

Holliday C-2



**PARENT & STUDENT HANDBOOK
2023-2024**

Dear Students and Parents,

I would like to take this opportunity to welcome you to the upcoming school year. I am looking forward to working with all of you in the coming years to create a positive learning environment for all of us. The work that we do together, as we strive to meet the needs of our students, is of the utmost importance.

Once again, welcome back to what promises to be an outstanding school year. I am excited to have the opportunity to work with everyone as we strive to make a positive difference in the lives of our kids. With hard work, determination, and a positive mind set we will have a great year!

Sincerely,



Josh Klusmeyer, Administrator

HOLLIDAY C-2 SCHOOL ADMINISTRATION

Josh Klusmeyer _____ Administrator
Gretchen Dahl _____ Administrative Assistant

HOLLIDAY C-2 BOARD OF EDUCATION

Jason Thomas	President
Julie Ensor	Vice President
Samantha Thomas	Secretary
Ashley Sutton	Treasurer
Brent Gholson	Member
Amanda Lehenbauer	Member
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The Holliday C-2 School believes in helping children recognize and achieve their fullest potential. Our mission is to provide a strong educational foundation in a safe, supportive environment that promotes independent thought, character building, and community responsibility.

A **philosophy of education** is the foundation on which a school district is built and provides a guideline for determining the policies, rules, and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacity. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacity. We believe the center of the district's educational program is based on the development of competencies in the fundamentals of reading, oral and written communication, and mathematics.

It is the responsibility of the Holliday C-2 School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social, and career development. In order for this to happen, the teachers, students and parents have to work together to fulfill their roles in the educational process. These roles are outlined below.

Teacher

1. Provide opportunities for the students which will lead them towards becoming productive members of a democratic society.
2. Emphasize values which are important for an effective and satisfying personal/social life.
3. Create a learning situation in which individual motivation for learning is a stimulus for achievement.
4. Motivate students to achieve at their maximum level of achievement.

Student

1. Come with a positive attitude and be ready to accept the learning opportunities provided.
2. Be prepared and bring all required materials.
3. Maintain an open mind and be respectful of others.

Parents/Guardians

1. Establish a basic confidence in the school and impart that confidence to the students.
2. Encourage the students to give their best efforts to daily school responsibilities.
3. Keep the lines of communication open with the school administration/staff.

School will be in session Tuesday through Friday each week. We operate on a 4-day school week, with Monday's being used for Staff Professional Development, or potential weather make-up days.

With a 4-day school week, being present at school is a top priority, to maximize a student's learning potential. We ask that all scheduled appointments be set up on Mondays when possible.

* During the first semester, 5 Mondays will be in session. Please note the calendar.

The school will open at 7:20 a.m., with breakfast being served from 7:25 a.m.-7:45 a.m. Lunch will be served from 11:45 a.m.-12:15 p.m. The instructional school day will begin at 7:45 a.m., school will dismiss at 3:30 p.m. Early out dismissal times will be noted on the calendar.

2023-2024 Dates to Remember

First Semester:

Aug. 22 _____ **First Day of School**

Sept. 18 _____ SCHOOL IN SESSION

Sept. 21 _____ Early Dismissal @ 1 - Parent/Teacher Conferences

Sept. 22 _____ No School

Oct. 9 _____ SCHOOL IN SESSION

Oct. 13 _____ Early Dismissal @ 2:30 - Paris Homecoming

Oct. 20 _____ **Last Day of 1st Quarter**

Nov. 13 _____ SCHOOL IN SESSION

Nov. 20 _____ SCHOOL IN SESSION

Nov. 22, 23,24 _____ No School - Thanksgiving Break

Dec. 18 _____ SCHOOL IN SESSION

Dec. 19 _____ **End of 2nd Quarter**

2nd Semester

Jan. 3 _____ **First Day of 3rd Quarter**

Jan. 29 _____ Potential Snow Make-Up Day

Feb. 26 _____ Potential Snow Make-Up Day

Mar. 8 _____ **Last Day of 3rd Quarter**

Mar. 12 - 15 _____ Parent Teacher Conferences by appointment
Mar. 25 _____ Potential Snow Make-Up Day
Mar. 29 _____ NO SCHOOL - GOOD FRIDAY
Apr. 29 _____ Potential Snow Make-Up Day
May 6 _____ Potential Snow Make-Up Day
May 17 _____ **Last Day of School**

ARRIVAL & DISMISSAL

School starts at 7:45 a.m. and is **dismissed at 3:30 p.m.** Students should not arrive at school before 7:20 a.m., as there is no formal supervision until that time. Students shall enter the building or remain at the front of the building at the time of arrival.

Students are expected to leave promptly for home upon dismissal **unless** staying for tutoring, clubs, or student activities. If parents/guardians need extra time before securing the child, notice needs to go through the office. Please establish a certain method of getting home each afternoon that each child will regularly follow. The classroom teacher will expect each child to use the normal method of getting home each day, unless notified otherwise. **Changes to the student's normal routine of bus riding or walking must have a note or phone call from the parents. Parents must provide notice of a transportation change PRIOR to 3:00 p.m.**

Bus riders will be loaded first and dismissed before walkers/car riders are dismissed. Parents picking up their child should wait until the buses leave before pulling up to the loading area. Parents picking up early must sign their student out **PRIOR to 3:15 p.m. Parents checking out between 3:15 and 3:30 will be held until after buses depart at 3:30.**

ATTENDANCE

Students who are tardy or have been absent should report to the office before attending any classes. All students must BRING A NOTE FROM THEIR PARENTS indicating the reason for the absence/tardiness. The office will issue a written admit slip marked excused or unexcused absence. All work missed will be made up. Unexcused absences will result in the late work policy being enacted.

The only **excused** reasons for being absent or tardy are the following:

1. Sickness of the pupil
2. Poor weather conditions: snow, ice, etc.
3. Death in the family
4. Pupil's own dental or doctor appointment

5. Emergency situations (must be approved by the principal or superintendent in advance)
6. Religious Observances
7. School sponsored activities
8. Parents can certify, by note or phone call, that they were aware of the absence of their child up to 10 days per year. (For example, family trip, working, sickness not requiring a doctor's visit.)

STUDENTS WHO DO NOT BRING A NOTE OR HAVE A PARENT CALL PRIOR TO THE TIME THEY ARE ADMITTED TO SCHOOL ON THE DAY THEY RETURN (7:45 AM) WILL MISS RECESS/PRIVILEGE TIME.

- Parents/Guardians who require students to leave school early must sign the student out.
- An attendance report will be sent to the juvenile authorities and the Division of Family Services if students have excessive absences (8 or more per semester).
- Students with an unexcused absence and suspended students will not be permitted to attend extra-curricular activities.

Hours and minutes missed toward instruction can never really be made up! Don't miss out—attend regularly!!!!

WEATHER DISMISSAL/EARLY OUT DAYS

Weather related information concerning school closing or early dismissal will be broadcast on the following stations as early as possible:

- Moberly Radio Stations KWIX and KRES
- Channel 8 News KOMU
- Facebook page - Holliday C-2 School
- Channel 7 News KHQA
- Remind Text Messaging System
 - To sign up to receive text messages, text the message @holl19 to the phone number 81010, and follow the prompts.

Please use more than one method of notification in the event of a system glitch. All parents should prepare a plan with their children in the event of an early dismissal. Parents may wish to notify the classroom teacher in writing of this plan.

AMI

AMI is our "Alternative Methods of Instruction" plan that we submit to DESE prior to the school year beginning. This plan allows us to plan activities in the event that we cannot host a typical school day. AMI days can be used in the event of inclement weather. If an AMI day is called, students will be given take home instructional packets and materials to complete during their AMI day. School districts are allowed 5 days of AMI during the school year. A student's

attendance on these days will be based on the percentage of activities completed, as in-seat learning will not be occurring, due to the weather.

SCHOOL ADMISSIONS

ENROLLMENT/WITHDRAWAL: Enrollment and withdrawal of students is handled through the administration office.

Kindergarten/First Grade:

- Children are required to be five years old before August 1st for the school year for which they are enrolling.
- Parents must bring birth certificates, social security card/number, proof of residency and immunization records.
- Students enrolling in the first grade and have not been enrolled in kindergarten the preceding year, must present the birth certificates and immunization records at that time.
- Students are encouraged to pre-register in the spring prior to the fall semester in which they begin attendance.

2nd Grade – 8th Grade

- Children will be placed at the grade level indicated on official records of the previous accredited school. In the absence of appropriate records, a student may be temporarily placed according to grade cards, district placement tests or parent provided information.
- If insufficient records are available, the administrator will evaluate all records of classes taken towards meeting the requirement of the Holliday C-2 School Achievement test, MAP Test, or another appropriate benchmark test. Students may be placed according to the. Administration may use the following data to determine placement:
 - previous grades,
 - curriculum guides,
 - logs of student learning,
 - activities in each subject,
 - records of time spent on instruction,
 - student portfolios

Students may not be placed a grade ahead of where he would have been placed had he attended the Holliday C-2 School since grade one. The student will not be placed permanently in a grade of study until the appropriate staff members can evaluate the student. The decision of the administration regarding student placement may be appealed to the Board of Education. Students must attend one full semester immediately preceding graduation to participate in the graduation ceremony. Students may choose to attend any high school bordering the Holliday C-2 school district. High school students transferring into the districts must establish residency. Requirements for residency are available in the Administration office.

ADDRESS AND TELEPHONE: It is very important that every student maintain an up-to-date address and telephone number/emergency contact number at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

INSURANCE: Students will be given information concerning optional individual health/accident insurance at enrollment. The school is not responsible for accidents incurred during the daily school routine.

SCHOOL LUNCH AND BREAKFAST PROGRAM

Please plan to pay for lunches in advance (Board Policy EF-AP1). A student may not accumulate more than ten unpaid meal charges. A student who has accumulated ten unpaid meal charges and is still unable to pay for meals will be provided an alternative meal. After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted.

NOTICE:

Free and reduced price meals are available for anyone who qualifies according to Federal Guidelines. Money comes back to the school from the Federal Government (your taxes) for these meals. Please complete the forms provided through the school office to see if you qualify.

Breakfast will be served each morning from 7:25 a.m. until 7:45 a.m. Children may eat until 7:45 a.m.

2023 - 2024 Breakfast price: \$1.60

Lunch will be served at 11:45 a.m. Student's grades K-8 will eat from 11:45-12:15 (25 minutes).

2023 - 2024 Lunch price: \$2.40

***Extra Milk & Juice will be available for an additional 35 cents.**

Teachers will accompany and supervise students in lunch lines and during the lunch period.

Procedures for Payment: The student will bring the payment to school in an **envelope** with their **name** on it. Homeroom teachers will collect these and forward them to the office.

***Lunch bills should be kept up to date and paid in advance.**

No student may charge meals or extra milk. Students must pay for extra milk or juice at the time they receive it. The secretary keeps a daily record of lunch totals for each student as the student passes through the lunch line. If a parent has a question, please feel free to call the office.

Menus:

The cook determines the daily menu for the school lunch program with input from the students, (surveys/suggestions/best liked meals). The menu is posted in advance in the office, on the kitchen door, published on the school facebook page, and emailed home to parents/guardians. The school is participating in the Nutri-Kids Nutrition programs to encourage healthy meals and eating habits. The cook reserves the right to change the menu as needed.

Special Diets:

If your child requires a special diet, medical documentation is required. The doctor needs to provide a medical reason for the altered diet and specific instructions. The office has forms that can be used for this purpose upon request.

Lunch from Home:

Students bringing lunches are not to open them on the buses or in classrooms. In addition, students may not share any items from their home lunches. Lunches should be packed to keep them warm or cold. **Students will not be allowed to use the microwave or refrigerator.**

EMERGENCY PROCEDURES

Safety Drills are conducted periodically throughout the year.

Emergency procedures are detailed in the School Crisis Management Plan. A short version is described below. Each teacher will explain to the students the procedures to be followed.

Fire Drills: Students and personnel in the main building exit through the nearest door depending on the location of the fire/smoke and proceed to the ball field. Modular building students/personnel exit through classroom doors and proceed to the ball field.

Tornado Drills: All grades will go to the basement of the main building. The students will kneel, facing the wall, and put their heads down with hands placed over their heads.

Earthquake Drills: Grades K-8 will drop and get under their desks until the initial shock is over. Children and teachers will evacuate the building through the northeast door or the west door, depending on damages. Everyone will meet on the playground and ball field.

Intruder Drills (lockdown): Grades K-8, students and teachers will go to the nearest classroom. Teachers will lock classroom doors, close classroom windows and shades, and remain calm until the all clear is announced.

Bus Drills: Bus drills will be conducted once per semester. All students will be shown how to safely and efficiently evacuate the school bus.

*Teachers are asked to bring an attendance list and take attendance during each drill/actual instance.

*The Administrator or Administrative Assistant will shut off electricity, gas, and water (as needed) in case of an emergency. All emergency warnings will be given from the office.

HOLLIDAY C-2 GRADING SCALE

100-97 (A)	85-83---B-	69-67---D+
96-93 (A-)	82-79---C+	66-63---D
92 - 90 (B+)	78-74---C	62-60---D-
89 - 86 (B)	73-70---C-	59-0---F
	S-Satisfactory	U-Unsatisfactory

Grading for specials such as Library, PE, Art and Music will be recorded as S for Satisfactory and U for Unsatisfactory.

HONOR ROLL

“A” Honor Roll—all academic grades must be an A or A- except one score which may be a “B+”.

“B” Honor Roll—all academic grades must be a “B-” or better, except one score which may be a “C+”. Grades of “B” or “Satisfactory” in certain curriculum areas are required to be on the Honor Roll.

HOMEWORK

Homework is so very important!! It provides practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that the assignments are completed each night.

Make-up work when a student has an excused absence will be handled in this manner:

1. If the student knows of the absence in advance, the student will ask for the assignment before the absence.
2. The student will have as many days to complete the assignments, as they were absent. If one misses one day, then the work would be handed in the day after return. Two days, work is due two days after the return day.

Middle School Homework Policy

Assignment Turned in on:

- Day 1 upon teacher request.....100% credit
- Day 1 by 3:30 p.m.100% + missed privilege
- Day 2.....80% credit
- Day 3.....60% credit
- Day 4 (by 3:30).....50% credit
- After 3:30 on Day 4.....0% credit

Each time an assignment is not turned in, the name of the assignment will be recorded on a Missing Work Excel spreadsheet kept by the middle school teachers.

Name:	Assignments:
Johnny NoName	1] 9/23: SS MAP activity 2] 10/1: Math pg 412 1-13
Susie Snoresinclass	
Mr. PotatoHead	1] 8/25: Math p.6 7-14 2] 10/3: ELA Reading Packet

- Green = Assignment was late/missing but turned in
- Black = Assignment is missing
- Red = Assignment has expired

For every 4th missing assignment in a Semester, 1 week of lunch detention will be assigned.

A current failing grade and/or active missing assignment = No privilege

Once 5 missing active assignments have been accumulated, a self-work space will be assigned with a teacher or in the office. The amount of time will depend on the total number of active missing assignments.

Students earning a D or F in any class may be assigned specialized tutoring/study hall.

REPORT CARDS

- Report Cards will be issued every nine weeks
- Progress reports will be sent at midterms.
- If any parent has questions regarding the nature of a student's work, please contact your child's teacher to set up an appointment.

PROMOTIONS AND RETENTIONS

Parents can assume their child will be promoted unless the alternative of retention has been discussed by the end of the 1st semester. All effort will be made to assist the child and parent, including diagnostic testing, teacher aides, Title I program, before and/or after school tutoring.

General Promotion and Retention Requirements (See specific guidelines in office)

1. Students will be promoted to the next grade level if they are **meeting grade level expectations** as identified by district curriculum and the Missouri Learning Standards.
2. A list of those students who are **not meeting grade level objectives** in reading, language arts or mathematics will be given to the administration by the October, January and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:
 - The teacher, administrator and counselor will meet to review the student's academic record, current test scores and work samples.
 - The parent/guardian will be notified after the review that retention is being considered. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
 - An academic program including remediation will be offered to the student.
3. In recommending promotion or retention, these factors will be considered:
 - a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignment, and work samples.
 - b. Chronological age.
 - c. Study Habits.
 - d. Attendance.
 - e. Social and emotional maturity.
 - f. State-mandated retention requirements for primary/middle school students.

4. The decision for retention will be made by the administrator and classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian

Middle School Retention Policy

Core Classes in Middle School include **Math, Science, Social Studies, and English Language Arts**. Each yearlong class consists of 2 semesters. A middle school student, upon the completion of the school year, will have completed 8 semesters of core classes.

Retention of a 5th through 8th grade student will occur when a student fails 4 or more core semester classes in a school year. This equates to 50% of the core content taught at Holliday C-2. If a student fails 1-3 semester core classes, summer academic recovery will be mandatory. If a student refuses to complete summer academic recovery, the student will be retained in the same grade level.

Academic recovery will occur the first two weeks of June, following the conclusion of the school year. During this time, students will either complete/redo **all failed** assignments from those specific classes in which a failing semester grade was earned, or be given an alternate type of coursework to be completed. All assignments must be completed at a satisfactory level, per the content teacher or administrator, to earn approval of the recovered academic work.

Buyout: If a student fails a 1st semester core class, they will be able to “buy-out” of that failing grade by earning a C- or higher in that same class during the 2nd semester.

Parent contacts and early interventions will be offered throughout the school year, as soon as a student begins showing a deficit in learning.

**The administration reserves the right to alter the amount and type of work needed to be completed during Summer academic recovery.*

Examples of the Middle School Retention Policy:

Student A							
Semester 1				Semester 2			
Math	Science	Social Studies	English/Language Arts	Math	Science	Social Studies	English/Language Arts
F	D-	F	F	C-	D	F	F

Student A failed 3 classes 1st semester and 2 classes 2nd semester, for a total of 5 semester F's. In Math, the student was able to "buy-out" the 1st semester failing grade, by obtaining a C- in the same class 2nd semester. This would lower the total number of F's to 4.

4 out of 8 Semester F's = RETENTION

Student B							
Semester 1				Semester 2			
Math	Science	Social Studies	English/Language Arts	Math	Science	Social Studies	English/Language Arts
D	F	F	B	C-	F	C-	F

Student B failed 2 classes 1st semester and 2 classes 2nd semester, for a total of 4 semester F's. In Social Studies, the student was able to "buy-out" the 1st semester failing grade, by obtaining a C- in the same class 2nd semester. This would lower the total number of F's to 3.

3 out of 8 Semester F's = Academic Recovery

Student C							
Semester 1				Semester 2			
Math	Science	Social Studies	English/Language Arts	Math	Science	Social Studies	English/Language Arts
B	F	C	B	C-	C	C-	B

Student C failed 1 class 1st semester and 0 classes 2nd semester, for a total of 1 semester F. In Science, the student was able to “buy-out” the 1st semester failing grade, by obtaining a C- or higher in the same class 2nd semester. This would lower the total number of F’s to 0.

0 out of 8 Semester F’s = Promotion to the next grade level, no A.R. Required

READING LEVELS

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student’s fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school, to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level. The reading assessment process will also be applied to students who initially enter the District in grades four, five or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimum reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

Exceptions

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMo.
2. Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided.

Appeal of Retention Decisions

Parents/guardians who wish to appeal a decision regarding a student's retention must first contact the administrator. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Board of Education. All appeals must be requested within two (2) weeks after the close of school.

Physical Education & Health

In our nation, obesity is on the rise; Type II diabetes (previously called 'adult-onset' diabetes) is occurring among pre-adolescents. These and many illnesses normally associated with aging can be avoided or minimized by maintaining an active lifestyle as we age. Success in physical education is guaranteed if your child:

- Comes to class dressed to participate in activity
- Participates
- Cooperates with teacher and classmates

Appropriate clothing for physical activity is necessary. Please be sure that on PE days your child has:

1. ATHLETIC SHOES – For Physical Education and while playing at recess, your child's shoes should allow for safe movement. NO backless tennis shoes, NO boots, NO high-heeled shoes, NO dress shoes, NO loafers, NO sandals, NO crocs ... they just aren't safe for running and therefore aren't acceptable for PE class. **If remembering is a problem, you might send a pair of tennis shoes & socks for your child to keep at school.**
2. CLOTHES TO RUN & TUMBLE IN – Physical Education is an outside activity, so clothes get dirty and grass-stained as we play and learn. We also bend and stretch, so be sure clothes accommodate movement.

LAYERS OF CLOTHING FOR COLD/COOL DAYS – sweatshirts are great! Even on days when a winter coat is needed during *INACTIVITY*, children may get very hot and need a lighter garment such as a long-sleeved, hooded sweatshirt when they participate in outdoor PE. A short-sleeved tee-shirt is good for days when weather forces us to stay inside for PE because the auditorium gets very hot!

If possible, you might send a hooded sweatshirt for your child to keep at school for PE on cold/cool days.

TESTING

All students will participate in statewide assessments. Missouri does not have an opt out option. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be given each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian when the schedule becomes available. In addition, a copy of this policy and the assessment schedule will be available to the public in the district office during normal business hours.

Holliday C-2 Assessment System

GRADE	2023-2024
Kindergarten	Math I-Ready Testing, Local Evaluations
1st Grade	Math I-Ready Testing, Local Evaluations
2nd Grade	Math & ELA I-Ready Testing, Local Evaluations
3rd Grade	Math & ELA I-Ready Testing, MAP - ELA, MAP - Math, Local Evaluations
4th Grade	Math & ELA I-Ready Testing, MAP - ELA, MAP - Math, Local Evaluations
5th Grade	Math & ELA I-Ready Testing, MAP - ELA, MAP - Math, MAP - Science
6th Grade	Math & ELA I-Ready Testing, MAP - ELA, MAP - Math
7th Grade	Math & ELA I-Ready Testing, MAP - ELA, MAP - Math
8th Grade	Math & ELA I-Ready Testing, MAP - ELA, MAP - Math, MAP - Science

8th Grade students who qualify may be required to complete an End of Course exam. These exams will only be administered with both administrator and parent approval.

TEXTBOOKS & LIBRARY BOOKS

The Holliday C-2 School furnishes free textbooks to all students. These books will be issued to each student through their classroom and collected at the end of each school year. While the books are in the student's possession, they are responsible for them. If for any reason the books are misplaced, defaced, or written in without permission, students will be expected to make payment for the loss or damage. **It is very important that students take good care of the books.**

LIBRARY

Students are only allowed to use the library while supervised by a Holliday C-2 Staff member.

Books can be checked out for two weeks and renewed. A student may not have more than four (4) books out at one time. Students who do not return their books will not be allowed to check out additional books.

Technology Use

No student will be allowed to use the internet without supervision by a faculty member or approved staff member, this includes being monitored when school is in session as well as when it is not. Monitoring may also be done through software monitoring. Students are not to use school computers for personal email. The school administration or designated individual by such has the right to monitor any messages sent or received on school computers. Students wishing to use their personal electronic devices at school will not have access to the district's internet system. Students found violating this will lose the privilege of using their personal device. Students are not allowed to share user ID's and/or passwords. Students should not edit, delete, or modify files that belong to another user at any time. Holliday C-2 is a 1 to 1 school, where each student has access to a device, such as a chromebook. These devices should be taken care of at all times. **A student found damaging a piece of equipment will lose the privilege of that device, and will only be allowed to use a replacement device under direct supervision of a staff member.**

HEALTH ISSUES/CONCERNS

Emergency Information:

In case of emergency, each student is required to have on file in the school office the following information:

1. Parent / guardian names
2. Complete and up-to-date address
3. home phone and parent's work phone
4. emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information / concerns
7. Sign off sheet for emergency transportation to a hospital, if needed

Illness or Injury:

In case of illness or injury, a member of the staff will care for the students temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, an attempt will be made to contact parents/guardians or a relative/neighbor. If staff feels it is necessary, the student will be sent to the nearest hospital/clinic as needed (parents sign form). A registered nurse is on staff one morning biweekly at the school as well as available through the Monroe County Department of Health for consultation daily.

Immunizations:

Missouri Immunization requirements for school entry.

1. Immunization information is required in eight (8) categories: diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and hepatitis B. Varicella (chicken pox) vaccine. The State of Missouri Prohibits the enrollment and attendance of children who are in noncompliance. Students may continue to attend school as long as they have started an immunization series and satisfactory progress in being accomplished. A Department of Health Form Imm.P.14 shall be on file with the school immunization health record of each student with immunization in progress.
2. Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions will be allowed. **The exemptions must be signed by a doctor as the school will no longer be able to accept a parent's note.** This stipulation applies to varicella (chicken pox) as well. If a child has not received 2 doses because they have had the disease, a doctor must write out an exemption.
3. The State Allows disclosure and exchange of information and records pertaining to the immunization status of persons without written release of parent or guardian to persons who have a need to know such information.

Medications: We encourage medicines to be GIVEN AT HOME and will only give them at school when prescribed by a doctor. If the medicine is to be given 3 times a day, it should be given before school, after the child gets home from school in the afternoon and at bedtime. If the medicine is to be given 2 times a day, it can be given in the morning before school and at bedtime. If a student must bring medications to school, the following guidelines must be met:

Prescription Drugs:

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage, doctor's name, prescription date, and name of pharmacy.
4. The prescription must be current.
5. A note, dated and signed by the parent/guardian, should accompany the medication with all instructions needed.
6. Refrigeration is available.
7. School personnel will administer medication.

Non Prescription:

1. Must be in the original container.
2. Must be clearly identified as to name and type of medication and dose.

Health Issues:

In order to ensure the health and well being of all of the students / staff, it is requested that all children be kept home if they have a contagious illness. Below is a list of symptoms which would constitute keeping a child at home. If a child develops any of the below symptoms while at school, the parent/guardian will be contacted to come pick him/her up.

1. Fever: if a child has a temperature of 100.0 or above they could possibly be contagious. A child is to be **fever free for 24 hours before returning to school**.
2. Vomiting/Diarrhea: if a child vomits or has diarrhea they need to **wait 24 hours from the last time they had the symptoms before returning to school**.

Communicable Diseases:

No pupil shall attend school while afflicted with any communicable disease or while liable to transmit such a disease after having been exposed to the same. The Board of Education refuses to pay any medical bills presented for pupil injuries sustained while at school. Student insurance is made available for all students of the district.

167.191. Children with contagious diseases not to attend school—it is unlawful for any child to attend any of the public schools of this state while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it. For the purpose of determining the diseased condition, or the liability of transmitting the disease, the teacher or Board of Directors may require any child to be examined by a physician, and exclude the child from school so long as there is any liability of such disease being transmitted by the pupil. If the parent or guardian refuses to have an examination made by a physician at the request of the teacher or Board of Directors, the teacher or Board of Directors may exclude the child from school. Any parent or guardian who persists in sending a child to school, after having been

examined as provided by this section, and found to be afflicted with any contagious or infectious disease, or liable to transmit the disease, or refuses to have the child examined as herein provided, is guilty of a misdemeanor, and upon conviction, shall be punished by a fine or not more than five or not less than one hundred dollars.

Head Lice:

The school nurse, principal, or his designee shall periodically check students for head lice/nits. Any time lice or nits are found, the student will be sent home for treatment. Students with lice/nits shall be treated with a FDA approved chemical treatment such as Nix or similar FDA approved product. If a student is infected with live lice/nits, the student should not return to school for 24 hours after the discovery of head lice to allow for treatment. The student(s) must be accompanied by a parent/guardian when returning to school. The student will be re-examined by the school nurse, principal, or his designee before being allowed to return to school. If head lice/nits is found at this time, the student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice/nits. On the third incident the student must be cleared to return to school by a licensed physician or the Monroe County Health Department. The principal will report to the Division of Family Services and the Monroe County Health Department regarding possible child neglect on the third incident of the school year. The written report will list all the dates that the student has been inspected and the outcome of the inspections. By having this information, the Division of Family Services and the health department can make a determination as to whether the student is being neglected by the parents. The school board will be kept informed as to the extent of the problem.

Reporting Child Abuse or Neglect:

The law requires staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report. This law has changed and every employee must report it and then report to their supervisor who then also must report. who will then become responsible for making a report via the Child Abuse hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law.

The school, as a mandated reporter, will be entitled upon request to the local DFS office or to the social worker completing the investigation for information of the general disposition of the report. The information will be shared with the staff member who originated the report, but will not be released to anyone else without written authorization from DFS. Parents/Guardians should be referred to the DFS records after the investigation is completed, except that the identity of the reporter is not released.

STUDENT ACTIVITIES

ATHLETIC/EXTRACURRICULAR ELIGIBILITY

The **Missouri State High School Activities Association** sets minimum standards for athletic/extracurricular eligibility. At Holliday there are two basic requirements:

1. **Passing Grades: If a student is failing any subject that student will be ineligible for participation in any extracurricular activities. (i.e., sports games/practices, dances, special activities, class trips, etc.) Once proof of a passing grade is provided by the subject teacher, the student will once again become eligible to participate.**
2. **Good school and community citizenship: Any student involved with the police authorities; students continually referred to the office for discipline; students who are in constant violation of school regulation will be considered ineligible for participation in extracurricular activities.**

Field Trips:

Knowing the “seeing and doing” can be a strong guarantee for obtaining knowledge, the district has prioritized activities of a field trip nature for the students throughout the year, not just at the end of the school year. General studies may result in walks to “Rocky Hollow” or a trip to explore the stream running under the covered bridge. Trips to zoos, museums, Clarence Cannon Dam, etc. are all intermittently incorporated into the overall instructional program and offer a broader picture to all of the students. On field trips, cell phone use will not be allowed, unless under the direct supervision of a teacher/staff member. Money/personal items should be left at home by students. Students with 4 or more active missing assignments at the time of the field trip will not be allowed to participate in the trip. Parents will be notified of this during the week prior to the trip.

Clubs:

Fab Four is a club for students in grades 5-8 who have high academics (A or B Honor Roll), good attendance (95% or better), good character (no discipline incidents of ISS or OSS), and service to the school. Fab Four members are rewarded with fun activities and a savings bond.

Sports:

As a member of the Missouri State High School Activities Association, Holliday C-2 has Co-Op-ed with the Paris School District for sports. Holliday students will be allowed to participate in football, basketball, track, cross-country, and softball at the Paris school. Students must maintain passing grades, good attendance and good behavior to represent their school in these activities. In addition the following regulations will apply:

1. Students will be dismissed from classes to attend practices and games. They will be able to make up lost classroom time.

2. Students will remain in the classroom until the office calls for their release and their supervising teacher has dismissed them.
3. Parents must sign students out in the office, and students will meet their parents in the office.
4. Students need to provide a list of parents/people who are allowed to transport them to sports related practices/activities. A blanket note for the sport season listing any parent or their designee will work. If plans change, a phone call or a note is needed.
5. Teachers may make students participating in sports stay in during privilege time if late work becomes a habit and prior contact with the parents has been made.
6. Students will not be dismissed from classes to change clothes. Students may change clothes at lunch, recess, privilege time or when parents have arrived to pick them up.
7. It is the responsibility of the parents to provide all transportation to and from practices and games.
8. Students are prohibited from asking school employees for rides.

Assemblies: Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. These assemblies are part of the instructional curriculum and attendance by the students is required. Other assemblies are locally contrived and presented by classes for other classes. These too are encouraged as part of communication arts standards. Students with 4 or more active missing assignments will not be allowed to attend parties/assemblies/activities.

Classroom Parties / Student Birthdays:

Three major classroom parties are held to celebrate Halloween, Christmas Season, and Valentines' Day. Room parents volunteer through the PTO for the parties. **For birthdays, treats may be brought in after the dates and times are scheduled with the teacher.** It is requested that treats be limited to snacks and juice/drink Snacks must meet the nutrition guidelines. See list for suggestions: fruit, crackers, cheese, vegetables, juice, etc. Students with 4 or more active missing assignments will not be allowed to attend parties/assemblies/activities.

Christmas Season/Spring Programs:

The Holliday C-2 Music Department traditionally presents a Christmas Season Program prior to the winter vacation in December, and a concert in the Spring. Students may participate in some manner, and the public is welcome to attend.

SPECIAL EVENTS

The district enjoys hosting special events and activities for students after school hours. However, the faculty and staff are busy working to make events a positive experience for students, parents and the

community. Students may not be supervised by faculty and staff. **The district asks a parent or guardian to attend these after school events on school property with his/her child.**

TRANSPORTATION

School Bus Rules

1. **The driver is in charge of the students and the bus.** Students must obey the driver promptly. No food or drink is allowed to be opened on the bus. All drinks must come to school sealed. Refillable bottles must have a seal and must come to school empty.
2. Students must sit properly in the seats without putting their feet or knees in the seat.
3. Students will not stand up or move down the aisle of the bus while the bus is in motion.
4. Students will not stick their arms, feet, head, or any other body part out of the window.
5. Students will not conduct themselves in a disorderly way by teasing other students or fighting with other students physically or with their words.
6. Students will not be allowed to bring items on the bus that are prohibited at school such as knives, guns, etc. Students will be allowed to have personal entertainment devices such as musical devices, games, or other electronic equipment that has headphones and will not make any additional noise on the buses. The school is not liable for the equipment content or loss of the equipment by the students.
7. Students will not throw any objects on the bus.
8. Students will not use any profanity on the bus. Profanity will include all words that would not be allowed in a classroom setting.
9. Students will not be allowed to vandalize the bus or school property in any way. All vandalism should be reported to the administrator immediately.
10. Any student who screams, yells, or causes a nuisance by their action will be reported to the administrator. Creating a nuisance will be considered any action that takes the bus driver's attention from the road.
11. Students will not cause unsafe circumstances; see safety guidelines section below.
12. Students will only ride the bus to their regular stops unless they have a bus pass signed by the principal or designee. Only students on the regular bus route will be allowed to ride the bus unless they have a bus pass.

School Bus Safety Guidelines: Please discuss these rules with your children!

1. Students are to **remain seated** until the bus has come to a complete stop and the bus driver has opened the door to unload the bus.
2. Students should **not** stand in the road way while waiting for the bus.
3. Students should **not** crowd or push when entering or leaving the bus.
4. No student should run toward the bus while loading, but rather shall walk to the specified area.
5. In the event that the child needs to cross the highway, **the student will cross in front of the bus.** The bus will remain stopped with signs and flasher signals visible to motorists.
6. High school students who live between Paris or Madison and the Holliday School will be dropped off or picked up during the shortest part of the route for them.
7. Any bus rider who is supposed to stay at school or be picked up by anyone other than their parent or legal guardian must have a note signed by the parent or a phone call made to the school by the

parent/ adult designating riding changes. **The changes should be received by the school by 2:30 to guarantee that the changes are made for each child.**

8. School bus drivers have been informed that if they feel it is unsafe to travel a particular section of their route during inclement weather, they should skip that portion of the route and report this action to the superintendent upon their arrival at school or earlier when possible.
9. Weather related announcements concerning school closings or early dismissal will be broadcast on the Moberly radio station KRES as early as possible.
10. Students will participate in at least two evacuation drills of the school bus.

School Bus Discipline

Any student who does not obey the driver promptly or breaks any of the School Bus Rules will be reported to the administrator with a signed statement from the driver and the parents will be notified of the misconduct.

1. Pupils who continue to break the rules of proper bus conduct will lose the privilege of riding the bus or be suspended from school as a result of misconduct.
2. The pupil will be allowed to ride the bus until the parents have been notified of the suspension.
3. During the suspension of bus privileges, it shall be the parent or guardian's responsibility to provide the students transportation to and from school.

Breaking any of the school Bus Rules may necessitate the writing of a Bus Incident Report:

1st offense—Parent notified.

2nd offense—Parent notified and 1 week in front seat.

3rd offense—Parent notified and 1 week suspension from the bus

4th offense - Parent notified and 2 week suspension from the bus

5th offense - Parent notified and student will be suspended from the bus for the remainder of the quarter.

*RECESS: Students will be allowed to walk the lines on the playground to get exercise but lose the right to choose to play during that time.

Note: Fighting or other severe infractions may necessitate automatic suspensions from riding the bus or suspensions from school.

BEHAVIOR

Rules for General Behavior:

The behavior expected from students at school is a combination of common courtesy and safety considerations. There are only a few special areas that require the application of very specific rules. **The following types of conduct are never acceptable:**

1. Fighting
2. Defiance of school staff
3. The use of profanity
4. Refusal to prepare assignments or to participate in class
5. Possession of tobacco
6. Possession of any controlled substance
7. Possession of a weapon or other dangerous objects
8. Gambling
9. Vandalism

School Conduct

1. **Students associated with this school should take great pride in high standards of conduct.** Students should feel relaxed and comfortable while in the building but should refrain from loud and boisterous conduct at all times.
2. Personal habits of speech and common courtesies should be practiced on all occasions.
3. Misbehavior distracts from educational opportunities.
4. Once a student arrives at school he should not leave the school grounds unless permission has been obtained from the administrator. Students should report to the auditorium upon arrival
5. Students are not to be eating or drinking anytime other than during breakfast and lunch periods. Food and drink are not to be stored in students lockers unless in a sealed lunch bag. Food or drinks should not be taken out of the auditorium/cafeteria. Food & water is allowable with a doctor's note and will be administered through the administration office. All drinking containers must come to school empty or be sealed from the manufacturer.
6. At noon, students are to be in the lunchroom/auditorium.
7. Students are reminded that the only reason for being in the offices from 7:30 a.m. to 3:30 p.m. is for conducting official school business.
8. All students of the school district shall maintain proper relationships between themselves and the school staff.

Dress Codes

The Holliday C-2 School encourages all students to dress in a manner reflecting good taste and an appropriate style for school attendance. It is expected that student dress will not disrupt the educational process nor constitute a health or safety hazard or violate district policy.

Recognizing that some students may abuse dress privileges, the following limitations are examples of dress restrictions that will be enforced.

Administration has final say on appropriate dress and attire.

- Halter-tops, backless clothing, see-through garments or bare-midriiffs are not allowed.
- Shorts, dresses, skirts, and skorts are expected to be appropriate in length (mid-thigh or longer) at school.
- Hats, headbands, head coverings, sunglasses, and bandanas are not allowed.
- “Sagging” is not allowed. Pants must cover undergarments at all times.
- Clothing or jewelry with inappropriate or suggestive language, phrases, pictures or clothing with dual meanings or innuendoes is not allowed.
- Clothing advertising alcohol, tobacco products, illegal drugs, or drug paraphernalia is not allowed.
- Jewelry and chains that are distracting or dangerous are not allowed.
- “Spaghetti” strap or tank top shirts are not allowed unless worn with a sleeved or sleeveless shirt. Tops that hang excessively low below the neck or underarms or have open shoulders will be considered tank tops. Tops that do not hang excessively low will be considered appropriate sleeveless tops.
- Teachers may require students to adjust hair, clothing or both if needed for the specific activity according to the needs of the class.
- Any disruptive type of dress or grooming will not be permitted.
- No high-heels, or platform shoes. Students should wear or bring shoes that allow them to play freely and safely at recess or PE.

When a student has not dressed appropriately in accordance with Holliday C-2 standards, the student will be provided with school issued clothing which shall be worn for the rest of the school day. School issued clothing must be returned the next school day. School administration will notify parents when a student has dressed inappropriately.

Recess Guidelines

Weather permitting; students are given two outdoor recesses per full school day. Temperature and wind chill factors will be taken into account when canceling recess on very cold days. **Students should always come to school prepared to go outside and dressed properly.** All students will be expected to go outside unless there is a medical, academic, or disciplinary reason.

On bad weather days, students will likely have supervised free time within the building. School staff supervises recess.

Before Recess: Students must wait in their classroom for the aides to call the classroom before going out to recess.

After Recess: After the whistle blows, students must line up by class at their assigned door. The teacher/aide on duty will send students in one class at a time.

General Playground Rules:

1. The teachers/aides on duty may, at their discretion, adapt the rules to a particular circumstance without argument or discussion from students.
2. Unless students have permission from the teacher on duty, coats must be worn when the temperature is 50 degrees or below.
3. No student may come back into the building without getting permission from the teacher on duty.
4. Students must stay behind the school during recess unless they have permission from the teacher.
5. Students may not go beyond the first field (softball field) unless they have permission from the teacher on duty.
6. All equipment must be brought in after every recess.
7. No gymnastics, play fighting, rough-housing, or using sticks.
8. No play weapons may be brought outside to use during recess.
9. NO FOUL LANGUAGE.
10. No climbing in trees or on fences.

Swing, Slide & Jungle Gym

1. One person per swing
2. No jumping out.
3. No standing in swings.
4. No twisting chains
5. No walking or crawling up the slides.
6. No standing on top of the jungle gym.

Blacktop:

1. No softballs may be thrown
2. No kicking balls on the blacktop.
3. No hanging on the basketball rim or net.
4. No jumping to touch the awning.

Ball Field:

1. NO PLAYING ON THE BALL FIELD WHEN IT'S WET!
2. When playing softball, the batting team must be behind the backstop except for the batter and player on deck.
3. No kicking balls over the cage.
4. When playing football, only touch, not tackle may be played.

Consequences for breaking recess rules:

Recess misbehavior will be dealt with in one of the following ways, depending on the severity of the misbehavior and number of previous offenses:

1. Loss of one or more recesses
2. After school detentions
3. In-school suspensions

STUDENT DISCIPLINE

The Board of Education, administration, and faculty of the Holliday District have the responsibility to provide an environment conducive to the learning process. While there are many factors which affect the learning environment, perhaps the most harmful are the problems that result from inappropriate behavior and lack of consistent and effective disciplinary response to this inappropriate behavior.

NOTE: All teachers, staff and administration have the same authority to enforce the procedures set forth in this handbook, regardless of whether a student has them as a teacher or not. Our aim is to provide the best possible education and to maintain an environment conducive for that education.

Due Process:

All students will have all rights of due process as outlined in the board policy whenever their misbehavior results in disciplinary action. Briefly, those rights are as follows:

1. To be given oral or written notice of the charges against him/her (what they did wrong).
2. He/she shall be given an oral or written explanation of the consequences of the charges.
3. The pupil shall be given an opportunity to present his/her version of the incident.

There shall be no appeal from an administrator's decision in disciplinary matters unless suspension is involved or unless the decision can be proven to be arbitrary and grossly unfair. Any suspension by an administrator may appeal to the board, the administrator shall promptly transmit a full report in writing of the facts relating to the suspension, action taken and the reasons for them. The board, upon request, shall grant a hearing to the appealing party. Only in the event of a suspension for more than ten (10) days may a pupil request that the suspension be stayed until the board renders its decision. The request shall be honored unless in the judgment of the superintendent of schools the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school and the notice and hearing shall follow as soon as practicable.

In-School Suspension (ISS)

Parents will be notified on every infraction. This type of punishment is used at the discretion of the administrator. The administrator will attempt to contact the parent within 24 business day hours.

1. Days in ISS will be decided by the administrator.
2. Two bathroom breaks (one in the morning, one in the afternoon) will be given.
3. Supervisor of ISS will take students to lunch and then back to ISS to eat lunch.
4. Student is to constantly work while in ISS on assigned work from teachers.
5. If a student violates any of the above rules, he/she will receive two days OSS
6. All work completed will receive credit.
7. Students stay in the ISS classroom at all times.

Out-of-School Suspension (OSS)

Parents will be notified on every infraction. The administrator will attempt to contact the parent within 24 business day hours. Suspensions are serious and should not be taken lightly. **Students suspended from school will receive 60% credit for missed assignments or tests.** Students will not be allowed to participate or attend extracurricular activities during the suspension period. A student completing an OSS on Friday will not be allowed to attend or participate in any extracurricular activity that weekend but will have full rights restored to him/her upon the return to classes on Monday. Suspensions will be classified as either short-term suspensions – up to 10 days, which the administrator may impose, or long-term suspensions – up to 180 days, The Board of Education may suspend from 180 to infinity (expulsion).

OSS Procedures:

1. Students are not allowed on school grounds or at school activities during the suspension.
2. All suspensions will be reported to the Board of Education who may choose to overrule or sustain them.
3. Students will generally be afforded due process before an OSS
 - a. The student will be given oral or written notice of the charges against him/her.
 - b. The student will have an opportunity to present his/her side of the issue.
 - c. The student may appeal the decision of the administrator to the Board of Education from which there is no appeal short of the U. S. Judicial system.

There may be situations in which prior notice and hearing cannot be mandated. Those students whose presence poses a continuing danger to persons, property, or are an ongoing threat of disrupting the academic process may be immediately removed from school. In these cases, the necessary notice and hearing should follow as soon as practicable following the suspension.

Disciplinary Consequences

If a student's behavior is severe enough and circumstances warrant, the administrator may accelerate the discipline steps, suspend, or initiate an expulsion. In many cases, the consequences may be recorded in the student's permanent record. Holliday C-2 attempts to follow all Federal and State laws, including the 'Safe Schools Act,' which take precedence over our school handbook and often mandates what consequences certain actions must have.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Tardy** – Not being in the classroom seat with all material needed for class, or at the appointed place at the appointed time. (Each quarter the tallying of tardies starts over)
 - a. 1st Tardy – warning, documented in the teacher's record book
 - b. 2nd Tardy – one recess missed, assigned by the teacher
 - c. 3rd Tardy – two recesses missed, assigned by the teacher
 - d. 4th Tardy and every tardy thereafter – one day ISS (5th - 8th), two recesses missed (K-4)

2. **Sleeping in Class** (per year)
 - a. 1st offense – one recess missed, assigned by the teacher
 - b. 2nd offense – two recesses missed, assigned by the teacher
 - c. 3rd offense – Principal/Student/Parent conference, one to three days ISS

3. **Public Display of Affection** (PDA) – Contact between students which exceeds holding of hands (per year)
 - a. 1st offense – Principal/Student conference
 - b. 2nd offense – one to three days in ISS
 - c. 3rd offense – one to ten days of OSS

4. **Cheating, copying answers, using a technology, using a crib sheet or looking in a book during a closed book test** (per year)
 - a. 1st offense – zero on the test/assignment, teacher contacts parent/guardian, conferences with teacher
 - b. 2nd offense – zero on the test/assignment, one or two days ISS
 - c. 3rd offense – zero on the test/assignment, one or two days OSS

5. **Failure to bring homework, books or necessary materials to class** (per quarter)
 - a. 1st offense – teacher warning
 - b. 2nd offense – Teacher/Student conference and teacher contacts parent/guardian
 - c. 3rd offense – one recess missed, assigned by the teacher, teacher calls parent/guardian
 - d. 4th offense – principal/student conference, one to three ISS or OSS

6. **Food/Beverages** – Open drink/food during school (except lunch) (per year)
 - a. Non-water items open in a locker will be thrown away by administration.
 - b. 1st offense – confiscation of food/beverage by teacher or administration and warning
 - c. 2nd offense – confiscation of food/beverage, one recess missed, detention, assigned by confiscator
 - d. 3rd offense – confiscation of food/beverage, 2 recesses missed, 1 day ISS, assigned by confiscator

7. **Cell phones, Beepers, Pagers** – potentially disrupt class and should be left in the office or kept in purses, pockets, or other places out of sight and turned off.
 - a. 1st offense – confiscation by the teacher and given back at the end of that day
 - b. 2nd offense – ISS by teacher or principal

8. **Disparaging or Demeaning Language** – Use of words or actions – verbal, written or symbolic – meant to harass or injure another person for example, threats of violence or defamation of a person's race, religion, gender or ethnic origin (per year).
 - a. 1st offense – Principal/Student conference, 1-3 days ISS
 - b. 2nd offense – Two days OSS and parents must bring student back to school the day they are to return to meet with the principal
 - c. 3rd offense – Five days OSS

9. **Disrespectful Conduct or Speech** – disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings directed at a faculty or staff member (per year). Students will not be disciplined for speech in situations where it is protected by law.
 - a. 1st offense – Principal/Student conference, 1-3 days ISS
 - b. 2nd offense – Two days OSS and parents must bring student back to school the day they are to return to meet with the principal
 - c. 3rd offense – Five days OSS

10. **Classroom Disruption** – mischief or whenever a student draws undue attention to him/herself to the point that it interferes with the classroom order and cheats other students of the opportunity to learn resulting with the teacher sending this student to the office in order to continue class (per semester)
 - a. 1st offense – One to two missed recesses and/or parent/guardian contact
 - b. 2nd offense – One to three days ISS, parent/guardian contact
 - c. 3rd offense – One day OSS, parent/guardian contact
 - d. 4th offense – Three days OSS, parent/guardian conference before re-admittance

11. **Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion.
 - a. 1st offense – Detention, ISS, 1-180 days OSS, or expulsion. Restitution if appropriate.
 - b. Subsequent Offense – 1-180 days OSS or expulsion. Restitution if appropriate.

12. **A. Assault** – Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
 1. 1st Offense – Principal/Student conference, detention, in-school ISS, 1-180 days OSS, or expulsion.
 2. Subsequent Offense – ISS, 1-180 days out-of-school suspension, or expulsion.

B. Assault- Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

 - a. 1st Offense – Expulsion.

13. **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.
 - a. 1st Offense – Suspension or revocation of parking privileges, detention, ISS, or 1-10 days OSS.
 - b. Subsequent Offense – Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

14. **Bullying (see Board policy JFCF)**--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but 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.
 - a. 1st Offense – Detention, ISS, or 1-180 days OSS.
 - b. Subsequent Offense – 1-180 days OSS or expulsion.

15. **Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.
16. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.
- a. 1st Offense – Nullification of forged document. Principal/Student conference, detention, ISS, or 1-10 days OSS.
 - b. Subsequent Offense – Nullification of forged document. Detention, ISS, 1-180 days OSS, or expulsion.
17. **Drugs/Alcohol (see Board policies JFCH and JHCD)**
- a. Possession, sale, purchase or distribution of any **over-the-counter drug**, herbal preparation or imitation drug or herbal preparation.
 1. 1st Offense – ISS or 1-180 days OSS.
 2. Subsequent Offense – 1-180 days OSS or expulsion.
 - b. **Possession of or attendance while under the influence** of or soon after consuming any **unauthorized prescription drug**, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.
 1. 1st Offense – ISS, 1-180 days OSS.
 2. Subsequent Offense – 1-180 days OSS or expulsion.
 - c. **Sale, purchase or distribution of any prescription drug**, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.
 1. 1st Offense – 1-180 days OSS or expulsion.
 2. Subsequent Offense – 1-180 days OSS or expulsion.
18. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.
- a. 1st Offense – Principal/Student conference, detention, ISS, or 1-10 days OSS.
 - b. Subsequent Offense - ISS, 1-180 days OSS, or expulsion.
19. **Failure to Meet Conditions of Suspension**--Coming within 1,000 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. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension." In determining whether to suspend or expel 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 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

- a. 1st Offense – Verbal warning, detention, ISS, 1-180 days OSS, or expulsion.
 - b. Subsequent Offense – Verbal warning, detention, ISS, 1-180 days OSS, or expulsion.
20. **False Alarms (see also "Threats or Verbal Assault")**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.
- a. 1st Offense – Restitution. Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.
 - b. Subsequent Offense– Restitution. ISS, 1-180 days OSS, or expulsion.
21. **Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- a. 1st Offense – Principal/Student conference, detention, ISS, or 1-180 days OSS. Call parents and juvenile authorities.
 - b. Subsequent Offense – ISS, 1-180 days OSS, or expulsion.
22. **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.
- a. 1st Offense – ISS or 1-180 days OSS.
 - b. Subsequent Offense – 1-180 days OSS or expulsion.
23. **Sexual Harassment (see Board policy AC and regulation AC-R)**
- a. Use of **unwelcome verbal, written or symbolic language based on gender or of a sexual nature** that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
 - 1. 1st Offense – Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.
 - 2. Subsequent Offense – ISS, 1-180 days OSS, or expulsion.
 - b. **Unwelcome physical contact based on gender or of a sexual nature** when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.
 - 1. 1st Offense – ISS, 1-180 days OSS, or expulsion.

2. Subsequent Offense – 1-180 days OSS or expulsion.

24. **Technology Misconduct (see Board policy EHB and regulation EHB-R)**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.
 1. 1st Offense – Restitution. Principal/Student conference, loss of user privileges, detention, ISS, or 1-180 days OSS.
 2. Subsequent Offense – Restitution. Loss of user privileges, 1-180 days OSS, or expulsion.
- b. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.
 1. 1st Offense – Restitution. Principal/Student conference, detention, ISS, or 1-180 days OSS.
 2. Subsequent Offense – Restitution. Loss of user privileges, 1-180 days OSS, or expulsion.

25. **Theft**--Theft, attempted theft or knowing possession of stolen property.

- a. 1st Offense – Return of or restitution for property. Principal/Student conference, detention, ISS, or 1-180 days OSS.
- b. Subsequent Offense – Return of or restitution for property. 1-180 days OSS or expulsion.

26. **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

- a. 1st Offense – Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.
- b. Subsequent Offense – ISS, 1-180 days OSS, or expulsion.

27. **Tobacco**

- a. **Possession** of any tobacco products on school grounds, school transportation or at any school activity.
 1. 1st Offense – Confiscation of tobacco products. Principal/Student conference, detention, or ISS.
 2. Subsequent Offense – Confiscation of tobacco products. Detention, ISS, or 1-10 days OSS.

- b. **Use** of any tobacco products on school grounds, school transportation or at any school activity.
 - 1. 1st Offense – Confiscation of tobacco products. Principal/Student conference, detention, ISS, or 1-3 days OSS.
 - 2. Subsequent Offense – Confiscation of tobacco product. ISS or 1-10 days OSS.
28. **Truancy (see Board policy JEDA)**--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.
- a. 1st Offense – Principal/Student conference, detention, or 1-3 days ISS.
 - b. Subsequent Offense – Detention or 3-10 days ISS.
29. **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.
- a. 1st Offense – Principal/Student conference, detention, ISS, or 1-180 days OSS.
 - b. Subsequent Offense – 1-180 days OSS or expulsion.
30. **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.
- a. 1st Offense – Restitution. Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.
 - b. Subsequent Offense – Restitution. ISS, 1-180 days OSS, or expulsion.
31. **Weapons (see Board policy JFCJ)**
- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
 - 1. 1st Offense – ISS, 1-180 days OSS, or expulsion.
 - 2. Subsequent Offense – 1-180 days OSS or expulsion.
 - b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
 - 1. 1st Offense – One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
 - 2. Subsequent Offense – Expulsion.

Definitions of Assault

Verbal Assault--the intentional, direct use of profanity, obscenity, sexual statements, and/or threats in an abusive, derogatory manner.

- a. 1st offense---office , ½ day of ISS

- b. 2nd offense---office, 1 day of ISS
- c. 3rd offense---office, 2 days of ISS

Simple Assault---an assault in which an attempt or offer, with force or violence, to do bodily harm to another was made.

- a. 1st offense---office , ½ day of ISS
- b. 2nd offense---office, 1 day of ISS
- c. 3rd offense---office, 2 days of ISS

Fighting---engaging in a physical fight, accompanied by blows (hands-on others), irrespective of which participant is the aggressor.

- a. 1st offense---1 day of ISS, parents and sheriff called.
- b. 2nd offense---2 days of ISS, parents and sheriff called.
- c. 3rd offense---Appear before the School Board for punishment, call parents and sheriff.

Aggravated Assault---attacking another person in any manner which reflects an intentional effort to use physical force or violence to do bodily harm to that person or to inflict serious injury on another. Such action may or may not involve the use of a weapon and includes sexual assault.

- a. 1st offense---3 days of ISS or OSS, call parents and sheriff.
- b. 2nd offense---Appear before the School Board, 5-10 or more days of OSS, call parents and juvenile authorities.
- c. 3rd offense---Appear before the School Board, 5-10 or more days of OSS, call parents and juvenile authorities.

**Report Threats against students, teachers or schools at the School Violence Hotline:
1-866-748-7047**

The **Student Code of Conduct** is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. **Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.** In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property, during school or after school events.

Reporting to Law Enforcement

It is the policy of the Holliday C-2 School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

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

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The administrator shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

The administrator shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff 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 (1) 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 that occurs on school property, on school transportation or at any school activity and that is 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 (10) school days.

Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.

2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed above.

General Policies

Visitors: *All visitors* are required to report to the school office immediately when on school property. Parents/custodians are welcome and encouraged to visit the school; however, parents are encouraged to schedule an appointment to meet with school administration and/or the classroom teacher. Any individual/parent who does not have permission from administration to interact with a student will be asked to leave and the incident will be reported to local law enforcement.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the administrator.

Loitering: Students should leave the school grounds promptly after classes or activities are dismissed. *There is to be no loitering* before school, between classes, or after school. Non-students are not permitted on campus at any time unless they have been registered as official guests through the main office or upon invitation to the public to attend an activity on campus.

Non-Custodial Securing of Student: **Copies of custody papers should be on file with the office to clarify any situation that might arise and place a student/s in danger.**

Leaving Campus: *Students are not allowed* to leave the campus during school hours or prior to the beginning of school without the knowledge and consent of their teacher and/or administrator. All parents will be expected to sign their child out/in on the office book. It is preferred that an adult accompany the student/s.

Telephone Use:

Outgoing calls: **Student telephone use is for EMERGENCY situations only.**

Incoming calls: Emergency calls and important messages will be delivered at once. Non-emergency calls will be delivered at 2:30. **Please call before 2:30 if you want a message delivered to your child.**

Personal Property: **The district discourages students bringing items of value from home** unless it is for a school project and they have permission from their teacher/office. Important items can be held in the office for the student until needed. **Trading cards, toys, playground equipment, and valuables of any kind should be left at home.**

Locks on Lockers: The district discourages the use of locks on lockers. If a parent or student feels a lock needs to be placed on a student's locker, the combination number and/or key must be on a file in the administration office. All books and supplies should be kept in the locker while not in use. The school WILL NOT be responsible for lost or stolen articles. The locker is the property of the school and is subject to search as deemed necessary. Students should not change lockers without prior approval from the principal.

School Supplies: Teachers will furnish students with an exact *list of supplies* needed for the school year. You may find this list in the administration office or the school website.

Lost and Found: any articles will be turned into the administration office.

COMMUNITY / PARENT INVOLVEMENT

PARENTS AS TEACHERS:

The "Parents as Teachers Program" is an exemplary and award winning program in the State of Missouri. Parents who live in the Holliday School District and who have children under the age of five are eligible for some special services as a result of the Early Childhood Development Act. contracts with the Monroe County Health Department to provide these services There is no cost for the parent education service, and it is offered strictly on a volunteer basis. Health and developmental screening is provided for children from one through four years of age. The Parents as Teachers Program is a Home-School partnership designed to give children the best possible start in life and to assist parents in their role as the child's first, and most influential, teacher. For more information about the program, please contact the Holliday School, 266-3412, or the Monroe County Health Department.

P.T.O. / PARENTS, TEACHERS, AND OTHERS:

This organization is a strong force within the community and is involved in many activities: Halloween Party, Christmas Party, Valentine's Party. No matter the reason, if money is earned it is given back to the students in some manner (bus trip expenses, music festival expenses, or particular PTO projects). All in the community are welcome and needed.

Parenting Tips

Acknowledge Successes:

Celebrate all gains, not just high marks, whether with high fives for an improved mark in spelling, or an ice cream sundae for finishing a major book report. Sometimes you have to look for successes, but they are there. Focus on your child's strengths.

Be a Good Listener:

To learn how your child is really doing in school and her/his true feeling, but be sure to converse with your child and do not interrogate. Instead of asking, "How was your day?" ask questions that require a detailed answer, such as "what was the best part of your day today?" Then be there to listen!

Be a Model:

Actively show the value of learning to your child. Do your children see you reading, writing and using numerical skills? **If we want them to believe these things are important, we have to walk the walk.** Make trips to the library and bookstore as a regular part of your routine. Be sure to set aside time for reading and writing during the summer, too. Perhaps your child could even keep a journal of summertime experiences.

Expect Success:

In order to learn, children must believe that they can. The feedback they get from teachers is significant, but parents are the most important adults in children's lives. Whatever you say or do about your child's abilities as a learner affects your child's opinion of himself/herself.

Get Organized:

Create a work schedule with your child, and encourage him/her to write assignments on a calendar or agenda book. If your child has an assignment that seems overwhelming-perhaps a speech or science project-help him/her break it down into manageable chunks and write those in the agenda.

Give Them Free Time:

Don't overload your child's schedule so that he/she is rushing from piano to swimming to ballet with no time to spend playing with a friend, or to sit and read. Your child should have a balance in her/his life.

Homework Habits:

To help develop a successful approach to homework, try these pointers:

1. Create a quiet area with no distractions.
2. Sit down next to your child, offer support but don't do their work for them.
3. When finished, help your child put the work in a homework folder in his/her backpack to protect it.
4. Praise your child for a job well done!!

Homework Station:

To help out at homework time, set up a centralized homework station stocked with paper, glue, and crayons. For older kids you may want to have a dictionary, thesaurus, or other items from their school list.

Study Skills:

Specific study skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with necessary supplies
2. Be an active participant in class-ask questions-listen-take notes!!
3. Plan your day and schedule time for homework
4. Use what is learned and apply it to new situations as needed
5. Strive to do the very best work possible-“getting by” is not acceptable!!
6. Consider “Daily Assignment Notebooks”—they can give awesome results!!
7. **Low grades? Consider tutoring on a regular basis!!**

No Comparisons:

Never compare a child to yourself or a sibling. Telling them you or their brother/sister did this in school or that in school just makes them feel worse about themselves. Try to praise them for what they do and don't compare them to you or a sibling.

Test Grades: Remember that even the best test is just a snapshot of your child at one particular point in time. It's not the whole picture. Success in life is dependent on many qualities that can't be tested, including creativity, determination, ambition and luck.

The Teacher is on Your Side:

Don't just meet your child's teacher. Get to know her/him. How can you and she/he successfully team up to help your child have a great school year? **If a problem arises, talk to the teacher right away.** Be sure to keep up with what's going on at school by reading all of the notes and newsletters that get sent home. (You may have to dig through your child's backpack to find them!)

Every parent has the right to inquire as to whether or not their child's teacher, administrator, or paraprofessional (teacher's assistant) has been properly certified before being hired by the Holliday C-2 School.

Annual Notification of Directory Information:

1. "Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the **following items as "directory Information":**
 - students name
 - parent's name
 - address
 - telephone number
 - electronic mail address
 - date and place of birth
 - grade level
 - major field of study
 - enrollment status (e.g. full time or part time)
 - weight and height of members of athletic teams
 - dates of attendance
 - degrees
 - honors and awards received
 - most recent previous school attended
 - photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.
2. Parents or eligible students have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent, including in print and electronic publications of the school district.

PUBLIC NOTICE

All public schools are to provide a free and appropriate public education to all students with disabilities, including children attending private/parochial schools, beginning on the child's third birthday through age 20 regardless of the child's disability. The Holliday C-2 School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include: autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Holliday C-2 School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The Holliday C-2 School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent of the Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by **December 1** of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Superintendent of Holliday C-2 School, 201 Curtright, Holliday, Missouri 65258.

*This notice will be provided in native languages as appropriate.

Equality of Opportunity

No person shall on the basis of race, color, national origin, creed, religion, sex, marital status, age or disability be subjected to discrimination under any educational program or in recruitment of personnel.

Rehabilitation Act of 1973 and Section 504

Any student or adult needing special accommodations to have accessibility to school activities, or educational programs should call Josh Klusmeyer at (660) 266-3412, or visit the school during school hours to make arrangements.

Title IX of the Education Amendments Act of 1972, and Section 703 of the Title VII of the Civil Rights Act of 1964

In accordance with the guidelines of Equal Employment Opportunity Commission, sexual harassment is deemed to include, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment include such things as: Verbal Harassment – such as derogatory comments, jokes, or slurs of a sexual nature; Physical Harassment – such as unnecessary or offensive touching or impeding or blocking movement; Unwanted Sexual Advances. Student or teachers who witness or who are victims of sexual harassment shall quickly inform a classroom teacher, counselor or principal. The harassed should be assured that the matter will be investigated and appropriate action taken. Disciplinary action will be taken where appropriate. Reports of harassment will be kept confidential except between involved parties, their parents and school officials.

Migratory and Homeless Children and Youth

The Holliday C-2 School District shall identify, assess, and provide all required services to the migrant and homeless children.

Statement of Policy Regarding Student Rights and Responsibilities

The Board of Education of the Holliday C-2 School District believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among those student rights and responsibilities are the following:

- The rights to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- Civil Rights, including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.
- The right to due process of law with respect to suspension, expulsion, and decisions that the student believes injure his or her rights.
- The right to privacy, which includes privacy in respect to the student's school records.

It is the board's belief that, as a part of the educational process, students should be made aware of their legal rights and of the legal authority of its staff to make rules and regulations regarding the orderly operation of the district. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to appeal.

Recognizing all persons as individuals entitled to equal rights, we believe that education should be concerned with the development of the total personality and that all school personnel should make definite efforts to emphasize ideals, attitudes, and apprehensions acceptable to our democratic society. School must be a place where students are encouraged to learn. Standards of conduct are established by the Holliday C-2 School Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents/guardians will be notified of their rights and responsibilities, including standard of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in a harmonious and constructive education of the student.

All instructional materials, including teachers' manuals, film, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the students.

No student, as part of any federally funded program, shall be required without prior parental consent in writing to submit to a survey, analysis or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his/her family;
3. Sexual behavior and attitudes;

4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The school district shall give parents and students effective notice of their rights under this policy.

Nondiscrimination and Student Rights Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

PROTECTION OF STUDENT RIGHTS

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

Title IX Grievance Procedures for Holliday C-2 School District

It is desirable for complaints of alleged discrimination to be resolved in an informal manner as quickly as possible. The complaint shall first be reported to the person immediately involved then his/her immediate the building administrator. The complaint may then appeal to the Title IX/Section 504 coordinator/superintendent. If not resolved at this point the administrator will refer the issue to the Board of Education. No reprisals will be taken by anyone involved.

FERPA For Elementary and Secondary Schools

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. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal (or

appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is a disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or professional responsibility. (Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

**DEPARTMENT OF ELEMENTARY AND
SECONDARY EDUCATION
STANDARD COMPLAINT RESOLUTION PROCEDURE
FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS**

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

What is a complaint for purposes of this policy?

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

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized?

There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and,
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

How are complaints filed?

1. Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level with the complainant, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not 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.

A question about local school district policies, rules or practices which are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level.

2. Complaints against the Department of Elementary and Secondary Education. A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the department.

How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.
2. Within thirty days after receiving a complaint or appeal, the section Director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved

or may conduct an independent investigation. The section director may grant an extension of the thirty- day limit for just cause.

3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, section 76.781.

What other resources are available in resolving complaints?

In some circumstances, complainants may have additional resources in the courts or through the Administrative Hearing Commission.

Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual, Justin Smoot, to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district-wide. To receive the policy, contact the school:

Holliday C-2 Schools
Superintendent's Office
201 Curtright
Holliday, MO 65258

**Equal Opportunity
Civil Rights, Title IX, Section 504 Notice
NOTICE OF NONDISCRIMINATION**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with the Holliday C-2 School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Holliday C-2 School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact Justin Smoot, Superintendent. Call Title IX and Section 504 Coordinator (573-588-4961), who has been designated to coordinate Holliday C-2 School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Holliday C-2 School District's compliance with the regulations implementing Title IX or Section 504.

FOOD SERVICE MANAGEMENT
(Nondiscrimination in School Nutrition Programs)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992.

Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;
2. Fax: 202-690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

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FILE: EF-AF1 REFERENCE COPY

Critical

Implemented: FIELD(07/01/2019)

Revised:

Holliday C-2

FOOD SERVICE MANAGEMENT
(Meal Charges)

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Employees

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the pay period immediately after the charges are made. Employees may appeal a deduction for meal charges using the process outlined in policy DLB.

Students

1. A student may not accumulate more than ten unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover

the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using non federal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from non federal sources.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;
2. Fax: 202-690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

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PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION ***(Notice of Nondiscrimination)***

General

The Holliday C-2 Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Holliday C-2 School is an equal opportunity employer.

Facilities

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Individuals with Disabilities

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability, regardless of whether the child is currently enrolled in the Holliday C-2 School District is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

Reporting

The district's nondiscrimination policy and grievance forms are located on the district's website at <http://hollidayc2school.weebly.com/> or at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Josh Klusmeyer, Administrator
201 Curtright St, Holliday, MO 65258
(660) 266-3412
jklusmeyer@hollidayschool.com

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Gretchen Dahl, Administrative Assistant
201 Curtright St, Holliday, MO 65258
(660) 266-3412
gdahl@hollidayschool.com

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights
Phone: 816-268-0550

TDD: 800-877-8339
E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Phone: 800-669-4000
TTY: 800-669-6820
E-mail: info@eeoc.gov

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
Phone: 866-632-9992
Fax: 202-690-7442
TDD: 800-877-8339
E-mail: program.intake@usda.gov

U.S. Department of Justice
Phone: 202-514-4609
TTY: 202-514-0716
E-mail: AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
E-mail: mchr@labor.mo.gov

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Missouri Course Access Program (MOCAP)

The Holliday C-2 School may provide access to virtual (online) coursework for students. Students and families that are interested in virtual coursework should contact the office and inquire about the Missouri Course Access Program (MOCAP).

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

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

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

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

Student Skills Necessary for Success in Virtual Courses

*Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.

*Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.

*Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.

*Student has the necessary computer or technical skills to succeed in a virtual course.

*Student has access to technology resources to participate in a virtual course.

*Consideration of the student's previous success (or struggle) in virtual coursework.

Notice

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

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

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

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