

FARMINGTON MIDDLE SCHOOL

STUDENT HANDBOOK

2018-2019

I am proud to be a Knight!

Middle School Phone 573-701-1330

Middle School Fax 573-701-1339

Website www.fsdknights.com

Daily announcements Available on website under *announcements*, then *middle school*. Check daily for upcoming events and news.

FARMINGTON MIDDLE SCHOOL MISSION

We are readers, writers, thinkers, and problem solvers who are committed to becoming young adults of integrity.

FARMINGTON MIDDLE SCHOOL STUDENT AND STAFF CODE OF CONDUCT

I am respectful, responsible, safe, and prepared. EVERYONE at FMS has the right to feel positive, safe, and valued. As my contribution to this motto, I will...

- . respect myself,
- . treat others in a respectful and cooperative manner,
- . help build and maintain a safe and challenging learning environment, and
- . show respect for school and personal property.

By acting in this way, I demonstrate that I am a capable person, I can connect with others in the school community, and I will strive for excellence in our school.

ACTIVITIES

A variety of student activities are available at Farmington Middle School. Students are encouraged to participate in activities which include: Sports – Football, Cross Country, Volleyball, Basketball, Wrestling, & Track, Cheerleading, Junior Knightline, Academic Team, Student Council, Beta Club, Band, Jazz Band, Girls' Choir, Select Choir, and Boys' Choir.

Students who are absent any portion of the school day must have prior approval from the principal, or the student will not be allowed to practice for or participate in any school sponsored activity. A student tardy to school more than twenty minutes will be considered absent.

ASSIGNMENTS

- A. Assignment policies are also covered in the attendance policy and the make up work policy.
 1. Assignments are due on the date specified by the teacher.
 2. Students with excused absences will receive one day make up time for every day missed.
- B. Students are responsible for getting and making up missed assignments.
- C. Teachers will report students who have not been completing assignments to parents by e-mail, phone call, or written notification. The teachers will offer, at reduced

credit, the opportunity to make up past assignments.

ATHLETIC AWARDS

- A. Athletes who participate in volleyball, basketball, football, track, wrestling, cross-country, cheerleading, academic team, and Jr. Knightline will be eligible to receive an athletic letter if they meet the following guidelines:
1. Athletes must finish the season as a member of the team.
 2. Athletes must be recommended by the coach to receive a letter
 3. Students serving as managers will receive an athletic letter providing they meet the requirements mentioned above.
- B. Cheerleaders/dance team members will be eligible to receive an athletic letter if they meet the following guidelines:
1. Cheerleaders/dance team members must cheer/dance for eighth grade teams.
 2. They must finish the season as a cheerleader/dance team member.
 3. They must be recommended by the cheerleading/dance team coach/sponsor.
- C. Letters and/or certificates will be awarded at the end of each sport season.

ALCOHOL/DRUG SUSPICION POLICY

When there is suspicion of a student being under the influence of alcohol/drugs/prescription medication the nurse screens the student.

- If there remains a suspicion after the screening, the parents are contacted and given the option to have their student breathalyzer/drug tested at a law enforcement/medical facility.
- If the results of that testing shared with the school administration validate the school's suspicion, the student will be suspended.
- If the parent chooses to not opt for testing or share the testing results, the student will be suspended.
- Upon testing facility verification that a test was performed, the student will be allowed to attend school until the results are received.

See the Farmington R-7 Discipline Handbook for complete information.

ATHLETIC ELIGIBILITY

Students are required to meet the eligibility standards imposed by the Missouri State High School Activities Association. To participate in athletics, a student must have record of a physical exam, proof of medical insurance, and have no more than one (1) F on their quarter grade report for the previous quarter at FMS.

ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for classes in order to get maximum benefit from the instructional program. Although students with excused absences are allowed to do makeup work, it is difficult, if not impossible, for students to make up information highlighted during in-class discussions, hands-on activities, projects, and so on. There is a direct correlation between poor attendance, class failure, and dropouts. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more desirable employees after leaving school.

1. **Attendance is the responsibility of the student and the parent. The Missouri Department of Elementary and Secondary Education recognizes that 90% attendance rate or better helps to insure a student's academic success.**
2. **The school district understands that sometimes an absence cannot be avoided. For students who must be absent, parents**

need to call the school by 9 a.m. Pupils will be allowed to make up assignments and tests as long as the make-up policy is followed. Students will have an amount of time, equal to the length of the reported absence, to make up missed work.

- 3 The school will send students home who have a contagious illness or other medical condition which might be spread to other children or would make your child too ill to attend school.
- 4 Parents who take students out of town for a funeral or other emergency, are to report to the school prior to the absence.
- 5 Parents or guardians of a pupil whose attendance drops below 90% will receive a letter notifying them of these absences. Students with excessive absences will be contacted more frequently to help improve attendance. A school social worker may be involved in cases of excessive absences. Extensive student absences may result in the parents being referred to the local courts for possible prosecution.
 1. Every parent/legal guardian of a child between the ages of seven and sixteen years is responsible for enrolling the child in a program of academic instruction as per Public School Law of Missouri, 167.031 RSMO.
 2. Non-attendance by a student may cause the parent/legal guardian to be in violation of the provisions of state law. Violating the compulsory attendance law is a Class C misdemeanor. Penalty for violation is a fine, imprisonment, or both.
 3. Excessive tardiness may also constitute a referral to the social worker, juvenile office or possibly the city prosecutor. Students are expected to be in their assigned classroom at the start of the period and throughout the class period. A student may be considered truant if he/she is not in their assigned area.
- 6 In matters related to attendance, parents/guardians of students may appeal the principal's decisions in writing to the Associate Superintendent for Curriculum and Instruction. Following the procedure, if there is still disagreement, appeal may be made to the Superintendent.

BACKPACK/BOOK BAGS

Backpacks and bookbags may be brought to school, but must be placed in the student

lockers before advisory begins. The student may retrieve his or her backpack/book bag from his or her locker at the end of the school day.

BICYCLE/SKATEBOARD SAFETY RULES

Students who ride bicycles/skateboards to school are asked to abide by the following safety rules:

- A. Students should ride their bicycles/skateboards with the traffic, not facing it.
- B. No bicycles/skateboards are to be ridden on campus at any time.
- C. All bicycles must be parked in the bicycle racks provided, skateboards must be stored in the student service center.

BOOKS

Books are furnished by the school district.

- A. Students should write their name inside the front cover of each textbook checked out to them.
- B. Damaged or lost books must be paid for, including library books.
- C. If a lost book is later found, there will be no charge for the book, but overdue fines could be assessed.
- D. Fines will be assessed for all book damages.

BUILDINGS OPEN AT 7:15 A. M.

Farmington Middle School opens to students at 7:15 A.M.. unless students are bus students, are reporting to a pre-arranged tutoring session with a teacher, or have special circumstances that have been approved by the administration.

- A. Between 7:15 – 7:25, students are to wait in the front foyer until 7:25 when breakfast will start.
- B. Between 7:25 - 7:40 a.m., students should go into the gymnasium until the 7:40 bell rings, or they may participate in the breakfast program in the cafeteria.
- C. After the 7:40 a.m. bell, students go to their lockers and put their books in their classrooms.
- D. Students are also urged to use this time to discuss classroom issues with their teachers.

BULLYING

- A. Bullying—For purposes of this policy, bullying is defined as repeated and systematic intimidation, harassment, and attacks on a student or multiple students perpetuated by individuals or groups (includes cyberbullying). Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, or exclusion from a peer group.
- B. The Farmington Middle School prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the Farmington R-7 School District Discipline Handbook. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

BUS AND TRANSPORTATION

- A. Students are reminded that school buses are school property.
 - 1. Any intentional abuse of this property will result in suspension and loss of transportation privileges for a period of time.
 - 2. Bus drivers, through the office of the administrative assistant, will offer behavior guidelines to student passengers.
- B. Students must comply with the following bus procedures:
 - 1. Students should arrive at the bus stop in a timely manner, await the bus quietly, with

consideration for residents and respect for private property.

2. Students should enter the bus and sit in an appropriate manner, as is expected of them in the classroom. The driver is the authority on the bus.
 3. While waiting for the bus in the afternoon, students should stay in the general area where their bus picks them up.
 4. There should be no running or horseplay while waiting for buses.
 5. Bus students are not to leave the campus and then return.
 6. All riders should remain in the seat first selected or assigned.
 7. Riders should remain seated at all times unless entering or leaving the bus.
 8. The driver may assign seats to any or all students.
 9. Students will not be allowed to ride a bus other than their assigned bus. Emergency situations should be cleared through the building principal.
 10. Students should not board or depart buses at the shuttle site without prior approval.
- C. See the Farmington R-7 Discipline Handbook for further reference.

COLLECTION OF DEBT

A. Every effort shall be made to protect the financial resources of the district by collecting all debts owed the district. Any outstanding balance owed the district as well as any outstanding balance owed to a school-sponsored organization or club operating within the policies of the district is considered debt. Debt shall include payment for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear, food service accounts and fund raiser collections, etc.

B. Unless payment arrangements have been made with the district, students will be ineligible to participate in school activities if they have an outstanding balance owed the district. While every attempt will be made at the building level to collect the debt, any uncollected debt of students when they leave the district due to out-of-district transfer or graduation will be sent to the district's designated collection agency for recover.

C. RETURN CHECK CHARGE: If any check issued to the school for any service or item is returned due to insufficient funds or because the account is closed, the bill will be deemed unpaid. In addition, a return check charge of \$25 plus the actual charge assessed by the depository for the returned check will be assessed for any check returned due to insufficient funds or because the account is closed. When the second attempt has failed, the person's name will be sent to the prosecuting attorney's office.

COPIES

Personal copies will be available at the circulation desk of the LMC for a cost of 10 cents per copy. Students are not allowed to use the teachers or office copy machine without permission from the office.

DANCE RULES

The following rules will govern all middle school dances:

- A. Dances are usually scheduled from 6:00 p.m. to 8:00 p.m.
- B. Only currently registered FMS students may attend.
- C. Students absent from school (**or tardy more than twenty minutes**) without prior approval or doctor's excuse on the day of the dance CANNOT attend.
- D. Students are not allowed to leave the dance prior to the ending time unless leaving with an identified parent or guardian.
- E. Parents/guardians wishing to speak with their children during the dance should contact the administrator on duty, who will summon the student from the gymnasium.
- F. Regular school dress is required unless announced.
- G. Security guards (parents or staff) will be on duty at the front doors and/or outside the building.

- H. Chaperones (parents, guardians, teachers) will be in attendance during the dance. Chaperones must be approved through the district volunteer screening.
- I. Chaperones are asked to report all disciplinary matters, disruptions, disturbances, or injuries to the administrator on duty immediately.
- J. Chaperones will be advised of dance regulations prior to the dance or activity.
- K. Students who are serving or who are assigned alternative placement (ISS, MLC, JDC), or OSS on the day of the dance will NOT be allowed to attend the dance.

DISCIPLINE

Farmington Middle School believes that success is possible for all students and that some traditional forms of discipline are not as effective in changing a student's inappropriate behavior. One avenue that has been found to be successful in helping teachers help students is the use of the "BIST Model". The steps in this process range from "student redirects", "safe seats" and "buddy rooms," all of these steps are proactive measures used to meet the needs of the students. In some cases, students may be referred to administrator's office or sent home as a way to help keep students and others safe. A 'Buddy Room', is a non-judgmental place where a student can go to help him/herself stop acting out and to calm down to avoid getting into more trouble. While in the buddy room the student will be responsible for taking ownership of his/her behavior and for developing a plan (think sheet) to avoid similar problems in the future. The "think sheet" requires the student to reflect on their behavior and make changes for the future.

A. General Goal of BIST

To create students:

- that will allow adults to be in charge so that everyone can be productive and feel safe.
- that will not talk, use body language, or gestures that interfere with learning.
- that will not touch, hit, or be physical with others, including horse playing.
- that will not use words or body language that is hurtful to others.

B. Goals of Buddy Room (for Student)

- To have the opportunity to calm down
- To stop acting out and getting into trouble
- To develop relationships with adults
- To establish clear boundaries
- To look at his/her behavior in order to change
- To replace a troublesome attitude with one of hope

C. Goal of Buddy Room (for Teachers)

- To have the opportunity to calm down
- To maintain order in the classroom
- To have options of support when dealing with difficult, challenging or out of control behaviors

D. Think Sheet: A think sheet may be given to a student that has been disruptive or hurtful. The think sheet is a tool used to assist students in the reflection of the inappropriate behaviors that have exhibited. A think sheet may be given to a student in a class room, safe spot, or buddy room. The think sheet will need to be completed correctly and the student will need to process (please see processing below) with the teacher, before being allowed back to their regular seat in the class.

E. Safe Seat: A safe seat is a designated area in the regular classroom where a student can go to deal with his/her emotions. A student may request to go to a safe seat, or he/she may be asked by an adult to use the safe seat if it becomes evident that he/she is not able to handle the general classroom environment.

F. Buddy Room: The buddy room is the next level of intervention in the BIST process and is used when removal from a specific classroom environment is necessary. A buddy room

is simply another classroom, often on the student's team, where students can go to re-group and manage their feelings and behaviors.

G. Processing/Behavior Plans: When a student has demonstrated a pattern of misbehavior, he/she may be asked to meet with the team of teachers or individual teacher to "process." Processing is an opportunity for the adults to clearly communicate their concerns and observations and for student to be involved in creating a workable solution to deal with his/her own problem. Students have two school days to process with a team of teachers or an individual teacher. If processing does not take place within the allotted two days, a student is placed in behavior team focus (see team focus below). It is during the processing that "behavior plans" may be created and implemented. A behavior plan generally lists specific behaviors that continue to get the students in trouble and expectations for students, staff, and parents to help solve the problem.

H. Behavioral Team Focus: When a student has received a think sheet and has failed to process with his/her team and/or individual teacher within the allotted two days, the student will be placed in behavioral team focus. Basically, the student is removed from all of his classes and placed in another classroom/office in order to prevent the student from disrupting others or getting himself/herself in more trouble. The behavioral team focus lasts from one school day or until the student processes with his/her sending teacher or team of teachers. A student might also be placed in behavioral team focus due to consistent disruptions within the classroom. This team focus will occur at the discretion of the student's team of teachers or individual teacher. Finally, a student who is on a behavior plan could be placed in team focus if he/she fails to follow the behavior sheet by receiving 3 No's on the behavior sheet in any given day. If a student on a plan continually receives No's on his/her behavior sheet he/she may be placed in behavior team focus for extended days in order that he/she might take responsibility for disruptive behaviors. Of course, parents will be involved throughout the BIST process as partners with the teachers to help seek solutions, particularly when patterns of misbehavior begin to emerge.

DRESS AND APPEARANCE

It is each student's responsibility to dress in such a manner that reflects self-respect and that is conducive to a productive educational environment.

- A. *Neatness and cleanliness are basic to personal hygiene and grooming.*
- B. *Each student's personal appearance and attire should not distract other students, teachers, or staff members from a productive learning environment that promotes academic success.*
- C. *Student attire should lend itself to basic conventions of health and safety, while meeting basic social expectations.*
- D. *Clothes should be worn in the manner in which they were intended and designed.*
- E. *Shoes should always be worn.*
- F. *All tops must include sleeves (no tank tops, sleeveless shirts, shirts with large open shoulders, etc). Sleeves that fall just past the shoulder are allowable. Tops must cover the midriff, and should not have plunging necklines.*
- G. *The display of inappropriate words, symbols, gestures, slogans that are deemed sexual or promote violence; and, advertisements of alcohol, tobacco, or drugs, will not be allowed. Suggestive slogans or insinuating pictures and slogans will not be allowed.*
- H. *Hats will not be worn in the school building.*
- I. *Shorts, dresses, and skirts are acceptable attire providing they are mid-thigh in length "Mid-thigh" will be determined as the point of the student's longest finger with her arms at her sides in a relaxed position. Jeans with holes in them are only acceptable provided that holes are either below the allowable short/skirt length or jeans are lined/shorts worn underneath so holes do not reveal skin above the allowable length. NOTE: Shorts are acceptable attire providing they are finger-tip length in both the front and back of the leg.*
- J. *Non-denim, tight-fitting pants, such as leggings, jeggings, and yoga pants, may be worn only*

if the student is wearing a shirt that extends beyond the student's extremities. If it is believed that a student's attire is a distraction to the learning environment then the administration will review the attire and make a determination as to whether or not the student is in compliance.

- K. *Sagging will not be permitted. Pants are to be worn at the waist. Pants should not reveal undergarments.*
- L. *Chains worn as necklaces cannot be heavy enough to cause potential harm to the student wearing the chain, or other students. All other chains will not be permitted.*
- M. *In order to provide for the safety of individuals and the student body, there are times when the wearing of jewelry, necklaces and earrings, must be limited. This policy is particularly important during technology classes, home economics classes, and physical education classes.*

EMERGENCY DRILLS

The most important goal for the District is to provide a safe learning environment for our students and staff members. For this to occur, students and staff participate in emergency drills throughout the school year in accordance with the District's Crisis

Management Plan. Emergency preparedness includes the following drills: tornado or severe weather, earthquake, fire or smoke, bomb threat, and intruder. **NOTE:** During these drills, it may be necessary for students and staff to evacuate the campuses. Disaster drills are held so that students will be aware of precautions that must be taken in case of fire, tornado, earthquake, or other emergency situations. It is mandatory that students approach these drills with the same seriousness and respect of an actual emergency situation. These drills are designed to give students practice in reacting swiftly and appropriately during natural disasters. Directions are posted in all rooms for emergency situations. Classroom teachers will review these procedures with all students.

ELECTRONIC DEVICES

Electronic devices like pagers, cell phones, Ipods, video games, etc. have the potential to disrupt the educational process. Should students bring cell phones or electronic devices, they should be turned off and put away from the time students enter the building in the morning until dismissal. Cell phones and electronic devices may be confiscated if they disrupt the educational process. **THE SCHOOL IS NOT RESPONSIBLE FOR THESE ITEMS** and will not use administrative time to investigate lost or stolen personal items that students have been asked to not bring to school. Cell phones visible during tests could be viewed as a device for cheating. Disciplinary action will be taken according to the Farmington R-7 discipline handbook.

EQUIPMENT

Proper use of equipment is expected according to the following guidelines.

- A. Students who are involved in damaging school or other's personal property will be required to pay for it whether they intended damage or not.
- B. Students are asked to take special care of computers, projectors, recorders, players, cassettes, other technology or equipment used at school.
- A. See the Farmington R-7 Discipline Handbook for further reference.

FAMILY VACATIONS

If a student misses school because of a family vacation during the school year, the student is required to obtain assignments in advance, complete the assignments during the vacation time, and turn in the assignments upon return to school after the vacation.

1. At least **three (3) days notice** must be received by the principal prior to the vacation, so teachers can be notified and assignments can be prepared.
2. It should be understood that days taken for **family vacations count as part of the six (6) absences allowed per semester**. When the vacation exceeds the (6) allowed absences, the remaining days are excused only if the prearranged provisions have been met. Please note that attendance letters will be sent when the student misses 3 class periods.

FINAL EXAMS

Final exams may be given at the end of each semester. A student who misses a final exam must have prior principal approval or an excused absence before the test may be made up.

GRADES

Student report cards are one avenue used to communicate with parents.

- A. Report Cards are issued four times per year with mid-term progress reports to students who are receiving at C grade or below.
- B. Parents are encouraged to arrange individual teacher conferences during team conference time regarding student grades.

GRADING SCALE

The following standardized grading scale is used in Farmington R-7 School District:

A =	100 - 95
A- =	94 - 92
B+ =	91 - 89
B =	88 - 83
B- =	82 - 80
C+ =	79 - 77
C =	76 - 73
C- =	72 - 70
D+ =	69 - 67
D =	66 - 64
D- =	63 - 62
F =	61/ below

Student grades will be computed with 70% of the grade dependent upon assessments (all types) and 30% dependent upon homework.

HALLWAYS

To help insure student safety, the following practices regarding hallway traffic will be used.

- A. Students are not to be in the hallways during class time without a written pass from a teacher. Students should only be in the hallway on rare occasions when classes are in session and should sign out of their class when they leave.
- C. All telephone calls and other such actions of a personal nature are to be taken care of between classes.
- B. See the Farmington R-7 Discipline Handbook for further reference.

HOMELESS STUDENTS SERVICES

The Farmington School District provides appropriate services, activities and programs to all students living in the district regardless of permanency of their residence. The district identifies and assesses the educational needs of homeless children and youth to provide appropriate services to support the students. The Board of Education has designated an individual to act as district homeless coordinator, has a board-adopted policy to ensure compliance with the Stuart B. McKinney Homeless Assistance Act, and has informed school staff and service providers of the duties of

the coordinator. Parents of students living in the district without a permanent residence or the students themselves should contact (701-1300).

HOMEWORK/PREPARATION FOR CLASS

Students are required to enter their classes prepared for learning.

- A. Students should report to class with all necessary materials. These materials should include (at the minimum) the following items: pencil, paper, textbook, assignments, and chromebook. Some classes also require additional materials and supplies. (See individual teachers.)
- B. Students are required to have appropriate clothing for physical education class.

IDENTIFICATION BADGES

To provide for easy identification of all students and staff, ID badges must be worn above the waist with the picture facing forward. The ID badge should not be worn on the shirt or dress sleeve. Students may not deface the front of the ID badge with stickers, drawings, writing, or pictures. Defaced or broken cards will need to be replaced. Replacing a card costs \$2.00 each time.

HOMEBOUND SERVICES

In extreme situations where a student has an extended absence due to a medical condition, homebound services may be considered. The extended absence is usually two or more consecutive weeks. Additional conditions that may warrant homebound services include students with disabilities requiring reevaluation, with a long-term suspension or expulsion or who have been issued a court injunction. Homebound services provided to students whose applications have been approved consist of five hours of instruction a week. The school provides a person to communicate and gather the assigned work from the student's teachers. The homebound instructor provides the student with the work with an explanation to the student and continues to exchange the work between the student and school. It is important that the parent and student understand that the five hours a week instruction given by the homebound instructor will not replace the classroom teacher. Additional hours will be spent by the student in completing given work independently. If homebound instruction is provided for a large portion of the school year, attending summer school may be an option to consider. Parents may request the consideration of homebound services for their student through the school office. An application must be submitted for a student to be considered. Each situation will be reviewed on an individual basis. When the need is due to a medical condition, a physician must provide medical information.

HONOR ROLL

Honor Roll is designed to recognize students with outstanding academic achievement at the end of a semester. Honor Roll requirements are:

- A. Grade point average of 8.0 (B) on an 11.0 scale.
- B. No grade lower than C-.

IMMUNIZATIONS

The state law of Missouri requires proof of immunization of all public school children. It is unlawful for any student to attend school unless he/she has been immunized against polio, measles, rubella and diphtheria, tetanus, mumps, hepatitis B as required under rules and regulations of the Missouri Division of Health (RS Mo. 167.181). Proof of immunization must be provided by the parents upon the student's entry into the Farmington School System. The school nurse is responsible for immunization record keeping. Students are sent home if proof of immunization is not received by the first day of school.

IMMUNIZATIONS - Missouri School Immunizations Requirements (2010-2011)

2014-2015 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due.
In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Doses Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4
Tdap ²									1	1	1	1	1
IPV (Polio) ³	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁴	2	2	2	2	2	2	2	2	2	2	2	2	2 measles, 1 mumps, 1 rubella required, however 2 MMRs are highly recommended.
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁵	2	2	2	2	2	1	1	1	1	1	1	1	No doses required, however vaccination is highly recommended

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.
- 8-12 Grades:** Tdap, which contains pertussis vaccine, is required. **If a student received a Tdap, the student is up-to-date. Tdap is currently licensed for one dose only; an additional dose is not needed.**
- Kindergarten-4 Grade:** Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
5-12 Grades: Last dose on or after the fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is **not** needed. Any combination of four doses of IPV and OPV by four-six years of age constitutes a complete series. **Maximum needed:** four doses.
- First dose must be given on or after twelve months of age.
- First dose must be given on or after twelve months of age.
Kindergarten-4 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
5-9 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



Missouri Department of Health and Senior Services
Bureau of Immunization Assessment and Assurance • 930 Wildwood Drive • Jefferson City, MO • 65109 • 800.219.3224

Rev 12-13

Immunizations may be completed by your family physician or the St. Francois County Health Center at 1025 West Main Street, Park Hills, MO.. (573) 431-1947, if no insurance.

LANGUAGE MINORITY/LIMITED ENGLISH PROFICIENT STUDENT SERVICES

The district systematically identifies and serves limited English proficient students. As part of the enrollment procedure, information will be gathered from students and/or parents regarding the first language students spoke and any second language or primary which is spoken in the home. If another language is spoken in the home, then further questioning will be conducted to determine if the child may be limited English proficient (LEP). If a student is suspected to the LEP, additional assessment will be done in reading, writing, listening, and speaking to determine the need for additional educational services. The assessment will be conducted by the appropriate grade level counselor. Assessment results will be discussed with the building principals and classroom teachers to determine if a program designed to assist the student with academic performance is warranted. Language Minority and Limited English Proficient students will have equal access to all programs, services,

and activities provided by the Farmington R-7 School District.

LEAVING SCHOOL GROUNDS

To insure student safety, the following procedures will be used if a student needs to leave school during the school day.

- A. If it becomes necessary to leave during the school day, parents or appropriate designee though SIS information **MUST** sign the student out in the office.
- B. All students who leave school must, upon returning, sign in at the office before going to class.

LOCKERS AND LOCKS

- A. Hall Lockers
 - 1. All students will be assigned a hall locker.
 - 2. Students shall keep their locker combination to themselves.
 - 3. Students shall not move from their assigned locker without approval from the office.
 - 4. Locker privileges may be revoked for such reasons as excessive tardies, using the wrong locker, or damaging a locker.
- B. Locker Search - All school lockers are subject to regular, unannounced, searches. Occasionally, law enforcement drug dogs will be used to search the building. These dogs will not search any students directly, but will be searching lockers for contraband and/or drugs. If contraband is detected, the area/locker will be further searched by an administrator. If any items of concern are found, the situation will be discussed with the student, parents contacted, and the situation will be turned over to the appropriate law enforcement agency.

LOST AND FOUND

Students should use ink to clearly label all possessions.

- 1. Lost articles should be claimed in the office, before or after school, or between classes.
- 2. Items found by a student should be turned into the office immediately.
- 3. If articles are not claimed within a reasonable length of time, they will be discarded or donated to charity.

LUNCH PERIODS

- A. Students will be assigned to one of three lunch periods. Lunch times are listed in the schedule of class periods.
- B. Students will be allowed to go outside the last seven minutes of lunch, weather permitting.

MAKE UP WORK POLICY

It is the student's responsibility to find out what work has been missed while he/she were absent and make arrangements for turning in the work to the teacher.

Students absent on the day of a test, or the day an assignment is due, shall be treated as follows:

- A. Advance assignments are those which are assigned at least ten (10) school days in advance. Those will be due on the day the student returns to school from an excused absence. Failure to comply with this requirement may result in a student's grade being reduced by the teacher.
- B. Regular assignments are those normally due the next day or within the next few days. A student shall have additional time, equal to the amount of time he or she was absent, to turn in these assignments, except in the case of suspension. Assignments turned in later than this may have credit reduced.
- C. If a student is absent and a major test is scheduled the first day of the absence, the student shall make up the test on the day that he/she returns to school. If the

student is absent more than one day and a major test is scheduled the second day of his/her absence, or later, he/she may have additional time equal to the time absent from school to make up the test.

D. Students who have been suspended from school will be allowed to make up work.

MEDICATION POLICY

Prescription Medication:

- A. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of medication, diagnosis requiring medication, dosage, frequency of administration, route of administration, and the prescriber's name. When possible the prescriber should state any adverse effects and any applicable emergency instructions.
- B. The student's parent/guardian will provide a written request (School Medication Form) that the school district comply with the authorized prescriber's request to give medication. **The district will not administer the first dose of any medication.**
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, ex- refrigeration. Medication should not exceed a thirty-day supply. The medication shall be delivered to the nurse by the parent.
Medication cannot be transported per student on the bus.
- C. Documentation records of medication administration should include the student's name, medication, dosage, date, time and name or initials of persons administering the medication. The record should provide space for full signature of individuals administering the medication.

Over the Counter Medications:

A written order for administration of over the counter medications (e.g. Tylenol, cold medications, ointments, etc.) in school must be obtained from an authorized prescriber for individual students. The medications must be in the original container. The parent/guardian will provide a written request (School Medication Form) that the school district comply with authorized prescriber's request to give medication.

Self-Administration of Medication:

- A. Self administration of medication means that the student is able to consume or apply medication in the manner directed by the authorized prescriber without additional assistance or direction. A health professional licensed to prescribe by the state regulatory body may recommend that an individual student with a chronic health condition assume responsibility for his/her own medication as part of learning self-care. Self administration of medication may be allowed if authorized prescriber request and parent/guardian request are on file. The district reserves the right to deny the privilege of self-administration.
- B. The Board must inform the parent/guardian of the student, in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration by the student, absent any negligence by the district, its employees or agents; or as a result of providing all of the above mentioned relevant information to the school nurse, absent any negligence by the district, its employees or agents, or in the absence of a school nurse, to the school administrator.
- C. The parent/guardian of the student must sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the student's self-administration of medication, and that the parent/guardian shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the student's self-administration of medication.

Disposal of Medicines:

- A. Medication will be disposed of if it is not picked up from school on the last calendar day of the school year.
- B. The district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.
- C. The authorized prescriber and parent/guardian must renew all medication requests annually.

i. NO NIT POLICY

ii.

iii. The school nurse will do screening for head lice. If a student is found to have head lice or nits, that child will be sent home. The child may return to school once he or she is treated with a lice treatment product and all nits are removed from his or her hair. The child will be checked by the school nurse once returning to school; if he or she is found to be lice and nit free, the child will return to class. If the child is not lice and nit free, the child will be sent home. Upon return to school, parent/guardian must accompany the child for a head check by the school nurse.

iv.

v. The student will have his or her head checked again for head lice by the school nurse in seven to ten days after the first treatment. Once a student is found to have head lice, a classroom head check will be done in self-contained classrooms. All buildings where siblings are located will be notified, so that the school nurse may check them for head lice. A classroom notice will be sent home to parents stating head lice has been found in the classroom, stating the need to be checking for head lice.

vi.

vii. When the child is sent home with head lice, an instructional sheet will be sent home and reviewed with the person picking up the child from school. A copy of the district policy on head lice will also be sent home at that time.

viii.

ix. If a student is found to have three cases of head lice during a school year, a meeting with parents, nurse, and principal will occur prior to a student being

allowed back into school.

x.

xi. If a student is found to have a fourth case of lice during the school year, the Division of Family Services will be notified to see if assistance is needed in the home to help eliminate the head lice problem.

xii.

xiii. A child should not need to miss more than one day of school to be properly treated for lice. If a parent feels additional time is needed for treatment, each case will be reviewed individually by the principal and/or school nurse.

xiv.

MIGRATORY STUDENT SERVICES

Students of migratory workers, as determined by the Eastern Missouri Migrant Education Center, are eligible to participate in all educational services and programs of the Farmington School District. In addition, students may be eligible for services provided by the Eastern Missouri Migrant Education Center. Students will be identified upon enrolling in Farmington R-7 School District.

NO CHILD LEFT BEHIND ACT OF 2001

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has not met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

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

NO CHILD LEFT BEHIND COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

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

Informal Complaints Received by the SEA Office

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

Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

Appeals

Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.

2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

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

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program

involved in the complaint, statute violated and facts on which the complaint is based.

2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.

3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.

4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.

2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.

3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.

2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.

3. DESE will also keep records of any complaints filed through this policy.

NURSE, ACCIDENT OR ILLNESS AT SCHOOL

The school has a nurse available to provide first-aid treatment and evaluate students in need of care. In order to better serve all students, students are asked to abide by the following procedures in order to visit the nurse:

- A. Students who need to see the nurse, should request permission from their teacher. If it is between classes students should get permission from their next hour teacher.

Students should always have a pass from a teacher to see the nurse..

- B. The school nurse or other office personnel will be responsible for notifying parents of student illness.
- C. **Students are required to notify the nurse before making parent contacts due to illness.**

OFFICES

The school office is a place to transact school business, and every student is welcome for that purpose. Students are to use the window to request help.

PARENT PORTAL

The SIS Parent Portal is a web-based system that allows a parent access to such information as student's attendance, course schedule, discipline reports, lunch balances, and grades. Parents must first complete an agreement form located on the district web-site or available at the middle school student service center. Upon receipt of the parent signed agreement, a password will be issued to parents through e-mail. Information for the student is available only with a password. It will be the parent's responsibility to keep the password private. Passwords will not be issued to students. Parents must have an e-mail address to view records in the Parent Portal system (Parent Link). A simple login address provides information to all students in the household.

PERFECT ATTENDANCE

In order that those students who attend school regularly are acknowledged and rewarded, a "Perfect Attendance Award" has been established. To qualify for this award, students are to be in attendance for the entire school day on every day that school is scheduled.

- A. Absences during any part of the school day, or hour, including tardies to school will disqualify a student.
- B. Students absent from classes because of middle school activities will be counted present.

PERSONAL PROPERTY

- A. Students should be very careful with their valuables, locks are available for all lockers.
- B. Large sums of money should NOT be brought to school
- C. Radios, cell phones, ipods, recorders, electronic games, balls, Hacky-Sacks, trading cards, toys, games, etc., should NOT be brought to school.

Cell phones are the responsibility of the student and should be turned off from the time students enter the building in the morning until dismissal. The school WILL NOT be responsible for lost or stolen personal items.

PROMOTION/RETENTION CRITERIA

Students attending FMS will be subject to promotion-retention based upon the following criteria.

- A. A student's failure in four semesters' work in the academic areas (math, social studies, communication arts, science, and reading) during the entire school year will be reviewed by a committee of teachers, counselors, and administrators to determine student promotion or retention.
- B. Parents/Guardians will be notified by the core team of teachers if the child's performance shows he/she may meet these criteria at the end of the first semester and 3rd quarter. The principal or designee (assistant principal/counselor) will notify the parents of the committees recommendation by mail, during the 4th quarter.
- B. A conference to review the recommendations will be scheduled with the principal

upon parent request.

REQUIRED SUMMER SCHOOL

Summer school is REQUIRED if a student makes an F in a core area (reading, CA, math, social studies, science) 1st or 2nd semester.

SALE OF ARTICLES

Some student materials are made available at school.

- A. Student Council, Beta Club, athletic teams, cheerleaders, Jr. Knightline, music groups, and PTO organizations have permission to operate concession stands at ballgames and activities.
- B. Unauthorized sales by students are prohibited.
 1. Articles sold or traded without authorization may be confiscated.
 2. No advertisements may be placed in the school without receiving prior approval from the administration.

SCHEDULE OF CLASS TIMES

REGULAR SCHEDULE:

7:40 A.M.		Warning Bell
7:50	to	8:22 Advisory (1 st Hour)
8:26	to	9:16 2 nd Hour
9:20	to	10:10 3 rd Hour
10:14	to	11:04 4 th Hour
11:08	to	12:27 5 th Hour
<u>Lunch</u>	A Lunch	11:08 to 11:31
	B Lunch	11:36 to 11:59
	C Lunch	12:04 to 12:27
12:31	to	1:21 6 th Hour
1:25	to	2:15 7 th Hour
2:19	to	3:10 8 th Hour

SEXUAL HARASSMENT

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

Allegation of sexual harassment shall be investigated and, if sustained, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

SNACKS

All snacks should be prepackaged (store bought) snacks. The packages should be individualized and labeled with ingredients either on the item or on the box that they were taken from.

SPECIAL EDUCATION SERVICES

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, 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 Farmington R-7 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental

retardation, multiple disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Farmington R-7 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Farmington R-7 School District assures that personally identifiable information collected, used, or maintained by the agency for the purpose 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 the 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 requirement of the Family Educational Rights and Privacy Act (FERPA).

The Farmington R-7 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the office of the Director of Special Services. Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that resides in the district. The census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact 573-701-1390.

This notice will be provided in native languages as appropriate.

STUDENT HEALTH SERVICES

(Screening and Referral Programs)

The health screening programs of the Farmington R-7 School District are designed to examine the populations at highest risk at a time when early intervention has the most benefit. The following guidelines govern the district's health screening program:

1. The district will examine past screenings and assess them for effectiveness in order to ensure future screening programs effectively meet the needs of the district. The district plan for assessing the district's screening needs is for the nursing staff to review the schedule of assessments and the data derived from completed screenings annually.
2. As part of the district's Health Policy and Procedure Manual, the following guidelines govern the district's health screening program. Screenings are conducted for all students at the indicated grade levels. When referred by school staff or parents, individual screenings within the area of concern will be conducted. If parents do not wish their child to be screened, they must send a letter to the school nurse to be retained with school records.

Assessment Screenings- Grade level

Grade	Vision	Hearing	Dental	Scoliosis	Ht. & Wt.	Education
-------	--------	---------	--------	-----------	-----------	-----------

7	As needed	As needed	Sealant		PB-healthy life styles as needed
8	As needed	As needed	As needed	X	PB-healthy life styles as needed

3. When a student fails any of the above screenings, the school district will contact parent in written format or with a personal call. At that time, when appropriate, recommendations for seeking further evaluation and references to programs of assistance will be provided. When student sees a medical professional, a follow-up letter of the findings are asked to be provided to the school nurse to be maintained in the student's record. If follow-up screenings are warranted they will be conducted and monitored by the district.

TARDIES

Students being on time for class is important to insuring their academic success.

- A. Student tardies are disruptive to instruction. Excessive tardiness will not be allowed.
- B. Students should go directly to their seats when entering the room.
- C. Upon a student's **third** tardy per class, and each tardy thereafter, per quarter the student will be referred to the office for disciplinary action.
- D. Students tardy to school should report to the office to sign in. Students tardy at other times should report to their assigned classroom.

TRAVEL TO AND FROM SCHOOL

- A. Students are to come directly to school without loitering.
- B. Students are to go directly home after school, unless they have permission from their parents to stay for a supervised activity.
- C. Parents or their designees are the only ones who may drive students to or from school.

Any exceptions to this must be approved by the office.

TOYS

Toys create a distraction to the education process at the Middle School level. Please leave all toys at home.

TUTORING

Teachers may periodically assign students to attend the after school tutoring program (NO CHILD LEFT BEHIND ACADEMY – NCLB Academy) based on their progress in their classes. Students who are assigned to NCLB Academy are to attend on their assigned day(s). NCLB Academy will take priority over athletic/music practices but will not interfere with games or performances. Parents will be notified of

assignments to NCLB Academy by automated calling system. Students will be handed notification directly by the teachers. NCLB Academy may be made up from 8:00 –10:00 AM during Saturday school with prior approval from the principal.

504 PUBLIC NOTICE:

The Farmington R-7 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Farmington R-7 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Farmington R-7 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed. Each building and counselor within the District has a manual for your convenience.

This notice will be provided in native languages as appropriate.

MO DESE NCLB Complaint Procedures

Parents,

The district is required to provide a copy of the Department of Elementary and Secondary Education complaint procedures to all parents of students enrolled in the Farmington R-7 School District. If you have questions regarding this information, please contact Mrs. Sarah Long, Assistant Superintendent.

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Missouri Department of Elementary & Secondary Education NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

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Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
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Cont.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

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2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
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7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days **Rev. 9/6/07 Page 2**

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

Informal Complaints Received by the SEA Office

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Formal Complaints Initially Received by the SEA Office

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

Cont.

Appeals

Appeal to the SEA

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

investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.

3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal. **Rev. 9/6/07 Page 3**

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

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

Complaints Against LEAs Received from the United States Department of Education

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

Procedure Dissemination

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

NO CHILD LEFT BEHIND ACT OF 2001

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

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

PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

MISSOURI SCHOOL VIOLENCE HOTLINE (1-866-748-7047)

The Missouri School Violence Hotline is a statewide service, which began operation on October 1, 2001. Funds are made available for this project through the Missouri Department of Public Safety and the Missouri Juvenile Justice Advisory Group from funding provided by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.

The Missouri School Violence Hotline is a toll-free number at **1-866-748-7047**. The School Violence Hotline receives reports on a variety of school violence concerns, such as threats, bullying, assaults, property destruction, theft, sexual misconduct, and weapons being brought on to school property. The School Violence Hotline takes calls from the general public, including students, school personnel, and concerned parents. Callers can report their concerns anonymously. The School Violence Hotline is operated Monday through Friday from 7am to 6pm, excluding state holidays. There is a recording for after hours. Visit the School Violence Hotline Website (www.schoolviolencehotline.com)

STUDENT DIRECTORY INFORMATION

Directory information is considered a “public record” which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. Directory Information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy.

For students in kindergarten through 8th grade, the following information is considered “Directory Information”: Student's name; parent's name; date and place of birth; grade level; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance;

honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

If you do not want this directory information on your child released, you must notify your child's building principal in writing within 10 days of your being given this notice.

VISITORS

All visitors, including guest speakers, must sign in at the front office and receive a visitor's badge. Visitors will be required to wear the badge at all times while remaining in the building. The badges must then be returned to the front office upon signing out when leaving. Badges will be numbered for record purposes.

Friends/relatives of students of the same approximate age will not be allowed to attend school with the student.

504 PUBLIC NOTICE

The Farmington R-7 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Farmington R-7 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled person are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Farmington R-7 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed. Each building and counselor within the District has a manual for your convenience.

This notice will be provided in native languages as appropriate.

SIGNATURE PAGE:

I have read the student guidelines for Farmington Middle School informing me of my rights and responsibilities of being a student at FMS.

Student name

Date

