Dallas County R-I School District

Student/Parent Handbook

2026-2027

1323 S. Ash Street

Buffalo, MO 65622

(417) 345-2222

Adopted by the Board of Education: July 14, 2026

Where Every Bison Counts

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Mission C-110-S

The mission of the Dallas County R-I School District is: Working together to educate tomorrow's citizens for lifelong success in an ever-changing global society.

School Board Members G-100-S

Mr. Travis Dill, President
Mr. Curtis Skinner, Vice President
Mrs. Becky Phillips, Treasurer-
Mr. Leroy Laudenbach
Mr. Aaron Weaver
Mr. Eddie Varner
Mr. Mark Piper
Mrs. Haley Weaver, Board Secretary

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.

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School building information and contact information

DA Mallory Elementary
315 South Hickory
Buffalo, MO 65622
Office Phone: (417) 345-2350
Fax: (417) 345-5080
Preschool Phone: (417) 345-7070
Principal: Nikki Gardner
nikki.gardner@bisonpride.org
Assistant Principal: Carrie Cromer
carrie.cromer@bisonpride.org

Buffalo Prairie Middle School
926 West Truman Rd.
Buffalo, MO 65622
Phone: (417) 345-2335
Fax: (417) 345-5968
Principal: Mr. Colby Wimberly
Colby.wimberly@bisonpride.org
Assistant Principal : Brennon Abraham
Brennon.abraham@bisonpride.org
MS Activities Director: Mr. Aaron Johnson
aaron.johnson@bisonpride.org

Buffalo High School
500 W. Main
Buffalo, MO 65622
Phone : (417) 345-2223
Fax : (417) 345-8495
Principal : Brandon Jackson
Brandon.jackson@bisonpride.org
Assistant Principal : Ashley Moon
ashley.moon@bisonpride.org
District Athletics & Activities Director: Mr. Glen Johnson
glen.johnson@bisonpride.org

Dallas County Technical Center
120 S. Spruce Street
Buffalo, MO 65622
Phone: (417) 345-1460
Fax: (417) 345-1440
Director: Brian Fisher
brian.fisher@bisonpride.org

District Administration
Dr. Laura O'Quinn, Superintendent
Ben Potter, Assistant Superintendent

Dallas County R-I Central Office
1323 S. Ash Street
Buffalo, MO 65622
Phone: (417) 345-2222
Fax: (417) 345-8446

The Department of Elementary and Secondary Education's District and Building Report Cards are available here.

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Academic Calendar I-100-S

Dallas County R-1 School District - 2026-2027 Calendar

JULY '26

S	M	T	W	Th	F	S
			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	

AUGUST '26

S	M	T	W	Th	F	S
						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		4 student days			

September '26

S	M	T	W	Th	F	S
		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 student days			

OCTOBER '26

S	M	T	W	Th	F	S
				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 student days			

NOVEMBER '26

S	M	T	W	Th	F	S
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					
			13 student days			

DECEMBER '26

S	M	T	W	Th	F	S
		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		
			13 student days			

First Semester	
August 13-14	New Teacher Academy
August 18-21	Teacher Workdays
August 20	Open House/Meet the Teacher
August 25	First day of school
September 14	No School - PD/Work Day
October 5	No School - PD/Work Day
October 16	End of first quarter
October 26	School in Session
October 30	No School - P/T Conferences
November 16	School in Session
November 23-27	No School (Thanksgiving Break)
December 7	No School - PD/Work Day
December 14	School in Session
December 18	End of second quarter (2 hr release)
Dec 21- Jan 1	No School (Christmas Break)

Second Semester	
January 4	No School - PD/Work Day
January 5	School resumes
February 1	No School - PD/Work Day
March 1	No School - PD/Work Day
March 12	End of third quarter
March 22-26	No School - Spring Break
April 5	No School - PD/Work Day
May 21	Graduation
May 25	Last Day of School (2 hr release)
May 26	No School - PD/Work Day
June 2-30	Summer School

Potential Inclement Weather Make Up Days			
Jan. 25	Feb. 8	Feb. 22	March 15
March 29	April 12	April 26	May 3

Quarter Dates:	Color Key:
October 16	Staff Work Day/PD
December 18	No School
March 12	End of Quarter
May 27	Summer School

Full Day Schedule	Student Days
7:50-3:30 (437 min. per day)	144
Calendar Hours	
1044.8 hours	
36 AMI hours	
60 inclement make up hours	
1104.8 total hours	

BOE Approved: 2/9/26

JANUARY '27

S	M	T	W	Th	F	S
					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			16 student days			

FEBRUARY '27

S	M	T	W	Th	F	S
	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						
			16 student days			

March '27

S	M	T	W	Th	F	S
	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 student days			

APRIL '27

S	M	T	W	Th	F	S
				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 student days			

MAY '27

S	M	T	W	Th	F	S
						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 student days			

JUNE '27

S	M	T	W	Th	F	S
		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			

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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. Students will have one day for each day of absence to turn in make-up work. Students who wish to participate in school-sponsored activities must attend school at least 51% of the day on which the activity occurs, unless the administration has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused. The following procedures address consequences for student absences.

Elementary and Middle School:
Excessive absences have an adverse effect on grades. When this occurs, parents will be notified and invited in to discuss the importance of attendance. When a student has accumulated ten (10) absences in a semester, the school principal or designee will attempt to make an appointment with the family to meet to discuss attendance, create a plan to improve student attendance, and discuss tutoring or summer school if the student's grades have been affected.

When a student has accumulated fifteen (15) absences in a semester the school principal or their designee will contact the Mo Children's Division Child Abuse and Neglect Hotline Unit and the county prosecuting attorney to report educational neglect. The school principal may share a record of all letters mailed and contacts made to parents in relation to a student's attendance and their record may be shared with appropriate law enforcement agencies and the Missouri Children's Division.

BHS/DCTC Attendance Policy*:*

1. When a student has accumulated two to three (2-3) consecutive absences with no phone call from family or five (5) absences, in any class period, in any semester, the principal or designee will notify the parent in writing. The High School and Dallas County Technical Center expect students to develop habits of punctuality, self-discipline, and responsibility necessary for college and career readiness. In accordance with state laws for schools, students are considered absent any time they are checked out of the building by a parent or authorized adult. Some classes at DCTC are arranged in a three (3) hour block format, meaning on (1) day at DCTC is equivalent to three (3) days in a traditional high school class.

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- Students (are required to) provide documentation of any absence to the Buffalo High School or Dallas County Technical Center office within 3 days of the absence.
- Seniors will be allowed up to 2 college visits per year. These visits should be prearranged and the time out of school will not be required to be made up.

2. When a student has accumulated seven (7) absences, in any class period, in any semester:
   - The principal or designee will notify the parents in writing.
   - The student will not receive credit for the class with the excessive absences unless that student completes the required amount of tutoring time needed. For example, if your child misses 2nd period a total of seven times, your child will need to schedule and complete one session of tutoring (50 minutes) with that teacher in order to recover their credit in that class. If your child is enrolled in a 3-hour block class at DCTC and misses class seven times, your child will need to schedule and complete 150 minutes of tutoring in order to recover their credit in that class. Every absence thereafter would require another 50 (or 150) minutes of tutoring with that teacher. The teachers will have the option of allowing the student to complete the tutoring time with another teacher. The principal will have final authority in regards to completion of tutoring time.
   - In addition, the parent and student will be required to contact the principal or designee to determine the reasons for the absences.
   - At that time, the principal or designee will inform the parent and student of the consequences of poor attendance.
   - The Attendance Review Committee meeting at the end of the semester will be the student/parent's opportunity to appeal any loss of credit.

3. When a student has accumulated ten (10) absences, approximately 10%, in any class period, in any semester:
   - The principal or designee will notify the parents in writing.
   - The juvenile office and county prosecutor may be notified of the absences with documentation of all contacts the school has made. If the student continues to be absent from school, an educational neglect hotline call will be made to the Division of Family Services.
   - In addition, the student may not receive credit for the class with the excessive absences.
   - Students and parents/guardians will be required to appeal this loss of credit by attending the Attendance Review Committee Meeting at the end of each semester. The required amount of tutoring time will still be needed in order to regain credit.

4. Attendance Review Committee (ARC)
   - At the High School level, an Attendance Review Committee will allow any student due process and consider whether the student should receive an appeal for losing credit due to absences (7 to 9 absences per semester) or

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excessive absences (10 or more per semester). The ARC meetings will be held in conjunction with the end of the semester. A parent must accompany the student to the ARC meeting which will be arranged by an administrator. The ARC will consist of the Assistant Principal, DCTC Faculty Member if applicable, counselor 2 teachers, and a special education teacher. The committee will notify the student and parent/guardian within 48 hours of its decision. Student request for an appeal of the ARC decision must be made through administration by an established deadline. The required amount of tutoring time will still be needed in order to regain credit.

Dallas County Technical Center Students Only

Absences may be reflected in a student's grade. As DCTC classes are primarily lab-based, participation grades cannot be made up. Sending schools grant credit for DCTC classes and, therefore, have ultimate authority when determining classification of absences.

Only school-sponsored events and related field trips will not count against the perfect attendance awards or program hour calculations.

An Attendance Review Committee (ARC) will be established at DCTC to allow any sending school student due process and consider whether the student should receive an appeal for losing credit due to absences (7 or more absences per semester. If a student accumulates 10 or more absences in a semester, along with the loss of credit due to excessive absences, the student may not be permitted to return to their DCTC program after that semester.

The ARC meetings will be held in conjunction with the end of the semester. A parent must accompany the student to the ARC meeting which will be arranged by an administrator. The ARC will consist of the DCTC Administrator, DCTC counselor, and 2 DCTC faculty members. The committee will notify the student and parent/guardian within 48 hours of its decision. Student request for an appeal of the ARC decision must be made through the Director by an established deadline. The required amount of tutoring time will still be needed in order to regain credit.

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.

(after 7:50 a.m.)

- The student must report to the office first before going to the classroom. Parents need to accompany their child to the office and sign them in. The student will be given an admission slip which he/she will take to the classroom teacher. Late arrival or early departure times will be recorded.

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- When a child is tardy five (5) times in a semester, parents will automatically receive a letter from their child's school. This letter is sent as a courtesy to keep you updated on your child's promptness to class. If the tardiness does not improve, it may be referred to the Division of Family Services for further assistance in rectifying the problem.

Middle School students must arrive at school no later than 7:50 a.m. to avoid being counted as tardy. If a student accumulates six (6) tardies in one quarter, the student will receive disciplinary consequences, such as lunch detention. If a student has more than seven (7) tardies in one quarter, the student will receive disciplinary consequences, such as in-school-suspension (ISS).
High School- Punctuality is an important part of the educational process. This is emphasized with our students every hour throughout the day. A student is considered tardy when he/she is not in their seat or area by the time the tardy bell starts ringing. Teachers will count the student tardy in Infinite Campus.

Teachers will keep a record of tardies in Infinite Campus. Tardies will be recorded by semester.

Students will be allowed two (2) tardies per class before disciplinary action takes place. Upon receiving their 3rd tardy, the student will receive a discipline referral and will be given an after school detention. A 4th tardy will result in one (2) days of ASD. A 5th tardy will result in three (3) days of ASD. Additional tardies will result in 3 days of ASD for every additional tardy.

Truancy
Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning. The timelines for turning in make-up work will be one day for each day of absence. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Preschool Attendance Policy: Dallas Co R-1 schools are fortunate to receive funding to operate a Preschool program. Regular school attendance habits are formed during the early years of school enrollment. Preschool attendance is not required; however due to our limited availability, students who display excessive absences will be dismissed from the program to allow for another student to participate. If your child should be absent from school, please provide us with documentation for the absence.

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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

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. The buttocks must be covered when sitting, standing, and participating in class activities. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. Pajama pants;
3. See-through garments;
4. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
5. Clothing that does not cover undergarments when a student is sitting or standing;
6. Undergarments worn as outer wear;
7. Holes in pants that are above the fingertip unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Do-rags;
13. Handkerchiefs;
14. Sunglasses;
15. Face paint;
16. Overly-dramatic make-up;
17. 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);
18. Blankets carried or worn as coats or wraps while in the building;
19. Heavy or loose chains, or straps that create a safety risk.

Additional Dress Code Information

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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.

Specific Elementary Dress Code Provisions:

Proper shoes are very important for children at play. High heels are not appropriate footwear for playgrounds and gym class. Tennis shoes are the best footwear for our students and are required on PE days. Sandals and flip flops are discouraged.

Dressing for Colder Temperatures: We believe it is important for children to get to go outside and play, we will follow the guidelines below:

- 27 degrees and above = Full outdoor recess
- 26 degrees and below = Indoor recess

(Exceptions may be made during structured activity time)

Inappropriate Markings: Items of clothing and buttons may not bear alcoholic beverage, drug, or tobacco insignias, advertisements or writing, nor provocative, profane, rude, suggestive, or inappropriate writing.

Personal Hygiene: Students are expected to be clean and free of odor at school. If your family is unable to provide clean clothing or need utilities or bathing facilities due to a hardship, please contact the school counselor at (417) 345-2350 for assistance.

DCTC Classroom/Lab/Shop Attire:

Proper equipment/clothing offers protection to students in a laboratory/shop environment. Before being allowed into a laboratory/shop environment, students will be required to wear appropriate attire, PPE, and other apparel determined necessary for safety by their instructor. The instructor's syllabus will detail the appropriate dress/attire for their classroom/lab. Students who do not wear proper attire will be prohibited from participating in the laboratory/shop environment, and their course grade may be affected. Long hair, loose fitting clothing, rings, heavy chains, and chain necklaces also put students at risk of injury and therefore are not allowed in most shop areas. Students are expected to adhere to all safety rules and direction by school staff. Each program instructor will outline necessary PPE needed for participation within that program.

DCTC students are provided one pair of safety glasses for participating in labs and work areas that require safety glasses. Students may opt to purchase their own. Students are

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responsible for the glasses and the cost of replacement for lost glasses. Damaged glasses will be replaced at no cost by the DCTC office. Students will not be allowed to participate in labs and earn points if proper safety practices are not followed. Students who repeatedly violate the mandatory safety glasses requirement will be subject to disciplinary action which could include dismissal from DCTC. In some programs, students will be required to wear assigned uniforms in lab settings. It is the responsibility of the student to properly care for his/her uniform. If replacement becomes necessary, it will be at the student's expense.

Food Service Program F-285-S

Under the National School Lunch Act, Missouri schools will participate in the safe provision of meals by eliminating the need to collect meal payments, including cash payments, at meal sites.

Meal Prices

	BREAKFAST	LUNCH
Elementary	1.70	3.00
Middle School	1.75	3.10
High School	1.80	3.35
Reduced Price	.30	.40
Adult	1.75	4.15

Meals Charge limit
$20 per student

Online Payment Directions
Log into your parent portal account as normal using your email and password. Your email address is your username. If you experience log in issues, please contact your child's building office. After logging in, select the Online Payment option under School Life. A 4.16% processing fee will automatically be added to your transaction total. Once you have verified the payment amount, you will proceed to Revtrack. You will need to create an account in Revtrack. Specific directions can be found on our Dallas County School District mobile app or the bisonpride.org website under the Parent Channel. Contact the District administrative office for assistance, 417-345-2222.

A computer accounting lunch system is used. Each child in grades K-4 is issued a plastic lunch card which is used like a credit card. These cards stay at school and when they are scanned the child's account is debited. Students in Middle School and High School are issued pin numbers which the student must memorize. Breakfast and lunch are paid from the same account.

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In addition to online payments, envelopes will be provided for meal payments. These can be picked up in the office. We want all monies for lunch/breakfast to be in the lunch envelope with your child's name, teacher's name, and date. Please do not put notes in lunch envelopes because the teachers do not open these.

If your child has special diet requirements, for example no dairy products, we need a note from a doctor and then appropriate arrangements can be made to meet your child's dietary needs.

Please keep a record of your child's lunch account. When the account exceeds the charge limit an alternative lunch will be provided to the student.

Should you have any questions do not hesitate to call the school office.

Free and reduced lunch forms are always available throughout the year on the Bison Pride website or the school's office.

If your child is on free or reduced lunch, no beverage will be provided unless the student takes a hot lunch. Additional milk/juice for 50¢ will be charged to the student's account and must be paid.

Vending Machines, Food and Drinks, Cafeteria Behavior

For the safety of all students, it is important that students obey the rules that are posted in the cafeteria. Students in violation of the rules will be subject to the appropriate consequence.

1. Middle and High School students are allowed to purchase items from the cafeteria vending machines before school, during lunch, and after school. Beverages purchased from the machines must be consumed before leaving the cafeteria.
2. Food and drink cannot be taken out of the cafeteria.
3. All students should go directly to the cafeteria when their lunch bell rings. Students should be in the cafeteria within 5 minutes after the lunch bell rings.
4. Holding places for other students in the lunch line, saving a seat, or "cutting" in the lunch line are not permitted.
5. Pick a seat for the day and remain at that seat. When students are finished eating, they may get up to dump their trays, but then must return to their seat and remain seated until the bell rings. No student may leave the cafeteria without first obtaining permission from a lunch supervisor.
6. Students must keep their hands, feet, and food to themselves.

Our lunch period is considered a "closed lunch period". No student is to leave school grounds during the assigned lunch. This is considered and will be disciplined as truancy. A parent must be present to check a student out for lunch off campus.

At the Elementary level, parents/guardians or those with parental permission may only

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eat lunch with their child if they have made the request ahead of time through the office. Visitors and students will then eat in a separate area.

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. An emergency kit is available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

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.

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.

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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

The goal of our School Health program is to improve the student's ability to learn, and aim to promote student and staff health, safety, and well-being by outlining procedures for things like basic first aid, medication administration, health screenings, and managing health-related issues in the school environment. Health services are provided under the direction of a school nurse. A school nurse is available for response in each building but may provide services in other buildings as well. Although the nurse may not be 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.

Illnesses/Injuries

When Should I Keep My Sick Child Home?

The best rule of thumb when deciding whether or not to send sick children to school is to observe them carefully and check with your child's doctor and/or school nurse. If children are alert and behaving normally, there is no reason to keep them home. Many parents are concerned about when to keep children who have been ill home from school. These are a few of the most common reasons children should stay home.

1. **Fever:** Your child should stay home if he/she has a fever of 100 degrees (orally) or more and should remain home for about 24 hours without fever reducing medication. Temperatures that are normal in the morning will often be elevated by the afternoon.

2. **Vomiting or Diarrhea:** Your child should stay home if he/she has vomited or has diarrhea (more than 1 loose stool) within 24 hours prior to the start of school. A physician should be contacted if vomiting and/or diarrhea last longer than 24 hours or becomes severe. (Be alert for *stress induced vomiting* – some children throw up when worried about something)

3. "**Cold" and/or persistent cough:** Lethargic (very tired), nose running continuously, excessive coughing. Child should remain at home until medical attention is received.

4. **Conjunctivitis (Pinkeye):** Conjunctivitis can be very contagious. Conjunctivitis, also known as Pinkeye, is the reddening of the white of the eye and the inner eyelids along with drainage (pus), itching, pain. Child cannot attend school until medical attention has been received.

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5. **Head Lice/Bed Bugs:** Children with lice or bed bugs should be kept at home until treated and for head lice all the nits (eggs) are removed. Contact your school's nurse if you discover head lice on any of your children or bed bugs at home.

6. **Chicken Pox:** Students should not attend school until all the blisters have scabbed over and begin drying. This takes about 7-10 days from the onset of the disease.

7. **Impetigo:** Impetigo is sores that have become infected. Impetigo can be found anywhere on the body including the face. The sores become crusty and can drain infected material. Your child needs to be treated for the infection. Once treatment has started, your child may come to school. If not dry, sores need to be covered while in school.

8. **Strep Throat:** If your child has been diagnosed as having a strep throat (this requires a special test by a health care provider), your child should stay home approximately 24 hours after antibiotic therapy has been started and is fever free.
9. **Ringworm:** Can attend school if area is covered and not present on scalp.

10. **Rash:** Accompanied by a fever or recent illness. Child should remain home until cause is determined. If due to chicken pox, child is to remain at home until all lesions are crusted.

11. **Scabies:** A contagious skin disease caused by the "itch mite". Child can return to school when adequately treated with the lotion prescribed by the health care provider.

Any students or District staff with a communicable disease that pose a risk of transmission in school or school activities may be restricted from activities until the risk of transmission is no longer a risk.

Schools should be contacted first thing in the morning, by the parent/guardian, when a student is absent. However, you can leave a message on the answering machine in the building that your student attends if it is before school hours and you know your student will not be coming.

No-Nit Head Lice Policy

Dallas County R-1 School has a no-nit head lice policy. As rooms are screened periodically, students found to have lice or nits (eggs) will have their parents notified and students will be sent home. If parents are unable to be contacted, the student will be isolated from other students. Parents will shampoo their children's hair with a lice treatment shampoo and remove nits before student can return to school. Parents will accompany student to school and bring proof of shampoo (box cover, etc.) The student's hair will be inspected. Hair will be free of lice and nits before student may return to class. Child will be rechecked within 5 days for re-infestation. Should lice or nits be found, the child will again be excluded from school. Excessive absences related to head lice will not be excused.

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Bed Bugs

Families should promptly address any bed bug concerns at home. Parents/guardians are encouraged to take appropriate steps to treat and prevent further infestation in order to reduce the risk of spread within the school setting. Ongoing concerns may result in additional communication and support from the school. The goal of this practice is to support consistent student attendance while minimizing disruption and limiting the potential spread of bed bugs.

Health Screenings

Health screenings include vision, hearing, height, weight, blood pressure and dental, as time and resources allow. Screening are performed annually on kindergarten, 1st, 3rd, 5th, 7th, 9th, and 11th grade students, new students to the District, referrals from teachers or parents, and students considered for Special Education placements. The goal of health screenings is to promote health education and to stimulate the proactive of health behaviors and to obtain health screening information. The school health department will make parent contacts when student health concerns are identified through health screenings for referral for proper treatment. If parents would like to opt out of health screenings, they must submit in writing via email to Nurse Lisa Crawford, lisa.crawford@bisonpride.org.

Screening	**Screeners**	**Grade Level**
Vision	School nurses Health aides Parent volunteers	K, 1, 3, 5, 7, 9, 11 All new students Referrals
Hearing	Speech teacher School nurses	K, 1, 3, 5, 7, 9, 11 All new students Referrals
Height/Weight	School nurses Parent volunteers Health aides Health Science students	K, 1, 3, 5, 7, 9, 11 Referrals
Dental	Dentists Hygienists School nurses	1, 3, 5, 7, 9, 11
Blood Pressure	School nurses Health aides Health Science students	1, 3, 5, 7, 9, 11

Health Office

If you have any questions, please contact the following individuals:
Mallory Elementary Nurse
Baily Hynes
Ph 417-345-5702 Fax 417-345-4089
baily.hynes@bisonpride.org

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jamie.slack@bisonpride.org

Buffalo High School Nurse
Mrs. Lisa Crawford, RN, BSN, NCSN
Ph 417-345-5628 Fax 417-345-8495
lisa.crawford@bisonpride.org

Buffalo Prairie Middle School Nurse
Ph 417-345-5706 Fax 417-345-5968
Jamie Slack

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. 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* – In order for School Health staff to administer OTC (over the counter) medications we'll need parent/guardian written or through our infinite campus permission when enrolling students or updating records. These medications include, but are not limited to, allergy medication (Benadryl), Antacids (Tums), cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others. . Parents/guardians need to bring in the OTC medication and fill out an OTC medication form for details indicating instructions for use.
>
> *Prescription Medication* – The nurse may need to clarify prescription orders with the provider. Prescription medication must be brought in the original container with the original pharmacy label by parent/guardian before any prescription medication is administered to students. Medication order will be renewed with any medication changes and/or annually. Health staff will not administer the first dose of any medication. Health staff may need to clarify medication order before giving medication. Your Health staff will provide all necessary information and forms for you. Any medication left in the nurse's office at the end of each school year will be properly disposed of.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. 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

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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 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. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S
The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The District has an asbestos management plan located at the District's Maintenance Shop. If you have questions, please contact the maintenance department for the Dallas County R-1 School District, at 417-345-5971.

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. For those students who do not have health insurance, the school District has partnered with an outside insurance provider who will provide families with insurance coverage for a fee. Even if families have health insurance, they may be interested in looking at this policy to help with deductibles and copays. Accident plans are available for: at-school accidents only, 24-hour accident only, extended dental, and football coverage. Families can enroll in this insurance program online at kandkinsurance.com/sites/K12Voluntary/Pages/Home.aspx and clicking on the K12Voluntary in the Select a Program drop down under Enroll Now. During enrollment please use "Dallas County" in school District title to find our school District rates.

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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://dese.mo.gov/media/pdf/attachment-l-does-your-child-need-health-care-coverage or 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 building principal. Requests to amend education records may be directed to the building principal 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

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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.

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); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
>
> *Limited Directory Information*: In addition to general directory information, 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; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

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

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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 from the building principal.

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.

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- 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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- 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 the HR department.

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. 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 can be found on the District's website.

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

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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, migrant, English learners, or in foster care is:

Title:	Jared O'Quinn, McKinney Vento Coordinator
Phone #:	(417) 345-2223

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 100 languages.

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

Name:	Nicole Dickson
Address:	500 W Main St., Buffalo, MO 65622
Phone #:	(417) 345-2335
Email:	nicole.dickson@bisonpride.org

Visitor Procedures C-155-S

Our schools are a safe place where both parents and community members are welcome. However, for the safety of the children, we do require that ALL persons who enter the building check in at the office, present your ID to school staff so that a background check can be performed through the Raptor Safety System and await instructions from school personnel. Once the visitor has been cleared by the background check, a name sticker will be issued. Visitors are not permitted to walk down to classrooms without permission. This practice allows us to account for all persons in the building in the event an emergency occurs and maintain order in the hallway. Finally, as a building we want to protect the student's instructional time. If it becomes necessary to visit the classroom during instructional time, prior approval MUST be arranged through the school office. If

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you need to visit with a teacher, you must make an appointment via note, email, or call to the office.

Reminders for Visiting Our School:

- Always check in at the office. Be prepared to show I.D. and have a background check performed. Sign the form in the office when you enter and exit.
- Please enter and exit by way of the front door by the office. All other outside doors are kept locked at all times.
- Classroom visits are not to be confused with a parent/teacher conference. Teaching and learning time is valued, and unexpected interruptions cause a loss of this valuable time. If you wish to meet with the teacher you should contact him/her to arrange a meeting time. It is recommended that classroom visits not exceed 30 minutes.
- Students are not allowed to bring visitors to school with them during the school day. Visitors are defined as anyone who does not work for the school or anyone who has not currently been approved to volunteer at the school.

Volunteers

Volunteers are always welcome at District buildings. Just a reminder, that all volunteers going on field trips or attending classroom parties will need to have a background check on file with Dallas County R-1 Schools. This background check will be performed in the school office by school personnel. If you need assistance with obtaining your online background check, please call 417-345-2222 or come into the school office and we will help you with the process.

Transportation Services F-260-S

Initial school bus routes will be approved by the Board on or before the end of October of each year, and the final report no later than June. Bus routes will be determined for the purposes of safety and efficiency. In order for students to be transported safely, discipline rules must be established and adhered to by everyone.

Transportation Policies

1. Buses will not leave the main traveled roadway to pick up students who live less than ½ mile from the main road.
2. In town, bus stops will be at streets and intersections unless conditions make it impractical to do so. Buses cannot stop at houses in town.
3. The Board of Education authorizes the Superintendent of Schools and the Transportation Director to designate routes and bus stops.
4. Any student who brings home an incident report form must have it signed by a parent or guardian before the student may ride again.
5. A bus route will not be changed to take children to day care and/or baby-sitter if extra miles are added to the route. If the baby-sitter and/or day care are on the route and students are picked up and dropped off there they will be assigned to that bus.

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6. Buses may deviate from the main traveled roadway for a distance of less than ½ mile only if there is a serious safety problem for any child walking to and from the bus.
7. **The transportation department requires that students who are Second grade or below have a parent at the bus stop at drop-off time.** We prefer parents to meet the bus, but if not, they **MUST** be visible to the driver. If no one is at the bus stop to meet the child, and no one is visible, then the child will be returned to Mallory Elementary School where parents will be notified to come and pick them up**. After the child is taken back to their school 3 times, they will lose their school bus riding privilege.**
8. Transportation for students with disabilities and homeless students will be provided in accordance with law.
9. Bad weather conditions will be left up to the discretion of the Superintendent. Parents should listen to local media and check Textcast, email, and their phone(s) for a call with information regarding whether there will be a variance in pickup and delivery on a certain day because of weather conditions. The school District also communicates with parents through the automated calling system.

Bus Turn Around: If a student lives where they are the last or only pickup on a road, then the bus will need to have a safe turn around. If a turnaround does not exist then the student will have to meet the bus at the closest spot on the route. Buses will not go on past a student's home to find a turn around. If the parent wants the bus to use a drive other than the one owned by them, the parent will need to get permission from the landowner in writing and turn it into the transportation department. All turn arounds will be approved prior to use.

Bus Pass Policy
Students are permitted only 2 drop off points; home address and 1 alternative address. When a student needs to go to their alternate stop, the parent should notify their child's school by 12:00 pm. No other bus passes will be given.

Sometimes a student will need to get off the regular bus somewhere along the route other than home. All the parent needs to do is send a note with the student or call the transportation office by 12:00 pm. The student needs to give the note to the driver; a pass is not needed in this instance. New students who will be riding a school bus are required to contact the transportation office before the student may start riding. Drivers are not allowed to make stops, or change the bus route unless the transportation department has approved it. So, if a student moves to a place elsewhere in the District, the parents will need to contact the transportation office to set up a bus stop.

Bus Procedures
If for some reason, such as overcrowding, etc., the District decides to transfer a student to another route or create a new route, parents will be notified one week prior to such a change taking place. The notification will include bus number and approximate time of pick up and drop off.

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If the road is in such despair as to prohibit reasonable safe travel or cause undue damages to the bus, travel on the road will cease until in the judgment of school officials, travel can be resumed. During this time, it will be the parent/guardian's responsibility to get the students to the bus or school until the road is repaired.

Students using District transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are delivered to school or to their designated stop on the route. The school bus is an extension of the classroom; therefore, all rules that are enforced during the school day will be enforced on the school bus. Violations of the Student Discipline Policy may result in a student being removed from District transportation for the remainder of the school year.

The following rules apply when riding the bus:

- The bus driver is in complete charge of the bus at all times.
- Students must be seated and are not permitted to change seats when the bus is in motion or to any other seat on the bus.
- Abusive language will not be tolerated on the bus.
- The school bus is an extension of the school and all school rules and regulations, which pertain to student conduct in the schools, are applicable to student conduct on the bus.
- The bus driver may assign seats at his or her discretion.
- Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
- When students do not plan to ride the bus, they should notify the driver and/or the transportation department. After the bus stops three days in a row, the bus will not stop again until the transportation department is notified that the student will ride.
- Students are not allowed to bring animals of any kind on the bus.
- Students waiting for the bus will be at their assigned stop and conduct themselves in an orderly manner.
- Wait until the bus comes to a complete stop before attempting to get on or off the bus.
- Go directly to his or her assigned seat, sit down and stay there until the bus comes to a complete stop at his or her destination.
- Do not leave books, lunches, or other articles on the bus.
- Refrain from talking to the driver while the bus is in motion.
- When getting off or on the bus, WALK in a single file line without pushing or shoving.
- If a student must cross in front of the bus, stay at least (10') in front of the bus. Remember, the driver needs to be able to see you until you are safely across the road. **NEVER CROSS BEHIND THE BUS.**
- Students are not allowed to go to the mailbox until the bus has pulled away from the bus stop.

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- Students should never put their heads or arms out of the bus windows.
- Students will be held responsible for any damage caused by them.
- Students will not use tobacco products of any type on the bus or at the bus stop.
- Students are not allowed to consume food or drink on the bus.
- Students will not throw objects on the bus or out of the bus windows.
- Dress code on the bus will be the same as at school.
- Public displays of affection (i.e. physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling) will not be allowed.
- Students will keep their voices at classroom level.
- Students will follow directions of the driver at all times.
- Students will not bring or have in their possession, a water gun or anything that will project water.
- **Cell phones cannot be used in a manner that is disruptive. Video recording and photo taking on the bus is prohibited.**

The Following Items May Not Be Brought on to the Bus:

- Animals
- Any item that is too big to be held in the students lap (e.g. balloons and flower deliveries)
- Balls; basketball, soccer, football, etc.
- Any item that has sharp or exposed edges.
- Weapon; gun, knife, etc.
- Perfumes, Colognes, Aerosol Sprays
- Glass bottles or glass items

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, lunch detention, 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,

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detention, in- or out-of-school suspension, expulsion, mandated locker use, 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,

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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.

Opting Out Policy

Students are expected to always give their best effort and participate in the educational process. The educational process is greatly affected when students choose not to participate. If a student chooses to opt out while in class, a discipline referral will be completed and appropriate disciplinary consequences will be assigned. Opting out is defined as the choice or decision to not participate. Opting out is not an option for students in the classroom

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.

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

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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.

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.

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.

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
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

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	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.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
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.
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.
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.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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 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

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	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.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, dress code violation, 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.
Drugs/Alcohol/Tobacco/E-Cigarettes/Tobacco-like Products	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, tobacco-like products, 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.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
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.
Fighting	A conflict: verbal, physical, or both, between two or more people.

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Firearms and Weapons	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 weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, 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.
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.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
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.
Hate Speech	Abusive or threatening speech or writing that expresses prejudice on the basis of ethnicity, religion, sexual orientation, or similar grounds.
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.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible

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	items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
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.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school or their assigned area 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.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, using a cell phone in a way that is inappropriate, distracting, or in a way that otherwise violates the cell phone guidelines for the building, 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.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.

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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.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
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.

DCTC Classroom/Lab/Shop Conduct:
In nearly all the training areas students will be operating equipment that they will use if employed in that occupation. Horseplay, inattention to tasks, willful misconduct, or neglect in a classroom/laboratory/shop setting to the safety procedures established by instructors, can create a chance for injury to the student operator or students in the immediate area. For these reasons, instructors will be very strict in the enforcement of safety procedures in the shop/laboratory sessions. Student violations of safety procedures that endanger themselves or other students will result in disciplinary action and possible removal from DCTC and reassignment to the home school. While the student is in the shop/lab, safety glasses and proper apparel will be required. Each program instructor will outline necessary PPE needed for participation within that program.

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

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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 coordinators are the assistant principals or other designees.

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

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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

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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
The District's Bullying Incident Report form is available on the District website, at the building office, or through the school counselor.

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. 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:

Title:	Assistant Superintendent
Phone #:	(417) 345-2222
Email Address:	complianceofficer@bisonpride.org

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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:

Title:	Superintendent
Phone #:	(417) 345-2222
Email Address:	complianceofficer@bisonpride.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).

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1. **What is a complaint?**

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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. <u>That time limit can be extended by the agreement of all parties.</u>

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 compliant 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

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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.

<u>Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S</u>

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.

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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:

Title: Assistant Superintendent
Phone #: (417) 345-2222
Email Address: complianceofficer@bisonpride.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:

Title: Superintendent
Phone #: (417) 345-2222
Email Address: complianceofficer@bisonpride.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: Assistant Superintendent
Address: 1323 S. Ash, Buffalo, MO 63622
Email Address: complianceofficer@bisonpride.org
Phone #: (417) 645-2222

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

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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.

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student in Middle School and High School, and some students at the Dallas Co. Technical Center, are assigned a hallway locker. Only locks provided by the District are permissible. If a student provides his or her own lock, they must provide a copy of the key or combination to building administrators prior to installation. Students may request locks for gym lockers if they wish to lock those.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of 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.

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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

Throughout the nation, drug use and abuse among our youth are increasing. The Board of Education of Dallas County R-1 Schools has a deep commitment to deter and prevent student drug use and to offer student activities in a safe, secure, drug-free school setting.

Due to concerns about the health and safety of students, Dallas County R-1 Schools implements a drug testing program where students in grades 7-12 are required, as a condition of participating in extracurricular and co-curricular activities, to consent to random drug screening. In addition, consent to random drug screening is required to obtain a student parking permit.

A single room/stall restroom (an entire restroom which only accommodates one person at a time) will be used for drug testing and not a multi-stall restroom. If a single stall restroom meeting these requirements is not available, the test will not be conducted. The testing procedure shall not involve any individual's presence in the restroom facility other than the student being tested, and a District staff member shall be present outside of the restroom during testing.

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Students who test positive for drugs or who otherwise violate the screening process may be suspended or excluded from extracurricular and co-curricular activities, and/or may lose the privilege to park on school property. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular and co-curricular activities, and/or park on school property. If the Student Code of Conduct is violated with respect to drugs, tobacco, and alcohol, the student will be subject to the consequences of the discipline policy. The violation will also be counted as a violation of this policy.

Each student choosing to participate in extracurricular activities, co-curricular activities and/or park on school property will have access to this policy on our school website. Students may request a parking permit after the consent form to random student drug testing has been completed and upon providing proof of a valid driver's license. This policy is undertaken in furtherance of the government's responsibilities, under a public school system, as guardian and tutor of children entrusted to our care.

Definitions
Co-curricular Activities – Activities in which students participate inside or outside of the classroom as a result of being enrolled in a school-offered class.

Drugs – The synthetic or generic equivalent or derivative drugs that are illegal under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.

Extracurricular Activities – Extracurricular activities, defined within the confines of this procedure, are: archery, basketball, football, volleyball, track and field, cross country, softball, baseball, golf, cheerleading, dance squads, school-sponsored dances, prom, all MSHSAA-sanctioned activities, and any other extracurricular activities that the District offers outside of those sanctioned. Participation in extracurricular activities is a privilege, not a right.

Negative Test Result – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Parking on School Property – Students are required to obtain a parking permit before they are allowed to park their vehicles on school property. Students are permitted to park on school premises as a matter of privilege, not of right.

Positive Test Result – A toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. This term may alternatively be referenced as a "positive," a "positive test" or a "positive result."

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Random Testing – Students covered by this procedure will be subject to random selection for testing. In implementing the procedure, each participating student will be assigned a number. On testing day, a predetermined number of said students will be selected using a table of random numbers. If a student selected in this manner is absent, the next proceeding number will be selected.

Drug Testing Policy
Students will be drug tested for, but not limited to, marijuana metabolites, cocaine metabolites, amphetamines and opiate metabolites. Testing will be administered by urinalysis or an oral swab. Prior to entering the testing site, the student will be given an identification number by a school official. When called by the test administrator of the screening service, the student will proceed to the testing site and present the identification number to the test administrator, who will record that number on the test recording form.

The test administrator will ask the student to remove any hat and outer garments (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will be asked to select a collection cup, open the cup and empty the contents on the testing table. The testing administrator will accompany the student to the restroom where the student will be instructed to place the collection cup on a ledge or counter and then wash his/her hands. Only single room/stall restrooms will be used for the drug testing procedure. No multi-stall restrooms will be used. The testing procedure shall not involve any individual's presence in the restroom facility other than the student being tested.

The test administrator will have placed blue dye into each toilet in the restroom and will have taped off all but the sink prior to student testing or as the student is washing. When the student has finished drying his/her hands, the test administrator will instruct the student to step into the restroom and void into the collection cup. The student will also be asked not to flush the toilet or use any faucet. The test administrator will step out of the restroom area until the student completes the void. The student places the collection cup on a prearranged flat surface and exits the restroom area.

When the testing administrator re-enters the restroom, he/she will check the collection cup to determine if there was a sufficient amount of specimen to test, if the specimen had an appropriate temperature, and that there were no foreign color or odor to the specimen. If any of the above takes place, the test administrator will reject the specimen and collect a second specimen.

If the specimen is acceptable for testing, the student will be asked to wash his/her hands and stand by the entrance of the restroom (keeping the specimen in his/her sight). The test administrator will open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the testing area, unless the initial screen indicates the presence of a drug included on the school District's testing agenda.

Positive Test Results

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If a specimen is positive, proper collection procedures are followed, and the specimen will be shipped to a TOMO-certified laboratory for a second screening. Periodically, the school District may request a non-positive specimen be sent to the laboratory for confirmation of accuracy of the testing process. The designated school official will release the results of the confirmation test to the appropriate principal. If the second test is negative, no further action is taken. If the results of the second screening are positive, the student is subject to the violations and consequences as specified in the Dallas County R-1 Drug Policy.

An administrator will meet with the parents to obtain their permission to forward the parent's name, ID# and contact # to the Medical Review Officer (MRO). The MRO will contact the parent/guardian of the student, and the student, to arrange a meeting to discuss the test results. The parent/guardian will be asked to bring any medications the student is currently taking in order to determine if there is a legitimate medical reason to explain the presence of the positive drug in the student's specimen.

Confidentiality
Upon receiving results from the laboratory, the screening service will send a report to the activities director, who will transmit the report to the appropriate school principal. The activities director/ principal will share the results with the student's parent/guardian. The activities director/principal will inform the coach or sponsor about any positive results. No other person shall have access to the testing results. For purposes of the random drug testing process, an identification number that will identify each student is assigned by the drug testing company. The results are kept in confidential files separate from a student's permanent education records and those files will be destroyed upon the student's graduation from school. All other reports are kept in a secure location.

Tampering with Specimen
If the test administrator notes any tampering with the specimen, that specimen will automatically be considered a positive test result and the student will provide a second specimen. While under the supervision of the test administrator, the student shall be provided water and must produce a specimen within 90 minutes. If the second specimen is tampered with, the student will be subjected to the consequences of the Dallas County R-1 Drug Policy and this procedure, just as if the test had been reported as positive from the screening laboratory.

Retest After Service of Suspension
At the conclusion of the 30-day activity suspension, the student will be allowed to rejoin the activity/sport. A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug use tests during the following 365 days, as determined at the discretion of the Dallas County R-1 School District. The student will again be drug tested on the first random testing date following the activity suspension. In the case of retesting a student suspended for marijuana, a lower level of the substance might continue to be evident for up to 90 days because of the extended length of time the substance stays in the body. In this situation,

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the student would continue activity participation. If the marijuana level stays the same or increases on the additional tests, it will be treated as a second positive test. It will also be considered a second positive if any level is detected after 90 days.

- *First Offense*
  The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities and parking on the Dallas County R-1 campuses for 30 calendar days from the date of the positive drug test. During this time the parent/guardian must obtain – at the parent's/guardian's own expense – documentation of a negative test and completion of 2 hours of substance abuse counseling for the student. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the 30 days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time. The student may participate in extracurricular or co-curricular practices, but may not participate in performances or games. The student will not be allowed to dress out, but is required to remain with the group/team. If, because of the suspension, the student is unable to participate in any activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade he or she would have had if he/she had been allowed to participate in the activity.
- *Second Offense*
  The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for 180 days from the date of the positive drug test of the second offense as stated in this procedure. During this time the parent/guardian must obtain – at the parent's/guardian's own expense – documentation of a negative test and completion of 4 hours of substance abuse counseling for the student. If, because of the suspension, the student is unable to participate in any activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade he or she would have had if he/she had been allowed to participate in the activity.
- *Third Offense*
  The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for 365 days of the date of the positive drug test of the third offense as stated in this procedure. During this time the parent/guardian must obtain – at the parent's/guardian's own expense – documentation of a negative test and completion of 8 hours of substance abuse counseling for the student. If, because of the suspension, the student is unable to participate in any activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade he or she would have had if he/she had been allowed to participate in the activity.

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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, mace spray, 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+ Scholarship Program S-130-S

A+ Scholarship Program Description

The District is a proud participant of the Missouri A+ Scholarship 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+ Scholarship 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.

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More information about the A+ program may be accessed through the District website at https://www.bisonpride.org in the A+ Scholarship Handbook, the high school counselor, and/or the District A+ Coordinator.

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. The assessment plan can be found on the District website.

Currently, the Missouri Department of Elementary and Secondary Education requires that students take Statewide Assessments (MAP Tests) in Math and English Language Arts (Grades 3-4), Math and Communication Arts (Grades 5 – 8), and in Science (Grades 5 & 8). Given each spring, these tests are designed to measure the progress of students as well as to help determine the effectiveness of our schools. Although they do not count toward a student's grade, the importance of these tests cannot be overstated. Students typically receive their results at Parent-Teacher conferences the following school year.

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. Elementary students may receive instruction on safe touch. Students in 7th grade and in High School health classes will receive instruction regarding human sexuality. 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 and will receive notification prior to instruction. 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

DEPARTMENT	Credits
Communication Arts	4 (English I, II, and III are required)
Social Studies	3
Mathematics	3 (Geometry is a required course beginning with the graduating cohort of 2029)
Science	3
Physical Ed.	1

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Health	0.5
Fine Arts	1
Practical Arts	1
Personal Finance	0.5
Electives	7
TOTAL	**24**

Note: Only 8 units of P.E. and music combined may be counted toward the 24 units required for graduation.

Insight School of Missouri (ISMO) Virtual School Graduation Requirements
For students enrolled in ISMO, the minimum graduation requirements are as follows:

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health and Family Education	½ unit
Personal Finance	½ unit
Electives	7 units
Total	24 units

Students enrolled in ISMO are not eligible to participate in after-school events or activities, including prom, school dances, and similar functions. Out-of-district ISMO students will participate in graduation ceremonies as determined by Stride K-12.

Dual-credit courses
Dual-credit courses taken in high school for both high school and college credit may be counted toward satisfying graduation requirements. Students also have the opportunity to enroll in online dual-credit courses. All dual-credit courses require a fee to the partnering university/college. Students must meet the university/college prerequisites to enroll.

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Certain programs at the Dallas County Technical Center currently provide dual credit and/or articulated credit. Students should ask program instructors for specific information related to their program of study.

Students enrolled in 3-hour block courses at Dallas County Technical Center will also be enrolled in .25 credit embedded math and .25 credit Integrated English courses per year as part of their CTE programs. Students must pass their CTE program with a C or better to earn the embedded math and integrated English credits.

Early Graduation

Students planning to graduate early must submit a written request to their counselor prior to October 31st of their senior year. Students must complete the Early Graduation form, meet all graduation requirements, and prepare a letter to the Board of Education explaining their reason for early graduation.

Early graduates are considered graduates for purposes of participation in school activities and may not attend prom as students. However, early graduates may participate in the Buffalo High School graduation ceremony. Early graduates are also not eligible for Valedictorian or Salutatorian honors.

Graduation for 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 2026 High Demand Occupations list, please click here.

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Eligibility for Class Rank

1. The valedictorian will be the student with the highest-grade point average as computed at the end of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of high school work.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.
5. To be eligible for valedictorian or salutatorian honors, a student must have attended their last two (2) complete semesters at Buffalo High School.
6. To be eligible for valedictorian, salutatorian, and top ten percent honors, students must successfully complete the following 24 credits:
    a. Four communication arts credits including: English I, English II, and English III
    b. Three social science credits including: American History and Government
    c. Three math credits including: Algebra I and Geometry (2029 graduates and beyond)
    d. Three science credits including: Biology
    e. One fine art credit
    f. One practical arts credit
    g. One physical education credit
    h. One-half health credit
    i. One-half personal finance credit
    j. Eight elective credits
7. For media/publication purposes valedictorian, salutatorian, and top ten percent honors will be announced based on seven semester grade point average. Graduation ceremonies will recognize the final, eight semester grade point average. Early graduate students are ineligible for Valedictorian or Salutatorian honors.

EOC Exam (End of Course)

End of Course exams are a part of The Missouri Assessment Program. They are designed to assess high school students' progress toward the Missouri Learning Standards. End-of-Course assessments are taken after students have received instruction on the Missouri Learning Standards regardless of their individual grade level. Each year, DESE puts out a list of the course exam requirements. Here is the link to the website for further information: http://dese.mo.gov/college-career-readiness/assessment/end-course.

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

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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 in the office of the Director of Special Services and 504 Coordinator, 1323 S. Ash St., Buffalo, MO 65622, (417) 345-2222. 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

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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 – Friday (8:30 am – 3:15 pm) in the office of the Director of Special Services and 504 Coordinator, 1323 S. Ash St., Buffalo, MO 65622, (417) 345-2222. 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 a full time Missouri Course Access Program (MOCAP), ISMO for students in grades 9-12. This fully virtual program taught by certified Missouri teachers are aligned with the Missouri State Learning Standards and offers students opportunities for acceleration, credit recovery and flexible learning. The requirements for the enrollment and approval process are outlined in District Policy. Additional information about ISMO may be accessed on the District's website.

Technology F-265-S
Electronic Personal Communications Devices (Cell Phone) Guidelines
Students are not permitted to use electronic personal communications devices from the beginning of the school day until the end of the school day. 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. Students who need to make a call during the day should contact the school office.

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

- **In case of an emergency**, as determined by school personnel.
- **For educational purposes**, when explicitly authorized by a teacher or school official pursuant to this policy.

Disciplinary Procedures
Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct.

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.

Technology Devices
Students may be issued District-owned technology devices. Depending on the student's grade level, the student may be permitted to bring these devices home. These devices are subject to the District's Acceptable Use Policy regardless of their location. Students and parents will receive more information regarding these devices.

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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).

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.

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.)

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.

District Communications
The District utilizes an automated messaging system to communicate with parents, students, staff, and community. The messaging system can send phone calls, text messages, emails, and app notifications. The District utilizes the system to streamline communications with parents and students and to avoid having to monitor a variety of social media accounts. The District attempts to accommodate disabilities of

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communication by sending an email with every phone call. If an automated call from the school is missed, check your email for the information.

The District and schools' primary mode of communication will be through its mobile app. The mobile app can be downloaded by searching for Dallas County School District in your app store. You will receive announcements, news, and school cancellations through the mobile app. These items will also be included on the District and buildings' websites.

Teachers will communicate with parents via email, phone, mail, Canvas or Infinite Campus.

Coaches will communicate with parents and students via phone, email, Infinite Campus Messaging, and/or the district provided app service.

Activity Sponsors will communicate with parents and student via phone, email, Infinite Campus Messaging, and/or the district provided app service.

School cancellations and emergencies will be communicated via phone, email, text, mobile app, and website. Important messages for specific parents and students will be communicated through phone, email, and text message.

Some buildings, clubs, sports, classrooms, etc. have Facebook pages, twitter accounts, Instagram accounts. These accounts will be used to share celebrations and news.

Grading and Reporting System

Pre-K – 4th Grade students will be graded using a standards-based grading system. Parents will receive information about this separately during open house.

Grading Scale

The Dallas County R-1 School System has adopted the following grading scale for grades 5-12:

A	94%	-	100%
A-	90%	-	93.4%
B+	87%	-	89.4%
B	83%	-	86.4%
B-	80%	-	82.4%
C+	77%	-	79.4%
C	73%	-	76.4%
C-	70%	-	72.4%
D+	67%	-	69.4%
D	63%	-	66.4%
D-	60%	-	62.4%
F	0%	-	59.4%

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(Note: All percentages are rounded to the nearest whole percent.)

Buffalo High School and Dallas County Technical Center have implemented a weighted grading system starting in the 2024-2025 school year, affecting students in the class of 2028 and beyond. This system, with a grading point of 1.24, will not apply to any classes prior to the graduating class of 2028. The aim is to reward students for their hard work and effort as we increase the rigor in our advanced courses. Primarily, this weight will apply to dual credit, honors, and other advanced courses, with the final determination made by the administration on whether a course will be weighted or not. This weighted grading system encourages students to enroll in more rigorous courses by offering the potential for a higher GPA, which can be advantageous for college admissions and scholarships. The exact courses with a weighted grade will be notated in the Course Handbook.

Late Work
The policy for accepting late work is each teacher's discretion and will be applied according to teachers' course policy. Teachers have a difficult time providing students with meaningful feedback in a timely manner if assignments are late. Each teacher's syllabus will address the penalty for late work.

Progress Reports
Progress reports are designed to inform students and parents of failing or near failing grades. Progress reports will be sent home approximately mid-quarter. Note – progress reports are not the same thing as end of quarter or semester grades and do not go into the student's permanent record.

Grade Cards
Grade cards are issued to students approximately one week after the close of the first, second, and third quarters. The fourth quarter grade cards will be emailed or posted on Infinite Campus as soon as grades are finalized unless they are completed by the end of the school year where they will be sent home with the students.

Honor Rolls
Students in grades 5-12 whose semester grade cards have at least all A's with no grade lower than A- will be eligible for recognition in the distinguished honor roll.
Students in grades 5-12 whose semester grade cards have at least all B's with no grade lower than B- will be eligible for recognition in the honor roll.

Tutoring
Tutoring is offered by individual teachers on an arranged basis between parents and teachers. Tutoring is available to Elementary students by invitation only. Teachers reserve the right to support students for tutoring to help with grades, academic skills, learning standards, assignments, etc.

Retention Policy
Retention may be considered when it is in the best educational interest of individual students involved. Parents will receive prior notification and explanations concerning

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retention if the situation should arise. Even though the process for consideration is collaborative, the principal makes the final decision.

High School and Technical Center Academics:

Grade Point Average (GPA)
To calculate your GPA for one semester, figure your **total grade points** by adding the points earned for each class. Below are the point values for each letter grade you received.

A = 4.00	B = 3.00
A- = 3.67	B- = 2.67
B+ = 3.33	C+ = 2.33
C = 2.00	D = 1.00
C- = 1.67	D- = 0.67
D+ = 1.33	F = 0.00

Next, figure your **total credit hours.** Each semester class is usually worth 0.5 credits, a normal semester total is worth 3.5 credits. Finally, take your **total grade points** and **divide** by your **total credit hours.** Your grade point average will be anywhere from 4.0 to 0.0. Remember that Pass/Not Pass grades will not figure into your GPA.

A student's cumulative grade point average begins the first semester of the freshman year and continues through the final semester of their senior year. To find your Cumulative GPA, use the same process for all classes taken in high school. Don't forget summer school grades when calculating your Cumulative GPA.

High School Grading Periods
The academic school year is made up of grading periods called quarters and semesters. Grades are recorded quarterly. Two quarter grades equal one semester grade. Only the semester grades are recorded into the student's permanent record. Semester grades are the average of the two previous quarter grades.

Buffalo High School Honor Rolls
Three levels of scholastic achievement toward which students are urged to strive have been set up. These are known as the Principal's List, Bison Honor Roll, and Honor Roll. These honor lists will be compiled at the end of each semester.

A student will qualify for the following honor roll lists upon completion of the following requirements:

- Principal's List: Achievement of 4.0 GPA in all courses attempted, enrollment in six or more units of credit.
- Bison Honor Roll: Achievements of 3.5 GPA or higher, enrollment in six or more units of credit.
- Honor Roll: Achievements of 3.00 GPA or higher, enrollment in six or more units of credit, no grade of "C-" or lower.

Dallas County Technical Center Honor Rolls

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Three levels of scholastic achievement toward which students are urged to strive have been set up at DCTC. These are known as the Director's Honor Roll, Distinguished Honor Roll, and the CTE Honor Roll. These honor lists will be compiled at the end of each semester.

A student will qualify for the following honor roll lists upon completion of the following requirements:
Director's Honor Roll: Achievement of 4.0 GPA in all DCTC courses attempted and at least 95% attendance at DCTC.
Distinguished Honor Roll: Achievement of 3.5 GPA or higher in all DCTC courses attempted and at least 95% attendance at DCTC.
CTE Honor Roll: Achievement of 3.00 GPA or higher in all DCTC courses attempted and at least 90% attendance at DCTC.

Schedule Changes
All schedule changes must be initiated by the student's teacher, counselor, or principal. Counselors may make changes to a student's schedule in order to make class size adjustments or to meet prerequisite or graduation requirements. We request that students submit requested schedule changes within the first two days of classes. No teacher for teacher changes will be made without approval from an administrator.

Semester Finals
Semester finals will be comprehensive and given at the end of the first and second semesters in all classes. The final exam will be 10% of a student's semester grade. Semester exams will only be administered during the scheduled time. Students will not be allowed to take exams early unless prior arrangements are made well in advance with an administrator for extenuating circumstances. Makeup exams for excused absences will be made up at the principals' discretion.

Academic Letter
The Academic Letter is designed to recognize those students who have excelled in the academic area. The requirements for the Academic Letter are as follows:

1. Full time student.
2. Students must have completed at least seven credits of high school work.
3. The student must have earned a full 3.75 GPA or higher on a 4.0 scale for both the spring and fall semesters of the academic school year.
4. Credit Recovery classes will not be considered for the academic letter.
5. Transfer students must attend a full spring semester at Buffalo High School and have received a 3.75 GPA during their fall semester at their previous high school during the same academic year.

The first year a student letters, they will receive a chenille letter. Students lettering again will receive a bar. The letters and bars will be handed out once grades have been finalized for that academic year.

Advanced Placement Classes

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Advanced placement courses are designed to give students who are excelling the opportunity for more rigor and challenge. Students enrolled in advanced placement classes are strongly encouraged to take the advanced placement exam at the end of the course. The fee for the exam is approximately $80. Students are required to pay for the exam.

Bison Time
Bison Time is designed to provide targeted interventions based upon student learning data to increase understanding of the material and better their grade. Each school year, teachers will determine the specific interventions and methods for targeting students. This time will also be dedicated to enrichment for students who are achieving successfully in their classes. Incentives will be based on grades and/or grade level. Students will be identified for this support based on academic progress. Students are expected to be present for each Bison Time class period unless leaving for a school sponsored activity. Students will not be allowed to sign out of school during Bison Time without following the regular attendance guidelines.

Time of day varies in each building

Classification of Students
Students will be classified by cohort as they enter High School. Those who have satisfactorily completed the eighth grade in an accredited school are classified as ninth graders. High school students will be classified according to their cohort. Students will be considered for graduation upon completion of credit requirements established by DESE and the Dallas County R-1 School Board.

Identification Cards/Badges
Students may be issued ID cards and may be required to present the cards at school activities and events.

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 utilizing the District's automated call system to notify students and parents/guardians. Announcements may also be made via local media and parents should check Textcast, email, and their phone(s) for a call with information regarding cancellations/early dismissals. 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.

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Arrival and Dismissal Procedures S-165-S

Preschool:

A.M. Arrival and Pick Up Procedures: Morning preschoolers who ride the bus will be dropped off at the early childhood center. Those parents who wish to drive their children to school-will drop their child off at the Early Childhood Center.
All preschool students should be picked up between 11:00 -11:30 A.M. Be Prompt. Children can only be picked up by those who are designated on the enrollment cards. This information is used very strictly. Please keep the teachers notified when there is a change in that information.

The doors at the preschool will remain locked at dismissal time in order to secure safety for all the children. The preschool teachers will dismiss the children at the door one at a time to parents.

P.M. Arrival and Pick-Up Procedures: Doors will be unlocked for the afternoon classes from 11:50-12:30

All preschool students who do not use bus transportation should be picked up by 3:30 P.M. Please be sure to be prompt. Children can only be picked up by those who are designated on the enrollment cards. This information is used very strictly. Please keep the teachers notified when there is a change in that information.

Elementary:

Parent Drop-off Procedures:

1. The drop off area is located in front of the school in the circle drive. Drop off begins at 7:45 a.m. Parents must stay in their vehicle while students exit on the **passenger side only**. Cars may NOT pass other vehicles during morning drop off.
2. No parking in the circle drive between 7:30 – 8:30 a.m.
3. Parents wishing to walk their students into the building need to park in the south lot and enter through the front doors by the office.
4. Upon arrival, students will go directly to their classroom.

After School Pick-Up:

1. The pick-up area is located in front of the school in the circle drive. Student pick-up begins at 3:30p.m. Parents must stay in their vehicle while students load on the **passenger side only.**
2. No parking in the circle drive between 2:30-3:30 p.m. Please park in the south parking lot.
3. Please do not arrive before 3:00p.m.
4. Parents of students with an everyday pick-up pass drive up to the pick-up line and display their pick-up placard. The student's pick-up placard MUST be displayed or you may be asked to park and wait. Everyday pick-up passes may be obtained from the office upon request.
5. Parents of children who have a one-time pick-up pass are to enter the pick-up line and have their ID ready to show school staff.

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6. If you need to assist your child with their seat belt, you may park in a space on the south side parking lot.
7. If your child is already with you, you may slowly pass other vehicles to exit. **This if for after school pickup only!**
8. Be prepared to show ID.

If an Elementary student leaves school early (before 3:30 p.m.):

- The parent or authorized person must report to the office, request release of the student, and sign the release sheet. Students will not be released to unauthorized persons. Be prepared to show I.D.
- The student will be paged via intercom to come to the office.

Enter the pickup line from the north on Mill Street.
Do not enter from 32 highway or Main Street. Doing so will cause traffic issues. Vehicles following the appropriate route help to ensure that each vehicle has been verified by staff. They may enter the pickup area entrance. When lining up on Hickory, do not block the circle drive.

Middle School:

Building Hours

The Buffalo Prairie Middle School office is open from 7:30 a.m. – 4:00 p.m. Monday through Friday.

Arrival at School

Students should arrive at school no earlier than 7:40 a.m. unless specifically requested to do so by teachers, counselors, or administrators. Students who arrive early without special permission must sit and wait in the cafeteria. Students will be allowed to eat breakfast in the cafeteria only. When students finish eating:
5th grade students remain in the cafeteria until the bell releases to go to first class at 7:50a.m.
6th, 7th, 8th grade students go to the gym until the bell releases to go to first class at 7:50 a.m.

Morning Parent Drop-Off Location

Parents must use the east circle drive to drop-off students in the morning before school. The east drop-off is located by the doors nearest the gymnasium. The main (North doors) entrance should be left accessible for buses only from 7:30 a.m. to 8:15 a.m.

Breakfast – Before School Time

Breakfast is served in the cafeteria between 7:40 a.m. and 7:50 a.m. Students wishing to eat breakfast should go directly to the cafeteria for breakfast. Eating areas for all BPMS students are designated by grade level. Sixth, seventh and eighth grade students must be eating in order to stay in the cafeteria. Prices are noted in the food services section.

Arriving Late

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Students arriving less than 5 minutes late to school will be allowed entry without having to sign-in. If students arrive more than five minutes after the tardy bell, they must sign-in. The only way into the building is through the secure entry.

Students Being Signed-Out
Parents must sign students out if they wish to take their students away from the building during school hours. Students are not permitted to leave during school hours on their own. Exceptions can be made at the discretion of the principal by following proper procedures.

Dismissal Bell – After School
School will be dismissed each day at 3:30 p.m. Students walking home must wait in the cafeteria until all buses depart. Then they are allowed to safely leave the building. All students must leave the building by 3:30 p.m. every day. Exceptions include after school activities or other arrangements made by teachers, counselors, or administrators.

After School Parent Pick-Up Location
Parents who wish to pick-up their children after school will need to do so at the east doors nearest the gym. Students are required to wait by the school until their transportation has pulled up to the doors. Students are not permitted to run out to find their ride. Attention – only buses will be using the north parking area after school from 2:45 p.m. to 3:30 p.m.

Walking to and from BPMS
Please notify the school if you are allowing your child to walk to and from school regularly and occasionally. Students who walk home after school are required to wait in the cafeteria until all the buses leave campus. Once the buses leave, students are safe to leave for the day.

High School:
Before School Procedures:

The building will be open to students each day at 7:30 a.m.

- Once students arrive on campus, they are required to come into the building and wait in the cafeteria until the 7:45 bell rings allowing students to go to their lockers or classrooms.
- Students who ride the bus will be dropped off in front of the building in the circle drive.
- Students who drive to school must park in the North or East parking lot and enter through the FEMA or cafeteria entrance.
- Students who are dropped off should use the South parking lot and enter through the South doors near the Choir room.
- If students are eating breakfast at school, they must do so in the cafeteria.
- Students are not permitted to be in areas where there is not supervision. For instance, if students desire to go to the band room, choir room, Shewmaker Auditorium, or the field house, they must have teacher supervision.

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After School Procedures

- Once the dismissal bell rings, students are expected to gather their necessary materials and possessions and leave campus right away.
- Students who are staying after school for ASD must report to their discipline assignment location immediately.
- Students who are staying after school for school related activities must report to their designated areas immediately. If students arrive before their coach or sponsor to the designated areas, they must wait there and not roam the halls, loiter, or go somewhere without permission.
- Students will not be allowed back in the building after school unless they are with their coach, supervisor, or sponsor. Exceptions may be made for appointments or at the discretion of staff members.
- Teachers will schedule times for students so that information will be available for parents.

Before/After School Care Program

21st Century Community Learning Centers: Before and after school programming is provided to the school District, parents and students with federal funds from the 21st Century Community Learning Centers grant. The purpose of the 21st CCLC is to provide opportunities for communities to establish or expand activities in the community learning centers that provide academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards in at least math, reading, and science. A second purpose is to offer students a broad array of additional services, programs, and activities; and finally, to offer families of students served by the community learning centers, opportunities for active and meaningful engagement in their children's education including opportunities for literacy and related educational development.

The school offers before school services from 6:45-7:45 a.m. at Mallory Elementary and Buffalo Prairie Middle School. Drop off for before school programming at the elementary will be at the east cafeteria door, while drop off for before school programming at the middle school will be at the east doors of the building. Students may be dropped off any time between 6:45-7:45 a.m. Students will have the opportunity to participate in a variety of activities including creative play, homework help, art, music, and morning mile walking club. The Dallas County Area YMCA will again be providing Primetime programming after school through the grant at Mallory Elementary for grades K-4 until 6 p.m. Bison Academy, after school programming is available for students in 5th-8th grades at BPMS until 6 p.m. Transportation is provided to designated bus stops in the county after 6 p.m. Enrollment forms can be accessed during registration, at the building offices or on the bisonpride.org website. The services are free of charge. Any student living in the school District is welcome to participate in the programming, including home school students. Programming information can be found on the bisonpride.org website.

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Bell Schedules

Buffalo Prairie Middle School

5th Grade Schedule		
Period	Grade	Time
1	5	7:50
2	5	9:36
Lunch**	5	11:17
Specials	5	11:46
3	5	12:43
Bison Time	5	2:37

6th-8th Grade Schedule		
Period	Grade	Time
1	6-8	7:50
2	6-8	8:48
3	6-8	9:46
4	6-8	10:43
5	6-8	11:17
Lunch	6-8	11:17
6	6-8	12:43
7	6-8	1:40
Bison Time	6-8	2:37

Buffalo High School/DCTC

Hour	Time
1	7:50
2	8:48
3	9:45
4 Bison Time	10:42
5	11:17-12:30 A Lunch – 11:22 B Lunch – 12:14
6	12:44
7	1:41
8	2:38

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Deliveries

Deliveries must be directed to the building office and students may pick up items according to the administration.

Parties/Celebrations

Elementary:

School parties will be limited to three: A Fall Harvest Party, Christmas, and a Valentine's Day. Each grade level determines how their class will celebrate. Parents will be contacted if they need assistance for the party. Just a reminder, that all volunteers going on field trips or attending classroom parties will need to have a background check on file with Dallas County R-1 Schools, using the Raptor system. We ask that no birthday parties be given in the rooms. If parents or pupils desire to bring treats for birthdays, such should be done during snack or lunch time and only with consent of the teacher. No homemade treats will be permitted. All treats should be packaged and unopened [include any nutrition standards for food brought by parents to be served during school hours]. Invitations should be sent through the mail for any private party and should not be distributed at school.

Activities

Students and parents are encouraged to attend building activities such as co-curricular events and athletic events. Activities are an integral part of education and an extension of the classroom. Students should conduct themselves according to all building rules and expectations. In order for a student to be eligible for a school sponsored event, the student cannot have any failing grades at grade check. To participate in school-sponsored events, students must maintain passing grades. If a student has a failing grade ("F") at the time of a grade check, they will be placed on Academic Probation for one week. During this probationary period, the student remains eligible to participate in activities. This probation period is intended to notify the student, parents/guardians, and coaches that ineligibility will follow if the grade is not resolved. Students are encouraged to seek tutoring and academic support before attending practices or extracurricular commitments. If the failing grade is not resolved by the end of the one-week probationary period, the student will become ineligible for participation in activities until the next official grade check. Scheduled grade checks occur at the following times: Mid-Term (September), 1st Quarter (October), Mid-Term (November), 1st Semester (December), Mid-Term (February), 3rd Quarter (March), Mid-Term (April), and 2nd Semester (May).

Coaches, sponsors, teachers and administrators may set additional eligibility limitations for field trips, extra-curricular, or co-curricular events based on student behavior and/or attendance. Students who have received disciplinary office referrals or consequences, ISS or OSS, or who demonstrate poor school attendance may become ineligible for a specific field trip or event.

Parents should also conduct themselves appropriately and respectfully of others in attendance. BPMS and Mallory students attending BHS activities, such as football and other athletic and co-curricular events, should be accompanied by an adult.

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Lockers

Lockers will be required to be used for ALL students in the building. Lockers must be locked at all times. Students are not allowed to carry phones, backpacks, purses, luggage cases/bags, sporting equipment or any other item deemed a nuisance by administration with them throughout the school day. These items are to be kept in the students assigned locker at all times. All lockers will have a lock installed. Students will be accountable for remembering their locker combinations. Lockers are school property and the school retains control. Students are forbidden to use private locks without administration approval and without first providing a copy of the key or combination to the administration. Lockers will be subject to periodic general inspections, at any time, for any reason and without a warrant. For this reason, students are not allowed to share lockers unless permission has been given from Administration.

Supply Lists

Supply lists will be available on the District website and posted at local retailers.

Middle and High School: Textbooks and supplementary reference books are provided to students on a free basis. Textbooks are assigned on an individual basis, while additional reference books are provided as they are needed. If books are returned in the condition in which they were assigned (exception--normal deterioration), no fine will be assessed. The student will have to pay for damaged books or school supplies (e.g. lost chargers, etc.). Notebooks, paper, pencils, shop materials, and other supplies for use in classes are to be purchased by the student.

Student Parking

Student parking lots are available for student use. Students should refrain from going back to their vehicles. Permission may be granted from the office to get items from vehicles. The school reserves the right to revoke a student's parking permit. Student vehicles parked on and off campus will be subject to periodic general inspections, at any time, for any reason and without a warrant. Students have no reasonable expectation of privacy. Each student who drives must register his/her automobile and must purchase a yearly parking permit. With the registration of a vehicle, students also consent to random drug testing. See Student Alcohol and Drug Testing S-196-S, page 40-44. Park in a school designated area only. Drive in a manner that is reasonable and courteous. Give pedestrians the right of way. Be especially alert for small children.

Dallas County Technical Center

Certificates: The Dallas County Technical Center awards certificates to all students who successfully complete a 3-hour block career training program at the conclusion of the school year. We wish to challenge students to their utmost and will present certificates only to students who successfully complete the required work. All seniors will receive their certificates of program completion at the end of the year. The following criteria will be used in awarding student certificates.

Certificate of Completion:

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Seniors meeting the following criteria will receive student portfolios at the Dallas County Technical Center Awards Ceremony held each year.

CRITERIA:

1. Student must be enrolled at the Dallas County Technical Center during the time of the Awards Ceremony.
2. Students shall successfully earn at least one (1) unit of credit in an approved career education program and demonstrate positive behavior, appropriate work attitudes, knowledge, and skills of program activities.
3. Students shall master 100% of the essential skills identified by the instructor and program advisory committee.
4. Secondary students shall have sufficient credits for graduation from their home high school, or must have passed a high school equivalency test to be eligible for the Certificate of Completion.

Certificate of Completion with Honors

Seniors who earn a certificate of completion and who meet the following criteria will receive a student portfolio, a letter of recommendation from the Director of Dallas County Technical Center, and graduation cords at the Dallas County Technical Center Awards Ceremony held each year.

CRITERIA:

1. Students shall achieve a minimum of 90% attendance. (School related absences do not count against program hours.
2. Students must maintain at least a 3.00 GPA per semester at DCTC.
3. Good Citizenship at DCTC; including no OSS.
4. Students must receive a recommendation from their instructor.

Industry Recognized Credentials: Students who successfully complete a program at DCTC may be eligible to earn an industry recognized credentials associated with their program of study and aligned with their career goals. Students who earn industry credentials at DCTC are recognized by employers as being highly motivated and job-ready. Although industry credentials do not guarantee employment, students graduating high school with at least one credential are more likely to obtain related employment. Credential exams are not necessarily part of the student's grade or requirement of completion in their program area. All testing will be considered as excused absences. Students are required to follow all testing regulations and may be responsible for arranging all transportation to and from the test sites.

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.

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

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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 principal.

All District policies can be located at: https://www.bisonpride.org/Page/1 and http://egs.edcounsel.law/dallas-county-r-i-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 (including gender identity and sexual orientation), 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:

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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. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.

2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

3. 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.

4. 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

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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.

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.

DCTC Classroom/Shop/Lab Safety
Safety is a major focus of the faculty, staff and administration at Dallas County Technical Center. All programs at DCTC are fortunate to equip classrooms, labs, and shops with relevant industry equipment. Industry equipment can be inherently dangerous and may contain pinch points, sharp blades, hot surfaces, or other hazards. Teachers take great care in protecting themselves and students and focus on safety prior to allowing student use of any equipment. Students must be able to demonstrate safety proficiency in each program at all times. Students will be required to pass safety exams in the first semester to remain in their program of enrollment in the second semester.

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Students are expected to adhere to all safety rules and direction by school staff. Failure to follow safety rules will result in disciplinary action and/or removal from the program.

Emergency Drills & Procedures F-230-S
Each classroom contains information informing students of the procedures for emergency evacuation of the building. Each instructor will discuss specifics at the beginning of the school year. Drills will be held routinely and students should follow all instructions provided, remain calm and quiet, and move quickly and safely.

Fire Drill
A designated tone will sound. All exits from the building are marked with lighted EXIT signs. A map of the school and the exit you should use is posted in each classroom and shop area. Upon hearing a continuous siren, exit rapidly and calmly to the area designated by your instructor. Your instructor will explain the different procedures at the start of the school year.

Tornado Drill
A designated tone will sound. All exterior doors should be closed and no room should be occupied which contains any exterior glass windows. If a FEMA shelter is available, students and staff members should evacuate into the FEMA building. If no FEMA building is available students and teachers should "drop and cover" under the nearest sturdy table, that will provide the greatest protection from falling or flying objects. Everyone should remain in the "drop and cover" position until the all-clear signal is given.

Earthquake Drill
A designated tone will sound or an announcement will be made.
Inside Building:

a. Drop and cover - get under desk or table or against inside wall. Drop to knees, hold desk, or table. If no shelter is available, drop to knees, head down with hands clasped behind neck.
b. Turn away from windows.
c. Stay under shelter until shaking stops, if shelter moves, move with it.
d. Listen for instruction.

Outside Building:

a. Move to an open space away from buildings, trees, and overhead power lines.
b. Drop and cover-drop to ground, protect your head, and neck with your arms.
c. Continue to where you were going, if you are on your way to school, go to school. If you are on the way home, go home.

Intruder Drill
Inside Building: In the event an armed intruder is ***inside*** the building, students will 'Run, Hide, Fight' as trained.

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RUN: Exit the building using the safest and quickest route (doors, windows, emergency exits, etc.) and proceed to designated rally points.
HIDE: If unable to exit the building safely, students and staff should barricade the room using any and all resources available (door locks, furniture, etc.). Simultaneously, students should look for alternate exit routes and prepare to engage the intruder.
FIGHT: If the intruder is actively engaged in his or her assault, students and staff may use physical force upon the intruder if they believe such force is necessary to defend himself or herself or a third person from what he or she reasonably believes to be the use of imminent use of unlawful force by the intruder.

Outside Building: In the event an armed intruder is ***outside*** the building, students will be instructed to lock down, barricade themselves, and prepare to engage the intruder.

Lockdown Drill
In the event the building enters a lockdown mode, students will be expected to follow directions provided by instructors or office personnel. During lockdown procedures, parents and visitors will NOT be allowed to enter the building until the building has been deemed safe. Students may not be signed out until the "All Clear" has been given by administration.

Title One Grievance Procedure
Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Title I shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time and the place of the violation, and related details of the alleged violation. The Superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided to each member of the Board of Education. If the complainant is not satisfied with such a response, he or she may submit a written appeal to the Board indicating with particularity the nature of the disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled Board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation to determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will

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be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

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Signature and Form Requirements

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Dallas County Technical Center Drug Testing Program Participation and Consent Form Eligibility in Activity/Athletic Programs*

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F-265-P Technology Form A

Email Consent/Permission Form

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

_____

Email Address(es):

_____

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date:

_____

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F-265-P Technology Usage Agreement Form Form B

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.

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C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2026-2027 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.

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DALLAS COUNTY TECHNICAL CENTER DRUG TESTING PROGRAM
PARTICIPATION AND CONSENT FORM
ELIGIBILITY IN SCHOOL-RELATED ACTIVITIES AND PROGRAMS

I have read the Dallas County R-1 School District Policy concerning my participation in the school-related activity program. 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 at any time during my eligibility in the activities will automatically be treated as a "positive" test.

I understand that I must provide a sealed envelope prior to testing that would disclose any over-the-counter medications and/or prescription drugs that I am taking. The certified laboratory personnel or the medical review officer so designated will open the envelope.

The test results will only be available to the responsible administrator(s), the school sponsor, the student, and the parents.

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 Dallas County R-1 School District approved testing lab under supervision of the district testing director/designee.

_____Yes, I agree to participate in the Dallas County R-1 School District Drug Testing Program. I, along with my parent/legal guardian, have read and understand the guidelines set forth in the Dallas County R-1 Drug Testing Policy.

_____No, I do not agree to have my child's name placed in the Dallas County R-1 Drug Testing Program. I further understand that by making this decision I relinquish my child's opportunity to participate in the school district's activity programs.

_____

Student Signature Date

_____

Parent/Legal Guardian Signature Date

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