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## **Mandy Dean, EPMS Principal**

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August 26, 2020

Dear Middle School Students and Families,

Welcome!

Welcome to the first year ever of the new East Prairie Middle School. The 2020 year has definitely been a roller coaster ride for all of us. However, we're not going to allow the ups, downs, twists and turns of 2020 to keep us from celebrating this exciting time for our staff, students, families and community. So....let me say it again and bigger this time....**WELCOME TO THE NEW EPMS!!**

### **About Me**

I began my teaching career SO MANY years ago in our district. My career began as a Special Education Assistant at Doyle Elementary. My first teaching experience came as a High School Special Education teacher. Fast forward several years, I became the District Process Coordinator for Special Education. I am now starting my 10th year as a Principal. Nine of those years were for Junior High 7th/8th only and for my 10th year, I am becoming a Middle School Principal for grades 5 through 8. I am super excited about the merge of these grades. I am passionate about teaching students to overcome barriers in their lives, whether these be academic, behavioral, socioeconomic, and so on. Students may have to go over, under, around, or try something more creative to remove barriers, but I strongly believe students have to learn skills for the 21st Century. My hope is that all of our students will one day live fulfilling lives and contribute to society in a positive way.

In a "nutshell," let's just say that I love this job. It is my passion! I am extremely grateful that I work with an awesome staff. Our teachers, building assistants/aides, secretaries, counselors, custodians, maintenance department, technology department, transportation department/bus drivers, athletic department, and kitchen staff are truly the people that make SUCCESS happen. They are not the only ones though, our students and their families make SUCCESS happen as well.

### **Assistant Principal**

With the addition of 5th and 6th grades to the existing Junior High campus, came the need for an Assistant Principal. I am thrilled to announce that Mr. Jonathan Sipp is our Assistant Principal. Mr. Sipp has taught in our district for 18 years. His 18 years have been spent at the High School as a Science teacher. Mr. Sipp has been a favorite teacher among his students and has been very influential in their lives. I know without a doubt, he will bring his positive influence to the Middle School. Mr. Sipp is a natural leader in classroom instructional practices, he is a virtual education guru and he will be a great asset to our school. WELCOME MR. SIPP! We are glad you're here!

### **New Staff**

This year we will have several new teachers at EPMS. We would like to welcome Tera Johnson, Amber Eakens, and Kasey Williams who are new to the teaching profession. These ladies are super excited to begin their teaching careers in our district. We would also like to welcome MacKenzie Ross and Abby Mims who come with teaching experience and the same excitement to be teaching in our district.

### **Facilities Update**

There are two AWESOME things to report. First, we have a brand new 5th/6th grade building. It is a building that was constructed with safety first. The building has the newest technology and a SUPER SWEET library. Of course there are many more features, but those are the ones that stick out in my mind.

Second, the existing sidewalk with a majority of the 7th/8th classrooms has been enclosed. This will provide a much safer environment for our students. It will also keep our students out of the elements. A corridor has been opened in this hallway to allow all students to travel to the FEMA room while staying almost completely under roof.

### **Student Placement**

With the COVID19 shut down that closed our schools in March, we are aware that students and families have great concerns regarding students being prepared for the 2020/2021 school year. The staff at EPMS offers the assurance that we are prepared to meet our students where they are academically and emotionally. So....there's no need to stress!

### **Closing**

Although we have become a Middle School Campus, for the most part, we will operate as a 5th/6th building and a 7th/8th grade building. The daily schedules will be different for the two buildings and there may be differences in the procedures and expectations based on age appropriateness. However, the EPMS Student Expectations and the Prohibited Conduct and Consequences (Board Policy) will be the same for all students.

Due to issues with COVID19, there will be modifications to some sections of the student handbook. These changes will be addressed in the EPR-2 Re-Entry Plan.

I am looking forward to getting to know all of our students and families better as the year progresses. Please feel free to contact me, Mr. Sipp, our counselors or secretaries with any questions. I can be reached at (573) 649-3564 ex. 4 or at [mandy.dean@eastprairie.org](mailto:mandy.dean@eastprairie.org). It remains an honor and privilege to serve as your principal. Together we will make great things happen.

Sending Good Vibes,

Mandy Dean, EPMS Principal

## EAST PRAIRIE R-2 CSIP PLAN

### EAGLES

**Educating All, Guiding Learners, Empowering Success.**

**Our Mission:** The East Prairie R-2 School District will provide high academic rigor, instruction in technology, career readiness and the skills needed to overcome social/emotional barriers to future success. The District will assist every student in discovering how to be the best person he/she has the potential to be and meet with success in all areas of their post-secondary lives.

**Vision Statement:** The vision of the East Prairie R-2 School district is to forge strong, positive connections with students so they can achieve independence, build confidence, and gain academic knowledge. The district will provide students with a variety of opportunities to learn, grow, and thrive. Positive relationships are the core of the success of the East Prairie R-2 School District. The district creates a culture that values people and connections, making it a unique, accepting, academic environment for students to succeed on many levels. At the East Prairie R-2 School District, our purpose is to prepare students to move forward with a strong sense of self into a life filled with promise.

#### CSIP GOALS:

- **Goal 1:** The district will establish the expectation of all individual students that 90% of the students are in attendance 90% of the time.
- **Goal 2:** Sixty-percent of the students graduating will participate in post-secondary education at a community college, four-year college/university, technical school or military within six months of graduating.
- **Goal 3:** The district will increase the rate of persistence to graduation to 90% or higher as measured by the MSIP Annual Performance Report.
- **Goal 4:** The percentage of juniors and seniors enrolled in approved vocational courses will be 25% or higher.
- **Goal 5:** The district will proactively maintain, upgrade, acquire, and build the educational facilities necessary to properly serve and enrich the school programs.
- **Goal 6:** The district will proactively expand and enhance our existing security system to meet the needs of our student population.
- **Goal 7:** The district will provide technology to support high levels of student achievement, including infrastructure, hardware, and software conducive to support an environment conducive to student learning and staff effectiveness.
- **Goal 8:** The district will increase performance in assessments (MAP, EOC, benchmarks, etc.) based on each individual building's improvement plans.
- **Goal 9:** Subgroup achievement will demonstrate growth each year as measured by state standards.
- **Goal 10:** The district will improve and expand Professional Development opportunities for all staff.

#### EAST PRAIRIE R-II BOARD OF EDUCATION & SUPERINTENDENT

Carlin Bennett, President  
 Dr. David Dahlbeck, Vice President  
 Dr. Justin Bain  
 Dr. Steven Douglas  
 Dana Ellis

Brian Mainord  
Claire Poley

Ms. Lesli Jones, Superintendent

## EPMS STAFF 2020-2021

Kelle Goodding, 5th/6th Music

Mandy Dean Principal  
Jonathan Sipp Asst. Principal

Toni Graham 7th/8th Counselor  
Cati Aters 5th/6th Counselor

Michelle Palmer Admin Asst  
Linda Sutton Admin Asst  
Keisha Archie Admin Asst

Vicky Byassee EPMS Nurse

Irma Russell EPMS Assistant

Stacey Tanksley Title 1 / Inst Coach  
Kaitlyn White Title 1 / Inst Coach

### Teachers

Susan Cooksey 5th ELA/Soc Studies  
Abby Mims 5th Math/Science  
Emily Sipp 5th Math/Science  
Brittany Shoemaker 5th Special Education  
Kasey Williams 5th ELA/Soc Studies  
Amber Eakens 6th ELA/Soc Studies  
Corinne Karizamimba 6th Math/Science  
Susan Rogers 6th Special Education  
Kali McGruder 6th Math/Science  
Felicia Sanders 6th ELA/Soc Studies  
Decinda Howell, 7th ELA  
Justin Helderman 7th Soc Studies/Math  
Amber Glenn 7th Grade Science  
Tera Johnson 7th/8th Math  
Susan Benton 7th/8th SpEd  
Jacob Elfrink 8th Soc Studies  
Kim Vowels 8th ELA  
Brittany Willis 8th Science  
Haley Browning 5th-8th SLP  
Pam Mitchell 5th-8th Librarian  
Jason Grisham 6th-8th Band

MaKenzie Ross 5th/6th PE  
Lauren McKinley 5th/6th Art

Amanda Ayers 7th-8th Art  
Amy Elfrink 7th-8th Girl's PE  
James Hodges 7th-8th Boy's PE  
Andrea LaPlant 7th-8th FACS  
Rylyn Small, 8th Intro to Ag  
Kandi Staples 7th-8th  
Choir/Music

### School Support Staff:

Jennifer Goodding 1 SpEd Assistant  
Maegan Hedge SpEd Assistant  
Jodi Allred SpEd Assistant  
Katie Shands SpEd Aide  
Savannah Whitworth SpEd Aide

### Custodial Staff

Betty Archie Custodian  
Wanda Whybark Custodian  
Betty Bolden Custodian  
Carolyn Perry Custodian

### District Positions

Magen Berry Social Worker  
Casey Knight Athletic Director  
Cole Byassee Transportation Dir  
Steven Kuykendall SRO  
Ashley Jernigan Tech Coordinator

**PROCEDURES, GUIDELINES and GENERAL INFORMATION**  
**(Adapted to meet requirement of 2020-2021 Re-Entry Plan and Subject to change due to circumstances related to COVID19)**

The following pages outline EPMS general information and procedures. We ask that students and families please follow instructions set forth in this handbook.

**SCHOOL INFORMATION: HOURS/PROCEDURES/VISITORS**

Parent and student cooperation is requested in observing the daily school schedule.

**SCHOOL ARRIVAL**

**SCHOOL BEGINS at 8:00 a.m.**

**EPMS campus is open to accept students at 7:30 a.m. ABSOLUTELY NO STUDENTS ARE ALLOWED ON CAMPUS BEFORE 7:30!**

- **Upon arrival at school, students will immediately go to their 1st hour class. Before entering the building, students must have a mask on.**
- No student will be admitted into a classroom, gym, locker room, etc., unless accompanied by a teacher/staff member or without permission being granted by a teacher or staff member.
- All students should be on campus by 8:00. **Students arriving after 8:00 are considered tardy and must report to the office before going to class to receive a “pass” to class.** In a typical year, students would receive a “tardy warning” for arriving late. However, to accommodate the unique circumstances of the 20/21 school year, before a tardy warning is given, the reason for the tardy will be considered. **Students arriving later than 8:15 WILL be given a tardy warning.**

**STUDENT DROP OFF (Morning)**

- The student drop off is Memorial Drive (begins at the EP Library and exits on to Washington Street).
- Students and drivers should be prepared for exiting vehicles to ensure the carline flows as smoothly and quickly as possible.
- Students will enter the campus via the walkway between the gravel parking lot behind the new building and Webb Gym.
- Students will follow the walkway to the newly enclosed corridor on the 7th/8th grade building.
- All students will immediately go to their first hour.
- REMINDER \*STUDENTS MUST BE MASKED BEFORE ENTERING THE BUILDING\*

**CAR RIDERS**

**After School Carline**

**5th/6th Grades**

- The student pickup is Memorial Drive (begins at the EP Library and exits on to Washington Street).
- Students will be dismissed for carline at 2:55 and report to the Webb Gym to wait for pickup. Students will be called to one of the two doors facing Memorial Drive when their ride is identified.

- The carline will be one lane.
- Once Memorial Drive is full, vehicles should line up on the side of S. Center Street. Please do not block driveways.
- As a vehicle approaches to pick up a student, the student's name will be called out. Students will not be escorted to the car unless the parent/guardian requests the student be escorted.
- Vehicles should not exit off of Washington Street directly onto Memorial Drive. If this happens, the driver of the vehicle exiting Washington Street would be "cutting" in front of a vehicle that has waited to pick up or drop off their student. We ask that individuals in the carline be respectful of others.
- Students and drivers should be prepared for entering vehicles to ensure the carline flows as smoothly and quickly as possible.
- When exiting Memorial Drive, all vehicles should make a right turn onto Washington street.

### **After School Car Riders 7th/8th Grades**

- Car riders in 7th/8th grades should be picked up between the FEMA building and the High School (between Washington and the crosswalk.)
- Students must utilize the cross walk if picked up in front of the High School.
- Student pick up in the gravel area of the Middle School is prohibited. This is a safety hazard because of the flow of traffic at the 3 way stop at the intersection of Walnut Street/Cutliph Street.

### **BUS RIDERS**

- Students who ride the bus will be dropped off and picked up in the gravel area in front of the Middle School (the front faces E. Walnut Street).
- Bus Riders will be let off the bus no earlier than 7:30 in the morning and will board the buses at approximately 3:15 in the afternoon.

### **WALKERS**

- Walkers will be dismissed immediately following the afternoon bus departure.
- All students who have to cross Washington Street to reach their home or destination must utilize the crosswalk located on Washington Street.
- Students who have to cross Washington Street to arrive at school must utilize the crosswalk in the morning.
- Students exiting campus and crossing E. Walnut Street, must utilize the crosswalk.
- The area around the High School can be a highly congested area. It is imperative that students utilize the crosswalk and stay on sidewalks.
- For clarity purposes, walkers are not students who are walking to be picked up on E. Walnut, the FEMA area, or the HS Campus area. If students are being picked up by a vehicle in these areas, the student should be a car rider.

### **VISITORS ON CAMPUS**

- Visitors on campus are to report directly to the EPMS office located at the main entrance of the 5th/6th grade building.
- Visitors are not allowed to go directly to a classroom.
- Visitors should not park and drive in the gravel area (bus loading area) between 3:05 and 3:20/or when all buses and walkers are completely off campus.

### **BREAKFAST/LUNCH**

All students who attend East Prairie R-II Schools will be offered a FREE nutritious breakfast and lunch.



Per the 2020-2021 Re-Entry Plan, all students will be eating in a designated classroom. At this time, students will not be allowed to purchase extra items and a la cart items will not be available.

### **ATTENDANCE POLICY**

The Board of Education has established rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law. **However, due to COVID 19 and the district's re-entry plan, more flexibility will be provided when necessary in regards to monitoring in person school attendance. The re-entry plan will also address attendance of students who may not be "in person" students.**

**Our district partners with The 33rd Circuit Truancy Program to promote and maintain good student attendance.**

### **DRESS CODE**

East Prairie Middle School is committed to providing an environment free from distractions in the educational setting. The appearance and dress of each student plays a role in this process. The following guidelines should be followed by students regarding their choice of dress while at school and at district sponsored extracurricular activities:

No article of clothing and/or accessories may be worn that has words, symbols, or pictures, associated with alcohol, tobacco, drugs, profanity, double meanings, gang affiliation, and other products or activities deemed inappropriate by the administration. Pajamas or house shoes may not be worn to school.

#### Tops/Shirts

All shirts and tops must cover the midriff area at all times. Tank and cold shoulder tops need a 2 inch strap. No strapless, spaghetti strap, off the shoulder, low cut shirts, bare-back, sheer or mesh tops are allowed.

No under-garment should be visible.

#### Bottoms

Shorts and skirts can be no shorter than the tips of the student's fingers when arms are straight down at their side. No holes or excessive frayed areas in jeans that are above the tips of the student's fingers when arms are straight down at their side. Leggings are allowed but must be worn with a shirt that is long enough to meet the tips of the student's fingers when arms are straight down to the side. Students are not to wear sagging pants that show underwear, even with a long shirt. Students are not to wear tight revealing workout /yoga pants.

Hats are to be removed when entering the building. Hoodies (hood on the head) are not permitted inside the building or on campus sidewalks unless weather necessitates the use of them.

Everyday use of hoodies (hood on the head) presents safety issues, as it is difficult to identify who is wearing the hoodie.

**ATTENTION: GENERAL RULE: WHEN IN DOUBT..... DON'T WEAR!!! ADMINISTRATION WILL MAKE THE FINAL DECISION REGARDING ANY QUESTIONABLE ARTICLES OF CLOTHING.**

### **OFFICE TARDIES**

Students arriving after 8:00 are considered tardy and must report to the office before going to class. However, before a tardy warning is given, the reason for the tardy will be considered. **Students arriving later than 8:15 will be given a tardy warning.**



**5th/6th Grades:** students receive **FOUR (4) WARNINGS per semester**. A **DETENTION** will be issued on the 5th tardy.

**7th/8th Grades:** students receive **TWO (2) WARNINGS per semester**. A **DETENTION** will be issued on the 3rd tardy. (adjusted to reflect change in expectations based on age and level of student accountability)

### **TRANSPORTATION CHANGES**

If it is necessary for your child to ride a different bus, be picked up by someone else, or if there is a change in any way from the previous day, please send a note or call the office at 573-649-3564 ex. 4 **BEFORE 2:00 p.m.** (time change)

If the office is not notified by 2:00 p.m. of a transportation change, students will follow their normal transportation routine.

When sending notes to school or calling the office for transportation changes for your child, be sure to include the following information:

- Bus/Car Rider/Walker
- Student's full name
- The address of where the student is going
- Date the note was written
- The teacher's name

**ALL CHANGES MUST BE MADE BY 2:00P.M. DAILY!**

### **CHECK-OUT PROCEDURES**

1. If a student leaves during the school day, the student must be checked out through the office. When a student returns to school, he/she must be checked back in through the office.
2. Parents/Guardians are asked to wait in the office once their child has been called to leave. Standing on the sidewalk while waiting on your child may be disruptive to the learning environment.
3. Parents/Guardians are encouraged to make dental and medical appointments after school hours when possible.
4. No student will be sent outside to wait for a pick up.

### **HOMEWORK**

The teachers at EPMS are committed to the success of all students. Quality instruction and opportunities for students to demonstrate their understanding of concepts is a daily expectation for all teachers and students at EPMS. There may be times that students do not finish in-class work or need additional practice on a skill therefore the student may have a small amount of homework to finish. Homework is due the following school day to the designated teacher. We value family time and student free time and will do our best to keep academic work outside of the school setting to a minimum.

### **LOST AND FOUND**

Clothing and personal belongings that are brought to school should be labeled with the student's name. Students should check in the lost and found box and in the office for lost items. It is the responsibility of each student to keep up with his or her belongings.

### **ALTERNATIVE SCHOOL (7th - 12th Grades)**

The East Prairie R-2 Alternative Education Program is designed on a three tiered system. Tier 1 of the Alternative School Program is designed for students grades 7-8. Students must be referred by an Administrator and evaluated each semester for return to the regular classroom. A student may be referred for Tier 1 for inability or unwillingness to follow the expectations of the general school environment. Numerous discipline incidents, refusal to cooperate with instructional staff, and/or conduct recognized to be unacceptable in the general student population could result in a referral to Tier

1 of Alternative School. Tier 1 students are expected to follow all rules of the student handbooks for EPMS and the East Prairie Alternative School. In addition, students are expected to follow the guidelines of the Alternative School Contract. Students placed in Tier 1 are not eligible for extracurricular activities.

### **HOMEBOUND PROCEDURES**

Homebound instruction is available to students too ill to attend school for an extended period or having a condition that requires long term absence from school. The amount of instruction and support shall be determined by the needs of the individual student. Students on homebound are not eligible for extracurricular activities. **Please refer to the East Prairie R-2 Board Policy Regulation 6275 for more specific guidance on Homebound Instruction.**

### **STUDENTS TRANSFERRING FROM THE DISTRICT (P 2290)**

Parents/Guardians of a student transferring out of the district should contact the building counselor and provide a specific reason for withdrawing the student from the district. Parents/Guardians should also contact the school the student will be transferring to and fill out a request for records from the EPR-2 district. Our district will respond within five (5) business days to the requests by other schools for the records of students transferring from our district. Records transferred pursuant to such requests will include written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Board Policy R2673.

### **USE OF OFFICE TELEPHONE**

Student use of the school telephones is discouraged unless in cases of emergency. **Students are to use the office phone, not cell phones or other devices to call/text parent/guardian.**

### **SEVERE WEATHER POLICY**

School will be in session unless the weather makes it dangerous for school buses to run. If it is necessary to cancel school, a School Messenger call will announce the school district decision no later than 7:00 am. It will also be announced on the local radio station (KYMO FM 105.3), television station (KFVS CHANNEL 12), and [www.eastprairie.org](http://www.eastprairie.org)

If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, a School Messenger call will be made, plus each local radio and television station will be notified. If the procedures for your child's transportation after school will be different than normal, you need to discuss in advance with your child who will pick him/her up or what to do in case school is dismissed early.

### **STUDENT DEMOGRAPHICS/EMERGENCY NUMBERS**

The school must ALWAYS be informed of changes in phone numbers, addresses, emergency contacts, etc. The school must have an up to date work phone number and/or emergency number in the event your child becomes ill or is injured at school and requires your presence. Should there be an emergency involving an accident and we cannot reach you, the child will be taken to the hospital emergency room for treatment. It is important to notify the school of any change of address or telephone number.

### **EMERGENCY DRILLS**

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Fire, tornado, earthquake, active shooter, and intruder drills are conducted on a regular basis. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area and safe distance from the building. Teachers also have an emergency backpack with all emergency supplies and information needed to exit the building quickly and efficiently.

## HEALTH SERVICES

At times it may be necessary for your child to be sent home during the school day because of various health reasons. The following are examples:

- A fever of 100 or above. Tylenol or similar non-aspirin medication will be administered with your permission only. The student may not return to school until 72 hours fever free without the use of fever reducing medication unless documentation provided by a primary care physician.
- Vomiting
- Students who are suspected or determined to have a contagious disease until 24 hours of treatment have been established.
- Head lice: Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
- Bladder/bowel accident.

All students must complete an over the counter medication form in order to receive Tylenol at school by staff. Anything beyond Tylenol or tums must be provided by the parent and the medication administration form must be completed. Medication should not be sent with students. If medication comes to school with a student it cannot be given until the nurse has verified it with the parent. A form will be sent home with the student and must be signed and returned the following day.

## IMMUNIZATIONS FOR STUDENTS

It is the policy of the East Prairie R-II School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

The health staff shall notify the student of the immunization needed. It shall be the student's responsibility to bring written confirmation to the school nurse. Telephone calls cannot be accepted.

## ALLERGY POLICY

No food preparation or consumption will take place in any instructional area unless the instructor has permission from the building administrator. Courses that include food preparation or consumption as a regular part of the curriculum are exempt from this provision, but instructors in these courses have an increased responsibility to monitor student adherence to prevention procedures.

A table(s) in the dining area will be designated as an allergen free area for students with food allergies. If needed, additional areas may be designated as allergen free due to the specific needs of the students.

EPMS does not mandate that any student sit in the allergen free area. **(R 2875 Student Allergy Prevention and Response)**

## **CHILD ABUSE AND NEGLECT**

By law, educators are required to report any suspicion of child abuse and/or neglect to the proper authorities. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. If any teacher or administrator suspects abuse and/or neglect of a student, the suspicion will be reported to the Child Abuse Hotline.

## **ELECTRONIC DEVICES/CELL PHONES**

**5th/6th Grade Students:** If parents/guardians find it necessary for their child to bring a cell phone to school, the phone will be collected by their homeroom or 1st hour teacher, placed in a secure location, and returned at the end of the day.

**7th/8th Grade Students:** Students in 7th and 8th grades who choose to bring a cell phone or other device (including Apple watches and other "smart" devices) must have these devices turned off and secured in their backpack/purse/chromebook case, etc., and away from their bodies. This means students should not have cell phones in any pocket of any article of clothing. Use of cell phones without direct permission from administration/teachers/staff is prohibited. Use of such devices without direct permission could result in confiscation of the device and other specified punishment. These guidelines still apply when students are transitioning to classes between the MS and HS.

The District is not responsible for theft or loss of electronic devices. (refer to MS Rules for further clarification).

**\*\* We (school personnel) understand that you the student or you the guardian purchased the phone or device. We ask that you understand that the choice to bring the device to school lies with the student bringing the device. The choice to not follow the guidelines regarding cell phones or other electronic devices lies with the individual student. If guidelines are not followed, the phone will be taken and put in a secure location until it is picked up by the parent or student. \*\***

## **IN CLASS STUDENT CELEBRATIONS**

If a student wants to have a birthday celebration with their peers in a specific classroom, cupcakes or individually packaged treats for the student to share are permitted. Any treat must be for individual students (no cakes) and must meet the "allergen free" requirement. Prior approval from the classroom teacher is required. The treat needs to be sent to school with your child or dropped off in the office. **NO drinks are permitted.**

## **PROTECTION OF INSTRUCTIONAL TIME**

The primary focus of the District's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time.

## **REPORTING STUDENT PROGRESS**

At EPMS we believe communication between school staff, students and families is essential to student success. Avenues for communicating student progress include phone calls, conferences, notes, work sent home, assessment reports sent home, progress reports, report cards, etc.

Families are encouraged to utilize the parent/family portal offeren through Lumens, the school information system. To obtain a username and password, contact the school office.

## GRADES

Report cards are issued at the end of each quarter. Progress reports are issued at the end of the 5th week of each quarter for all students. Parents of students doing inadequate work may be notified by note or phone of their child's unsatisfactory progress. Parents can check student grades at any time by logging on to the Lumen parent portal. To obtain a username and password, contact the school office.

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been developed for that purpose.

### GRADE SCALE:

A 95 - 100	B 83 - 86	C 73 - 76	D 63 - 66
A- 90 - 94	B- 80 - 82	C- 70 - 72	D- 60 - 62
B+ 87 - 89	C+ 77 - 79	D+ 67 - 69	F 0 - 59

## HONOR ROLL

### Honor Roll and High Honors Requirements:

Academic distinction is recognized and encouraged through two types of academic honor rolls: Honor Roll and High Honors. The honor rolls are compiled at the close of each of the two semester marking periods.

#### Honor Roll Requirements:

1. The student must obtain at least an overall 3.0 (B) grade point average.
2. The student must receive a grade no lower than a C in any course.
3. All subjects will receive equal consideration in the computerized grading process.

#### High Honors Requirements:

1. The student must obtain at least an overall 3.7 (A-) grade point average in grade level courses.
2. The student must receive a grade no lower than an A- in any course.
3. Only subjects that are taught at or above the student's grade level will receive consideration for high honors distinction.

A 4.0	B+ 3.335	C+ 2.335	D+ 1.335	F 0
A- 3.67	B 3.0	C 2.0	D 1.0	
	B- 2.67	C- 1.67	D- 0.67	

## RETENTION

Students who receive a semester F in a core subject area may be retained. Each case is decided on an individual basis. A staffing is held involving the teachers, counselor and principal to review the student's record. The following will be considered: academic achievement in all subject areas, especially of grade level objectives, as determined by tests, teacher assignments, and work samples; chronological age; study habits; attendance; social emotional maturity; and state mandated retention requirements for primary/middle school students. The staffing participants determine the best placement for the students: summer school, promotion, retention, or alternative school. Parents/guardians who wish to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.



**TEXTBOOKS (7th/8th Grade Students)**

Students are provided a home set of textbooks. If the book checked out to the student is lost or stolen, the student will be responsible for the price of replacing the book.

**USE OF GYMNASIUM/CAFETERIA (FEMA)**

Students are not to be in any part of the gym complex or cafeteria without proper supervision. Gym rules are to be followed any time a student is in the gym.

**SEARCH AND SEIZURE**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

**STUDENT CHEMICAL ABUSE POLICY (7th/8th Grade Students)**

The East Prairie R-2 School District instituted a Student Chemical Abuse Policy beginning with the 2008-2009 academic school year. The policy has two components. The first component deals with students who participate in school athletic teams and students who participate in school clubs and organizations. The second component involves the general school population, grades 7-12, who along with their parents have voluntarily committed to participation in the district's Chemical Abuse Program. This program does not affect other policies and practices of the district, which deal with drug possession or use where reasonable suspicion is obtained by means other than random sampling provided in this policy.

Students in extracurricular activities will be subject to random drug tests with parental notification of positive results.

If a student tests positive on a drug test, they will be tested on all subsequent tests of that academic year. Positive test results in some student discipline and suggested counseling. To view the complete policy, please contact your building administrator.

**MIDDLE SCHOOL CLUBS /ORGANIZATIONS/ATHLETICS/EXTRACURRICULAR ACTIVITIES****STUDENT COUNCIL**

The Middle School Student Council has been organized to promote leadership, service, student voice, and engagement. Qualifications: All representatives should have at least a C- in all subjects the previous year and have a good conduct record. Any 7<sup>th</sup> or 8<sup>th</sup> grade student may join. Students in the 6th grade may join StuCo, however a different selection process may be implemented.

**JR. BETA CLUB**

Membership in the Jr. Beta Club is open to any 6th through 8th grade student who has been on the Honor Roll for one full semester with a grade point average of 3.0 or higher. Students must meet the requirements set forth in the Jr. High Beta Club By-Laws and must be approved by the Principal of East Prairie Jr. High School. The objectives of the society are to create enthusiasm for scholarship and leadership and to encourage the development of character.

**SCIENCE OLYMPIAD**

Science Olympiad is a team composed of 15 students that compete against other schools in science and technology. Science Olympiad helps create a technologically literate workforce and provides recognition for outstanding achievement by both students and teachers. These goals are achieved by participating in Science Olympiad tournaments.

**OTHER CLUBS MAY BE ADDED AS THE YEAR PROGRESSES****EXTRACURRICULAR ACTIVITIES**

It is the philosophy of EPMS that activities are part of, not apart from, students' regular curricular program. An extracurricular activity is one in which the student does not receive a grade or credit for attendance. These activities include athletic events, dances, trips, club participation, etc. It is hoped that each student will participate in some capacity in the school activities.

There are eligibility standards set by EPMS, organizations, sponsors/coaches, etc. for direct participation in many of our activities.

Our athletic programs follow the guidelines from Missouri State High School Activities Association (MSHSAA) and our District Athletic Handbook. Students involved in activities that fall under the District Athletic Handbook will be provided a copy of the handbook by the district athletic department.

**STUDENT FIELD TRIPS**

Students attending a school field trip will be transported by the school. If there are circumstances that warrant consideration of a student being transported by a parent, those will be handled on a case by case basis at the discretion of the Principal. Student field trips are for students. The need for parent attendance/supervision would be on a very rare occasion.

**SCHOOL DISCIPLINE****STUDENTS WHO REFUSE TO TAKE A DISCIPLINARY ACTION WILL RECEIVE A MINIMUM OF 3 DAYS OUT OF SCHOOL SUSPENSION.**

Certain basic rules are necessary for maintaining proper order in school and at school activities. Discipline, the process of enforcing school rules, begins with the teacher, who is responsible for the orderly operation of the school as well as his/her classroom. Serious or repeated behaviors may be reported to the principal, superintendent, and school board in an ascending order with due process procedures being observed at all levels. Parental/guardian assistance and cooperation will be solicited in efforts to encourage behavioral changes in those students who choose not to abide by school rules.

The enforcement procedure for a standard of student conduct must be broad and flexible enough to allow for individual differences and various circumstances. At the same time, they must be specific enough to enhance consistency of disciplinary action and uniform understanding of those involved. Students with disabilities will be disciplined according to their Individualized Education Plan (IEP).



### **RESTORATIVE DISCIPLINE**

Whenever possible, “Restorative Discipline” practices will be used to deal with student behavioral infractions. Restorative Discipline is different from other approaches to correcting undesired behaviors.

Restorative Discipline

focuses on “righting the wrong.” Restorative Discipline practices include identifying the following:

What happened? What part the student had in the situation? Who was harmed? How were they harmed? How could the situation have been handled? What is your plan to right the wrong?

Restorative Discipline practices are tracked and are growth based for many students.

This approach is different from “typical” ways of handling undesired behavior which is to administer consequences instead of working with the students to change the behavior.

### **EAST PRAIRIE BOARD OF EDUCATION POLICY: CORPORAL PUNISHMENT (P 2670)**

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMO.

### **EXPULSION (P 2663)**

The term “*expulsion*” refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school.

Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

### **SUSPENSION (P 2662)**

*Suspension* refers to an exclusion from school for a specific period of time short of permanent exclusion.

Building principals are authorized to suspend students for periods of time not to exceed ten (10)

consecutive school days for violation of District regulations, and are authorized to impose additional

suspensions of not more than 10 consecutive school days in the same school year for separate acts of

misconduct. Building principals may also recommend extensions of suspension for periods of time up to

180 consecutive school days by the Superintendent. The Superintendent of schools may suspend

students for periods up to 180 consecutive school days and recommend longer suspensions and

expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180

consecutive school days.

Students will be readmitted or enrolled after expiration of their suspension from the District or from any other district only after a conference has been held to consider prior misconduct and remedial steps necessary to minimize future acts of similar misconduct. Participants in such pre-admission conferences will include:

1. Any teacher directly involved in the suspension offense.
2. The student.
3. The parent/guardian.
4. The representative of any agency having legal jurisdiction, care, custody, or control of the student.
5. District staff members designated by the Superintendent/designee.

See Policy and Regulation 2664 - Enrollment or Return Following Suspension and/or Expulsion.

### **IN SCHOOL SUSPENSION (P 2661)**

*In-school suspension* is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

### **DETENTION (P 2660)**

The provisions of a *detention* program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks. (P 2660)

- Detentions will be one hour in length and will be served on designated afternoons each week.
- The students will have 2 weeks (2 opportunities) to serve their D-slips. If a student does not serve the detention within a 2 week time frame, a day of ISS may be assigned to the student. A student cannot satisfy more than one D-slip during a one hour period.
- Students do not have the option to choose to attend an extracurricular activity instead of serving a detention on the 2<sup>nd</sup> opportunity. Failure to serve the detention will still result in no participation in the activity. In addition, an ISS day may be assigned.
- If a student has more D-slips than can be served in a two week period, he/she will serve the remainder in ISS, one day for each D-slip.
- Students receiving more than four (4) detentions in a semester may be issued ISS days in place of detention. ISS days would start upon the assignment of the 5th detention.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Consequences for inappropriate behavior are listed from minimum to maximum and may be assigned at the discretion of the building principal depending on the discipline record of the student and the severity of the offense. For example, third and fourth offense punishment may be assigned if the behavior is extreme even on first offense. The principal may decide on specific offenses not listed in the student handbook.

### **STUDENT BEHAVIOR CODE**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. Violation of the EPMS rules or acts of prohibited conduct (per Board Policy) will subject the student to disciplinary action(s) including, but not limited to, suspension or expulsion from school. A violation of the EPMS rules or acts of prohibited conduct are subjected to disciplinary action whether the conduct takes place on school grounds, at a school activity, function, or event, or en route to and from school.

Additions to EPMS Rules/Guidelines may be made during the school year. Any additions will be added based on continual issues with specific behaviors/actions of students. (addition of this section)

### **EPMS RULES/GUIDELINES**

1. Treat all students/teachers/staff and school property with respect.
2. No gum or sunflower seeds are allowed.
3. Keep hands, feet, bags, etc. to yourself.
4. Be responsible for your belongings. Leave the belongings of others alone.
5. Food and Drinks are to be kept in the cafeteria.

6. There are certain times throughout the year when students are permitted to have water bottles and allowed to drink them between classes. This is water only in a water bottle. Insulated cups, jugs, thermoses, etc., are not allowed outside of the cafeteria.
7. Earbuds, headphones, etc., are not to be worn in/on students ears or around necks during passing times. These devices are only allowed with permission of the classroom teacher.
8. Students with Apple watches or other such devices must follow the Electronic/Cell Phone Policy.

### **BUS RULES/GUIDELINES**

1. Students are to follow directions from the bus driver or bus monitor.
2. Students are to stay seated and keep arms, hands, or any objects inside the bus.
3. Students are to ride their assigned bus.
4. Students are to follow EPMS Rules/Guidelines and the Prohibited Conduct Guidelines provided in the student handbook.

### **The following are acts of Prohibited Conduct and consequences at EPMS:**

#### **ACADEMIC DISHONESTY**

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

First Offense	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

#### **ARSON (R 2610)**

*Intentionally causing or attempting to cause a fire or explosion*

First Offense	Detention, In -School-Suspension, 1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion. Restitution if appropriate.

#### **ALCOHOL (R 2610)**

*Possession of or presence under the influence of alcohol regardless of whether the student is on school premises*

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

#### **ASSAULT (R 2610)** (Refer to Policy and Regulation 2673 - Reporting Violent Behavior)

*Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.*

1st Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School- Suspension or Expulsion.
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 Days Out-of-School Suspension or Expulsion.

#### **BULLYING** - *Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).*

First Offense:	Detention, In-School-Suspension, or 1-180 days Out-of-School- Suspension
Subsequent Offense:	1-180 Days Out-of-School Suspension or Expulsion.

#### **FIGHTING** - *Physically striking another in a mutual contact as differentiated from an assault.*

First Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension LE
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.

#### CAFETERIA PROCEDURES/RULES VIOLATIONS

First Offense	Conference with Principal, Lunch Detention, Detention, Corporal Punishment, In-School-Suspension
Subsequent Offense:	Lunch Detention, Multiple Days Lunch Detention, Detention, In-School Suspension

#### ELECTRONIC DEVICES/CELL PHONES

Students may use phones, personal laptops, and other electronic devices under the supervision of a school instructor and for school related business only. Use of such devices for reasons other than school related business will result in confiscation of the device and other specified punishment. The school is not responsible for theft or loss of electronic devices.

#### DEFIANCE OF AUTHORITY (R 2610)

Refusal to obey directions or defiance of staff authority.

First Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.

#### DISRUPTIVE BEHAVIOR (R 2610)

Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

First Offense	Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, or 1-180 days Out-of-School Suspension
Subsequent Offense	Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension or Expulsion.

#### DRUGS/CONTROLLED SUBSTANCE (R 2610)

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense	1-180 days Out-of-School Suspension or Expulsion
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

#### PRESCRIPTION MEDICATION (R 2610)

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense	In-School-Suspension or 1-180 days Out-of-School Suspension.
Subsequent Offense	1-180 days Out-of-School Suspension or Expulsion.

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense	1-180 days Out-of-School Suspension or Expulsion
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Subsequent Offense

1-180 days Out-of-School Suspension or Expulsion

**STUDENT TRANSPORTATION SERVICES (R5620)**

Pupil transportation is a necessary auxiliary service and an integral part of the total educational program of the District. The time students spend on the bus exerts an important influence on the physical and mental condition that students bring to the classroom. Therefore, the major objectives of the pupil transportation program are as follows:

1. Provide the means by which students can reach school under safe and healthful conditions with as little time on the bus as is reasonably necessary.
2. Provide for an efficient and economical transportation system.
3. Adapt transportation to the requirements of the instructional program.

Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such a period of time as deemed proper by the Superintendent, building principal or designee. The following is a guideline followed by the EPMS Principal.

1st Offense	Warning
2nd Offense	Assigned Seat or some other support
3rd Offense	Loss of bus riding privilege for 1 day
4th Offense	Loss of bus riding privilege for 3 days
5th offense	Loss of bus riding privilege for 5 days
6th offense	Loss of bus riding privilege for 10 days
Subsequent Offenses	Loss of bus riding privilege for remainder of quarter, semester or year.

**DISHONESTY**

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

First Offense	Nullification of forged document. Principal/Student conference, Detention, In-School Suspension, or 1-10 days Out-of-School Suspension.
Subsequent Offense	Nullification of forged document. Detention, Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

**EXTORTION (R 2610)**

*Verbal threats or physical conduct designed to obtain money or other valuables.*

1st Offense	Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
Subsequent Offense	In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

**FALSE ALARMS**

*Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.*

First Offense	Restitution. Principal/Student conference, Corporal Punishment, In-School Suspension, or 1-180 days Out-of-School Suspension or Expulsion.
Subsequent Offenses	Restitution. Corporal Punishment, In School suspension, 1-180 days Out-of-School Suspension or Expulsion.

**FIREARMS AND WEAPONS (R 2610)****(Refer to Policy and Regulation 2620 - Firearms and Weapons in School)**Possession of a firearm or weapon

First Offense: Out of School Suspension for no less than one (1) year

**HARASSMENT (R 2610)****(Refer to Policy 2130 - Harassment)**First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days  
Out- of-School Suspension.Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School  
Suspension, or Expulsion.**HAZING (R2920)**

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct. Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches who have knowledge of student hazing but fail to take corrective action will be subject to discipline up to and including termination.

First Offense In-School -Suspension or 1-180 days Out-of-School Suspension.

Subsequent Offense 1-180 days Out-of-School Suspension or Expulsion

**IMPROPER DISPLAY OF AFFECTION (R 2610)***Consensual kissing, fondling, or embracing.*First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days  
Out- of-School Suspension.Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School  
Suspension, or Expulsion.**IMPROPER LANGUAGE (R 2610)***Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property.*First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days  
Out- of-School Suspension.Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School  
Suspension, or Expulsion.*Use of Obscene or Vulgar Language- Language which depicts sexual acts, human waste, and blasphemous language*First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days  
Out- of-School Suspension.Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School  
Suspension, or Expulsion.



Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

- First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
- Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

**INAPPROPRIATE SEXUAL CONDUCT (R 2610)**  
**(Refer to Policy and Regulation 2130 - Harassment)**

*Physical touching of another student in the area of the breasts, buttocks, or genitals*

- First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
- Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

*Use of sexually intimidating language, objects, or pictures.*

- First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 days Out- of-School Suspension.
- Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

*Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location*

- First Offense Principal/Student conference, Detention, In-School-Suspension, 1-10 Out- of-School Suspension.
- Subsequent Offense Corporal Punishment, In-School Suspension, 1-180 days Out-of-School Suspension, or Expulsion.

**STUDENT DRESS (P 2651)**

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform. Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

- First Offense: Principal/Student Conference and change of clothes
- Subsequent Offense: Change of clothes and detention/In-School-Suspension

**TARDY (Office)**

*Arriving after 8:00 bell in the morning. Based on Semesters and circumstances as long as arrival is before 8:15.*

**TECHNOLOGY MISCONDUCT (R 6320 Internet Usage)**  
**Personal Responsibility**



Access to electronic research requires students to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) clearly apply to students in the District. One fundamental need for acceptable student use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

**See District Technology Usage agreement for additional information and clarification.**

### **THEFT (R 2610)**

*Nonconsensual taking or attempt to take the property of another*

First Offense	Return of or restitution for property. Principal/Student conference, Detention, Corporal Punishment, In-School-Suspension, 1-180 days Out-of-School Suspension
Subsequent Offense	Return of or restitution for property. In-School Suspension, 1-180 days Out-of-School Suspension or Expulsion

### **TOBACCO (R 2610)**

*Possession or use of tobacco or tobacco products.*

First Offense	Confiscation of tobacco product. Principal/Student Conference, Detention, In- School- Suspension
Subsequent Offenses	Confiscation of tobacco product. Detention, In-School Suspension or 1-10 days Out-of-School Suspension

### **TRUANCY (R 2610)**

**(See also Policy and Regulation 2340 - Truancy and Educational Neglect)**

*Absent or tardy from class or classes with authorization.*

First Offense	Principal/Student conference, Detention or 1-3 days In-School-Suspension
Subsequent Offense	Detention or 3-10 days In-School-Suspension and Removal From Extracurricular Activities

### **VANDALISM (P2610)**

*Intentional damage or attempt to damage property belonging to staff, students, or the District.*

First Offense	Restitution. Principal/Student conference, Detention, In-School Suspension, 1-180 days Out-of-School Suspension or Expulsion
Subsequent Offense	Restitution. In School Suspension, 1-180 days Out-of-School Suspension or Expulsion

### **REPORTING OF VIOLENT BEHAVIOR (R 2673)**

All school employees are required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out below, has physically or sexually abused any District student, or has possessed a controlled substance or weapon in violation of District policy. The principal will immediately report to the appropriate law enforcement agency and to the Superintendent/designee any instance where a student is found to be in possession, on their person or in their possession, of any weapon defined in Regulation 2620 or of controlled substances, or is found to have placed such substances elsewhere on school premises. For purposes of this regulation, "school premises" shall be defined to include school property, school playgrounds, school parking lots, school buses, or at school activities whether on or off school property.

#### **Reportable Offenses**

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Assault (except as provided in the Agreement contained in Form 2673)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon
20. Child molestation in the first degree
21. Deviate sexual assault
22. Sexual misconduct involving a child
23. Sexual assault

### **STEPS TO BE FOLLOWED FOR THREATS OF VIOLENCE OR DEATH**

***Threats directed toward the school, on or off campus, written, verbal, or through telecommunications, may result in expulsion.***

1. Principal will go to the classroom or area and bring the student to the office.
2. Due process procedures given.
3. Contact SRO/Police.
4. Immediate suspension (minimum of 3 days).
5. Contact Parents - Parental involvement will be taken into consideration concerning punishments.
6. Inform superintendent.
7. The student will have a psychological exam and/or threat assessment before returning to school.
8. Appear before the School Board before returning to school (if deemed necessary by administration).

**EAST PRAIRIE R-2 SCHOOL DISTRICT  
PUBLIC NOTICES**

1. Statement on Bullying
2. Admission of Homeless Students
3. Foster Care Bill of Rights
4. Notice of Non-Discrimination
5. Public Notice - Child Find
6. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
7. Notification of Rights Under FERPA
8. Directory Information
9. Parent Notification of Teacher Qualifications
10. Missouri Department of Elementary and Secondary Education - Every Student Succeeds Act of 2015 (ESSA) Complaint
11. District Dyslexia Plan 2018-2019
12. District MOCAP Policy

## 1. STATEMENT ON BULLYING (P 2655)

**The East Prairie R-2 School District strongly prohibits acts of bullying and/or cyber-bullying. The following is our East Prairie R-2 Board Policy on Bullying**

The East Prairie R-2 School District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. **Bullying** is the intentional action by an individual or group of individuals to inflict 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 acts of bullying.

**Cyberbullying** means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

## **2. ADMISSION OF HOMELESS STUDENTS (P2260)**

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship. **(See also Policy and Regulation 6273 - Instruction for Homeless Students.)**

## **3. FOSTER CARE BILL OF RIGHTS (P 2760)**

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate *\_the Director of Special Services\_* to oversee and assess the District's foster care program.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or to return to a previously attended school in an adjacent district. The District will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with District policies, regulations and practices.

If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.

If a foster care student transfers into the District prior to or during a school year, the District will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with disabilities, subject to an existing 504 or Title II Plan in order to provide equal access to education. The District will conduct evaluations, where necessary, to ensure proper placement and services.

The District will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, the District may waive prerequisites for placement in a District course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, the District will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed ineligible to graduate after all alternatives have been considered, the sending District and this District will ensure that a qualified student who satisfied graduation requirements of the sending school, will receive a diploma from the sending school.

Students in foster care who have completed the graduation requirements of the District while under juvenile court jurisdiction will receive a diploma in the same manner as other District students

**Contact:**     **Magen Berry, District Social Worker**  
                  **Foster Care and Homeless Liaison**  
                  **PO Box 10**  
                  **East Prairie, MO**  
                  **(573) 649-3562**

#### **4. NOTICE OF NONDISCRIMINATION**

The East Prairie R-2 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

**Lesli Jones, Superintendent of Schools**

***Title IX Compliance Officer***

***Age Act Coordinator***

PO Box 10

East Prairie, MO 63845

573-649-3562

**Sandy Barker**

***504 Coordinator***

PO Box 10

East Prairie, MO 63845

573-649-3562

**Aimee Scruggs**

***Title VI Coordinator***

PO Box 10

East Prairie, Mo 63845

573-649-3562

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481



## **5. PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, 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 East Prairie R-2 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, 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 East Prairie R-2 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 East Prairie R-2 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The East Prairie R-2 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office, 304 E. Walnut, East Prairie, MO 63845, Monday through Friday.

This notice will be provided in native languages as appropriate.

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education—
- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of—
- Any other protected information survey, regardless of funding;
- Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use—
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

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

The East Prairie R-2 School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Prairie R-2 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The East Prairie R-2 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any nonemergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office - U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## 7. East Prairie R-2 School District Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want to change, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## 8. DIRECTORY INFORMATION

The East Prairie R-2 School District strives to provide our students with appropriate instruction and educational services. In order to do so, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with the law, but must also be readily available to district personnel who need the records to effectively serve the district's students.

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

- **Students in kindergarten through eighth grade**—Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- **High school students**—Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Please notify the school district if you do not want your child included in the directory of information. If you have any questions about this notice or other questions regarding school records, please contact your child's building principal.

## **9. PARENT NOTIFICATION OF TEACHER QUALIFICATIONS**

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status 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 child 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 achievement level and academic growth of the student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that the student has been assigned, or has been taught for four 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.

## 10. Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA)

### COMPLAINT PROCEDURES

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act of 2015 (ESSA).

**1. What is a complaint?** For these purposes, a complaint is a written allegation that a local education agency or the Missouri Department of Elementary and Secondary Education 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 includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?** The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation: 1. *Record*. A written record of the investigation will be kept. 2. *Notification of LEA*. The LEA will be notified of the complaint within five days of the complaint being filed. 3. *Resolution at LEA*. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. *Report by LEA*. Within thirty-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 a public record and may be made available to parents, teachers, and other members of the general public. 5. *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). 6. *Appeal*. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to 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 an investigation 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 complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## **11. East Prairie R-2 Public School District Dyslexia Plan 2018-2019**

The purpose of this document is to outline the actions of the East Prairie Public School District as it relates to identifying and servicing students at-risk for dyslexia. This is in accordance with the Missouri Department of Elementary and Secondary Education dyslexia guidance document and screening organizer.

### **Screening**

The following assessment tools will be utilized as evidence of student performance related to the skills listed below. These skills are listed in the DESE dyslexia guidance document and screening organizer for each grade level. Screening will identify students who are at risk of reading failure, be used to identify a need for intervention, and set goals for achievement.

The following actions will be taken in accordance with state department guidance:

First through third grade will be screened within the first thirty days of the year, mid and end of the year benchmarking. Progress monitoring shall occur for students not meeting norms.

Kindergarten will be screened by January 31, 2019. Kindergarten will also be screened by the end of the year. Progress monitoring shall occur for students not meeting norms.

Screening will include K-3 students transferring from a school within state (not previously screened) and those students transferring from another state.

A student will be screened in grades 4-12 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination, or requested by the student's parent/guardian.

Exemptions to screening exist. Included in this list are students with a current diagnosis of dyslexia and students with sensory impairment. English Learners may potentially have characteristics of dyslexia. These students are at times missed because difficulties in reading can be erroneously blamed on language acquisition. These students may be screened for dyslexia related risk factors.

Screening will be administered by Title Team Teachers. Training for individuals will be outlined in the professional development section of this document.

Third Grade	Skill	Assessment Name, Dates for Assessment
	Phonological/Phonemic Awareness	Core Phoneme and Phonemic Segmentation Survey, Sept 4-18/Dec 10-18/April 29-May3
	Rapid Automatic Naming	
	Phonics/Word Recognition	
	Spelling	
	Oral Reading Fluency	DRA II, Sept 4-18/Dec 10-18/April 29-May3
	Reading Comprehension	
	Orthography	

## 12. MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM (MOCAP)

### MOCAP INSTRUCTIONAL SERVICES (BP 6190)

The District will participate in the Missouri Course Access and Virtual School Program (“Program”). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade levels and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program. Any on-line courses or virtual programs offered by the District prior to August 18, 2018 will be automatically approved for program participation, where the District course meets program requirements. **(See also BP R 6190)**

### Missouri Course Access Program (MOCAP)

The East Prairie R-II School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the student’s school counselor and inquire about the Missouri Course Access Program (MOCAP).

MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week.

MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent.

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses.

Missouri-certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time. For more information, visit the [MOCAP website](#).

### **Student Skills Necessary for Success in Virtual Courses:**

- Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- Student has the necessary computer or technical skills to succeed in a virtual course.
- Student has access to technology resources to participate in a virtual course.
- Consideration of the student's previous success (or struggle) in virtual coursework.

### **Notice:**

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

**All "Requests to Enroll" in Virtual Education are due three (3) weeks prior to the semester for which the request is being made. The "Request to Enroll" form should be turned in to the building counselor.**

