

2016-  
2017

Bismarck

JR/SR

High

School



# Student Handbook & Discipline Guide



**Heather Petrie**  
Director of Special Education

**BISMARCK R 5 HIGH SCHOOL**

**Mr. Jason King, Principal**



**Lindsey Taylor**  
Guidance Counselor

**Principal's Introduction**

To the Student Body of 2016-2017:

Welcome back!

For those of you who are joining our school community for the first time, welcome to Bismarck!

I wish to tell you that the expectations established in this handbook are no different than those from which society will expect from you upon your leaving school. I encourage you to take full advantage of the many excellent learning opportunities provided here at Bismarck R-V.

I also wish to thank the many returning students who have made my experiences at BHS extremely rewarding due to their efforts and respectfulness. We have a great student population and working with you again this year we will continue to pursue academic excellence and strive to achieve at the highest level.

I ask this year that you take pride in yourself and strive to do your best in all your classes and extra-curricular activities. My hope is that you will accept the responsibility of being a student at Bismarck R-V and that you will help me help others who might wish to disrupt your educational environment and opportunities.

Many people have worked very hard to ensure that your return to school goes smoothly. Much work has gone into maintaining the building and grounds, planning upcoming events, activities and transportation all in anticipation of your return.

It is our mission to ensure that you are ready to move to the next level, and to provide you every opportunity for high achievement. I want you to know that my door is always open. You and your success at Bismarck R-V are of the utmost importance to me. I look forward to seeing you soon.

Sincerely,

Jason King  
Principal

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*Adopted by the Board of Education, May, 2013*

## **WELCOME TO INDIAN COUNTRY**

**We, at Bismarck Junior/Senior High School, believe each student should strive to do the following:**

1. Attend school regularly.
2. Be punctual.
3. Be respectful of teachers and classmates.
4. Refrain from the use of profane and improper language.
5. Be clean and properly clad.
6. Have pride in our school and what it seeks to accomplish and has accomplished.
7. Seek to develop the best record of achievement possible.
8. Treat other people the way you would like to be treated.

### **SCHOOL TRADITIONS**

#### **COLORS AND MASCOT**

Bismarck High School's colors are Cardinal Red and White. The mascot is the Indian.

#### **SCHOOL ALMA MATER**

Faithful and true hearted,  
Let us boost for Bismarck High.  
We'll revere her and defend her  
As her colors proudly fly.  
We will stand for her united;  
Of her deeds we'll gladly tell.  
Her colors streaming  
Glad faces beaming  
So here's a cheer for her  
That we all love so well.

Joyous and ever loyal,  
Let us boost for Bismarck High.  
Let every heart sing;  
Let every voice ring;  
There's no time to grieve or sigh.  
It's ever onward,  
Her course pursuing.  
May we keep her order true,  
And united we will root for her.

**The PLEDGE OF ALLEGIANCE will be recited at least one time a week per Policy 2180.**



**BISMARCK R-V SCHOOL DISTRICT  
NONDISCRIMINATION COMPLIANCE OFFICER**

Mrs. Heather Petrie, Director of Special Education  
Bismarck R-V School District  
Campus Drive, P.O. Box 257  
Bismarck, MO 63624  
Telephone: (573) 734-6111

The Board declares that the school district does not and will not discriminate on the basis of sex in the educational programs, activities, and vocational opportunities offered by the district. The provisions of Title IX extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities and to individuals with whom the Board does business.

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

The Board also declares that the school district does not and will not discriminate on the basis of disabling conditions in the educational programs, activities and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to other qualified individuals with a disability.

**Directory Information**

PARENTS: Please be advised that the school district will release "Directory Information" concerning your child upon request. Released information may include: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If you do not want this type of information about your child released, please send notice to that effect to your child's principal by the tenth (10<sup>th</sup>) school day.

**SECONDARY FACULTY 2016-2017**

Mrs. Anglin-Cooper	.....Art
Mrs. Aubuchon	.....Library
Mrs. Bell.....	.....Mathematics
Mr. Blunt	.....ISS
Mrs. Campbell.....	.....Language Arts
Mr. Crites	.....Mathematics
Mrs. Crites.....	.....Science/Mathematics
Mrs. Drake.....	.....Alternative Education
Mr. Grundmann.....	.....Special Education
Mr. Hagerty	Science
Mr. Hayes	.....Physical Education
Mrs. Hubbs	.....JAG
Mr. Huffman	Science
Mrs. Mathes.....	.....Social Studies
Mr. Mayberry.....	.....Instrumental Music
Mrs. McCrorey	.....Learning Disabilities
Mrs. Pratt.....	.....Vocal Music
Mr. Pruett.....	.....Business Education
Mrs. Shuburt.....	.....Special Education
Mr. Skinner.....	.....Language Arts
Ms. Tiefenauer.....	.....Language Arts
Ms. Taylor.....	.....Counselor
Mrs. Taylor-Martinez	.....Physical Education
Mr. Warren.....	.....Social Studies

### Bismarck R-V School District 2016-17 School Calendar

#### August 2016

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

9-New Teacher Orientation  
 10-11-Teacher Work Days  
 11-Open House 5:30pm-7:30pm  
 15-Intruder Training, etc. 8am-12pm  
 16-First Day of School  
 12-Student days

#### February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1-PLC 3pm-5pm  
 20 President's Day---2<sup>nd</sup> Make up  
 19 Student Days

#### September 2016

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

2-5 - Labor Day Weekend  
 7-PLC 3pm-5pm (Stipend)  
 20 Student days

#### March 2017

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

14 PTC (6-12) 3pm-6pm  
 16 PTC 530pm-7pm  
 17 No School PLC 8am-12pm  
 22 Student days

#### October 2016

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

7 No School PLC 8am-2pm  
 19 End of 1<sup>st</sup> Qtr  
 25 PTC (Pre-5) 3pm-6pm  
 27 Early Dismissal 12:30pm; PTC 1pm-6pm  
 28- No School  
 31 Early Dismissal 12:30pm  
 19 Student days

#### April 2017

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

12-PLC 3pm-5pm  
 13 No School— 3<sup>rd</sup> make up  
 14-17 Spring Break  
 17 Student Days

#### November 2016

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

23-25 Thanksgiving Break  
 19 Student days

#### May 2017

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

16-Last Day Dismiss at 11:30am  
 17-Staff Development 8am-2pm  
 12-Student days

#### December 2016

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

7-PLC 3pm-5pm  
 19 & 20 Finals  
 21-30 Christmas Break  
 14 Student days-84 semester

#### June 2017

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

January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
2 Christmas Break						
3 School Resumes						
16 MLK Day—1 <sup>st</sup> Make up						
20 Student Days						

July 2017						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## GENERAL INFORMATION

### POLICIES AND REGULATIONS

Policies and regulations are set up by or with the approval of the Bismarck R-V Board of Education. The purpose of these policies and regulations is to provide the best possible educational environment at Bismarck High School.

The smooth and efficient functioning of the school requires the cooperation of all of us -- students, faculty, and administration. We trust you will do your part to make Bismarck High School the kind of institution we would like it to be and one of which we can all be proud.

### REGISTRATION

According to HB 1301 and 1298, new pupils who register in a school district must be accompanied by a parent or court-appointed legal guardian. The parent or guardian must provide a form of proof that the pupil is eligible to register in the district or has requested a hardship or good cause waiver within the last 45 days. The registration process will require a parent, guardian, or caretaker of the child to provide upon enrollment a sworn statement indicating whether the pupil has been expelled from school attendance in this state or another state for weapons, alcohol, drugs, or the willful infliction of injury to another person. A false statement or affirmation in this area is a class B misdemeanor.

### BELL SCHEDULE

Students will enter the building beginning at 7:15 and go to breakfast. A bell will ring at 7:40. At this time students will go to their lockers, and report to their 1<sup>st</sup> hour class. A tardy bell will ring at 7:45.

7:45 – 8:31	First Period
8:35 – 9:21	Second Period
9:25 – 10:11	Third Period
10:15 – 11:01	Fourth Period
11:05 – 11:50	Fifth Period

11:50 – 12:21	Lunch
12:25 – 1:10	Sixth Period
1:14 – 2:11	Indian Nation (Seminar)
2:15 – 3:00	Seventh Period

### **BREAKFAST**

Bismarck R-V School District operates a breakfast program for its students. Breakfast is available each day from 7:15 until 7:40. Breakfast is offered free of charge.

### **LUNCH**

The lunch period for each student will be approximately thirty minutes. Students are required to stay on campus during lunch. They may purchase food in the cafeteria or the student lounge, or they may bring their lunch. Lunch is offered free of charge for all students. No food is to be delivered to the campus without permission. No cans, bottles or candy that has been opened may be kept in lockers.

### **VISITORS**

For your child's safety - **All parents/visitors must check in at the office upon entering the building.** Passes will be issued to parents/visitors at the discretion of the administration or his/her designee. Parents/visitors without passes will be asked to return to the office. We welcome opportunities to talk with you about your child. The staff is very busy during the school day; if a conference is necessary, please contact the teacher or principal. He/she will be glad to arrange a conference. Students will not be allowed to bring guests with them to school for visitation purposes.

### **MESSAGES TO STUDENTS**

Messages from parents and others will be taken at the office and given to the student between classes to limit class interruptions. Class interruptions will be kept to a minimum. We will not disturb a class unless it is an absolute emergency.

### **CLOSED CAMPUS**

Bismarck R-V High School operates a closed campus. This means that once a student arrives on

the campus he or she is to remain there until the end of the school day, or until he or she is authorized to leave. If a student leaves after arriving on campus, he or she is considered truant.

## **LIBRARY**

Our library offers one of the greatest opportunities to students who wish to prepare assignments, to read for information, pleasure, or conduct research. Each person can enjoy and reap the benefits to be gained in the library if common courtesies and thoughtfulness of others are observed. Teachers and the librarian are on duty during all hours that the library is open to assist you in the use of the facilities.

Students will be charged fines for overdue books. The overdue charges will be 5 cents a day per book for regular library books and 10 cents a day for reference books. If books are lost, the student must pay the cost of these books. Students are reminded that they may renew their book if they see that they will not be finished with the book by the time the book is to be returned. The library also serves as the high school computer lab.

## **LOST AND FOUND**

Items, including textbooks, are turned in to the principal's office. If the items are not claimed within the school year they are usually discarded. Please note that the school is not responsible for lost or stolen items, including electronics and cell phones.

## **ASSEMBLIES**

There is no set pattern or number of assemblies at Bismarck R-V Senior/Junior High School. Attendance at all school-sponsored assemblies is required. All assemblies are to be approved by the building principal. Please be advised that students who have incomplete or missing assignments will not be eligible to participate in any assembly.

## **TEXTBOOKS**

Textbooks are provided to students at Bismarck R-V Senior/Junior High School free of charge. No deposit is required. As with other school property, if a student damages or loses a textbook, he or she will be required to replace it according to the following schedule:

4 years or more of use	25% of replacement cost
3 years of use	50% of replacement cost
2 years of use	75% of replacement cost
First year of use	100% of replacement cost

## **LOCKERS**

### **Policy 2150**

Lockers are assigned to BHS students on the day of registration. Two students are assigned to each locker. Students are not allowed to change lockers without permission from the office.

Lockers are owned by the school. The school reserves the right to have locker checks and searches at random and periodically throughout the school year. Locks are recommended for all students. Bismarck R-V School District is not responsible for any item missing from an unlocked or unassigned locker.

## **STUDENT HEALTH**

**Bismarck R-V School District is a drug, alcohol, and tobacco free workplace.**

### **IMMUNIZATIONS**

### **Policy 2850**

State law regarding immunization of all students attending school reads:

*Students cannot attend school unless they are properly immunized and can provide evidence of the immunization. Transfer students that do not comply shall not be permitted to enroll or attend school. We will comply with state law.*

### **CONTAGIOUS DISEASE**

It is against the law of the state of Missouri for a student to attend school while having a contagious or infectious disease or while able to transmit any such disease after having been exposed to it.

### **ILLNESS**

Should a student become ill during school hours the student should obtain a pass from his/her teacher, sign out, report to the office then go to the nurse. **Any medicine given to a student has to be accompanied by written instructions from the doctor, and the medication has to be in the original container. Non-prescription medications will not be given at any time.**

### **ACCIDENTS**

Any accident that occurs on school property or during a school sponsored activity should be reported immediately to the individual in charge of the group. That individual should then report the accident to the principal as soon as possible. An accident report will need to be completed by the staff person.

### **ASBESTOS**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987, accredited inspections of all buildings of the Bismarck R-V School District were done on July 13, 1988. and June 28, 1991, by Larron Laboratory of Cape Girardeau, Missouri, and re-inspected July 17, 2003, by MEAD Environmental Associates, Inc.

Asbestos containing building materials (ACBM) was found in the building.

ACBM is located in the ceiling panels of the storage room in the superintendent's office, the floor tile in the kitchen and the floor tile in the Upper Elementary Hall.

All ACBM has been addressed in a management plan written according to federal and state requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available for inspection by anyone who is interested. The asbestos contained in the building, in its present condition, does not pose a significant risk to the occupants of the building.

## **WEATHER PROCEDURES**

### **INCLEMENT WEATHER**

In our efforts to improve communications between parents and school, this year the Bismarck R-V School District has contracted with SCHOOLREACH MESSAGING; a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or event that causes an early dismissal, or school cancellation. This service will also be used from time to time to notify you of general announcements or reminders. You may sign up for this service in the school principal's office.

The Bismarck R-V School District will continue to report school closings on local radio stations KFMO/B104 and KTJJ/KREI as well as on the Fox2 (KTVI) television station.

### **EMERGENCY RESPONSE PROCEDURES**

Periodic fire, tornado, earthquake, and intruder drills are required by law to be conducted at least twice per school year. Students should be familiar with instructions that are posted in each room. Be sure to follow specific instructions given by teachers. Always walk - do not run. Do not talk - your teacher may be providing important information.

### **GUIDANCE SERVICES**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, information about various colleges, technical and vocational schools, job training programs, financial aids, and help with home, school, and social issues.

An emphasis is placed on helping guide students toward careers that might supply fulfillment to the individual. Although some of these services are part of the regular guidance program, such as formulating tentative four-year course plans, surveys and group work in the vocational area, and individual work with the college bound student, many of these services are dependent upon a student's initiative to contact a counselor.

Directions and goals in counseling are determined by the students and their parents. With the counselor, a student may discuss and explore freely and in confidence any problems or feelings that are personally important. During counseling, these concerns may be "talked through" and



examined, alternatives explored, and decisions made about future courses of action. Should the student find that special and/or additional assistance of some sort needed, the counselor would assist in finding such help as needed. Parents are encouraged to call or talk to a counselor about any area of concern related to their children and the school.

Students may arrange appointments with the counselor before school, between classes, or after school. Students are encouraged to make appointments before or after school.

# ACADEMIC REQUIREMENTS AND INFORMATION CURRICULUM

## HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from Bismarck R-V High School, a minimum of 24 units of credit must be completed by the student. The student, his/her parents, and the school plan a program of study to meet the needs of the student. In order for a student to make most effective use of the school day, each student must enroll in seven classes per day.

Following is the **minimum** credits in each subject area to graduate from Bismarck High School:

Language Arts	4 units
Social Studies	3 units
Mathematics	4 units
Science	3 units
Physical Education	1 units
Fine Arts	1 units
Practical Arts	1 units
Electives	5.5 units
Health	.5 units
Personal Finance	.5 units
ACT Prep	.5 units

**Total** **24 units**

NOTE: Students who have not met the minimum academic and attendance requirements for graduation will not be allowed to walk in the graduation ceremony and/or receive a diploma until all requirements are satisfied.

NOTE: Independent study for classes may only be used for classes that are not offered during the current school year and will have contracted behaviors and schedule. These classes must be approved by the building principal.

## VOCATIONAL-TECHNICAL SCHOOL

Our students qualify to attend our area Vocational-Technical School, UNITEC. UNITEC is located in Bonne Terre and is attended by our students in the morning. A bus is provided for transportation to and from UNITEC. Behavior problems on the bus to UNITEC may result in

removal from the bus and/or UNITEC. Students attending UNITEC will have their requirements for graduation reduced by one unit for each year they attend UNITEC.

## Weighted Classes

Academically challenging classes are designated to recognize scholastic achievement. The grade point earned in these classes is increased to recognize the challenging nature and increased effort required of these courses when calculating a student's grade point average. Weighted courses are as follows:

<u>Course</u>	<u>Weight</u>	<u>*Beginning with Class of 2019</u>
Algebra II	1.25	*1.25
Geometry	1.75	*1.25
Trigonometry	1.75	*1.50
Advanced Chemistry	1.75	*1.50
Anatomy	1.75	*1.50
Government	1.25	*1.25
Dual Credit Courses (2.0)	2.00	*1 CH (1.50), 2 CH (1.50), 3 CH (1.75), 5 CH

<u>ACT Prep</u>	<u>Weight</u>
Regular Course w/no ACT Test	1.0
Regular Course with ACT score 21-23	1.25
Regular Course with ACT score 24-26	1.50
Regular Course with ACT score 27-30	1.75
Regular Course with ACT score 30-36	2.0

## GUIDANCE/TESTING CALENDAR

<b>DATE</b>	<b>TEST</b>	<b>LEVEL</b>	<b>DESCRIPTION</b>
<i>Oct.</i>	ASVAB: Armed Services	11 & 12	A general aptitude test battery designed to measure both occupational and academic ability. Results are also used to determine eligibility for military training programs.
<i>Oct. Dec. Feb Apr.</i>	ACT: American College Testing Program	11 & 12 <i>optional</i>	A scholastic aptitude test battery designed to measure ability in the area of math, science, social studies, and English Test results are used for college admissions and scholarships.
<i>Feb. Mar. Apr. May</i>	COMPASS: College Testing Program	10-12	ACT Compass is an untimed, computerized test that helps your college evaluate your skills and place you into appropriate courses.
<i>Oct.</i>	SAT: Scholastic Aptitude Test	11-12 <i>optional</i>	A scholastic aptitude test designed to measure verbal and mathematical abilities. Test results are used for college admissions and scholarships.
<i>Oct.</i>	Hearing Screening	7 & 9	A hearing screening with an audiometer is used to assess auditory development.
<i>Nov.</i>	PLAN/Explore	10 <i>optional</i>	A scholastic aptitude test designed to measure abilities in English, math, reading, and science reasoning. Results are used to predict ACT scores and for advisement.
<i>April</i>	MAP	7 – 8	An achievement test battery required by DESE to assess student progress on the competencies and key skill.

<i>April</i>	EOC	9-12	An achievement test battery required by DESE to assess student progress on the competencies and key skill.
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### A+ GOALS

1. All students will graduate from high school.
2. All students will complete a selection of high school studies that is challenging and has identified learning expectations.
3. All students will proceed from high school graduation to a four-year college, community college, postsecondary vocational/technical school, or high-wage job with work place skill development opportunities.

### STUDENT ELIGIBILITY

The benefit of the A+ Program is the opportunity for the student to earn FREE tuition and fees to a Missouri public community college or vocational or technical school. To be eligible for these financial incentives, a student must be certified as an A+ student of Bismarck High School. The principal, as the official local representative of the A+ School Program, has the responsibility to certify if a graduate of Bismarck High School has met the criteria for certification. To be certified as an A+ Student, a student must complete the following criteria before graduation:

- Sign an **A+ School Contract**
- **Enroll** in and attend an A+ Designated School for three (3) years prior to graduation
- Maintain at least a **6.875 grade point average** on an eleven (11) point scale.
  - Maintain a **cumulative 95% attendance record** for four years.
  - Perform **50 hours of unpaid tutoring/mentoring** students.
  - Maintain a record of **good citizenship** and avoidance of the unlawful use of drugs.
  - Make a **good faith effort to first secure all available federal post-secondary student financial assistance funds** that do not require repayment.

### **Procedures for Disseminating Test Results**

The school district administrators shall provide:

- (1) The Department of Elementary and Secondary Education with test score information upon request.
- (2) The Board of Education with reports on the evaluation of the effectiveness of the instruction program and identified needs, and
- (3) Parents, patrons, and news media with information about school district test results.

### **Students**

Classroom teachers will inform students about the testing program and testing opportunities. Test administrators will inform a student as to how test results are to be utilized.

### **Vision/Hearing Screening, Physical Status**

Parents of children scoring outside of normal limits or exhibiting significant problems in any area will be notified by the school nurse.

### **Speech/Language**

When screening indicates a need for diagnostics, the speech pathologist will notify parents in accordance with P.L. 94-142 Compliance Plan.

### **Standardized Testing**

Students will be given a printed report on Standardized Test Results, to be shared with their parent(s)/guardian(s). If desired they may make an appointment with appropriate school personnel for further explanation and/or discussion of results. Parents may have access to all of their child's evaluation results. An appointment is necessary to insure that appropriate personnel will be available to give an explanation of results.

### **Individual Evaluation and Diagnosis**

Individual students are evaluated as needs are determined through referral, screening and transfer information.

## **GRADING SCALE**

LETTER GRADE	PERCENTAGE
A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	76-79
C	73-75
C-	70-72
D+	66-69
D	63-65
D-	60-62
F	0-59

## **PART TIME ATTENDANCE**

## **Regulation 2320**

Part time membership and attendance for employment or college attendance shall be limited to high school seniors, subject to the following conditions:

1. The student must be scheduled in courses to meet all graduation requirements including the minimum number of units required each school year.
2. The student shall have and must maintain a C+ average.
3. Enrollment for part time attendance shall be conducted at the same time that full time students are enrolled. The student shall return to full time attendance if the employment or college attendance is terminated.
4. The school assumes no responsibility for transportation of the student released.
5. The parent will assume liability and responsibility for the released student. The request for release by the parent shall be in writing stating the date requested for release, with a statement of assumption of responsibility and liability.

## **CLASSIFICATION OF STUDENTS**

To be classified as a sophomore a student will have passed a minimum of **6** units of credit. To be classified a junior a student will have completed a minimum of **12** units. To be classified as a beginning senior, a student will have passed a minimum of **18** units of credit. UNITEC students will be required to have a minimum of 17 units to be classified as a senior. Summer school may be used to bring up any deficiencies.

## **PROMOTION POLICY**

## **Regulation 2540**

This policy addresses two areas for promotion: (1) Grades and (2) Attendance.

**POLICY:** *Students that have one of the deficiencies will be placed on academic probation and will be considered for retention in the same grade.*

**ACADEMIC PROBATION:** May include, but not limited to: (1) Mandatory summer school, (2) Before or after school tutoring, (3) At risk class assignment, (4) Formation of an academic plan for the student.

**Final retention decisions will be made by the administration.**

## **PROMOTION/ RETENTION CRITERIA EXPLAINED**



### Report Cards

Seventh and Eighth grade students earning **three (3) or more semester “Fs”** will be retained in the current grade. Students may complete an entire summer school to make up two semester Fs. **The administrator will make final decisions on promotion.**

### Attendance

To earn credit in each class in high school or receive a passing grade for each class in junior high a student must be in school all but seven periods for each class or 49 hours of each semester. Credit can only be earned in high school and a student can only pass junior high if they meet the attendance requirement. Students not attending an adequate number of days during the semester may appeal to the attendance committee by following the procedures outlined.

### **VALEDICTORIAN/SALUTATORIAN/CLASS RANK**

The valedictorian and salutatorian shall be the number one and number two ranked seniors, according to the eighth semester grade point average, calculated to the third decimal point. In order to be eligible for valedictorian or salutatorian, students must:

1. Have completed all eight semesters at a public or private school that is accredited by the Department of Elementary and Secondary Education in the State of Missouri.
2. Have completed their entire junior and senior year at Bismarck High School.

Class rank will be determined at the end of the school year, after eight semesters, and placed on school records after grades are completed.

**Graduation Ceremony- Unlike receipt of diploma, participation in the ceremony is a privilege, not a right. The principal may establish rules for conduct at the graduation ceremony. Students who violate conduct rules will not participate in the graduation ceremony.**

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued approximately every nine weeks. They are sent home with the student each grading period, with the exception of the end of the year report card, which will be mailed.

Progress reports are distributed to parents after approximately five weeks of each nine-week period. They are similar in appearance to report cards. Parents or guardians are encouraged to contact teachers for consultations and clarifications or make comments. Special reports may be sent to parents at any time a student is not making satisfactory progress, and is sent at the discretion of the teacher or principal. Parents should feel free to schedule a conference with teachers. This may be arranged by calling 734-6111 Option 2.

## **HONOR ROLL**

To be eligible for the **Teacher's Honor Roll**, a student must have a grade average of B or above for the quarter, with no grade below a C. (Students who earn Honor Roll status three quarters of the academic year will be eligible for an academic letter to recognize their accomplishment.) To be eligible for the **Principal's Honor Roll**, a student must have an average of A- with no grade below a B.

## **REWARD TRIP**

Reward trips will be established to recognize students and their efforts in school. We will reward outstanding performance and outstanding improvement in the areas of academics, attendance, and citizenship.

## **SOCIAL AND EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in extra-curricular activities. These activities are designed to supplement regular classroom opportunities for valuable life-long experiences. The student should carefully plan an activities schedule. Over-participation might cause regular schoolwork to suffer. Don't become overloaded. When you participate, give your best effort. You are representing your school and your community.

Extra-curricular activities at Bismarck R-V include athletic teams for Baseball, Basketball, Volleyball, Softball, Golf and Cheerleading. In the area of clubs and activities, we have The Arrow (yearbook), Band, Chorus, FCCLA, National Honor Society, Jazz Band, Science Club, Smoke Signal Student Council, and other clubs approved by the Board of Education.

To be a member of the National Honor Society a student must be a sophomore, junior or senior. The national minimum standard for scholarship must be a B average. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

### **Requirements For Eligibility In School Organizations, Clubs, and Sports.**

The activities at Bismarck R-V High School are diverse in nature. Each activity will provide for approval by the principal, a list of criteria for membership, removal from the specific organization, and for holding an office within that specific organization.

## **SCHOOL ORGANIZATION MEETINGS AND ACTIVITIES**

1. Class and club meetings will be held at a time arranged by the sponsors and the principal. Meetings should be planned at least one week in advance.
2. Each class and club will have assigned sponsors. These sponsors will approve all meetings, meet with the class or club, and have general supervision over the meetings and the activities of the organization.
3. Class and club meetings will be limited to school business or activities sponsored by the school.
4. All class and club activities must have the approval of the principal.
5. Properly motivated organizations make worthwhile contributions to the school and community. Every student is encouraged to choose a club consistent with his or her interests and to become an active member of that club.

### **STANDARDS FOR ELIGIBILITY FOR PARTICIPATION**

Bismarck R-V Senior/Junior High School is a member of the Missouri State High School Activities Association (MSHSAA), the governing body that guides interscholastic programs in our state. Eligibility to represent Bismarck in interscholastic activities is a privilege, not a right. The following are basic eligibility rules that all participants must meet as adopted by the MSHSAA.

1. Be a good citizen in your school and community.
2. Have earned two and one-half units of credit the preceding semester and be passing two and one-half units of credit, or have made standard progress in special education.
3. Have entered school within the first eleven days of the semester.
4. Not have received or competed for an award of any kind other than that given by your school for your services as an athlete in the sport in which you are competing.
5. Not have reached your 19th birthday prior to September 1st of this school year.
6. Not have competed under an assumed or false name.
7. Attend a public high school in the district in which your parents live, a boarding school, or a private or parochial school to which you commute daily from your home.
8. Not have graduated from a four-year high school or its equivalent.
9. Attend your eighth semester immediately following your seventh semester.
10. Not have competed at any time as a member of a Junior College or Senior College team.
11. Not compete on an outside team or in individual match competition in organized non-school competition in that sport during the time the sport is in season.
12. Not transfer from one high school to another because of being influenced to do so.
13. Not attend for more than two weeks a specialized camp for any one sport.

### **JUNIOR HIGH ELIGIBILITY STANDARDS**

7th and 8th graders must have been promoted to a higher grade at the close of the preceding year and must not have failed more than two scheduled courses the preceding semester.

**JUNIOR HIGH STUDENTS SHALL NOT HAVE REACHED THE FOLLOWING AGES PRIOR TO JULY 1: Grade 7 - Age 14; Grade 8 - Age 15.**

7th and 8th graders are not eligible to compete with 9th graders. 7th and 8th graders are eligible for only the first two semesters attended in each grade.

All students in grades 7-12 trying out for an interscholastic activity offered at Bismarck R-V School must fill out and return to the school an Athletic Participation/Parental consent/physician report form. This form is to be returned to the coach or sponsor of the activity at the school, which the student attends. A student will not be allowed to

participate in interscholastic athletics, practices, or contests, until all parts of this form are completed, signed by all concerned, and on file with the school.

### **ABSENCES AND SCHOOL ACTIVITIES**

Students who are absent on the day of an activity shall not be considered eligible to participate on that date, according to Missouri State Activities Association rules. Students must be in attendance to participate. This applies to all activities, including athletics, music, speech, etc.

A student who misses **any classes** the day after a game or event will not participate in the next scheduled game or event, without approval of both the coach and principal.

### **EXTRACURRICULAR ACTIVITIES DURING SUSPENSION, DISCIPLINARY ACTIONS, FINES, AND RESTITUTION**

A student with assigned discipline (ISS and /or OSS) will not be allowed to attend any extracurricular school functions until the assigned discipline has been served. In the event of inclement weather, the student will be in-eligible only for the dates ISS/OSS had been assigned. Students who fail to act as good citizens will not be allowed to participate in extracurricular activities. Inappropriate behavior at school related extracurricular events is subject to disciplinary action. Participation in extracurricular events, as a participant or a spectator is a privilege, not a right. Students who owe fines or restitution assigned by the school, over the amount of \$8, will not be allowed to participate in extracurricular activities including sports.

### **SPORTSMANSHIP**

We ask your help in seeing that the following rules are enforced at all school-sponsored events. We should practice good sportsmanship, whether it is at athletic events or at other activities, which the school sponsors. Un-sportsmanlike conduct may result in a person being asked to leave and/or suspension from attending other school events.

As students of Bismarck R-V School we urge each spectator to:

1. Avoid action that will offend or embarrass any individual.
2. Regard officials as fair, accept their decision as final, and treat them as guests. Remain seated and do not yell at officials.
3. Respect the property of our school or property of any other school as if it were ours.
4. Encourage your team, rather than make negative comments toward the opponent.
5. Refrain from actions that will call attention to you.
6. Treat the opponents, whether it is coaches, players, or fans, as honored guests.
7. Show appreciation of good play by both teams.
8. Accept the decision and judgment of the coaches.

9. Be modest in victory and gracious in defeat.

### **EXTRACURRICULAR ACTIVITIES - TRANSPORTATION**

Provided that a bus is taken, all students participating in any away school function or activity will be required to ride the bus to and from the event. The only exception being, students may be released to leave with their parent(s), provided the parent is at the function to get the student(s) and the parent has cleared it with the coach or sponsor. Parents must sign the student out and the student must leave with the parent. Failure to follow these guidelines will result in student not being allowed to participate in future events. Any other emergency situations will be handled on a specific case-by-case basis with the building principal or his/her designee.

### **STUDENT EXPECTATIONS**

#### **SIGNING IN AND OUT AT OFFICE**

Whenever a student arrives late to school or leaves early, he or she must sign the sign in/out sheet in the office. No student may leave school during the day except by permission of the principal or his representative. Students who do so will be considered truant, and will be disciplined as such. Students who have doctor's appointments, etc., that cannot be scheduled outside the school day should have their parent/guardian notify the school. The parent/guardian should report to the office to sign the student out. **Appointments outside school hours are encouraged. Good attendance is important for all students.** Doctor's note must be turned in when the student returns to school.

#### **USE OF VENDING MACHINES**

Vending machines may be used before school, during lunch or after school. Students may not purchase food, soda, or gum during or between classes, or eat in the hallways between classes. If a student makes a purchase from a vending machine during regular class hours, that purchase is subject to confiscation without being returned. Students using the vending machines during or between classes will be subject to the student discipline policy.

#### **SCHOOL PHONE**

Students are not allowed to use phones in the classroom. **Students are not to be dismissed to use the phone in the office unless it is an emergency.** Permission to use the phone has to be approved through the principal or his/her designee and must be for emergencies only.

#### **STUDENT DRESS**

While student dress is a matter of student preference and self-expression, any article of clothing or accessory that causes the interruption of the educational environment will not be permitted. Guidelines for acceptable standards will be identified on the first day of classes. Advertisements, logos, or identification of substances or behaviors (alcohol, drugs, etc.) not allowed to students are not permitted. In addition, students are not allowed to wear hats in the building during the

school day. The final decision of acceptable dress is left to the discretion of the building principal.

### **HALL PASSES**

**Hall passes are required for every student out of a classroom.** When a student finds it necessary to leave an assigned class, a hall pass must be obtained from the teacher. Leaving classrooms will be kept to a minimum and allowed only in emergency situations. Students are not allowed to go to another classroom without a note from a teacher. Students found to be in the hallways without a pass from a teacher will be subject to the school discipline policy for trifling.

### **SCHOOL PROPERTY**

Damage to or loss of school property or damage done to a person's property will be charged to the student who is responsible. The student will be required to repair or replace the damaged or lost property. Disciplinary action will also be taken as deemed appropriate by the school officials, which may include contacting the proper authorities.

### **TOBACCO AND SMOKELESS TOBACCO**

Smoking or chewing tobacco on school property by students at any time is prohibited and is against state law. Infractions of this policy will result in suspension from school and referral to a tobacco cessation program. This includes the use of electronic or vapor cigarettes.

### **PUBLIC DISPLAY OF AFFECTION**

There is to be no public display of affection during school hours or at school activities. Public display of affection includes kissing, placing arms around one another and any inappropriate bodily contact so deemed by an individual faculty member as being offensive. Public display of affection is subject to the discipline policy.

### **ELECTRONIC AND ENTERTAINMENT EQUIPMENT**

Electronic equipment (such as radios, CD players, computer games, or cell phones) or entertainment equipment (such as skate boards) is not allowed at school without permission of a teacher or the administration. Any items confiscated will be returned only to the parent. Students who have items confiscated will be subject to the school discipline policy. The Bismarck R-5 School District is not responsible for the loss or theft of the above items, as they are not to be at school.

### **CLASS PARTICIPATION**

Students are required to participate in class activities and complete assignments. This includes

bringing materials needed to class, dressing out in physical education classes, and not sleeping in class. Students who fail to follow these guidelines will be referred for disciplinary action and/or removed from the class.

### **RESTRICTED AREAS**

Students in junior high and high school are not to be in the elementary hallways, restrooms or any unsupervised area unless changing classes or with permission.

### **WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from Bismarck R-V High School, proper procedure should be followed. Merely leaving school is not withdrawal. Students who are withdrawing should obtain a withdrawal form from the office. This form should be taken to and signed by all teachers, the librarian, and counselor. Before any teacher will sign the slip indicating that the student has been cleared, the student must have turned in all books and equipment that has been issued to him or her.

### **TARDIES**

Students who are not in their assigned space with necessary materials when the tardy bell rings will be considered tardy. Disciplinary action, per quarter, earned for tardiness will be as follows:

5 <sup>th</sup> tardy	1 day of In School Suspension.
6 <sup>th</sup> tardy	3 days of In School Suspension
7 <sup>th</sup> tardy	1 day of Out of School Suspension
Each additional tardy	1 day of Out of School Suspension

### **GRADING POLICY**

Bismarck High School's mission is to prepare all students for success in rigorous courses in high school that meet state and local standards. To do this, it is critical that we teach in such ways as to engage more students in interesting work. This takes effort on the part of teachers and our students. Learning is the result of effort, and even more effort is required if students are behind. At Bismarck High School, we will provide varied opportunities to our students to increase skills, broaden knowledge, enhance application skills and develop work habits necessary to successfully (1) attend an academic college or university, (2) further education through a trade or technical school, (3) seek or maintain employment. In order to make this vision possible, we have interventions in place to assist all of our students in meeting the high standards of work necessary to accomplish this mission.

Grading for students in grades 7-12 will be weighted as follows:

- 80% will be based on tests, projects and quizzes.
- 20% will be based on homework, daily work and participation.

Students will have to **revise or redo work on specific projects and quizzes, etc.**, that do not meet the standards or is not complete. **Zeros will not be allowed for these assignments.** We will provide extra help and time for those students who need it so that they can be successful. Students who have missing or incomplete tests, projects or quizzes in any course will be placed on the “ICU List”. Daily interventions, per quarter, will be as follows:

1 <sup>st</sup> day on list	Student pulled from electives to provide work time.
2 <sup>nd</sup> day on list	Student pulled from electives to provide work time.
3 <sup>rd</sup> day on list	Parent notified. Student placed in alternative setting until caught up
Additional days	Parent notified. Student placed in alternative setting.

### **DRIVING REGULATIONS - STUDENT PARKING**

Transportation is provided for all Bismarck students living at least one mile from school. Students who choose to drive an automobile to school must register their vehicle with the high school office. Parking privileges may be revoked at any time, for any length of time, for operating a vehicle in a dangerous or unsafe manner. Students driving or riding to school in automobiles or other motor vehicles do so at their own risk. It is understood that students who are absent or tardy due to auto failure will not be excused. For security purposes it is suggested that vehicle doors be locked and windows rolled up at all times.

The following driving regulations have been adopted for the Bismarck R-V High School:

1. Once a driver enters the school drive in the morning, he/she must go directly to the student parking lot, park his/her car and go directly to the school building.
2. Students are not permitted to sit in parked vehicles on school grounds prior to, or during the school day.
3. The no smoking on school grounds regulation includes the driver and passengers while the vehicle is on school property.
4. A ten-mile-per-hour speed limit will be observed on school property.
5. All traffic signs must be obeyed. Do not drive against a one-way sign while entering or leaving school. Vehicles must be parked in designated parking spaces.
6. All traffic signs must be obeyed. Do not drive against a one-way sign while entering or leaving school. Vehicles must be parked in designated parking spaces.
6. Accidents in the parking lot must be reported to the principal’s office.
7. No firearms are to be brought to school. This includes hunting rifles, which are left on gun racks in vehicles.
8. Students may only park in the student parking lot. Students may not park next to the building or in staff/visitor parking spots.
9. Any unsafe driving act such as speeding or driving recklessly will result in student losing driving privileges.
10. Violations of the above regulations would constitute grounds for a student to lose



driving privileges to school.

11. Student vehicles are subject to search by school officials. (Policy 2650)

### **BUS TRANSPORTATION**

### **Policy 2652**

The Bismarck School District provides bus service for those students living outside the city limits. The bus driver is in complete charge of all students who ride his/her bus. If a student needs to ride a different bus for any reason, he must have a note from the parent, and the principal must sign it. Should you have any questions regarding bus service, contact Melanie Wright at 734-6111 (Option 3).

### **BUS RULES**

All students who ride the bus at anytime are subject to the following regulations:

1. The bus driver is in charge; respect his/her authority at all times.
2. Always cross 10 feet in front of the bus when getting on or off. Watch for traffic before crossing roads.
3. Remain in your seat while the bus is in motion. Keep your arms and hands inside the bus.
4. Any incident on the bus will be treated as if it happened at school.
5. Students who ride a bus to school and home are not to leave the School Campus or any other campus at any time without permission, and must wait for the bus in the proper area. Students who leave campus after the bus has arrived to school will be considered truant, and will be disciplined as such.
6. Students leaving the campus without permission or not waiting in the assigned area will be subject to the loss of bus riding privileges.
7. Bus drivers have rules posted in the bus and a copy of the rules will be given to each student at the beginning of the year.
8. Walkers should leave the campus immediately.

### **CONSEQUENCES**

The safety and welfare of all students on the bus is the bus driver's primary responsibility. When certain students present a threat to the other students, the bus driver's ability to drive safely, then other actions must be taken. Unless the offense requires immediate removal from the bus, school policy is to meet with and warn the student the first time they are referred to the office. Any further disturbances and referrals will result in your child not being allowed to ride the school bus. As their parents, it would then be your responsibility to provide transportation to and from school for the length of time your child would be suspended from bus. The second referral for misbehavior would result in a three (3) day bus suspension, the third results in five (5) days, the fourth results in ten (10) days and beyond the fourth, and recommendation of permanent removal from the bus for the remainder of the school term.

### **ATTENDANCE POLICY**

### **Policy 2310**

#### **PHILOSOPHY**

Absenteeism hampers educational achievement and is detrimental to the academic and vocational success. Parents, students and teachers all share in the responsibility for encouraging regular attendance. The following policy has been designed and hereby adopted to provide a framework for ensuring responsible attendance by all students.

#### **RESPONSIBILITY**

Absences for each student, for each school day, will be carefully checked, recorded, and reported

to the office. Excusing any absence is the sole responsibility of the school as directed by this policy. **Students are responsible for knowing how many days of school they miss.**

## **VIOLATION**

*It is a violation of district attendance policy for a student to have more than seven (7) periods of absence in either high school or junior high classes per semester. For attendance purposes, each period will count 1/7 of a school day. To receive credit or pass any class a student must attend enough days during the year to earn credit or pass. Failure to attend school all but seven (7) hours in one semester in any class will result in a student not earning the credit in class or passing a class in junior high. If a student is under the age of 17 and is absent more than 49 hours he/she may be referred to the Juvenile Detention Center and reported to the Department of Family Services.*

## **PROCEDURES**

On the seventh absence from class or school in one semester, the student and parent or legal guardian will be notified by US Mail that the student has failed to attend enough school periods to receive credit or, in middle school, receive any grades. After a student misses (3) days of school (21 class periods), (5) days, and (7) days of class in a semester, the school will inform the parents of these absences by letter.

In the event that a student fails to attend enough school to earn credit or pass a class, the appeal committee will set a date for the purpose of hearing the applicant's appeal. **The student and at least one parent or legal guardian must appear before the appeal committee.** The student cannot appear in front of the appeals committee without a parent unless they are 17 years old or older. The applicant shall be required to present competent evidence to substantiate the appeal at the hearing. The student will be informed of the appeal committee's decision. The final decision rests with the administration.

The appeal committee shall be composed of the principal and two faculty members.

It is important that students understand that their absences are not to be considered as approved days to miss classes, but rather they are to be used only for:

1. Illness of the student or immediate family (verification required).
2. Professional appointments that cannot be scheduled outside of the regular school day. If the appointment cannot be scheduled outside of school hours, verification is required. The principal reserves the right to verify any excuse.
3. Death of family member (verification required).
4. Extraordinary or unusual circumstances (absences relating to disabilities and required religious observances) not under the control of the student or the parent

(determined by building principal).

Students who are absent from school shall not be eligible to attend any school function for those same days of absences. If a student is absent on the day before the weekend or holiday they are not allowed to attend school activities on the weekend or holiday. A student may attend a school function on a day in which the absence occurred if the absence was previously approved by the principal. Students who have exceeded the attendance policy are not allowed to attend any extracurricular school function. Students who are on homebound instruction are not allowed to attend any school function.

### **ABSENCE DURING SUSPENSION**

A student who is suspended from school for a disciplinary problem for any number of days will receive zeros on all assignments corresponding to those days. The days of absence will be unexcused and **missed work may not be made up.** Students who receive OSS cannot be on school campus at anytime, for any reason, during the period of suspension or attend any school activity either at home or away.

### **STATEWIDE SUSPENSIONS**

No school board is permitted to readmit or enroll a student suspended or expelled for having committed certain felonies. The student, the parent, or legal guardian may request a conference to review the student's conduct. If a student attempts to enroll in a school district after suspension or expulsion from another school district and determination is made by the superintendent or the superintendent's designee that the student's conduct would have resulted in a suspension or expulsion in the enrolling district, the enrolling school district may uphold the suspension.

### **ASSAULT ON SCHOOL PROPERTY**

A person commits the crime of assault while on school property if the person:

1. Knowingly causes physical injury to another person; or
2. With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
3. Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred at school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district sponsored activity. Assault while on school property is a class D felony.

**For any assault or physical fight where one or both parties throw punches, the police will be called and a report will be submitted to the police.**

## **REPORTING BY SCHOOL OFFICIALS AND JUVENILE OFFICERS**

School administrators are required to report acts of school violence. Acts of school violence will be reported by school administrators to teachers and other employees on a need to know basis.

## **HOMEBOUND**

Students that are enrolled in a homebound educational program cannot attend school activities. This includes open gym, games, dances, or open library unless approved by the principal. Students that fail to follow these rules will be dropped from the homebound program.

## **SATURDAY SCHOOL**

Saturday School will be from 8:30 a.m. to 12:30 p.m. on designated Saturdays. Any student who arrives after 8:30 a.m. will not be allowed to attend that Saturday. Students will do regular class work assigned by their regular teachers. Failure to satisfactorily complete the prescribed number of days for any reason will result in no credit being given to the student, or the student is being dropped for the semester.

## **DANCES, CORONATIONS AND PROM**

Dances (Back to School, End of Year), Coronations (Homecoming, Arrow) and Prom are special extracurricular events. Dates, times, court information (eligibility, selection and election) will be posted, as well as included in the Daily Announcements. Outside guests are permitted to attend the Prom, if prior approval of the principal is obtained. Outside dates invited to the prom must be under the age of twenty-two years. Unless otherwise announced, these events will start at 6:00 pm and conclude at 9:00 pm. The admission gate will close thirty (30) minutes after the opening time. Students who have not completed ASRP/ISS/OSS assignments, are in violation of the attendance policy, are not currently enrolled, owe debts (lunch or fines) or are on homebound instruction are not permitted to participate or attend these extracurricular events.

## **STUDENT DISCIPLINE POLICY**

### **Policy 2600**

The Bismarck R-V School District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social functions); removal for up to ten (10) days by school principals; extension of suspensions for a total for 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

## **BEHAVIORAL EXPECTATIONS**

## **POLICY 2610**

All students attending school in Bismarck R-V School District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential.

It is the policy of the Bismarck R-V School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regarding of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second-degree murder under §565.020, .021, RSMo
2. Voluntary or involuntary manslaughter under §565.024, RSMo
3. Kidnapping under §565.110, RSMo
4. First, second or third degree assault under §565.050, .060, .070, RSMo
5. Sexual assault or deviate sexual assault under §566.040, 070, RSMo
6. Forcible rape or sodomy under §566.030, .060, RSMO
7. Burglary in the first or second degree under §569.160, .170, RSMo
8. Robbery in the first degree under §569.020, RSMo
9. Possession of a weapon under Chapter 571, RSMo
10. Distribution of drugs under §195.211, RSMo
11. Arson in the first degree under §569.040, RSMo
12. Felonious restraint under §565.120, RSMo
13. Property damage in the first degree under §569.100, RSMo
14. Child molestation in the first degree pursuant to §566.067, RSMo
15. Sexual misconduct involving a child pursuant to §566.083, RSMO
16. Sexual abuse pursuant to §566.100, RSMO

## **BEHAVIORAL EXPECTATIONS-Consequences**

## **REGULATION 2610**

### **Academic Dishonesty**

Any student who violates the academic integrity of any assignment, regardless of point value, will receive a grade of zero for that assignment. This includes cheating, fabrication, and facilitation of academic dishonesty. Students may also face additional consequences

First Offense: Grade of zero on assignment, ISS, OSS, Alternative School, Expulsion.

Subsequent Offense: Grade of zero for the quarter, ISS, OSS, Alternative School,

Expulsion.

**Arson**

Intentionally causing or attempting to cause a fire or explosion

First Offense: ISS, OSS, Alternative School, Expulsion

Subsequent Offense: OSS, Alternative School, Expulsion

**Assault**

A. Student / Staff Member (Use of physical force with the intent to do bodily harm.)

a. First Offense: Principal/Student conference, ISS, OSS, Alternative School, Expulsion.

b. Subsequent: ISS, OSS, Alternative School, Expulsion.

B. Fighting (Physically striking another in a mutual contact as differentiated from an assault.)

a. First Offense: Principal/Student conference, ISS, OSS, Alternative School, Expulsion

b. Subsequent: ISS, OSS, Alternative School, Expulsion.

**Automobile/Vehicle Misuse**

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

First Offense: Suspension/Revocation of parking privileges, ISS, OSS, Alternative School

Subsequent Offense: Suspension/Revocation of parking privileges, ISS, OSS, Alternative School

**Bullying**

The district is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward district personnel or students 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 physical, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student: 1) Communicates with another by any means including telephone, writing, cyberbullying, or mental harm without legitimate purpose, 2) Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following

consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc.

First Offense: ISS, OSS, Alternative School

Subsequent Offense: OSS, Alternative School, Expulsion

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the district will provide training for employees relative to enforcement of this policy.

Bullying report forms are available on the Bismarck R-V web page or in the principal's offices. Forms should be submitted anonymously via the lunch money drop boxes.

### **Bus or Transportation Misconduct**

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation may be suspended or revoked.

### **Cell Phone**

The use of a cell phone in a classroom without the permission of an instructor.

First Offense: Confiscation of cell phone. Principal/Student Conference

Second Offense: Confiscation of cell phone, ISS, OSS, Alternative School, Expulsion

### **Dishonesty**

Act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document, principal/student conference, ISS, OSS, Alternative School

Subsequent Offenses: Nullification of forged document, ISS, OSS, Alternative School, Expulsion

### **Disrespectful or Disruptive Conduct or Speech**

First Offense: Principal/Student conference, ISS, OSS, Alternative School

Subsequent Offense: OSS, Alternative School, Expulsion

### **Dress Code**

The wearing of any article of clothing or accessory that causes the interruption of the educational environment, including hats.

First Offense: Principal/Student conferences, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School, Expulsion

### **Drugs/Alcohol**

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

First Offense: ISS, OSS, Alternative School  
Subsequent Offense: OSS, alternative school, expulsion

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

First Offense: ISS, OSS, Alternative School  
Subsequent Offense: Expulsion\

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

First Offense: OSS, Alternative School, Expulsion  
Subsequent Offense: Expulsion

### **Extortion**

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

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School, 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 of closure of school property.

First Offense: Restitution, Principal/Student Conference, ISS, Alternative School, OSS

Subsequent Offense: Restitution, ISS, Alternative School, OSS, Expulsion

### **Firearms and Weapons**

- A. Possession or use of any instrument or device, other than those defined in 18 U.S.C 921, 18 U.S.C. 930(g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: ISS, OSS, Expulsion

Subsequent Offense: OSS, Expulsion

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

First Offense: One (1) calendar year suspension or expulsion.

Subsequent Offense: Expulsion

### **Hazing**



Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school sponsored activity. Hazing may occur even when all students are willing participants.

First Offense: ISS, OSS, Alternative School

Subsequent Offense: OSS, Alternative School, Expulsion

### **Improper Language**

A. Threatening Language – Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense: Principal/Student Conference, ISS, Alternative School, OSS

Subsequent Offense: ISS, OSS, Alternative School

B. Use of Obscene or Vulgar Language – Language which depicts sexual acts, human waste and blasphemous language

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School

C. 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, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School

### **Inappropriate Sexual Conduct**

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

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School, Expulsion

Use of sexually intimidating language, objects, or pictures

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School, Expulsion

Indecent Exposure

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School, Expulsion

### **Public Display of Affection**

Physical contact that inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School, Expulsion

### **Sexual Harassment**

A. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment.

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School, Expulsion

B. Unwelcome physical contact based on gender or a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School, Expulsion

### **Technology Misconduct**

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

First Offense: Principal/Student Conference, Loss of user privileges, ISS, OSS, Alternative School

Subsequent Offense: Loss of user privileges, ISS, OSS, Alternative School, Expulsion

B. Violation other than those listed in a Board policy and regulation, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: Loss of user privileges, ISS, OSS, Alternative School, Expulsion

### **Theft**

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: Return of or restitution for property, OSS, Alternative School, Expulsion.

### **Threats**

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

First Offense: Principal/Student Conference, ISS, OSS, Alternative School, Expulsion

Subsequent Offense: ISS, OSS, Alternative School, Expulsion

### **Tobacco**

A. Possession of any tobacco products (including electronic or vapor cigarettes) on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product, Principal/Student Conference, ISS, Alternative School.

Subsequent Offense: Confiscation of tobacco product, ISS, OSS, Alternative School.

B. Use of any tobacco products (including electronic or vapor cigarettes) on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product, Principal/Student Conference, Recommended tobacco cessation program, ISS, OSS, Alternative School

Subsequent Offense: Confiscation of tobacco product, required completion of tobacco cessation program, ISS, OSS, Alternative School

### **Trifling**

To talk jestingly or mockingly with intent to delude; to act without seriousness of purpose or mood or due respect; to waste educational time.

First Offense: ISS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School

### **Truancy**

Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student Conference, ISS, Alternative School

Subsequent Offense: ISS, Alternative School

### **Unauthorized Entry**

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

First Offense: Principal/Student Conference, ISS, OSS, Alternative School

Subsequent Offense: ISS, OSS, Alternative School

### **Vandalism**

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution, Principal/Student Conference, ISS, OSS, Alternative School, Expulsion

Subsequent Offense: Restitution, ISS, OSS, Alternative School, Expulsion

### **Vending Machines**

The use of vending machines during or between classes without permission from a teacher or administration.

First Offense: Confiscation of food or drink items, Principal/Student Conference

Subsequent Offense: ISS, OSS, Alternative School, Expulsion

### **Chronic Offender Status**

Chronic Offender Status will be applied to any student who has been referred for disciplinary action ten (10) times in a school year. The disciplinary responses will be in the form of Out of School Suspension, or from the “Subsequent Offense” consequences listed above.

### **DESCRIPTION OF TERMS**

**Arson** – Setting a fire or causing an explosion with the intention to damage property or buildings.

**Assault** – Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of eminent injury.

**Corporal Punishment** – Administration of swats to the buttocks (with a paddle). Requires signed parental approval, will only be administered by principal or other district administrator and witnessed by at least one other adult member of the school staff.

**Disparaging Damaging Language** – Use of words or actions, verbal, written or symbolic meant to harass or injure another person: i.e., threats of violence or defamation to person’s race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

**Disrespectful Conduct or Speech** – Conduct or speech, verbal, written symbolic language, or gesture, that is inappropriate.

**Disruptive Speech or Conduct** – Conduct or speech, verbal, written symbolic, which materially and substantially disrupts classroom work, school activities, or school function.

**Drug/Alcohol** – Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug related paraphernalia.

**Extortion** – Threatening or intimidating any student for the purpose of obtaining money or anything of value.

**False Alarm** – Tampering with emergency equipment, setting off false alarms, making false reports.

**Fighting** – Mutual combat in which both parties have contributed to the conflict,

either verbally, or by physical action. (Authorities may be notified with each fighting offense).

**Gangs** – Gang activities, whether verbal, written or symbolic, which substantially disrupt the educational environment.

**Profanity and Obscene Language** – Conduct or speech, verbal, written or symbolic, which is offensive or obscene.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting. Students are not allowed to hold hands or have any other physical contact.

**Sexual Harassment** – Use of verbal, written or symbolic language that is sexually harassing. Physical contact that is sexually harassing.

**Theft** – Theft, attempted theft, or willful possession of stolen property.

**Tobacco** – Possession of any tobacco products on school grounds, bus or at any school activity.

**Truancy** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

**Vandalism** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

**Safe Schools Act - Weapons** (see board policy) – Possession or use of any instrument or device, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

**Weapons** – Possession or use of a firearm or any instrument or device.

#### **Hotline numbers**

<b>Child Abuse and Neglect</b>	<b>1-800-392-3738</b>
<b>Homeless (East Missouri Action Agency)</b>	<b>431-0103</b>
<b>Parental Stress Help line</b>	<b>1-800-367-2543</b>
<b>Pregnancy</b>	<b>1-800-392-0877</b>

<b>Runaway Crisis</b>	<b>1-800-621-4000</b>
<b>Missouri State School Violence Hotline</b>	<b>1-866-748-7047</b>
<b>New Way Shelter (Domestic Violence)</b>	<b>1-800-663-9929</b>

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**Missouri Department of Elementary & Secondary Education**

**NCLB COMPLAINT PROCEDURES**

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

**Who May File a Complaint**

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

**Definition of a Complaint**

There are both formal and informal complaint procedures.

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

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

**Alternatives for Filing Complaints**

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

**Informal and Formal Complaints Received by the Local Education Agency**

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

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,

5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

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

**Informal Complaints Received by the SEA Office**

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

**Formal Complaints Initially Received by the SEA Office**

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

**Appeals**

**Appeal to the SEA**

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

2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### **Decision**

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

### **Formal LEA Complaints Against SEA**

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

### **Complaints Against LEAs Received from the United States Department of Education**

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