

Rolla High School
900 Bulldog Run
Rolla, Missouri 65401

Principal.....	458-0140
Attendance.....	458-0140
Guidance.....	458-0141
Activities Director	458-0149
A+ Coordinator.....	458-0148
Learning Center Enrollment	458-0141
Learning Center.....	458-0150
School District Directory.....	458-0101

Dr. Aaron Zalis, *Superintendent*
Mr. Nathan Hoven, *Principal*
Mr. Corey Ray, *Assistant Principal*
Mrs. Amy Herrman, *Assistant Principal*
Ms. Cathy Shoup, *Activities Director*

IDENTIFICATION

NAME _____ GRADE _____

ADDRESS _____

HOME PHONE _____

The Rolla High School District No. 31 does not discriminate against any student because of race, color, national origin, sex, religion, or handicapping condition. Inquiries regarding the implementation of this policy should be directed to the principal. If unresolved, the student or parents may appeal to the Assistant Superintendent-Instruction/Special Services. The Rolla School District No. 31 will comply with all provisions of the Safe Schools Act.

Dear Students,

We are looking forward to working with you and would like to take this opportunity to welcome you to Rolla High School. This handbook will provide you with important information about RHS. It is your responsibility to read it and be familiar with the contents. You will find this handbook to be helpful because it will assist you in learning about all aspects of RHS.

Rolla High School has a tradition of excellence. RHS is nationally recognized as a Blue Ribbon School. In 1998-1999, the Rolla School District was Accredited with Distinction by the Missouri Department of Elementary and Secondary Education. Each year since the district has received the Annual Distinction in Performance Award. This is a prestigious honor that is the result of outstanding students, faculty, and staff. Rolla High School is also a designated A+ school, which means qualifying students may have two years of post-secondary education paid for by meeting certain requirements.

The faculty and administration of RHS is committed to providing you with every opportunity to help you learn and be successful. We are asking you, as students, to make a commitment to make every one of your days at RHS count. Come to school, be ready to learn, prepare for your classes, get involved – be a part of the excellence of Rolla High School.

Nathan Hoven
Principal

Corey Ray
Assistant Principal

Amy Herrman
Assistant Principal

Cathy Shoup
Activities Director

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ROLLA SCHOOL DISTRICT MISSION STATEMENT

The responsibility of the Rolla School District is to provide, in partnership with the community, the best educational opportunities possible for our students through a commitment to excellence in personnel, facilities, curriculum, and instruction.

General Information

ROLLA PUBLIC SCHOOLS School Calendar 2011-2012

September 5	NO SCHOOL – Labor Day Recess
September 14	<i>School Dismissed at 1:00 p.m.</i> Continuous Staff Development Meeting, 1:30-4:00 p.m.
October 10	NO SCHOOL – Continuous Staff Development Meeting
October 17	End of 1st Quarter
October 26, 27	Grade Card Distribution 4:00 - 7:00 p.m. RHS Cafeteria
October 28	NO SCHOOL – Parent/Teacher Conferences
November 2	<i>School Dismissed at 1:00 p.m.</i> Continuous Staff Development Meeting 1:30-4:00 p.m.
November 23-25	NO SCHOOL-Thanksgiving Break
December 22	End of 2nd Quarter/1st Semester
December 23 at 1:00 p.m. to January 3	Winter Holiday Break
January 3	NO SCHOOL-Teacher Workday
January 4	Classes Resume
January 16	NO SCHOOL-Martin Luther King Holiday
February 17	NO SCHOOL-Continuous Staff Development Meeting
February 20	NO SCHOOL-President's Day
March 12	End of 3rd Quarter
March 21, 22	Grade Card Distribution, 4:00-7:00 p.m.

	RHS Cafeteria
March 23	NO SCHOOL-Parent Teacher Conferences/ Prof. Development Day
March 26 - March 30	NO SCHOOL -Spring Break
May 23	SCHOOL CLOSSES—School dismissed at 1:00 p.m.
May 24	Teacher Workday
May 25	Commencement
June 4-29	Summer School

End of Quarters

1st Quarter	October 17	(42 days)
2nd Quarter	December 22	(44 days)
3rd Quarter	March 12	(46 days)
4th Quarter	May 23	(46 days)

Tentative Make-Up Schedule for Missed Days

1. January 16
2. February 20
- 3-6 Built into Calendar

SCHOOL CLOSINGS & CANCELLATIONS

Rolla Public Schools takes advantage of every resource available to allow parents and employees to find out whether or not school will be in session. As soon as a decision is made, several radio and television stations are contacted, an announcement is posted on the District's website, and a message is recorded on the District's voice mail (573-458-0101). The following media outlets will be contacted with announcements of cancellation or early dismissal:

Radio: KTTR/KZNN (105.3 FM), KKID (92.9 FM), KMST (88.5 FM) TV: KOLR-10, KY-3, KRCG-13

Rolla High School Contact Information

573-458-0140

Administration

	Ext.
Principal.....Nathan Hoven.....	14002
Secretary.....Nancy Lieber.....	14002
Financial Secretary.....Kristin Wood.....	14001
Assistant Principal.....Corey Ray.....	14015
(Last Names L-Z)	
Secretary.....Jamie Mesa.....	14015
Attendance Secretary.....Debbie Turner.....	14016
Assistant Principal.....Amy Herrman.....	14004
(Last Names A-G)	
Secretary.....Karen Merrell-Hemberger.....	14004
A+ Schools Coordinator.....Stephanie Grisham.....	14048
Secretary.....Vicki Crain.....	14034
Activities Director.....Cathy Shoup.....	14062
Secretary.....Laurie Dunn.....	14062

Student Services

Guidance

Last Names A-G.....	Kimberly Maskrey.....	14036
Last Names H-N.....	Rodger Bridgeman.....	14031
Last Names O-Z.....	Sarah Kaelin.....	14032
Secretary/Registrar.....	Kim Feeler.....	14033

Library

Librarian.....	Jessie Shields.....	14040
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Support Services

Nurse.....	Sandy VanAken.....	14020
Head Custodian.....	Chris Headrick.....	14035
Food Services Director.....	Beth Jett.....	14051

Daily Bell Schedule

Mon-Tues, Thurs-Friday 7:55.....First Bell 8:00 - 8:51.....First Period

Wednesday 8:10.....First Bell 8:15 - 8:51.....First Period

2nd Period..... 8:56 a.m. – 9:44 a.m.

3rd Period..... 9:49 a.m. – 10:37 a.m.

4th Period..... 10:42 a.m. – 11:56 a.m.

(1st lunch shift)..... 10:37 a.m. – 11:02 a.m.

(2nd lunch shift)..... 11:05 a.m. – 11:27 a.m.

(3rd lunch shift)..... 11:30 a.m. – 11:56 a.m.

5th period..... 12:01 p.m. – 12:49 p.m.

PRIDE Time (Homeroom)..... 12:54 p.m. – 1:24 p.m.

6th period..... 1:29 p.m. – 2:17 p.m.

7th period..... 2:22 p.m. – 3:10 p.m.

Rolla High School Web Site

Sign on to the RHS web site to learn pertinent information about Rolla High School. The site is:

www.rolla.k12.mo.us/schools/rolla_high_school/

You can quickly view lunch menus, the school calendar, daily announcements, information about staff, faculty and administration, along with other important information. In addition, there are links to other high interest areas such as athletics, high school graduation requirements and the A+ Program. Log on and check us out!

CAFETERIA 2011-2012

The cafeteria opens daily at 7:30am. A variety of menu options are offered for both breakfast and lunch, and all meet the National School Breakfast/Lunch Program guidelines. All snack items for sale are in accordance with our district's wellness policy.

Each family is encouraged to complete an application for free/reduced price meals.

Please list all students in the household on the same application and include all pertinent information to speed processing. Students should bring money to pay for meals until the application has been processed. Notification of approval or denial will be sent once the application has been certified. Applications are available in the cafeteria and the guidance office.

Daily meal prices for the 2011-2012 school year are:

Breakfast - \$1.35 full price /.30 reduced price

Lunch - \$1.90 full price /.40 reduced price

The charge limit is \$3.80 and is for the purchase of type "A" meals only.

Once the limit is reached students must bring money to pay off their charges, or at least enough for the present day's meals. If they come to school without money, we will offer our choice of an alternate item and milk at no cost. Students are not able to purchase ala carte items whenever they hold a negative account balance. All charges must be paid before grade cards will be issued.

Students can make deposits during breakfast and lunch.

All checks should include the student's name and ID # in the memo section. Parents may also drop off money for deposit in the attendance office.

Cafeteria balances automatically roll over at the end of the year.

They will transfer to the next grade level. Balances are available to students enrolled in summer school classes.

Refund checks are issued by request only.

Senior accounts are automatically refunded by check upon graduation. All others should call 458-0140

(ext. 14061). Checks will be mailed only for balances greater than \$5.00. Any fees owed will be deducted first. Please allow 4-6 weeks for processing.

Students at RHS and RTI/RTC have a closed lunch period.

No one may leave the school premises during lunch without permission. Students must sign out in the office or they will be considered truant.

All theft, of any form, will be reported to the school administrators.

See the district website at www.rolla.k12.mo.us for more info and monthly menus.

Rights and Responsibilities of Pupils

The right of due process will be given to all pupils involved in all situations. Students will have knowledge of all charges against them and have an opportunity to have their side of a controversy considered.

The school will establish reasonable rules and guidelines to insure the safety and well-being of all pupils and to provide a desirable educational setting. The students are expected to demonstrate responsible behavior with regard for the total school setting as well as the right of all other persons.

Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the students to follow instructions of any staff member may result in suspension of the student.

Transfer of School Records

Due to the Safe Schools Act, any public elementary or secondary school must comply with the request to forward a copy of a transferring pupil's academic and discipline records to a new school. All discipline referrals or records are now considered to be a part of the student's records.

Accident Report

When students are involved in an accident during school time or while participating in a school activity, the supervising teacher is required to complete an accident report form, which may be obtained in the principal's office. When a student is involved in an accident during an unsupervised time, the student must report the accident to the principal's office.

Building Use

The classroom building will open at 7:30 a.m. daily with teachers available in their rooms after 7:40 a.m. School is over at 3:10 p.m. Students will leave the building by 3:30 p.m. unless there is an organized activity with teacher supervision.

Use of the building at night for meeting or practices must be approved by the principal. Any time the building is being used by students, a faculty member or members **must** be present to supervise.

Students must not be dropped off or left at school during unsupervised periods.

Medication Policy

1. All medications must be checked in with the school nurse before they can be taken at school. The nurse is available to administer medications to high school students if requested by a parent/guardian. A written permission slip is required.
2. High school students may self-administer their own medications after the nurse receives written parental permission (see the nurse for the necessary form)
3. Students are not allowed, under any circumstances, to share medications with another student. This includes both prescription and non-prescription medications.

The statements listed above are not all inclusive. If you have any questions regarding administering medication at school, please talk to the school nurse (458-0140, extension 14020) or obtain a complete policy statement from the nurse's office.

Insurance

The Rolla school system does not carry any health or accident insurance on students. If you participate in a sport, you must show evidence of being insured before you will be permitted to participate in any camp, practice, or contest.

The school does not purchase insurance coverage for students. You can enroll your child in the low cost group accident insurance program being offered in cooperation with your school. If you already have insurance, this plan may help you pay some of the hospital, doctor, or dental bills that your own insurance doesn't cover, such as doctor's office calls, therapy, and dental treatment.

There are two different plans. There are specific areas both policies will not cover; therefore, it is important you read and understand the exclusions. You may pick up an insurance application in the activity office.

Electronic Resource Policy

Rolla High School provides electronic resources for the benefit of students. The district follows policies regarding use of electronics to help students have positive experiences. There is no expectation of student privacy when using district computers or other technology.

For the complete district policy, please see the following websites:

<http://policy.msbanet.org/rolla/showpolicy.php?file=EHB-C.ID>

<http://policy.msbanet.org/rolla/showproc.php?file=EHB-AP.ROL>

Locks and Lockers

Each student will be assigned a hall locker. All students taking P.E. will be assigned a P.E. locker. Students are expected to keep their assigned locker and not switch with classmates. **STUDENTS ARE RESPONSIBLE FOR THE CONTENTS OF THEIR LOCKERS AND FOR ANY DAMAGE TO THE LOCK OR LOCKER.**

Locker combinations will be give out **ONLY** to the person assigned to the locker. Lockers should be kept locked at all times. **Lockers or locks that do not operate properly should be reported to an assistant principal or his/her secretary.**

Each year money and other valuables are stolen from lockers; therefore, do not leave large sums of money, cameras, calculators, or other valuables in lockers. Do not share your combination with others. Valuables needed at school may be checked in the attendance office. In cases where articles are missing from the locker, this should be reported to the assistant principal or his/her secretary.

Interrogations and Searches

The right to inspect a student's school locker or articles carried upon their persons is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising its *in loco parentis* relationship with their children, will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials whose primary purpose is to provide the best teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote the safety and security of persons and their property within the area of educational responsibility. Students suspected of being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if such action is deemed necessary by the principal or his designee.

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.

If at any time there exists reasonable suspicion to believe that a student is in violation of school policy, the principal or his designee shall have the right to search, without notice, that student's locker or person. Drug sniffing dogs may be used.

In addition, the school principal or his designee shall from time to time, but in no event less than one time per semester, conduct random searches of school lockers, endeavoring to search a minimum of ten percent of the total lockers in the school. If any illegal article is found, school administration shall call on the

Rolla Police Department for assistance in the investigation.

Any student found to be in violation of school policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

Sexual Harassment of Students

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Rolla Public Schools. For purposes of sexual harassment and sexual discrimination only, an employee includes any person employed by the district, and any student teacher, intern, or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school related activity; or
- Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment; or
- Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented

jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is not the subject of the complaint.

Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint.

There will not be adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to sexual harassment complaint will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur.

No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of the complaint, an investigation will be conducted by an individual authorized by the Board. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subject to abuse or neglect, the matter will be reported in accordance with policy, JHG, (board policy) Reporting Child Abuse. Students who believe that their complaint has not been satisfactorily resolved may utilize grievance procedure ACG (board policy) at the appropriate level.

STUDENT DISCIPLINE

For complete district policies regarding discipline, please see the following websites:

<http://policy.msbanet.org/rolla/showpolicy.php?file=JG-C.1J>

<http://policy.msbanet.org/rolla/showpolicy.php?file=JG-R1.ROL>

DUE TO SERIOUSNESS OF AN OFFENSE, ANY OR ALL OF THE LISTED CONSEQUENCES MAY BE USED AS A DISCIPLINARY ACTION FOR THAT PARTICULAR OFFENSE AND MAY RESULT IN DENIAL OF A+ FINANCIAL INCENTIVES.

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD

The administration or designee will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a “serious violation of the district’s discipline policy” must be documented in the student’s discipline record in accordance with law. Policy JGF defines a “serious violation of the district’s discipline policy” as one or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior
2. Any offense occurring on school property, on school transportation or at any school activity and required by law to be reported to law enforcement officials
3. Any offense that results in an out-of-school suspension for more than ten school days.

STUDENTS WITH DISABILITIES

Removal of any pupil who is a student with a disability is subject to state and federal procedural rights as provided for in the Rolla 31 School District’s Discipline Policy.

TEACHER-ASSIGNED DETENTIONS

The following policies apply at Rolla High School regarding teacher assigned detentions:

1. Students will be treated alike, regardless of their means of transportation from school.
2. **IT IS THE STUDENT'S RESPONSIBILITY TO COMMUNICATE WITH HIS/HER PARENTS ABOUT ANY ASSIGNED DETENTION.**
3. If the assignment of the detention is made, the student will serve the detention on a day determined by the teacher.
4. Arrangements for transportation after the detention is the responsibility of the student and his/her parents.
5. It is the responsibility of the student to serve the detention period.
6. If a student cannot stay on a given day because of family or home situation, the parents must notify the school office.
7. If a student does not show up for a detention, the parents will be notified. The detention time at this point will automatically be doubled.
8. If the student fails to meet the detention as determined in step 7, the assistant principal or principal will notify the parent and the student will be assigned 2 hours of Saturday detention and will also serve the missed detention time.
9. All detentions will be supervised and will be held in the teacher's classroom or assigned area.
10. During the detention period, a student should be prepared with books, etc., for schoolwork. The student starts serving his detention time when he starts doing his schoolwork.

SATURDAY DETENTION

Saturday detention is an attempt to modify unacceptable student behavior without loss of valuable classroom instruction and course credit. The administration has the discretion of assigning students Saturday detention in lieu of suspension for minor infractions. Saturday detention will be held on Saturday mornings between the hours of 8:00 a.m. and 2:00 p.m. The session will be held in an assigned room at the high school and under the supervision of a certified staff member of the Rolla School District. Transportation is the responsibility of the student. No meals will be served. The following additional rules will be observed.

1. All students will report before or at 8:00 a.m. to the assigned room and are to check in with the detention supervisor. Students reporting late will be given an additional hour of detention for every 5 minutes late up to 15 minutes. Students reporting after 8:15 a.m. will not be admitted and the student/parents will be notified of the resulting disciplinary action.
2. Failure to attend Saturday detention will result in additional disciplinary action up to and including suspension. If in-school suspension or out-of-school suspension is required, the following ratio will be applied:
 - 1-2 hours of assigned detention – 1 day OSS
 - 3-4 hours of assigned detention – 2 days OSS
 - 5-6 hours of assigned detention – 3 days OSSThe out-of-school suspension will be assigned by an administrator upon the student's return.
3. Students will be expected to bring class assignments and/or approved reading material.
4. No headphones, iPods, etc., will be allowed without administrative approval.
5. No sleeping, communication with others, unauthorized eating or drinking, and/or unacceptable behavior will be allowed. Student handbook rules will apply. Students not adhering to the rules will be sent home after parent notification and the out-of-school suspension dates will be given at that time.
6. No visitors will be allowed.
7. No telephone calls will be made without permission of the supervisor. Cell phones must be turned off, and cannot be used for games, etc.
8. A scheduled break will be given each hour.
9. Students will be dismissed each hour on the hour after completion of their assigned detention.

10. Students assigned past 12:00 p.m. will be given a 15 minute break to eat if they brought a lunch.
11. Students are required to complete the assigned hours of detention. The consequence of leaving Saturday detention early will result in additional disciplinary action.
12. Cancellation of Saturday detention because of inclement weather will be announced on the radio and/or posted on the high school website..

Students will be allowed to choose one of two choices of Saturday detention dates they will be assigned. This will be done at the time of the administrator/student conference. Dates will not be changed unless there is an emergency and a parent/administrator conference is held. Employment, family trips, appointments, etc., are not reasons to miss or reassign a detention.

IN-SCHOOL SUSPENSION

The In-School Suspension program (ISS) is designed to address student discipline code violations that are not otherwise appropriately addressed by detention or out-of-school suspension. ISS will serve the following purposes:

1. Reduce the number of students suspended out of school
2. Reduce the drop out rate
3. Improve the attendance rate.

REFERRALS: Students are assigned to ISS by the assistant principal or principal.

REMOVAL/FAILURE: Students who are removed or fail to serve ISS will receive disciplinary action. This action may include the fulfilling of the remaining time requirement up to out-of-school suspension. Removal from ISS may include but is not limited to the following reasons:

1. Sleeping
2. Refusal to work
3. Disruptive behavior (talking, noises, profanity, etc.)
4. Defiance of authority
5. Other violations listed in the discipline code.

OUT-OF-SCHOOL SUSPENSION

A student may temporarily be suspended from school for major disciplinary problems as determined by the principal or assistant principal. Students suspended out-of-school are not to be on district property or to attend school functions, without special permission from the administration.

The principal or assistant principal will work with students and parents regarding suspension. Students suspended from school are encouraged to keep up with class work but will not be allowed credit for work completed while suspended from school.

Failure to meet conditions of suspension—Coming within 1000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy.

In determining whether to suspend a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence within 1000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school disciplinary policy.

- First offense:** Verbal warning, detention, ISS, up to 180 days out-of-school suspension or expulsion
- Subsequent offense:** Verbal warning, detention, up to 180 days out-of-school suspension or expulsion

TARDY POLICY

Rolla High School has a passing time of five minutes between classes. Except in emergencies, students are to be with their assigned teacher at the beginning of each class period.

Students are permitted three unexcused tardies per class each semester without penalty. However, a letter regarding excessive tardies is sent to parents once a student receives his/her third tardy in a class.

The following policy will be observed once a student receives a fourth tardy:

- Fourth tardy:** 2 hour of Saturday detention
- Fifth tardy:** 4 hours of Saturday detention
- Sixth tardy:** 6 hours of Saturday detention
- Subsequent tardy:** 1 day ISS up to 10 days out-of-school suspension

Excessive tardiness to 1st hour class will result in additional loss of privileges including, but not limited to, PRIDE time rewards and parking privileges.

An unexcused tardy of twenty minutes or more will be considered an absence.

A student who must leave class to get an admit slip will receive an unexcused tardy. Teachers are required to send students to the attendance office for an admit slip when a student has an unexcused tardy of twenty minutes or longer.

TRUANCIES(see Board policy JEDA)

Truancy: An absence from school, class, or an assigned area without school officials and/or parental permission; excessive non-justifiable absences, even with the consent of parent/guardians.

- First offense:** Parent conference, up to a one (1) day out-of-school suspension
- Second offense:** Parent conference, up to a two (2) day out-of-school suspension.
- Third offense:** Parent contact and up to a five (5) day out-of-school suspension
- Fourth offense:** Parent contact and up to a ten (10) day out-of-school suspension
- Subsequent offense:** Parent contact and up to a 180 day out-of-school suspension

RTI/RTC STUDENTS

All students who attend classes at the Rolla High School and Rolla Technical Institute and/or Rolla Technical Center must use the bus for transportation between buildings. Students are not permitted to drive to RTI or RTC without prior authorization from an administrator.

In addition, students are not permitted to be transported by other students between buildings in private vehicles. Students who miss the bus going to RTI, RTC, or the high school are to report to the attendance office.

Violations of this policy will result in the following disciplinary action:

- First offense:** Up to a 2 hours Saturday detention
- Second offense:** Up to a 4 hours Saturday detention
- Third offense:** Up to a 6 hours Saturday detention
- Subsequent offense:** Up to 10 days out-of-school suspension

All Cooperative Education students will complete a special travel form provided by the C.E. coordinator, which allows them to drive to their place of employment.

STUDENT PARKING REGULATIONS

All Rolla High School students who park their vehicle on high school property during school hours are required to register with the principal's office. Students are required to purchase a parking permit before driving to school. Parking stickers are to be placed on the right corner of the rear window. In accordance with Rolla School Board Policy JFG, all vehicles parked on school property are subject to random searches, which may involve the use of drug dogs.

The student parking lot is to ONLY be used to park your vehicle. Students are prohibited from gathering, visiting, smoking, or eating lunch on the student parking lot. Any vehicle parked on the RHS parking lot may be searched in the event there is reasonable suspicion that drugs, alcohol, weapons, explosive devices, or other illegal contraband may be present. Once you park your vehicle, you may not return to it unless you have special permission from the attendance office. **STUDENTS ARE NOT TO BE IN THEIR VEHICLES DURING THE SCHOOL DAY.**

The parking lot behind Rolla High School is reserved for teachers and employees. Students are NOT to park on the lot reserved for teachers or in the circle drive area in front of the high school.

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: Administrator conference, loss of parking privilege, detention, and/or up to three days in-school or out-of-school suspension

Second offense: Administrator conference, loss of parking privilege and up to 10 days out-of-school suspension

Third offense: Up to expulsion

Penalties for other violations, such as drugs, alcohol, weapons, explosive devices, or other illegal contraband found in vehicles, are listed under those headings in the student handbook.

DRESS AND GROOMING

Students attending Rolla High School are expected to adhere to a standard of dress above what might normally be worn in an everyday casual atmosphere.

Dress and grooming are, to a large extent, determined by individual students and their parents. However, there will be times when the mode of dress of an individual student will be subject to question by school authorities. When faculty members or administrators feel that a student's manner of dress serves as a potential disruptive influence to the school program or might be of embarrassment to individual students or teachers, they will hold a private conference with the student and counsel him/her privately regarding the inappropriateness of his/her attire.

The following rules regarding student dress are to be observed at Rolla High School:

1. Dress, personal appearance, and grooming must be clean and conform with appropriate health, safety, and sanitation standards.
2. Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational process or constitute a threat to the health or safety of the students or others.
3. All students must wear shoes, boots, or other acceptable footwear. Footwear should be tied, fastened, or buckled.
4. Metal or chain belts or swags, which are possible weapons, shall not be worn. Likewise, dangerous jewelry, such as spiked or studded collars or bracelets are prohibited.
5. Caps, hats, hoods, bandannas, or other types of headgear or sunglasses shall not be worn in any school facility. (Hats must be left in the students' lockers, not carried.) Hats and caps may be worn as deemed necessary for safety by the classroom teacher or as allowed for special occasions or events by administration.
6. Printed words or pictures on clothing or accessories that advertise, connote, or suggest (including any innuendo alluding to such) drug, tobacco, and/or alcohol use shall not be worn.
7. Printed words or pictures on clothing or accessories that contain, connote, or suggest (including any innuendo alluding to such) sexual, violent, obscene or profane matters are prohibited.
8. Proper athletic attire shall be worn in physical education class. Gym shoes should be worn for P.E. class, and metal toe or heeltaps are not permitted.
9. Students shall not wear shorts that expose or reveal undergarments, shorts that expose buttocks, or spandex shorts.
10. Student tops, blouses, shirts, etc., **must have sleeves**. No spaghetti straps, tank shirts, muscle shirts, halter-tops, tube tops, etc. will be allowed. In addition, students shall not wear mesh or transparent shirts, or any shirt

that exposes midriff, clothing with tears or holes in inappropriate regions, or severely sagging clothing. Also, clothing that exposes undergarments shall not be worn.

11. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
12. Gang-related clothing and accessories, as defined in the District's policy regarding gangs, shall not be worn.

First offense:	Administrator conference up to 3 days out-of-school suspension
Second offense:	Up to a 10 day out-of-school suspension
Third offense:	Up to 180 days out-of-school suspension
Subsequent offense:	Up to expulsion

If a student's clothes or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory at issue or to remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these regulations will be required to bring such personal appearance or grooming into compliance. A student may also be sent home in order to do so. Refusal to comply with the district's dress policy and these regulations will result in the student's being prohibited from attending class until the student achieves compliance. Violations will also result in detention, suspension, or other appropriate disciplinary action.

TECHNOLOGY MISCONDUCT **(see Board policy EHB and regulation EHB-R)**

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:	Restitution. Principal/Student conference, suspension or loss of user privileges, detention, or up to 180 days in-school or out-of-school suspension
Subsequent offense:	Restitution. Suspension or loss of user privileges, 1-180 days out-of-school suspension or expulsion

Violations other than those listed in "1," or Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

- First offense:** Restitution. Principal/Student conference, detention, or up to 180 days in-school or out-of-school suspension
- Subsequent offense:** Restitution. Suspension or loss of user privileges, up to 180 days out-of-school suspension, or expulsion

CELL PHONES

A student is prohibited from using or having his/her personal cell telephone turned on during the regular school day. Cell phones are not to be displayed, and should be left in a vehicle, bag, purse, etc. They must be turned off, and there are to be no calls made or received, or text messaging. The intent of this policy is to allow students to have ready access to a phone for **after-school** events, practices, etc. **NOT FOR USE DURING THE SCHOOL DAY!**

First offense: Confiscation of cell phone to be picked up at the end of the day and/or up to a 5 day out-of-school suspension; however, if the use of a cell phone is related to involvement in controlled substances or gang type activity, the student may be suspended up to ten (10) school days with a recommendation for a suspension of up to 180 days

Subsequent offense: Confiscation of cell phone to be picked up by a parent/guardian plus additional consequences of detention up to a 10 day out-of-school suspension; however, if use of the cell phone is related to involvement in controlled substances or gang type activity, a recommendation for expulsion will be made.

The Rolla Public Schools prohibits the use of video or audio recording equipment on district property or at district activities, as otherwise permitted by the building principal.

The Rolla Public Schools prohibits the use of video or audio recording equipment on district property or at district activities, as otherwise permitted by the building principal.

LASER POINTERS

The use or possession of laser pointers or similar devices is strictly prohibited and will result in disciplinary action.

DISPLAYS OF AFFECTION

Students are expected to conduct themselves in a respectful manner at all times. Public display of affection is considered improper in the school setting. Students are subject to the following disciplinary action:

First and Subsequent offenses: Administrator conference up to out-of-school suspension.

TOBACCO

The Board of Education policy for the Rolla Public Schools forbids the possession and use of tobacco on school grounds and in school buildings. This is interpreted to include smoking cigarettes, chewing tobacco, using snuff, etc. Tobacco of any type is not to be used or possessed during or between classes during the day.

Students are not permitted to smoke anywhere on campus. Students possessing or using tobacco in any form while they are on school premises or at school sanctioned activities are subject to the following actions:

First offense: Parent conference, detention, ISS, up to a 2 day out-of-school suspension

Second offense: Up to a 4 day out-of-school suspension

Third offense: Up to a 10 day out-of-school suspension

Subsequent offense: Up to a 180 day out-of-school suspension.

SKATEBOARDS/SKATES

Skateboards, roller-skates, or in-line skates are not permitted in the high school building or on high school grounds at any time, which includes all evening activities.

First offense: Up to 3 days out-of-school suspension

Subsequent offense: Up to 10 days out-of-school suspension

VERBAL ABUSE TOWARDS STAFF

Students and teachers are expected to communicate with each other in a manner which is conducive to a wholesome learning environment. Courtesy is a virtue. Do not verbally abuse the support staff (secretaries, cafeteria workers, custodians, bus drivers and others) who are here to help you. Students who verbally abuse staff members (disrespectful, profane, or sarcastic language directed to any staff member) are subject to the following procedures:

- First offense:** Staff/student conference, detention, ISS, up to a 10 day out-of-school suspension
- Second offense:** Detention, ISS, up to 180 days out-of-school suspension
- Subsequent offense:** Up to expulsion.

**VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER
MAY RESULT IN DENIAL OF A+ FINANCIAL INCENTIVES**

1. **USE OF OBSCENE LANGUAGE**-use of words or gestures which are offensively lewd and indecent and do not have a serious literary, artistic, political or scientific value.

- First offense:** Parent conference, detention, ISS, up to 3 days out-of-school suspension
- Second offense:** Detention, ISS, up to 10 days out-of-school suspension
- Subsequent offense:** Up to a 180 days out-of-school suspension

2. **USE OF LANGUAGE THAT IS DISPARAGING OR DEMEANING**-words which are spoken or written solely to harass or injure other people, such as threats of violence, defamation of a person’s race, religion or ethnic origin.

- First offense:** Parent conference up to 3 days out-of-school suspension
- Second offense:** Up to 5 days out-of-school suspension
- Subsequent offense:** Up to a 180 days out-of-school suspension

3. **USE OF DISRUPTIVE SPEECH OR CONDUCT**(see Board policy AC if illegal harassment or discrimination is involved)-conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions.

- First offense:** Parent conference, detention, up to 3 days in-school or out-of-school suspension
- Second offense:** Up to 5 days out-of-school suspension
- Subsequent offense:** Up to a 180 days out-of-school suspension

4. **DISHONESTY**—such as cheating, plagiarism, or knowingly furnishing false information to the school district will be subject to the following actions:

- First offense:** Parent conference up to a 3 day out-of-school suspension
- Second offense:** Up to a 5 day out-of-school suspension
- Subsequent offense:** Up to a 10 day out-of-school suspension

Dishonesty demonstrates a lack of good citizenship and may result in the denial of A+ financial incentives and/or NHS membership

5. OTHER VIOLATIONS OF GOOD ORDER WHICH MAY RESULT IN DETENTION, SUSPENSION OR EXPULSION FROM CLASSES OR SCHOOL FUNCTIONS.

- a. Participation in unauthorized or unscheduled activities;
- b. Habitual absences;
- c. Falsifying or forging names on excuses, passes, or progress reports;
- d. Disobedience or disrespect to a staff member, teacher, or school official;
- e. Obstruction or disruption of teaching, administration, disciplinary ;
- f. Off-campus misconduct of a serious nature which may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substances, assault, etc.);
- g. Any other conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils, including the following: those students who have shown by their actions and achievements not to be interested in school and who are causing disturbances during class, or at class, or at other times during the school day, and who, after repeated counseling and warning by teachers and administrators and notification to parents, are showing no progress, may be suspended;
- h. Inappropriate behavior at any school sanctioned extracurricular activity.

BEHAVIOR AT SCHOOL ACTIVITIES

The behavior of students at school activities has a direct bearing on the reputation of our students, school, and community. Those students causing problems may be asked to leave the activity and will also be subject to the following:

- First offense:** Parent conference, up to 2 days out-of-school suspension
- Second offense:** Up to 4 days out-of-school suspension
- Subsequent offense:** Banned from all school activities for the remainder of the school year

DRUGS, DRUG PARAPHERNALIA, ALCOHOL (see Board policy JFCH)-Use of, presence under the influence of, or soon after consuming, or possession of alcoholic beverages, unauthorized inhalants, controlled substances, substances represented to be such controlled substances, or drug paraphernalia.

School administrators are authorized to work with law enforcement officials to use trained dogs to search lockers and vehicles parked on school property.

First offense: 10 days out-of-school suspension with provisions for reduction to 5 days

Second offense: 180 days out-of-school suspension to expulsion

DISTRIBUTION OR ATTEMPT TO DISTRIBUTE DRUGS, DRUG PARAPHERNALIA, ALCOHOL, OR SUBSTANCES REPRESENTED TO BE SUCH(see Board policy JFCH)

Sale:

First offense: 10 days out-of-school suspension up to expulsion

Second offense: Expulsion

Distribution other than sale:

First offense: Up to expulsion

Second offense: Expulsion

VIOLATIONS AGAINST PERSONS MAY RESULT IN DENIAL OF A+ FINANCIAL INCENTIVES

1. **BULLYING**-Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but it is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property and exclusion from a peer group.

First offense: Administrative conference, detention, ISS, up to a 180 days out-of-school suspension

Subsequent offense: 1 to 180 days out-of-school suspension, or expulsion

2. **ASSAULT TO STUDENTS**—Causing or attempting to cause injury to another, by physical acts or with the use of a device that can cause bodily harm; placing a person in reasonable apprehension of imminent physical injury.

First offense: Administrative conference, detention, ISS up to a 10 day out-of-school suspension

Second offense: Administrative conference, up to a 180 day out-of-school suspension

Third offense: Up to expulsion

3. **ASSAULT TO STAFF**—Causing or attempting to cause injury to a staff member, by physical acts or with the use of a device that can cause bodily harm. Placing a person in reasonable apprehension of imminent physical injury.

First offense: Ten (10) day out-of-school suspension, up to expulsion

Subsequent offense: Up to expulsion

4. **THREATS OR VERBAL ASSAULT**—Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First offense: Administrator conference, detention, ISS, up to 180 days out-of-school suspension, or expulsion

Subsequent offense: Administrator conference, up to 180 days out-of-school suspension, or expulsion

5. **FIGHTING**(see also Assault)—mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First offense: Administrator conference, detention, ISS, up to a 5 day out-of-school suspension

Second offense: Administrator conference up to a 10 day out-of-school suspension

Subsequent offense: 10 to 180 days out-of-school suspension

6. **THEFT**—stealing or attempting to steal private or school property. In addition to school penalties, the school will notify legal authorities if the value of the item exceeds \$25.00.

- First offense:** Return of or restitution for property. Principal/Student conference, detention, ISS, and/or up to a 10 day out-of-school suspension
- Second offense:** Return of or restitution for property. Up to a 10 day out-of-school suspension
- Subsequent offense:** Return of or restitution for property. A 10 day out-of-school suspension up to expulsion

7. **HAZING**-(See Board policy JFCF)-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 involved are willing participants.

- First offense:** Administrator conference up to 180 days out-of-school suspension
- Subsequent offense:** 1-180 days out-of school suspension or expulsion

8. **SEXUAL HARASSMENT**— (see Board policy AC and regulation AC-R)- Use of unwelcome verbal, written, or symbolic language based on gender or of a sexual nature that has the purpose of effect of unreasonably interfering with a student’s educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors, and other unwelcome sexual advances.

- First offense:** Administrator conference, detention, ISS, and up to 180 days out-of-school suspension, or expulsion
- Subsequent offense:** Administrator conference, 1-180 days out-of-school suspension or expulsion

VIOLATIONS AGAINST PROPERTY MAY RESULT IN DENIAL OF A+ FINANCIAL INCENTIVES

1. **EXTORTION**-Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from the student.

First offense: Conference, detention, ISS, up to 10 days out-of-school suspension

Second offense: Conference up to 180 days out-of-school suspension

Subsequent offense: Expulsion

2. **ARSON**-Starting or attempting to start a fire or causing or attempting to cause an explosion

First offense: Detention, ISS, 1 to 180 days out-of-school suspension, or expulsion. Restitution, if appropriate.

Subsequent offense: Expulsion. Restitution if appropriate.

WEAPONS

Weapons (see Board Policy JFCJ)-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 (including pocketknives); any instrument or device used to inflict physical injury to another person.

First offense: 1-180 days out-of-school suspension or expulsion.

Subsequent offense: 1-180 days out-of-school suspension or expulsion.

Firearms— 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 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent offense: Expulsion

FIREWORKS

Fireworks are considered a safety hazard during school time or on school property and are forbidden. In addition to being a safety hazard, they are considered a deliberate attempt to upset the decorum of the school setting. Therefore, students involved with bringing to school, selling, possessing, or setting off any type of fireworks will subject to the following disciplinary actions, with the possibly denial of A+ financial incentives:

First offense: Up to 10 days out-of-school suspension

Subsequent offense: Up to expulsion

FALSE ALARMS

False Alarms– tampering with emergency equipment, setting of false alarms, or 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. Denial of A+ financial incentives will be imposed.

First offense: Restitution. 10 days out-of-school suspension.

Subsequent offense: Restitution. Expulsion

A bomb threat is a Class D Felony and charges will be filed.

VANDALISM

Vandalism-Willful Damage to School Property (Policy ECAB/JFCB-R) willfully causing damage or attempting to cause damage to any property, real or personal, belonging to the school or participating in the littering of the school property. The school will notify legal authorities if the value of the damage exceeds \$50.00.

First offense: Arrangements for restitution and conference up to 10 days out-of-school suspension

Second offense: Arrangements for restitution and a 1-180 day out-of-school suspension

Subsequent offense: Up to expulsion

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 through any entrance.

First offense: Administrator conference, detention, ISS, up to 180 days out-of-school suspension

Subsequent offense: Up to 180 days out-of-suspension or expulsion

BUS OR TRANSPORTATION MISCONDUCT

(See Board policy JFCC and procedure JFCC-AP)

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

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Bus Infractions

First Offense:	Driver will talk to student personally
Second Offense:	Call parents about problem and assign to front seat for 10 school days
Third Offense:	Deny bus privileges for 3 days or other action the principal deems appropriate
Future Reports:	Deny bus privileges for 10 days or other action the principal deems appropriate

Regulations for Bus Trips Involving School Groups

1. School-sponsored field trips are for Rolla High School students only. Non-RHS students are not permitted to ride Rolla High School District school buses and are not to be housed with Rolla High School students.
2. Students who ride a bus to attend and/or participate in any off-campus school activity will be expected to return on the bus. If the student is to return home with parent(s), the sponsor needs prior written approval from the parent(s). Students will not be released to ride home with other relatives or friends.
3. Any student who participates in a school-sponsored trip must have a completed and signed travel release form. The yellow copy of the travel release form will be left with the principal. The white copy should be with the sponsor on the bus in the event care would be needed for an individual student. If students do not bring a completed travel release form, they will not be permitted to leave on the bus for a school trip. The travel release form is intended to inform parents of a student's departure from school and to provide the sponsor with the necessary information in case of an emergency.

4. Students will sign up in the manner prescribed by the sponsor.
5. Students may be charged a price relative to the mileage. The sponsor will determine the exact price for each trip.
6. The sponsor will post or inform students as to the time of departure and the approximate time of return.
7. At least one certified teacher will be on each bus. Any non-faculty sponsor must be approved by the principal or superintendent well in advance of any trip.
8. Sponsors will be in charge of the bus trip and its passengers until the bus arrives back at school after the activity.
9. The sponsor will have a list of all passengers. After the activity, the sponsor will check to see that all passengers are accounted for before the bus departs.
10. In case a passenger is not accounted for when the bus is ready to leave, the sponsor will immediately attempt to determine where the missing passenger may be. Upon satisfactory solution or explanation, the sponsor will permit the bus to depart for Rolla High School. The bus should not leave for at least 30 minutes without an explanation or satisfactory solution for the missing passenger.
11. The sponsor is responsible for the behavior of students on any school-sponsored bus trip. The sponsor does have the authority to stop any violation at the time it occurs. These violations should be reported to the assistant principal upon return. Disciplinary action will be taken if deemed necessary.

Rules Governing Social Functions

1. Only guests who have completed the Social Function Release Form and receive administrative approval will be allowed to attend school dances, i.e. Prom, Homecoming, and Sweetheart.
2. Non-school students' attendance at RHS social functions is a privilege not a right. Therefore, the administration has the right to deny admittance to any or all non-school guests.
3. Guests will observe the same high standards of social conduct expected of the student body.

4. STUDENTS AND/OR GUESTS LEAVING THE EVENT WILL NOT BE ALLOWED TO RETURN.
5. There will be no smoking in the building.
6. Alcoholic beverages and any other illegal substances will not be allowed on school property or at school functions.
7. Application for a social event should be made at least a week in advance. Formal dances require an application at least 3 weeks in advance.
8. All activities will end by 11:30 p.m.
9. The same rules and regulations that apply during the normal school day are applicable to school activities.
10. Guests, who will be 21 years of age or older at the time of the social function, are ineligible to attend.

Attendance Information

HIGH SCHOOL ATTENDANCE POLICY

This policy pertains to all students enrolled in Rolla High School and other students taking high school classes, except those students with an active federally required Individualized Educational Plan (IEP) who are exempted in the IEP.

Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, or teacher explanation.

The purpose of this policy is to promote regular class attendance, to maximize each student's opportunity to receive the full benefits of the education offered by the Rolla School District, and to encourage students to assume responsibility for their conduct.

PROCEDURES FOR LEAVING SCHOOL GROUNDS

Students are not to leave the school grounds without permission from the principal or his designated representative. Students who become ill or in need of first aid should report to the attendance office, nurse's office, or a principal's office. Ill or injured students will receive appropriate medical attention. Parents will be notified in circumstances where needed. **UNDER NO CIRCUMSTANCES SHOULD STUDENTS LEAVE SCHOOL WITHOUT PROPERLY CHECKING OUT. THOSE NOT FOLLOWING THIS POLICY WILL BE CONSIDERED TRUANT.** When returning to school after having been properly checked out, students should report to the attendance office for an admission slip before going to class.

STUDENT DISMISSAL PRECAUTIONS

The Rolla Public School district is legally responsible for the safety of its students during the school day. Therefore, each building principal will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal, or his/her designee. In keeping with these precautions, the following procedures will be adhered to:

- The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian, except in cases where law enforcement authorities legally intervene.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Children of single-parent families will be released only upon the request of the custodial parent; i.e. the parent whom the court holds directly responsible for the child, and who is identified as such on the school record. In physical joint custody cases, every reasonable attempt will be made to release the student to the appropriate parent or guardian.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise. Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders, if any.

EXCESSIVE ABSENCES

Students will be permitted a maximum of eight (8) absences per class per semester. A student who accrues nine (9) absences will automatically forfeit credit for the class. **A student will be considered absent if he or she misses more than twenty (20) consecutive minutes of class time.** Out-of-school suspension days are counted as absences and accrue toward the eight (8) day absence limit.

If a student is absent from school due to illness for more than four (4) consecutive school days, the parent or guardian is requested to provide written verification from a physician regarding the reason for the absence. Such verification may be presented to an appeals committee, if an appeals proceeding is required at a later date.

Exemplary attendance does not ensure credit in a class. Each student is responsible for fulfilling the academic requirements for earning credit.

NOTICE AND MAKE-UP WORK

The parent or guardian of each student who is absent must notify the attendance office of the absence and the reason for the absence before the student may be re-admitted to class. Failure to do so will result in the absence being deemed a truancy.

If a student will be absent from school for two or more days, the parent or guardian is encouraged to notify the school so that assignments may be collected and sent to the student.

Credit for make-up work is permitted for all absences except out-of-school suspensions. When absences are anticipated, such as family trips, field trips, sporting events, etc., the student is to contact his/her teacher(s) so that the student may make arrangements to complete work that will be missed. It is the student's responsibility to inform the teacher that he/she will be absent and to request any and all make-up work.

Once the student has returned to class, all make-up and alternative assignments must be completed within the number of school days equal to or less than the number of school days the student has been absent. Example: If the student is absent two days and returns on Tuesday, the 18th day of the month, then the student will have no more than two days to complete and turn in make-up work, which will be due on Thursday, the 20th day of the month.

However, notwithstanding the provisions of the preceding paragraph, no student will be permitted to take more than one week (seven days following

the date upon which the student returns to class) to make-up work without special permission of the teacher. Example: If a student misses eight days of class and returns to school on Wednesday, the 19th day of the month, the student must complete and turn in all make-up work on or before Wednesday, the 26th day of the month, unless the student receives special permission from the teacher.

PROCEDURES

Students will be given a student handbook upon enrollment in Rolla High School. The handbook shall contain the written attendance policy.

The attendance office will record each student's absence.

When a student has accrued four (4) absences in a class during the semester, the school will send a letter to the parent or guardian informing the parent or guardian that, in accordance with the published policies of the Rolla Board of Education, the student is in danger of forfeiting credit for the class due to excessive absences.

When a student has accrued six (6) absences in a class during the semester, school personnel will make all reasonable efforts to contact either the student or his/her parents or guardians to discuss the student's excessive absences, the impending loss of credit, and methods to prevent such a loss. However, if the parents cannot be reached, the school administration will enforce the policy as written.

When a student has accrued nine (9) absences in a class during the semester, the student will automatically forfeit credit for the class. The school will notify the parent or guardian that the student has accrued nine (9) absences and has forfeited credit for the class. Such notification shall include an Appeal Form.

A student who has accrued nine absences retains the option of receiving a grade of N (No grade, no credit). The student must maintain a passing grade during the grading period to receive a grade of N. If the student has not maintained a passing grade during the semester, the student will receive an F (failure).

A student will not be denied an education. The student will be denied credit for the class as a result of having missed a substantial portion of the instruction and work provided during the semester.

EXCEPTIONS

Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence policy.

Absences resulting from significant acute or chronic medical conditions may provide the basis for an exception or an appeal. Therefore, all such conditions should be verified in writing by a physician.

APPEAL PROCESS

The Attendance Policy Committee shall meet to consider appeals regarding exceptions to the excessive absence policy and the denial of credit pursuant to such policy. The committee shall include, but is not limited to, the following: a principal, a counselor, three teachers. Other persons may be designated to serve as deemed appropriate.

Students who, pursuant to the excessive absence policy, have accrued nine (9) absences, or who anticipate accruing nine (9) or more absences attributable to illness or other good cause, may appeal to the Attendance Policy Committee for the purpose of requesting one or more of the following:

- a. an exception to the excessive absence policy for unavoidable absence due to illness or other good cause;
- b. an extension of the number of absences that shall accrue before credit will be denied; and/or
- c. other appropriate relief within the contents of the excessive absence policy.

The committee will consider all the facts under the circumstances of each case in deciding whether to grant or deny the relief requested. Relevant factors may include, but are not limited to the following:

- a. the reason(s) for the accrued or anticipated absences;
- b. the extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal;
- c. the distribution of absences during the semester, i.e., whether scattered throughout the semester or occurring as a single block;
- d. the duration of each period of absence;
- e. the pattern of attendance prior to the accrual of absences at issue;
- f. whether all class work has been satisfactorily completed; and

g. the extent to which class objectives have been met.

The parent or guardian of a student who anticipates missing nine (9) or more sessions of any class(es) due to hospitalization, prolonged illness, or other good cause may request an exception to the excessive absence policy in writing prior to the accrual of the nine (9) absences. If the parent does not submit such request prior to the date on which nine (9) absences have accrued, the parent or guardian should request an appeal of the automatic denial of credit in the same manner as for any other appeal under the excessive absence policy.

The parent or guardian of a student who has accrued nine (9) absences may submit an appeal to the Attendance Policy Committee requesting reinstatement of credit. Such appeal shall be in writing and must be submitted within seven (7) calendar days following the date on which the parent or guardian receives notice of the accrual of the ninth absence.

The appeal may be submitted on the Appeal Form provided to the parent or in other written or typed form that provides the following information:

- a. date of appeal;
- b. a complete explanation of the reason(s) why the appeal should be granted;
- c. any appropriate documentation;
- d. signature of the parent or guardian

Within one (1) week of the Appeal Committee's final decision, the student or parents will be notified.

FAMILY TRIPS

If a student wishes to get make-up work prior to his/her absence, teachers must be given two days advance notice. These days do count as absences.

STUDENT COLLEGE DAYS

We recognize that it is necessary for students to visit colleges from time to time as they prepare to continue their education. **STUDENTS WHO WISH TO VISIT COLLEGES SHOULD REQUEST A COLLEGE DAY VISIT FORM IN THE GUIDANCE OFFICE BEFORE MAKING THE COLLEGE VISIT.** Those days do count as absences.

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

1. Have parent call to report the absence between 7:30 a.m. and 12:00 noon on the morning of the absence (458-0140, Extension 14016). If the attendance office secretary is on another line, it is acceptable and desired that the message be left on voice mail. The messages are given prompt attention.
2. Known doctor, dental, and family appointments should be phoned in prior to the day the student is to meet the appointment. A student must sign out before leaving school and sign in upon returning to school.
3. If it is impossible to call, the parents must write an excuse giving names, dates, and reason for absence.
4. Present excuse to attendance secretary and obtain admission slip. If there is no parental contact within 2 days of the absence, the absence will be considered a truancy.
5. Admission slips are to be picked up at the attendance office window between **7:30 AND 8:00 A.M.** or during the lunch period. **STUDENTS WILL RECEIVE AN UNEXCUSED TARDY WHEN OBTAINING ADMIT SLIPS DURING CLASS TIME.**
6. When students are absent (10) consecutive school days with no school contact, they will be dropped from school rosters.

ACADEMIC INFORMATION

Guidelines For Repeating A Class For Credit

Rolla High School students may repeat a class for credit providing they have earned a D or F the first time they were enrolled in the class. However, while attending grades 10, 11, and 12 at Rolla High School, a student may repeat only two classes for credit. The grades from both the first and second enrollment in the class will be recorded on the transcript and counted into the grade point average. Counselors should encourage only those students who have a genuine desire to improve themselves to repeat a class. The student may only count the credit from the repeated class one time toward graduation requirements. It will not be a policy of Rolla High School to repeat classes simply to place someone. A student's academic interest will be the first concern in making any decision in this regard. In a yearlong course, students who receive a C or above one semester and a D or F the other semester may repeat the course. Credit will

be awarded for both semesters; however, the student will receive a P (credit, no grade) for the semester in which a C or above was received the first time. A grade and credit will be recorded for the semester a D or F was received.

Schedule Changes

To change a class from registration through the first five days of school, students must fill out a request sheet and turn it in to the guidance office. If approved, the change will be made by the counselor. **ONLY EDUCATIONALLY LEGITIMATE CHANGES WILL BE APPROVED.** With the approval of the principal, a class may be dropped during the second through fourth week of each semester, with no class being added to replace the dropped class. A student dropping a class during this time period will receive an N for classes dropped and will become a secretary to a teacher willing to accept the student or enroll in a study hall, if available. A student who drops a class after the four week deadline will receive an F for that class. All materials must be returned to the class being dropped before the student will be allowed to complete the drop. Any exception to the above stated policy would only be considered in an extreme emergency determined by the principal. Approval for a class change must be received by the parent/guardian, counselor, and the principal. Changes in a student's schedule are only made for educationally legitimate reasons. They will not be made to be with a friend, to switch a teacher, change lunch sessions, etc.

Classification and Promotion Of Students

Classification and promotion of students in Rolla High School is done on an annual basis. Those who have successfully completed the ninth grade in an accredited school will be classified as 10th graders.

Three or more units	10th grade
Twelve or more units	11th grade
Eighteen or more units	12th grade

The following grading scale will be used for all non-AP classes at Rolla High School:

A	94-100%	C-	70-73%
A-	90-93%	D+	67-69%
B+	87-89%	D	64-66%
B	84-86%	D-	60-63%
B-	80-83%	F	59% and Below
C+	77-79%	I	- Incomplete
C	74-76%	N	- No grade, no credit
		P	- Credit, no grade

The following grading scale will be used for all AP classes at Rolla High School:

A	88-100%	I	- Incomplete
B	78-87%	N	- No grade, no credit
C	68-77%	P	- Credit, no grade
D	58-67%		
F	57% and Below		

Withdrawals

When a student finds it necessary to withdraw from school, a parent should contact his/her counselor. He/she must pick up a form from the guidance office, which is to be signed by his/her individual teachers, indicating that books and materials were turned in properly. All fines must be paid and all property belonging to the school returned before transcripts will be forwarded.

Pass – Fail Policy

The purpose of the pass-fail option is to encourage students to enroll in a course which they hesitate to take because it might lower their grade point average. (Students enrolling in a course on a pass-fail basis should be aware that not all universities and colleges accept pass-fail grades.) The pass-fail program will be administered as follows:

1. Juniors and seniors may take one course per semester on a pass-fail basis.
2. Sequential courses will be offered only to seniors on a pass-fail basis.
3. The student must indicate his/her desire to take a course on a pass-fail basis during the first two weeks of the semester. In a yearlong course the student and the teacher will again have the two week option at the beginning of the second semester. Students cannot change to pass-fail from the normal grading procedure after the initial two week period.
4. Parental approval must be obtained before a student may apply for a course on a pass-fail basis.
5. The teacher must approve of a student taking a course for pass-fail credit.
6. Prerequisites will be the same for students taking the course for pass-fail credit as for those taking it for a letter grade.
7. Student participation in the course will be the same for all students. The pass-fail students will be graded as other students. The quarter grades will be recorded as they are. The semester grades will be

recorded as pass-fail for those who elect the course on this basis. Students earning passing grades will receive credit only.

8. A passing grade will not affect the student's grade point average.
9. An "F" on a pass-fail basis will be figured in the grade point average.
10. Teachers of special programs desiring to use the pass-fail option may request that exceptions be made to the above guidelines. All requests should be made to the appropriate curriculum committee.
11. If more than one teacher is teaching the same subject, all must agree if the course is to be offered on a pass-fail basis.

Part-Time Students

The following procedures are to be followed:

Part-time students who do not have a scheduled 1st period are not to arrive at RHS more than 10 minutes prior to the start of class.

Part-time students are required to leave campus immediately after the last scheduled class. Any circumstances which prohibit these guidelines from being followed must meet the approval of a building administrator.

Part-time students will not be considered in recognizing perfect attendance.

Advanced College Placement/Dual Enrollment

It is the belief of the Board that any junior or senior student who is capable of and wishes to do college-level work while in high school should be permitted to do so and be given assistance in enrolling in advanced courses.

Any qualifying student whose admission to a college-level course is endorsed by his/her counselor may enroll at a fully accredited institution of higher education.

During the school year, dual enrollment at a college and Rolla High School (RHS) can involve no less than one (1) hour in-class enrollment at Rolla High School. The remainder of the school day may be filled with an enrollment at college. A student may elect to count the college course as both high school and college credit. Day or evening classes may be counted for both high school and college credit. During the summer session, there is no in-class enrollment requirement at Rolla High School in order to earn dual credit.

It is the responsibility of the student enrolled in dual-credit courses to have the earned credit transferred to Rolla High School. The student will declare at the beginning of each semester the number of college credits he/she wishes to count as dual credit. The college courses, when successfully completed, will be counted on the high school transcript. The student will pay course fees and no transportation will be provided.

High school credit will be awarded as follows:

1. A two-hour semester college or university course will equate to one-fourth unit of high school credit.
2. A three-hour semester college or university course will equate to one-half unit of high school credit.
3. A four- or five-hour semester college or university course will equate to one unit of high school credit.
4. A student may earn an unlimited number of high school credits through a dual-enrolled college program. Specific high school course requirements are listed in the course description handbook and on the Secondary Selection of Studies form. There are courses that must be taken only at the high school.
5. Credit earned in this way will be applied toward high school graduation. The grades earned in a dual-enrolled class will be recorded on the high school transcript and will be counted in the grade point average calculation.

All students who are dual enrolled must report to the attendance office and complete a special travel form. During the time block that the student is not enrolled at Rolla High School, he/she is to spend any free time studying and preparing at some location other than the high school campus.

Dual Enrollment, Summer School, & Academic Eligibility For Activities

Dual enrollment in college classes for high school credit: A student who is dually enrolled in college classes being taken off campus with credit being placed on the high school transcript and high school classes, may only count up to two full credits earned from the college classes toward academic eligibility and must be enrolled in and regularly attending the remainder of classes at the high school.

Dual enrollment in college classes for no high school credit: A student who is dually enrolled in college and high school classes, but who does not

receive high school credit on his/her high school transcript for the college work, may have college hours earned during a regular semester count up to a maximum of 1 unit of credit toward high school academic eligibility and must be enrolled in and regularly attending the remainder of classes at the high school.

The student is responsible for providing the official transcript to the high school guidance office and to the activities office in order to verify the credit that was earned. All college credit must be earned prior to the end of the high school semester grading period to count toward academic eligibility.

Summer school dual-enrolled credits taken off campus at a college or university cannot be included as a part of the 3.0 units of credits required to meet MSHSAA eligibility standards for the fall semester. However, up to one unit of credit taken as part of the regular Rolla High School summer school program can be applied to the 3.0 units of credit required to meet MSHSAA eligibility standards for the fall semester. Only courses that are required for high school graduation will meet this requirement. Electives do not meet the requirement for eligibility. Once a student has met his/her graduation requirement in a subject area, he/she may not use additional courses in that area for eligibility purposes.

Students who graduate at semester are ineligible to participate in any MSHSAA activities the following semester.

A+ Schools Program

Rolla High School has been selected by the Missouri Department of Elementary and Secondary Education as an A+ school. Assuming that state funds are available, Rolla High School graduates will be entitled to receive two years of tuition and fees at any Missouri community college or public technical school if they meet the following requirements:

1. Attend a designated A+ school for three consecutive years prior to graduation.
2. Cumulative grade point average of at least 2.5 on a 4.0 scale for grades 9-12.
3. Ninety-five percent (95%) cumulative high school attendance rate for grades 9-12.
4. Perform 50 hours of unpaid tutoring or mentoring which must be academic in nature.
5. Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.

6. Attempt to secure all available federal financial assistance funds that do not require repayment.
7. Register for Selective Service if applicable.

To maintain financial incentives, a student must enroll at and attend on a full-time basis a Missouri public community college, vocational, or technical school and maintain a grade point average of 2.5 on a 4.0 scale for any post secondary courses.

Graduation Information

Early Release For Seniors

1. Seniors meeting graduation requirements and leaving at the end of the seventh semester shall be considered graduates.
2. A definite procedure for early release intent has been developed by the counselors and the administration. In accordance with a request from the guidance office, a time of six weeks before the semester ends should be set as a deadline for completion of the declaration form.
3. A joint conference of counselor, student, and parent shall be held to review the student's achievement potential, career goals, etc., before submitting the Declaration of Intent form.
4. Seniors not completing early release declaration by the deadline and not attending the entire eighth semester will receive a failing grade for all courses in which they are enrolled. Unusual circumstances will be considered individually.
5. Those students exercising the early release option at the semester may participate in baccalaureate and graduation ceremonies as approved by the principals.
6. Students who opt for early release are not allowed to attend the annual Sweetheart dance or Prom unless as a guest of a student who is currently enrolled. This means, as a guest, that the Social Release Form must be submitted and approval given before being allowed to attend. Other informal dances are only open to students who are currently enrolled.
7. The effect of the early release on the eligibility for scholarships and awards should be determined by the appropriate faculty committee or organization responsible for those awards.
8. Students leaving at the end of the seventh semester will retain their grade point average and class rank as of that time. This grade point will not be classified with that of eighth semester graduates for the purpose of class rank.

9. Clubs and organizations should consider what effect officers opting for an early release will have on their programs and regulate their own organization in this regard.
10. Students graduating at the end of the semester and planning to be involved in those activities which directly involve the success or failure of other students have an obligation to inform teachers and students involved about their intentions.
11. None of the above guidelines shall be construed as denying a student his/her diploma once the required units are obtained.

Graduation Requirements

Students must meet the minimum requirements for graduation as prescribed by the Department of Education for the State of Missouri as follows:

1. To meet high school graduation requirements for the class of 2011, a student must complete a minimum of 25 units of credit during grades nine and above in a program which should be cooperatively planned by the student, his/her parents, and the school to meet the individual needs of the student. The program shall consist of:

Communication Arts	4 units
Social Studies.....	3 units
Mathematics.....	3 units
Science.....	3 units
Fine Arts	1 unit
Practical Arts.....	1 unit
Physical Education.....	1 unit
Personal Finance	1/2 unit
Health.....	1/2 unit
Electives.....	<u>8 units</u>

Total 25 units

2. All students must pass a United States Constitution and Missouri Constitution test before graduation.
3. Eight semesters of attendance are recommended, with a minimum requirement of seven semesters.
4. A maximum of two units of credit may be earned through correspondence courses. (All correspondence course fees are the responsibility of the student).
5. Special cases such as transfers from other schools will be considered individually.
6. All tenth grade students must be enrolled in a math ,

communication arts, science and social studies class at Rolla High School as prescribed in the CourseDescription Handbook.

7. All eleventh grade students must be enrolled in a communication arts, social studies, and science class at Rolla High School as prescribed in the Course Description Handbook.

District Assessment Program

Rolla Public School District's policy, Assessment Program-IL, requires notification be given at the beginning of each school year to all students, parents, guardians (or other person responsible) for every student under 18 years of age about the required participation in statewide assessments. The Rolla School District's administrative procedure, IL-AP1, requires the following participation by students in statewide assessments.

Name of Test	Grades	Purpose/ How Results Used	Time
Missouri Assessment Program (MAP) Science Communication Arts Math Physical Education English I English II Biology I Algebra I Algebra II Geometry American History Government	5, 8 3,4,5,6,7,8 3,4,5,6,7,8 5,9 Students will take the End Of Course assessment after successful completion of the course	Criterion referenced tests required by the State of Missouri and U.S. Dept. of Education as part of the No Child Left Behind Act. Student skills are tested based on the Missouri Show-Me Standards and Grade-level Expectations to determine student mastery and the need for curricula improvements.	Spring Upon class completion
Missouri Constitution Test	8	Passage required for high school graduation	Spring
United States Constitution Test	8	Passage required for high school graduation	Spring
STAR Reading Assessment	3,4,5,6	Assessment is used to determine the grade-level of reading ability to help identify students in need of further diagnostic assessment	Spring
MAC-II Test of English Language Proficiency	1,2,3,4,5,6,7,8,9 10,11,12	Required assessment by State of Missouri for all students receiving English as a Second Language services	Spring

Activity and Athletic Program

Rolla Public Schools maintain a broad activity program designed to appeal to the needs and interests of all students. Students are strongly encouraged to participate in the activity program. The Rolla High School activity program includes academic competition, athletics (including cheerleading), and music (including flag corps and winter guard.)

In addition to information about the various activities offered, a hard copy of the current Rolla Activity handbook, including the entire Co-curricular Policy, can be obtained from the Activities Office. You can also access the handbook electronically from the school's website.

If you have questions, please contact the Rolla High School Activities Office:

Office Phone: 573-458-0149, Ext 3

Information Line: 573-458-0109 (for daily events, cancellations and directions)

Website: www.rolla.k12.mo.us then choose "Athletics" on the "Quick Links" menu.

INFORMATION REGARDING STUDENT RECORDS

(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 education records. Please see the following website or contact the high school for the complete policy:

<http://policy.msbanet.org/rolla/showproc.php?file=JO-AP.ROL>

ROLLA PUBLIC SCHOOLS BOARD POLICY ON SURVEYING, ANALYZING OR EVALUATING STUDENTS

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Please see the following website or contact the high school for the complete policy:

<http://policy.msbanet.org/rolla/showpolicy.php?file=JHDA-C.1G>

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board of Education will provide for the health and physical wellbeing of students by establishing a district wide coordinated student health services program. The district nursing staff has oversight of the coordinated student health services program and will work with the building principal, county health department, and local hospital to establish the program.

Nurses employed to staff the health services program shall serve under the direction of the Director of Nursing Services and, if necessary, under the supervision of qualified medical personnel. The nurse or designee will be responsible for all notifications to parents/guardians regarding health services. Please see the following website or contact the high school for a complete list of services provided by the nursing staff:

<http://policy.msbanet.org/rolla/showpolicy.php?file=JHC-C.ROL>

PUBLIC COMPLAINTS

There are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district. This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education (DESE) under the Goals 2000: Educate America Act and the Improving Schools Act (IASA). Please see the following website or contact the high school for the list of procedures:

<http://policy.msbanet.org/rolla/showproc.php?file=KL-AP.1C>

HOMELESS STUDENTS

The Rolla Public Schools Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district have access to a free and appropriate public education. Please see the following website for the complete policy:

<http://policy.msbanet.org/rolla/showpolicy.php?file=IGAEB-C.1B>

MEDICAID REIMBURSEMENT

Rolla Public Schools participates in the Medicaid administrative claiming and direct service programs for students who are eligible for reimbursable services the district provides. There will be no effect on the child's Medicaid benefits and no costs to the parents/guardians in such cases. The Medicaid reimbursements, though not sufficient to pay the cost of services provided, are used to support and expand school health and educational services. Parents/guardians may receive periodic reports of the district's participation in the Medicaid program. Questions about such reports may be directed to the Office of Special Services at 573-458-0101, Ext. 11210.

HAZARDOUS MATERIALS (Asbestos Control)

The Rolla Public Schools have implemented and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

AUDIO AND VISUAL RECORDING BOARD POLICY KKB

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process. Please see the following website for the complete policy:

<http://policy.msbanet.org/rolla/showpolicy.php?file=KKB-C.ROL>

STANDARD COMPLAINT RESOLUTION PROCEDURE For No Child Left Behind Program

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act(NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school

board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: (see reverse) If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing to receive more information about this procedure or how complaints are resolved may contact their local district or Department personnel.

Dear Parent or Guardian:

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

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

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

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

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

RECORDING BY OUTSIDE ENTITIES

The Rolla Public Schools prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays; or
2. Recording of staff for the sole purpose of professional training or development; or
3. Open meetings of the Rolla Public Schools Board of Education or committees appointed by or at the direction of the Board; or
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

RECORDING BY DISTRICT PERSONNEL

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

RECORDING BY STUDENTS

The Rolla Public Schools prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays

3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board
4. As otherwise permitted by the building principal.

For the complete district policy regarding recording, please see the following website:

<http://policy.msbanet.org/rolla/showpolicy.php?file=KKB-C.1A>

TEACHING ABOUT HUMAN SEXUALITY

For the complete district policy, please see the following website:

<http://policy.msbanet.org/rolla/showpolicy.php?file=IGAEB-C.1B>

PERSONNEL RECORDS

For the complete district policy, please see the following website:

<http://policy.msbanet.org/rolla/showpolicy.php?file=GBL-C.1E>

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