid.

Telephone Usage

All emergency telephone calls can be made from the office telephones. Students must have a teacher's permission to come to the office to make a call. Students will not be dismissed from class to receive a telephone call unless it is determined to be an emergency. Students are not to use personal cell phones during the day to make phone calls, texts, etc. without permission from or teacher or school administrator.

School Resource Officer

The basic duties for the SRO includes investigating crimes that occur within the school and on school property, being a positive role model for students, creating a link between law enforcement and the students, and being a resource for parents, staff, administration, and students in regards to law enforcement and community problems.

Student Leadership Team

The Student Leadership Team shall consist of students from grades 7 – 12.

- Each class will elect a class president.
- There shall be two additional class representatives elected from each grade. Students must have a C average from the previous semester and be in good citizenship standing.

- Students in grades 9-12 will elect the student body president. Student body president elect candidates shall submit the proper application to the office at the announced deadline date. This application is available from the principal's office.

Library Media Services

Library Rules

- Anything taken from the library area must be checked out with Central Office secretary.
- Books are checked out for two-week periods; they may be rechecked after that period.
- Students who are dismissed from the library will have limited access to the library until such time that the librarian grants full access. They may only use the library while under the direct supervision of a regular classroom teacher.
- Students will have a specific purpose for being in the library which will be written on a library pass by the classroom teacher.
- Students must go directly to the library and return directly to class. They are not to go to any other part of the building, including the restroom, etc.
- The library is to be a quiet place to work at all times. Students who are disruptive will be asked to go back to class.
- Computers are to be used for school work only.
- No student may be in the library or computer lab without supervision.

Lost and Found

The lost and found is located in the cafeteria. Unclaimed items will be used in the Indian Closet.

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.

- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the Building Administrator.

All District policies can be located at: <https://egs.edcounsel.law/cole-co-r-1-school-district-policies/>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides.

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

Fire, Tornado and Earthquake Drill

Each teacher is trained in the proper procedure for emergencies. Each classroom has a posted emergency plan. We have regularly scheduled drills throughout the year to familiarize students and staff with these procedures.

1. The **fire alarm** is a continuous siren.
2. The **tornado alarm** is an intermittent ringing of the bell
3. The **earthquake alarm** is a verbal command DROP AND HOLD.

The District completes all drills required by law. The District has an emergency operational plan.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Participation and Consent Form Eligibility in MSHSAA Activities and/or Parking on District Property Form*

*Student Technology Usage Agreement**Students*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I have read the Cole Co. R-1 School District Policy concerning my participation in MSHSAA activities and/or parking on District Property. I fully understand that I will be subject to mandatory and random testing to remain eligible for participation.

I fully understand that my refusal to be tested as a result of being drawn in the random selection process at any time during my eligibility in the activities or if I engage in conduct that clearly obstructs the testing process, I will be suspended from all covered activities for one calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

I understand that I must provide a sealed envelope either immediately before or shortly after sample collection that would disclose any over-the-counter medications and/or prescription drugs that I am taking or have taken in the last 30 days, which will be used by the testing facility for confirmation purposes in the event of a positive test result. The sealed envelopes will only be opened in the event of a positive test result. If the sample does not test positive, the envelopes will be shredded without being opened.

The test results will only be available to the student, the appropriate MSHSAA sponsor, the parent/guardian of the student, and other persons the Superintendent or designee determines need to know the information to implement District policies or procedures.

I understand the cost of testing for reinstatement to participation will be parent/guardian/student responsibility. The follow-up testing will be completed by a District-approved testing lab under supervision of the District testing director/designee.

_____ Yes, I agree to participate in the Cole Co. R-1 Drug Testing Program. I, along with my parent/legal guardian, have read and understand the guidelines set forth in the Cole Co. R-1 Drug Testing Policy.

_____ No, I do not agree to have my child's name placed in the Cole Co. R-1 Drug Testing Program. I further understand that by making this decision I relinquish my child's opportunity to participate in the District's MSHSAA Activities and/or Parking on District Property.

Student Signature

Date

Parent/Legal Guardian Signature

Date