

EDUCATING YOUTH FOR A BETTER TOMORROW is the mission of the Republic R-III School District. Together we will ensure quality educational experiences in a safe environment that enables all students to acquire the knowledge, skills, and attitudes necessary to become responsible, successful individuals.

LIST OF PERSONNEL

Superintendent	Dr. Vern Minor
Asst. Superintendent	Vicki Neal
Principal	Pat Mithelavage
Asst. Principal	Shannon Holden
Office Manager	Lisa Quessenberry
Secretary	Karen Pittman
Counselor	Joni Ragain
Counselor	Tony Trueblood
School Protection Officer	Robert Duncan

BELL SCHEDULE

8:05 – 8:53.....	1 st Period	
8:57 – 9:45.....	2 nd Period	
9:49 – 10:37.....	3 rd Period	
10:41 – 11:29.....	4 th Period	
11:33 – 12:52.....	5 th Period	(“A” Lunch 11:29 – 11:54)
12:56 – 1:44.....	6 th Period	(“B” Lunch 11:58 – 12:23)
1:48 – 2:36.....	7 th Period	(“C” Lunch 12:27 – 12:52)
2:40 – 3:05.....	Advisory	

DATES TO REMEMBER

- 1st Quarter Progress Reports: **September 9 & September 30**
- 1st Quarter Report Card: **October 21**
- 2nd Quarter Progress Reports: **November 11 & December 9**
- 2nd Quarter Report Card: **January 7**
- 3rd Quarter Progress Reports: **January 27 & February 17**
- 3rd Quarter Report Card: **March 17**
- 4th Quarter Progress Reports: **April 14 & May 5**

**If you have not received these documents by these dates, it is possible that your student may have lost the document on his/her way home from school. Please call the school for a copy. All students will be receiving grade checks every three (3) weeks.

BUILDING HOURS

The building is opened at 6:30 a.m. Any student or group in the building after 3:15 p.m. must be supervised by a teacher or coach. Students who arrive before 7:50 are to report to the cafeteria.

ATTENDANCE

1. Students are expected to be present and punctual for all classes throughout the school year. When students miss school, their grades will generally suffer. Parents need to call the office prior to 10:00 a.m. if a student is absent. All students who have been absent must report to the office before returning to classes. Students must have a written excuse from home, signed by a parent or guardian. Make-up work will be permitted for an excused absence.
2. Attendance is required to receive credit for any class. Students should not expect to pass classes in which absences become excessive (more than eight days per semester), unless extenuating circumstances can be documented (note from a doctor).
3. The school will have the final determination as to whether an absence is excused. All due consideration will be given to ensure fairness.
4. Students are expected to make up all work missed.
5. If a student is sick excessively (8 days or more), a doctor’s note will be required for these absences to be excused.
6. Any student leaving school without permission from the office will be considered truant. A parent, guardian, or some designated person must come to the office and sign the student out before he/she can be excused. If a student knows when they come to school that they will be leaving early, they should bring a written request to the secretary before school starts.
7. Students are to be in class on time. Remember, the second bell is the signal to **begin class**, not to finally find your seat.

RETENTION/SUMMER SCHOOL POLICY

Students who have failed one core course (either 1st or 2nd Semester) will be required to attend Summer School. Promotion to the next grade will be contingent upon successful completion of Summer School courses. Students who have failed two or more core courses (either 1st or 2nd Semester) will not be eligible for Summer School, and may instead be retained in the same grade for the following year.

REPORTS TO PARENTS

Report cards are issued at nine week intervals. All students will receive progress reports at the third and sixth weeks of each quarter. These need to be signed and returned to school promptly. These reports are for the purpose of notifying parents and students of their achievement. Parents are always welcome to discuss grades with teachers and are encouraged to come in as soon as they feel their child is having difficulty in a particular subject.

MY CHILD IS STRUGGLING TO MAKE GOOD GRADES....WHAT CAN I DO TO HELP?

1. Contact your child's teacher (by letter, phone, or email) to express your concern and brainstorm ways to help your child.
2. You or your child can arrange for tutoring. Teachers are available either before or after school.
3. Encourage your child to use their "Tiger Time" to receive tutoring help, or finish homework assignments.
4. Closely monitor your child's progress by asking to see their planner each evening, then checking to see that they have completed the assignments outlined in the planner.
5. Check the SIS "Parent Link" to see if a "Y" was recorded by any of your child's teachers in the attendance screen. A "Y" signifies that your child did not turn in his/her assigned work in that class.

HIERARCHY OF ATTENDANCE

Prosecute
after 12
absences in
semester

Screening of cases for
prosecution

School Resource Officer contacts
Juvenile Officer for involvement /
Police Dept. involvement

Prosecutor letter after 8 unexcused
absences or continued chronic pattern in a
semester / School Resource Officer with other
school personnel make home visits / school
personnel (principal, attendance officer, counselor,
nurse) hotline / contact family services

After 7 unexcused absences in a semester or continued
chronic pattern, principal and/or counselor conference
with parent and develop a contract for attendance

After 5 unexcused absences in a semester or continued chronic
pattern, letter from counselor

Principal or principal designee contacts parents after 3 consecutive un-
excused absences and/or chronic pattern of absences / parent information
regarding available services (K-12)

Parents call school on the day of absence. If no contact, school calls parents of absent
student the next day (Grades 7-8)

TARDINESS

Being on time to class is very important for the individual and to the class the student is attending. Lateness not only penalizes the individual, but is a disruption to the class and the teacher. In order to encourage students to be on time, it is necessary to have disciplinary procedures for handling tardiness.

1. Tardies will accumulate throughout each month, and tardies from different classes will be combined and counted together.
2. When the tardy bell rings, teachers will shut and lock their doors. Students still in the hall at that time will need to go to the front office to receive a "tardy slip".
3. Each tardy will earn the student 15 minutes of "Saturday School", which is held on the last Saturday of each month.
- 4.

HONOR ROLL

Honor Roll students will be recognized at the end of each quarter. Both "A" and "B" Honor Roll students will be posted. To make the "A" Honor Roll, students must have a 3.67 gpa or above. To make the "B" honor roll, students must have a 3.0 – 3.66 gpa.

SATURDAY SCHOOL

Students will serve 15 minutes of Saturday School for each tardy they receive each month. Tardies will reset to “zero” on the Monday after each month’s Saturday School, which will be held on the following dates: September 26th, October 24th, November 21st, December 12th, January 30th, February 27th, March 13th, April 24th, and May 15th. Saturday School begins at 7:00 a.m. Students who are late for Saturday School will not be admitted. **Students who do not serve their Saturday School time will not be allowed to attend any extracurricular activities for one month.**

LOCKERS

Lockers are the property of the school and may be inspected by school officials. It is the student’s responsibility to keep their lockers clean, and any damage to the locker will be the responsibility of the student. Students can put their own lock on their locker, but the lock must be a combination lock. Also, the combination of the lock must be provided to the administration.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities (dances, athletics, clubs, etc.) are provided as an enhancement of the curriculum. Students who skip Saturday School, students with discipline referrals, four (4) tardies in a week, or poor grades may lose the privilege of attending these events.

GRADING POLICY FOR EXTRACURRICULAR ACTIVITIES

Students who participate in extracurricular activities such as volleyball, football, basketball, and track are expected to maintain certain academic standards. Suspension from extracurricular activities will involve all students who receive one (1) or more F’s on their quarterly grade cards. This suspension will follow the guidelines listed below:

1. Any student receiving one (1) or more F’s will be suspended from participating in all extracurricular activities for a period of three (3) weeks.
2. At the end of the suspension period, the teacher will check the grade and the performance in the particular class in which the student was deficient. At this time, if the grade and effort of the student has improved, they will be allowed to participate. If they have not improved their grade or their effort, the suspension will be extended for the same period of time.

LUNCH

Each student will be issued a lunch card at the beginning of the year. This card will allow lunch/breakfast transactions to be calculated through a computerized lunch program. Each student will be responsible for maintaining their own card for the entire year. A fee will be assessed to replace lost cards. Students may bring money (or checks) to put into their account, and deposit the money in specially marked collection boxes in the cafeteria. Payment can be made in the office before school and can be made by the week, month, or quarter. Students may pay daily with cash but must be at the end of the line in order to facilitate a speedy lunch. Students will not be allowed to maintain more than two (2) unpaid charges. Students who do not pay their charges will be served an alternative lunch (usually a peanut butter and jelly sandwich, and milk). Free and reduced price meals shall be served to those students eligible as determined by the family size income scale. Proper forms may be picked up in the office.

CAFETERIA BEHAVIOR

For the safety of all students, it is important that students obey the rules that are posted in the cafeteria. Students in violation of the rules will be subject to lunch detention, ISS, or assigned lunch seating.

1. Holding places for other students in the lunch line, or “cutting” in the lunch line are not permitted.
2. Students are to remain seated during the entire lunch period. The only three reasons to not be seated are: To stand in line to purchase food, to dump lunch tray in the garbage, or to go outside.
3. Students should keep their hands, feet, and food to themselves.
4. Students are responsible for the disposal of trash, food, and spills before they leave the cafeteria.
5. Students who go outside, must stay outside until the bell rings.
6. Students who go outside may NOT bring food or drink outside with them.
7. Students who go outside can only be on the playground, football field, or track.

TELEPHONES

Office telephones are for official school business purposes only. Students will not be allowed to use the office telephones unless it is an emergency. Students must get permission from the secretary in the office prior to use on an office telephone.

TECHNOLOGICAL DEVICES

Students bringing IPODs, MP3 players, cell phones, portable video game systems, CD’s, or CD players often discover that these items are easily stolen or lost. It is the recommendation of the administration that these items not be brought to school. Students using disruptive items during class time will have them confiscated by the teacher. Confiscated items can be picked up by parents after school hours. Students who carry cell phones are not to have them on (or visible) during instructional time between the hours of 8:00 a.m. – 3:00 p.m.

BUS REGULATIONS

Riding the bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. Students are not to go over to the elementary school after school has been dismissed to catch the bus.

DRESS CODE

1. Clothing with obscene, vulgar, racially inflammatory, or profane slogans/pictures shall not appear on clothing worn at school.
2. Underwear, pajamas, and houseshoes shall not be worn as outerwear.
3. Shoes shall be worn.
4. Hats, other headgear (including bandanas of any color), and sunglasses shall not be worn in the building.
5. Clothing which contains advertisements for and/or promotes alcohol, tobacco, or drug-related products shall not be worn at school.
6. Studded/spiked collars/bracelets shall not be worn at any time on school property.
7. Any type of extremism of dress, or dress that is disruptive or distracting to the educational process (such as short skirts, low-cut tops, clothing that is too revealing, sagging) will be dealt with on an individual basis.

Violators of the above guidelines will be asked to seek appropriate attire immediately. Repeated violations of the guidelines may result in additional disciplinary action.

2009-2010 SCHOOL CALENDAR

August 13	New Teacher Orientation
August 14	All Employee Mtg./In-Service
August 17	Teacher Work Day
August 18	First day for students
September 7	Labor Day
October 16	End of First Quarter
October 29	Half Day for Students
October 30	P/T Conferences-No School
November 25	Half-day for teachers/No Students
November 26-27	Thanksgiving Break
December 18	End of First Semester
Dec. 21 – Jan. 1	Christmas/Winter Break
January 4	Records Day for teachers/ No students
January 18	Half-day for teachers/No students
February 12	Half-day for students
February 15	No school for teachers/students
March 12	End of Third Quarter
March 22-26.....	Spring Break
April 1	Half Day for Students
April 2.....	Good Friday
May 21.....	Last day for students/Dismissal at 1:00 p.m.
May 24.....	Records Day/No students
May 31.....	Memorial Day/No school
May 24, 25, 26, & 27.....	Inclement weather make-up dates (if necessary)

HEALTH SERVICES

The health office is adjacent to the counselor's office. The Nurse's main responsibilities are: performing various health screening tests, minor first aid, assessing for illness, and providing emergency medical assistance when necessary.

MEDICATION: The nurse can administer medicine prescribed by a doctor. This includes prescribed and over the counter medications. Seventh and eighth grade students may NOT carry any type of medication on their person (whether it be prescription or over-the-counter medication). The only exception is an asthma inhaler. All medications must be brought to school by a parent/guardian, and immediately given to the nurse when the student enters the school. Controlled substances, such as narcotics and some medications used to treat ADD, must be counted with the nurse each time a parent brings them to school.

HEALTH INVENTORY SHEETS/EMERGENCY CARDS: A health inventory/emergency card must be completed by the parent or guardian for each student every year. This information is extremely important to aid in the care of each student. Please be sure to list those people who reside near the school or home and who can easily be contacted. This information is needed in case of an emergency. If changes of home or work phone numbers are made during the year, please send a note or call the school to alert us of these changes.

HALL PASS TO NURSE: Except in the case of an obvious emergency, all students must receive a pass from their teacher before going to the health office. The only exception to this procedure is when the student is to receive prescribed medication during the interim between classes or at lunch.

LICE POLICY: The school nurse does not perform routine lice checks unless indicated. If lice are present, the parent will be called to pick the student up. Upon returning to school, the student must be checked by the nurse. It will be determined by the nurse if the student can return to class.

Action	First Offense	Subsequent Offense
<p align="center">Disruptive Devices</p> <p>Possession or use of any device to include, but not limited to, pagers and fireworks, which causes disruption of school or classes. (Cellular telephones must be off during instructional time, and out of sight.)</p>	Principal/Student conference, ISS, or 1-180 days OSS	ISS or 1-180 days OSS
<p align="center">Extortion</p> <p>Threatening or intimidating any person for the purpose of obtaining money or anything of value.</p>	Principal/Student conference, ISS, or 1-10 days OSS	ISS or 1-180 days OSS, or expulsion
<p align="center">False Alarms</p> <p>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.</p>	Restitution, Principal/Student conference, ISS, 1-180 days OSS, or expulsion	Restitution, ISS or 1-180 days OSS, or expulsion
<p align="center">Fighting (see also, Assault)</p> <p>Mutual combat in which both parties have contributed to the conflict either verbally or by physical action</p>	Principal/Student conference, ISS, or 1-180 days OSS	ISS or 1-180 days OSS, or expulsion
<p align="center">Hazing</p> <p>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</p>	ISS or 1-180 days OSS	1-180 days OSS, or expulsion
<p align="center">Public Display of Affection</p> <p>Physical contact that is inappropriate for the school setting, including, but not limited to kissing and inappropriate touching</p>	Principal/Student conference, ISS, or 1-180 days OSS	ISS, 1-180 days OSS or expulsion, possible documentation in student file
<p align="center">Sexual Harassment</p> <p>(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</p> <p>(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</p>	Principal/Student conference, ISS, 10-180 days OSS or expulsion ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion 10-180 days OSS or expulsion
<p align="center">Technology Misconduct</p> <p>(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</p> <p>(b) Violation other than those listed in “a” of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology</p>	Principal/Student conference, loss of user privileges, ISS, or 1-180 days of OSS Principal/Student conference, ISS, or 1-180 days OSS	Loss of user privileges, 1-180 days OSS, suspension, or expulsion Loss of user privileges, ISS, 1-180 days OSS, or expulsion
<p align="center">Theft</p> <p>Theft, attempted theft, or knowing possession of stolen property</p>	Return of or restitution for property, ISS, or 1-180 days OSS	10-180 days OSS, or expulsion

Action	First Offense	Subsequent Offense
<p align="center">Threats</p> Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage	Principal/Student conference, ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion
<p align="center">Tobacco</p> (a) possession of any tobacco products on school grounds, school transportation, or at any school activity (b) use of any tobacco products on school grounds, bus, or at any school activity	Confiscation of tobacco product, Principal/Student conference or ISS Confiscation of tobacco product, Principal/Student conference, ISS or 1-3 days OSS	Confiscation of tobacco product, ISS or 1-10 days OSS Confiscation of tobacco product, ISS or 1-10 days OSS
<p align="center">Truancy</p> Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians	Principal/Student conference or 1-3 days ISS	1-10 days ISS
<p align="center">Unauthorized Entry</p> 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	Principal/Student conference, ISS, or 1-180 days OSS	1-180 days of OSS, or expulsion
<p align="center">Vandalism</p> Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students	Restitution, ISS, 1-180 days OSS, or expulsion	Restitution, 1-180 days OSS, or expulsion

<p align="center">Drug/Alcohol</p> (a) possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation (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 (c) sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, drug-related paraphernalia	ISS, 1-180 days OSS 1-180 days OSS 1-180 days OSS, or expulsion	1-180 days OSS Expulsion Expulsion
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REPEAT OFFENDER/SEVERE OFFENDER CLAUSE

Any student who has been suspended from school on three (3) previous occasions, served in-school suspension on (3) occasions, or has been removed from class on three (3) occasions may be reviewed by the administrative staff for consideration of a recommendation to the superintendent for suspension for the balance of the semester or to the Board of Education for expulsion.

Any student who refuses to serve an in-school suspension or refuses to complete an in-school suspension will be suspended out-of-school for ten (10) school days, and will be required to complete the in-school suspension upon return to school.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of school, or is in violation of state statutes or city ordinances.

BUS DISCIPLINE

OFFENSE NAME	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Improper boarding/departure	Written notice and/or 1 day bus suspension and/or 1 day ISS	Bus suspension 1-3 school days	Bus suspension 10 school days
Does not stay seated	Same as above	Bus suspension 5 school days	Same as above
Littering	Written notice and community service	Bus suspension 1 school day & community service	Bus suspension 3 school days & community service
Disruptive behavior	Written notice and/or 1-3 day bus suspension and/or 1-3 days ISS	Bus suspension 1-5 school days	Bus suspension 10 school days
Insubordination	Written notice and/or 1-3 day bus suspension and/or 1-3 day ISS or community service	Bus suspension 1-5 school days	Bus suspension 10 school days
Use of offensive language and/or symbols	Written notice and/or 1/3 day bus suspension and/or 1-3 days ISS	Bus suspension 1-5 school days	Bus suspension 10 school days
Eating or drinking on bus	Written notice	Bus suspension 1 school day	Bus suspension 3 school days
Bringing prohibited articles on the bus	Written notice and/or 1/3 day bus suspension and/or 1-3 days ISS	Bus suspension 3 school days	Bus suspension 10 school days
Creation of a safety hazard	*Bus suspension 3 school days	Bus suspension 1-5 school days	Bus suspension 10 school days
Fighting	Bus suspension 3 school days	*Bus & school suspension 3 school days	*Bus & school suspension 10 school days
Property destruction	Bus suspension 3 school days with reimbursement for damages	Bus & school suspension for 3 school days with reimbursement for damages	Bus & school suspension for 10 school days with reimbursement for damages
Possession and/or use of tobacco	*Bus suspension 30 school days and/or school suspension for 10 days	Bus & school suspension 3 school days	Bus & school suspension 10 school days
Possession of disruptive device	*Bus suspension 30 school days and/or school suspension for 1-10 school days	*90 day bus & school suspension	*180 day bus & school suspension
Assault (Discipline to reflect degree of assault)	*Bus suspension for 30 school days and 10 day school suspension	*10-90 day bus & school suspension	*90 day bus and/or school suspension or expulsion
Possession or use of controlled substances and/or intoxicants	*90 day bus & school suspension	*Expulsion	
Selling of or buying or giving of controlled substances and/or intoxicants	*90 day bus & school suspension	*Expulsion	

*Local law officials must be notified based on the Missouri Safe Schools Act

Parents/Guardians are asked to sign the incident report and have student return it to the bus driver

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) DESIGNATION OF STUDENT DIRECTORY INFORMATION

The Republic R-III School District has designated certain information contained in the educational records of its students as directory information for purpose of FERPA compliance. The following information regarding students is considered directory information: (1) students' names, (2) parents' names, (3) resident address, (4) home telephone number, (5) date and place of birth, (6) major field of study, (7) participation in officially recognized activities or sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) degrees or awards received, (11) most recent previous school attended, and (12) student's photo.

Directory information may be disclosed by a school official for legitimate education interests. A school official is a person employed by the Republic R-III School District as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the district has contracted to perform a special task; 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 tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his professional responsibility.

Parent of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent of eligible student, or as otherwise allowed by FERPA. Parents or eligible students will 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 building principal that they choose to not have this information released. Unless notified to the contrary in writing within the ten school day period, the school district may disclose any of those items designated as directory information with prior written consent. In the event a notification of refusal is not filed, the Republic R-III School District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

FEDERAL PROGRAMS COMPLAINT RESOLUTION

The Republic R-III School District offers federal programs that include Title I, Title II, and Title IV. The standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education (DESE) under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA). Program complaints may be addressed through the following:

1. A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district 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.
2. 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.
3. Two types of complaints may be filed: a complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of DESE or a complaint alleging that DESE is violating, misapplying, or misinterpreting a law or a regulation.
4. 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, the complainant may file a complaint with DESE. Before accepting such a complaint, 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.
5. A local school district official, a local board of education, or any person directly affected by action of the Department may file a written complaint alleging that DESE or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with DESE.
6. Any formal complaint against DESE 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. Within thirty (30) 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. If a complainant disagrees with the decision of the section director, the complainant may, with ten (10) working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing. 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.
7. In some circumstances, complainants may have additional recourse in the courts of the Administrative Hearing Commission.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. You may contact your local district, if you wish to review the requirements provided in PPRA.

PUBLIC NOTICE

The three school districts in the Greene County Special Education Cooperative (Republic R-III, Walnut Grove R-V, and Fair Grove R-X) are active participants in the Individuals with Disability Education Act – Part B (P.L. 94-142 which was reauthorized in 1991, through P.O. 101-476) which guarantees a free, appropriate education for all children. All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. The public 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's 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 public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools and at the Greene County Special Education Cooperative's Office. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow 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 requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to DESE. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. 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 your school district.

Pursuant to the requirements of state law 162.997-000 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify DESE of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by DESE and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person – the person responsible for the district's special education program.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Republic R-III Board of Education believes that discrimination against a qualified disabled person, solely on the basis of disability, is unfair. Furthermore, the Board believes that qualified disabled persons should be in the mainstream of life in the school community to the extent that is reasonably permissible and/or possible.

Therefore, pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulation, the Board declares that the school district does not and will not discriminate on the basis of disabling conditions in the educational programs, activities and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to other qualified individuals with a disability.

Under the Public Law 93-112, Section 504 of the Rehabilitation Act of 1973, Public Law 94-142, The Education for All Handicapped Children Act of 1975, and the Americans with Disabilities Act, the Republic R-III School District:

- May not discriminate against qualified disabled persons in any aspect of school district employment solely on the basis of disability, and will make reasonable accommodations for the known disabilities of qualified applicants and employees.
- Must make facilities, programs and activities accessible, usable and open to qualified disabled persons.
- Must provide free appropriate education at elementary and secondary levels, including non-academic and extracurricular services and activities to qualified disabled persons.
- May not exclude any qualified disabled persons solely on the basis of disability from participation in any preschool education or day care program or activity, or from any adult education or vocational program or activity.
- Must provide each qualified disabled person with the same health, welfare and other social services as are provided other persons.

The Board has designated Thresa Fisher, Director of Special Services, as the district's Section 504 compliance coordinator. Her office is located in the Republic Middle School, 518 N. Hampton, phone number 417-732-3640. The statements of nondiscrimination by the district are published to patrons, employees and students on an annual basis. Information about the Americans with Disabilities Act and its applicability to the district's programs, service and activities will be made available to applicants, participants and other interested persons. Accordingly, it will be the policy of the Board to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to disability to all of its students and employees.

GRIEVANCES – ALLEGED DISCRIMINATION ON THE BASIS OF DISABLING CONDITIONS

It shall be the policy of the Board that individuals be assured the opportunity for an orderly presentation in the review of grievances, which should aid in the elimination of discriminatory acts governed by Section 504.

The procedures to resolve grievances associated with alleged discrimination on the basis of disabling conditions in education programs governed by PL 94-142 shall be those as outlined in the Missouri Department of Elementary and Secondary Education publication *Compliance Policies for Public Law 94-142, The Education for All Handicapped Children Act of 1975*.

No person shall suffer reprisals as a result of having initiated or presented a grievance. This notice can be provided in the parents' natural language. In addition to the information presented within this handbook, you may have specific rights in relation to these and other programs (such as student privacy, participation in curricular programming, review of instructional materials, notification of teacher qualifications, Title I parent involvement, the district's assessment program, and earthquake preparedness). Additional information is available on the district's website (www.republic.k12.mo.us) or from the individual building offices.

REPUBLIC R-III SCHOOL DISTRICT
Revised: 06/03

HOMEWORK POLICY

Students are given ample opportunities to complete their assignments on a daily basis through the use of tutorials and exploratory classes available to students during the school day. If students cannot turn their work in on time, they will be assigned After School "Learning Lab" from 3:20 – 5:00 p.m. (Tuesday, Wednesday, or Thursday). Students must satisfactorily complete After School Learning Lab without any disciplinary issues in order to receive full credit for late completed assignments.

Middle School Faculty Phone List

Revised 6-11-09

Phone Number: 732-3640
 Fax: 732-3649
 Activity Line: 732-3600

(If you call after school hours, the automated system will not pick up for several rings. When the system answers, put in the code of your choice to leave voice mail.)

STAFF'S NAME	PHONE CODE	E-MAIL	CONFERENCE
Mithelavage, Pat	4001	pmitthela@mail.republic.k12.mo.us	Principal
Holden, Shannon	4002	sholden@mail.republic.k12.mo.us	Asst. Principal
Quessenberry, Lisa	4004	lquessen@mail.republic.k12.mo.us	Office Manager
Pittman, Karen	9315	pittmank@mail.republic.k12.mo.us	Secretary
Ragain, Joni	4031	jragain@mail.republic.k12.mo.us	Counselor
Trueblood, Tony	4030	ttrueblo@mail.republic.k12.mo.us	Counselor
Duncan, Robert	9202	duncanr@mail.republic.k12.mo.us	SPO
Arnold, Mike	9327	arnoldm@mail.republic.k12.mo.us	11:33 – 12:52
Ashby, David	4035	ashbyd@mail.republic.k12.mo.us	12:56 – 1:44
Bauer, Terri	4055	bauert@mail.republic.k12.mo.us	11:33 – 12:52
Baugh, Sam	4040	baughs@mail.republic.k12.mo.us	8:57 – 9:45
Bishop, Christie	4042	cbishop@mail.republic.k12.mo.us	1:48 – 2:36
Bowers, Matt	9329	bowersm@mail.republic.k12.mo.us	None
Bowser, Brittany	9328	bowserb@mail.republic.k12.mo.us	None
Browning, Dawn	4039	brownind@mail.republic.k12.mo.us	9:49 – 10:37
Carter, Shelley	4011	carters@mail.republic.k12.mo.us	None
Castens, Rick	4012	castensr@mail.republic.k12.mo.us	9:49 – 10:37
Coskey, Jackie	4046	jciskey@mail.republic.k12.mo.us	8:57 – 9:45
Craig, Julia	4047	jcraig@mail.republic.k12.mo.us	9:49 – 10:37
Davis, Julie	9309	davisj@mail.republic.k12.mo.us	None
Dieken, Elisabeth	4048	diekene@mail.republic.k12.mo.us	11:33 – 12:52
English, Matthew	4052	englishm@mail.republic.k12.mo.us	9:49 – 10:37
Forester, Fran	4060	fforeste@mail.republic.k12.mo.us	1:48 – 2:36
Freeman, Doug	4071	freemand@mail.republic.k12.mo.us	11:33 – 12:52
Gillogly, Julie	4010	jjillogl@mail.republic.k12.mo.us	None
Hausfeld, Lynda	4033	hausfeldl@mail.republic.k12.mo.us	9:49 – 10:37
Hayes, Sam	4058	hayess@mail.republic.k12.mo.us	12:56 – 1:44
Herbold, Tonia	4049	wynnt@mail.republic.k12.mo.us	1:48 – 2:36
Howard, Teri	4045	howardt@mail.republic.k12.mo.us	8:57 – 9:45
Kendrick, Jeanie	4032	jkendric@mail.republic.k12.mo.us	10:41 – 11:29
Margreiter, Ian	4057	margreii@mail.republic.k12.mo.us	11:33 – 12:52
Maxwell, Corinne	4038	maxwellc@mail.republic.k12.mo.us	8:57 – 9:45
Mooneyham, Debbie	4051	mooneyhamd@mail.republic.k12.mo.us	9:49 – 10:37
Nave, Nathaniel	4072	naven@mail.republic.k12.mo.us	1:48 – 2:36
Pulles, Tana	4053	pullest@mail.republic.k12.mo.us	9:49 – 10:37
Riffe, Brandon	4067	riffef@mail.republic.k12.mo.us	1:48 – 2:36
Ross, Tom	4034	rosst@mail.republic.k12.mo.us	1:48 – 2:36
Schupbach, Lory	4043	schupbal@mail.republic.k12.mo.us	9:49 – 10:37
Shikany, Jim	4056	jshikany@mail.republic.k12.mo.us	12:56 – 1:44
Shumaker, Rochelle	4066	schumakr@mail.republic.k12.mo.us	1:48 – 2:36
Sikes, Craig	9326	sikesc@mail.republic.k12.mo.us	11:33 – 12:52
Smith, Lori	4044	smithl@mail.republic.k12.mo.us	1:48 – 2:36
Sooter, Isaac	4068	sooteri@mail.republic.k12.mo.us	10:41 – 11:29
Swadley, Dan	9010	dswadley@mail.republic.k12.mo.us	None
Thayer, Kellie	9324	thayerk@mail.republic.k12.mo.us	2:22 – 3:05
Thorne, Mike	4049	mthorne@mail.republic.k12.mo.us	1:48 – 2:36
Washam, Dustin	4065	washamd@mail.republic.k12.mo.us	10:41 – 11:29
White, Barb	4036	bwhite@mail.republic.k12.mo.us	10:41 – 11:29
Wright, Liz	4059	ewright@mail.republic.k12.mo.us	8:05 – 8:53

Cyberbullying

Our philosophy is contained in the acronym “I Don’t Play”. This philosophy is designed to keep students out of trouble in social networking sites and instant messages, whether in school or out of school:

***I**dentify the sender: If a student has another student’s identification, it is possible for them to pose as that student online. Students using someone else’s identification can really hurt other students. Students should have ways they can identify a sender, such as asking them questions only the sender can answer.

***D**o not respond to or retaliate for hurtful statements that are directed toward yourself or others: Agreeing with people who make nasty statements about others has a way of getting back to the victims. Retaliating statements are often shared and made public. Words in print are difficult to deny or take back.

***O**penly communicate with someone in authority or your parents when you receive a damaging message.

***N**ever share your password: When I ask students whether anyone knows their password they will say no. Unfortunately, when I pursue the matter further, the students admit that they have told only their best friend or a couple of people they trust. Friendship fluctuation is quite common at this age – an old friend can become a new enemy, and then the students’ identification is in bad hands.

***T**hink carefully before sending messages: Once messages are sent, they cannot be called back.

***P**rint out messages that are threatening: A paper trail will help the authorities stop the harassment.

***L**et the provider know about inappropriate conduct.

***A**ctively change passwords and screen names on a regular basis: This is easy to do and will help keep students’ identification out of the hands of other people.

***Y**earn to know more about the Internet and how it can be used. Parents should periodically check their child’s phone for inappropriate content. Parents should discourage their child from bringing his/her phone to school, where it could be lost or stolen.

Resources:

www.stopcyberbullying.org

www.wiredsafety.org

www.cyberbullying.us

<http://stopbullyingnow.hrsa.gov>

PARENT ACKNOWLEDGEMENT OF PLANNER

We, the undersigned parent(s)/guardian(s) of the student who owns this planner, do indicate by our signatures that we have read this planner with our child. If we have any questions, comments, or other input about the rules and policies contained in the planner, we agree to call the Middle School at 732-3640.

**The administration recommends that you review the assignments that your student has written in his/her planner each night, and sign the planner nightly to let teachers know that you are monitoring your student's progress.

Signatures of parents or guardians

Date