



Agenda
Regular Session Meeting
Sedalia School District #200
Monday, July 15, 2019 6:30 p.m.
Smith-Cotton High School
2010 Tiger Pride Blvd.
Commons Area

Call to Order

1.1 Call to Order Info

Recognitions and Presentations

2.1 Public and Staff Comment Info

2.2 Sedalia School District Foundation Info

2.3 Sedalia Community Educators Association Info

2.4 Approval of July 15, 2019 Agenda Action

Consent Agenda

3.1 Minutes for Monthly Business Meeting June 24, 2019 Action

3.2 Personnel Action

3.3 Treasurer's Report Action

a) Motion to fund transfer \$17,168.00 from General to Capital Projects Action

b) Motion to fund transfer \$2,206,013.04 from General to Special Revenue Action

c) Motion to fund transfer \$344,745.32 from General to Capital Projects Action

d) Motion to fund transfer \$9,626.52 from General to Capital Projects Action

3.4 Payment of Bills Action

3.5 Assessment Calendar 2019-2020 Action

3.6 Heartland Vision Consultants Contract Action

3.7 Department of Social Services Missouri HealthNet Division Agreement Action

Decision

4.1 Tuition Rate for 2019-2020 Action

4.2 Set Tax Rate Hearing Date Action

4.3 Conflict of Interest Ordinance Action

4.4 Hall of Fame Nominee Action

4.5 Per Diem Rate for 2019-2020 Action

4.6 Student Discipline Code Handbook Action

4.7 Gifted Program Evaluation Action

4.8 Special Education Program Evaluation Action

Discussion

5.1 MCE Updates: P2871; P4870; P5550 Info

Adjournment

6.1 Adjournment to Closed Session Action

Upcoming Meetings

7.1 August 5, 2019 – Smith-Cotton Junior High School Info



Minutes
 Regular Meeting
 Sedalia School District #200
 Monday, June 24, 2019 6:30 p.m.
 Smith-Cotton High School
 Heckart Performing Arts Center
 2010 Tiger Pride Blvd.

Call to Order	Dr. Sharp president, called the meeting to order at 6:32 p.m.
Quorum	Board Members present: Dr. Jeffrey Sharp, President; Scott Gardner, Vice President; Diana Nichols, Secretary; Barbara Schrader and Michael Stees. Absent: Kenny Coffelt, Treasurer.
Present	Steve Triplett, Superintendent; Dr. Todd Fraley, Assistant Superintendent; Chris Pyle, Assistant Superintendent; Dr. Nancy Scott, Assistant Superintendent; Kali Butts, Student Advisor to the Board; Dr. Harriot Wolfe, CFO; Lisa Hammerly, Recording Secretary.
Public Comments	None.
Recognitions & Pres.	Winter/Spring Sports and Activities Recognitions
Approval of Agenda	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the June 24, 2019 Agenda. Affirmative: 5
Consent Agenda	Scott Gardner moved, seconded by Diana Nichols, that the Board approve Minutes for Monthly Business Meeting May 13, 2019, Minutes for Special Public Meeting May 18, 2019, Treasurer's Report, Payment of Bills, Parents As Teachers Contract(s), Parent As Teachers and Center for Human Services Agreement, Pettis County Early Childhood Cooperative County Schools MOU, Launch Springfield School District Agreement. Affirmative: 5
Regulation 4710	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Regulation 4710 Resignation: Certified Teacher as presented. Affirmative: 5
Policy 3440 & 4530	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Policy 3440 Travel Reimbursement; Policy 4530 Workers' Compensation Benefits as presented. Affirmative: 5
Maintenance 5 Year Plan	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Maintenance 5 Year Plan as presented. Affirmative: 5
Curriculum	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Curriculum Elementary Social Studies/Science and Secondary Personal Finance/Social Studies as presented. Affirmative: 5
Final Budget Amend SY19	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Final Budget Amendments 2018-2019 using the updated Final Budget Amendments. Affirmative: 5



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Smith-Cotton High School
Heckart Performing Arts Center
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Budget 2019-20	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Preliminary Budget 2019-2020 as presented. Affirmative: 5
Early Childhood Design	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Early Childhood Design as presented. Affirmative: 5
Health Ser. Eval	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Health Services Evaluation Year End Report 2018-19 as presented. Affirmative: 5
Bakery Bid	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Bakery Bid as presented. Affirmative: 5
Dairy Bid	Scott Gardner moved, seconded by Diana Nichols, that the Board approve a Dairy Bid as presented. Affirmative: 5
Ware Wash Bid	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Ware Washing Bid as presented. Affirmative: 5
Desktop Computer Bid	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Desktop Computer Bid as presented. Affirmative: 4; Abstain: Dr. Jeffrey Sharp, President.
Apple iPad Agreement	Diana Nichols moved, seconded by Scott Gardner, that the Board approve the Apple iPad Lease Agreement as presented. Affirmative: 5
Board Mtg. Schedule	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Board Meeting 2019-2020 Calendar as presented. Affirmative: 5
Filling Board Vacancy	<p>The Chair presented the discussion for filling the board vacancy. The Board asked Mr. Herren five interview questions. After the interview questions were answered by Mr. Herron the Chair requested a nomination.</p> <p>Scott Gardner nominated Matthew Herren.</p> <p>Scott Gardner moved, seconded by Diana Nichols, that upon no further submissions, the nominations close. Affirmative 5.</p> <p>Scott Gardner moved, seconded by Diana Nichols, that the Board elect Matthew Herren to fill the Board Vacancy until April 2020. Affirmative 5.</p>
Oath of Office	Ms. Hammerly administered Oath of Office to Mr. Matthew Herren (copy of signed Oath attached).



Minutes
Regular Meeting
Sedalia School District #200
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Smith-Cotton High School
Heckart Performing Arts Center
2010 Tiger Pride Blvd.

Food Services Pricing Dr. Fraley presented Food Services Pricing for school year 2019-20. The Chair asked if there are any questions, and made a motion to adopt the Food Service Pricing for school year 2019-20.

Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Food Services Pricing for school year 2019-20 as presented. Affirmative: 6

Community Center Mr. Steve Bloess representative for Sedalia Parks & Recreation proposed a partnership with the Sedalia School District #200 in reference to the build of the Heckart Community Center. The Heckart Community Center build is contingent on the August 6, 2019 ballot approval. Additional information go to: <https://www.yesyesforsesalia.com/ballot-language/>

Sedalia Parks Donation Mr. Triplett presented the donation from Sedalia Parks Department.

Attendance 90/90 Report Mr. Triplett presented the 90/90 Attendance Report.

Building Qtr. Reports Mr. Triplett presented the Building's Quarterly Reports.

Adjournment Diana Nichols moved, seconded by Scott Gardner, to adjourn to closed session for purposes listed in sections RSMo. 610.021 (13) Protected Records at 8:32 p.m.
Affirmative: 6

Approved this 15th day of July 2019, by order of the Board of Education, Sedalia School District #200, Pettis County, Sedalia, MO.

Diana Nichols, Secretary

Dr. Jeffrey Sharp, President

Bank & Cash Reconciliation

Fund Cash Balance by Fund

Fund Number and Description	Cash Balance	Comments
001 - General Fund	27,039,179.35	
002 - Special Revenue Fund	-58,046.65	
003 - Debt Service Fund	.00	
004 - Capital Projects Fund	9,611,980.27	
Adjustment 1 :	.00	
Adjustment 2 :	.00	
Adjustment 3 :	.00	
Adjustment 4 :	.00	
TOTAL :	36,593,112.97	

Bank Cash and Reconciled Balances:

Account Code & Bank	Cash Balance	Reconciled Balance	Comments
xxxx41.1 - Series 2015B - UMB BANK	.00	.00	
xxxx1387 - Chris E Egdorf - US Bank	6,545.03	6,545.03	
xxxx1251 - General Funds - MOSIP	3,986,768.03	3,986,768.03	
xxxx1252 - Capital Funds - MOSIP	2,815,421.25	2,815,421.25	
xxxx57.3 - Series 2016 - UMB BANK	.00	.00	
xxxx0278 - - Equity Bank	14,674,876.85	16,614,319.61	
xxxx0294 - Investments - Equity Bank	14,805,400.51	14,805,400.51	
xxxx0213 - Portfolio Cash - MOSIP	304,101.30	304,101.30	
xxxx0213 - US Bank - MOSIP	.00	.00	
Outstanding Amount: xxxx0278 - - Equity Bank	.00	-1,939,442.76	
Adjustment 1 :	.00	.00	
Adjustment 2 :	.00	.00	
Adjustment 3 :	.00	.00	
Adjustment 4 :	.00	.00	
TOTAL :	36,593,112.97	36,593,112.97	

Bank Cash and Fund Cash are in Balance

Cash Flow Summary For month of Jun

	Fund - 001	Fund - 002	Fund - 003	Fund - 004	All Funds
A. Cash Balance as of 06/01/19	28,158,724.70	4,512,191.36	0.00	9,742,752.65	42,413,668.71
B. Revenues (5XXX):	3,986,374.09	320,266.64	0.00	38,528.08	4,345,168.81
C. Expenses (6XXX):	2,436,272.58	6,577,824.13	0.00	540,840.30	9,554,937.01
D. Excess Revenue (B - C):	1,550,101.51	(6,257,557.49)	0.00	(502,312.22)	(5,209,768.20)
E. New Cash Balance (A + D):	29,708,826.21	(1,745,366.13)	0.00	9,240,440.43	37,203,900.51
F. Net Change in Fund Balance (3XXX):	(2,577,536.95)	2,206,013.04	0.00	371,539.84	15.93
G. Net Change in Other Assets & Liabilities (1200 - 2999):	(92,109.91)	(518,693.56)	0.00	0.00	(610,803.47)
H. Final Balance as of 06/30/19	27,039,179.35	(58,046.65)	0.00	9,611,980.27	36,593,112.97

It is recommended: Motion to fund transfer \$17,168.00 from General (Incidental) fund 001, to the Capital Projects Fund (004), an allowable ASBR transfer \$162,326 or 7%xSATxWADA for:

- A. Replace Parking Lot Lights with LED @ S-C
- B. Replace Exteriors Doors @ Parkview and Skyline
- C. New Construction of Early Childhood Special Education Center

It is recommended: Motion to fund transfer \$2,206,013.04 from General (Incidental) fund 001, to the Special Revenue (Teachers) Fund (002), an allowable ASBR transfer to zero Fund 002.

It is recommended: Motion to fund transfer \$344,745.32 from General (Incidental) fund 001, to the Capital Projects Fund (004), an allowable ASBR transfer for Guaranteed Energy Savings Performance Contracts.

It is recommended: Motion to fund transfer \$9,626.52 from General (Incidental) fund 001, to the Capital Projects Fund (004), an allowable ASBR transfer for purchase of kitchen/food service related equipment as follows:

- A. Steam Table @ WASHINGTON
- B. Milk Cooler Station @ HH

Fund Balance Report

for the period ending June, 2019

Fund	1	2	3	4	Total
General Fund	Teachers Fund	Debt Service Fund	Capital Projects Fund	Total	Total
Beginning Fund Balance	26,863,609.94	-0.00	0.00	0.00	36,306,706.68
Revenues	23,264,117.43	27,679,091.26	0.00	0.00	54,432,971.05
Transfer To	0.00	2,206,013.04	0.00	0.00	5,471,105.49
Transfer From	5,471,105.49	0.00	0.00	0.00	5,471,105.49
Expenses	17,700,946.58	29,885,104.30	0.00	0.00	54,234,446.72
Ending Fund Balance	26,955,675.30	-0.00	0.00	0.00	36,505,231.01
From General Fund to Debt Service Fund	0.00				
From General Fund to Capital Projects Fund	3,265,092.45				
Unrestricted Fund Balance (Incidental + Teachers Funds)	56.65%				

ASSETS

Cash & Investments

TOTAL ASSETS

\$36,593,112.97
\$36,593,112.97

LIABILITIES

Flexible Spending Account

Escrowed - Group Health Insurance/Life Insurance/ Retirement/Dues/Garnishments

TOTAL LIABILITIES

\$6,063.63
 \$75,273.30
\$81,336.93

NET ASSETS

Restricted For:

US Bank Egdorf Scholarship Fund

TOTAL NET ASSETS

(\$6,545.03)
\$36,505,231.01

Current Month Budget Report

Account Code	Account Description	Budget/ (Open Bal)	MTD Activity	YTD Activity	Current Balance	Encumbrance	Next MTD Activity	Projected Balance	% of Budget
Fund 001 Totals	Total Assets (1xxx)	26,906,196.35	-1,119,510.35	133,586.00	27,039,782.35		0.00	27,039,782.35	
	Total Liabilities (2xxx)	-34,633.96	92,074.91	-40,928.06	-75,562.02		0.00	-75,562.02	
	Fund Balance (3xxx)	-26,871,562.39	2,577,536.95	5,470,512.91	-21,401,049.48	0.00	0.00	-21,401,049.48	
	Total Revenues (5xxx)	20,386,684.16	3,986,374.09	23,264,117.43	-2,877,433.27	0.00	0.00	-2,877,433.27	114.11
	Total Expenditures (6xxx)	18,745,560.79	2,436,272.58	17,700,946.58	1,044,614.21	0.00	0.00	1,044,614.21	94.43
	Expenditures - Revenues	-1,641,123.37	-1,550,101.51	-5,563,170.85	3,922,047.48	0.00	0.00	3,922,047.48	
	Ending Fund Balance	-28,512,685.76			-26,964,220.33			-26,964,220.33	94.57
	Ledger Balance	0.00	0.00	0.00	0.00		0.00	0.00	
Fund 002 Totals	Total Assets (1xxx)	1,810.05	-4,570,238.01	-59,856.70	-58,046.65		0.00	-58,046.65	
	Total Liabilities (2xxx)	-1,810.05	518,693.56	59,856.70	58,046.65		0.00	58,046.65	
	Fund Balance (3xxx)	0.00	-2,206,013.04	-2,206,013.04	-2,206,013.04	0.00	0.00	-2,206,013.04	
	Total Revenues (5xxx)	30,470,660.62	320,266.64	27,679,091.26	2,791,569.36	0.00	0.00	2,791,569.36	90.84
	Total Expenditures (6xxx)	30,470,731.32	6,577,824.13	29,885,104.30	585,627.02	0.00	0.00	585,627.02	98.08
	Expenditures - Revenues	70.70	6,257,557.49	2,206,013.04		0.00	0.00	-2,205,942.34	
	Ending Fund Balance	70.70			0.00		0.00	0.00	0.00
	Ledger Balance	0.00	0.00	0.00	0.00		0.00	0.00	
Fund 003 Totals	Total Assets (1xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
	Total Liabilities (2xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
	Fund Balance (3xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
	Total Revenues (5xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
	Total Expenditures (6xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
	Expenditures - Revenues	0.00	0.00	0.00	0.00		0.00	0.00	
	Ending Fund Balance	0.00	0.00	0.00	0.00		0.00	0.00	
	Ledger Balance	0.00	0.00	0.00	0.00		0.00	0.00	
Fund 004 Totals	Total Assets (1xxx)	9,443,096.74	-130,772.38	168,883.53	9,611,980.27		0.00	9,611,980.27	
	Total Liabilities (2xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
	Fund Balance (3xxx)	-9,443,096.74	-371,539.84	-3,327,517.01	-12,770,613.75	0.00	0.00	-12,770,613.75	
	Total Revenues (5xxx)	3,572,566.29	38,528.08	3,489,762.36	82,803.93	0.00	0.00	82,803.93	97.68
	Total Expenditures (6xxx)	7,140,797.19	540,840.30	6,648,395.84	492,401.35	0.00	0.00	492,401.35	93.10
	Expenditures - Revenues	3,568,230.90	502,312.22	3,158,633.48		0.00	0.00	409,597.42	
	Ending Fund Balance	-5,874,865.84			-9,611,980.27		0.00	-9,611,980.27	163.61
	Ledger Balance	0.00	0.00	0.00	0.00		0.00	0.00	
Grand Total	Total Assets (1xxx)	36,351,103.14	-5,820,520.74	242,612.83	36,593,715.97		0.00	36,593,715.97	
	Total Liabilities (2xxx)	-36,444.01	610,768.47	18,928.84	-17,515.37		0.00	-17,515.37	
	Fund Balance (3xxx)	-36,314,659.13	-15.93	-63,017.14	-36,377,676.27	0.00	0.00	-36,377,676.27	
	Total Revenues (5xxx)	54,429,911.07	4,345,168.81	54,432,971.05	-3,059.98	0.00	0.00	-3,059.98	100.01
	Total Expenditures (6xxx)	56,357,089.30	9,554,937.01	54,234,446.72	2,122,642.58	0.00	0.00	2,122,642.58	96.23
	Expenditures - Revenues	1,927,178.23	5,209,768.20	-198,524.33		0.00	0.00	2,125,702.56	
	Ending Fund Balance	0.00	0.00	0.00	-36,576,200.60		0.00	-36,576,200.60	0.00
	Ledger Balance (1xxx + 2xxx + 3xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
% of Budget for Expenditures, Revenues and Expenses - Revenues = (YTD Activity + Encumbrance + Next MTD Activity)/Budget(Open Bal)									

Consolidated Summary Statement

Sedalia School District #200

Portfolio Summary

Portfolio Holdings	Cash Dividends and Income	Closing Market Value	Current Yield
MOSIP	13,477.44	7,106,290.58	2.29 %
Total	\$13,477.44	\$7,106,290.58	

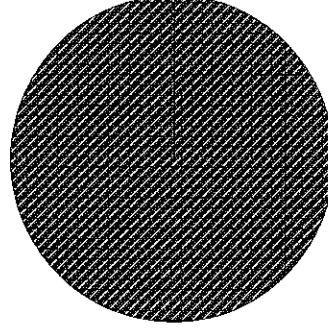
Investment Allocation

Investment Type	Closing Market Value	Percent
Money Market Mutual Fund	7,106,290.58	100.00
Total	\$7,106,290.58	100.00%

Maturity Distribution (Fixed Income Holdings)

Portfolio Holdings	Closing Market Value	Percent
Under 30 days	7,106,290.58	100.00
31 to 60 days	0.00	0.00
61 to 90 days	0.00	0.00
91 to 180 days	0.00	0.00
181 days to 1 year	0.00	0.00
1 to 2 years	0.00	0.00
2 to 3 years	0.00	0.00
3 to 4 years	0.00	0.00
4 to 5 years	0.00	0.00
Over 5 years	0.00	0.00
Total	\$7,106,290.58	100.00%

Weighted Average Days to Maturity 1



Money Mkt Fund
100.00%

Sector Allocation

Memorandum

To: Director – Board of Education

CC: Steve Triplett/Nancy Scott/Todd Fraley/Chris Pyle

From: Harriet Wolfe

Date: July 15, 2019

Re: Payment of Bills

**Attached are the payment of bills from June 18 – July 9, 2019.
Total Amount of \$2,926,252.93**

BOE AP Check Register Report June 18-30 2019

Selection Criteria : Check # Range From ACH012419 To ACH012463 | Check # Range From 116817 To 116818 |

Vendor Name	Amount
Total Blue Cross Blue Shield of KC	936,375.04
Total Boys n Girls Club of Sedalia	9,159.42
Total Childrens Therapy Center EHSP	47,530.00
Total Guardian Life Insurance Co.	71,190.12
Total Internal Revenue Service	1,997.13
Total Missouri Department of Revenue	127.00
Total PEERS	137,669.11
Total PSRS	1,492,397.30
Total Sedalia Water Department	134.23
Total WageWorks	7,305.46
Grand Total	2,703,884.81

BOE AP Check Register Report July 1-9, 2019

Selection Criteria : Check # Range From ACH012477 To ACH012553 | Check # Range From ACH012464 To ACH012465 | Check # Range From 116827 To 116879 |

Vendor Name	Amount
Total Amos, Brian C	20.00
Total AT&T Mobility	865.88
Total Athletico Management LLC	245.00
Total Beckman, Jonathan E	132.05
Total Boys & Girls Club of Sedalia	58.00
Total Brownfield, Rebecca L	170.00
Total Bryan, Kelly M	20.00
Total Bryant Motors	24,427.00
Total Calhoun R-VIII School District	340.00
Total Cardmember Service	1,200.00
Total CenterPoint Energy Services	3,019.67
Total City of Sedalia Mo	10.00
Total Claim Care Inc	44.27
Total Clark, Dilbert G	20.00
Total Collins, John R	156.45
Total Cooper, Paige N	12.99
Total Curry, Jason G	20.00
Total Curry, Robert J	20.00
Total Curry, Stacy L	20.00
Total Cynthia Lea Inc/Happi Nappi	2,872.29
Total Dace, Danielle A	666.72
Total Data Recognition Corporation	4,214.40
Total Davis, Robert P	40.00
Total Demco Inc	141.59
Total Dickman, Keri M	10.26
Total Ditzfeld Container Service LLC	917.64
Total Doyle, Joseph G	20.00
Total Ehlers, Fredrick C	108.86
Total Embree Electric	8,213.00
Total Everhart, Lisa J	100.00
Total Fastenal Company	1,709.97
Total Fraley, Eric T	170.00
Total Gilmore, Devon R	170.00
Total Harrison, Joshua W	20.00
Total Hawkins, Keith D	20.00
Total Herrick, Timothy C	20.00
Total Hieronymus, Brett R	20.00
Total Home Heating and Air Co Inc	8,929.00
Total Hudson, Monica S	65.88
Total Impact Signs Awnings Wraps Inc	80.00
Total Interstate Studio & Publishing Co	2,176.67
Total Jackson Stephanie E	20.00
Total Jaco, Kyla M	1,399.68
Total Johnson, Tracy L	65.88
Total Jones, Toni G	61.56
Total KCP&L	65,885.18
Total Kennedy, Steve A	20.00
Total Kresse, Anthony M	143.74
Total Lane, Steven D	20.00
Total Lazenby, Bryant W	234.14
Total LockdownMagnet	243.75
Total MAESP	1,075.00
Total MARE	500.00
Total Marshall Public Schools	14,545.25
Total Mathieu, Gerard J	20.00
Total Menard Inc	999.73
Total Midland Printing Co Inc	34.98
Total Missouri Teaching Jobs	175.00
Total MOAQUA Ltd	39.00
Total Moores Flower Shop & Greenhouse	133.75
Total Myers, Linda S	31.50
Total NASSP/NASC	95.00
Total NASSP/NHS	385.00

BOE AP Check Register Report July 1-9, 2019

Vendor Name	Amount
Total Nickell, Rowena J	65.88
Total Norton, Patrick W	1,414.16
Total Pannier, Sara J	395.28
Total Peak Sport and Spine	444.24
Total Polk, Jordan K	20.00
Total PrairieFire Coffee Roasters	120.70
Total Praxair Distribution Inc	163.54
Total Pyle, Christopher L	170.00
Total Queen City Roofing & Contracting Co	816.00
Total RAC-JAC Properties Inc	57.67
Total Richardson Angela S	98.18
Total Ricoh USA Inc	5,179.34
Total Royal Papers	252.00
Total Satnan, Robert H	60.00
Total Scheiner, Marina L	445.74
Total Schlup Jr, Kenneth F	20.00
Total School Health Corporation	104.50
Total Scott, Nancy L	202.40
Total Scott, Tara D	167.15
Total Sedalia Water Department	8,045.57
Total Sherman, Joel R	20.00
Total Shipley, Diane L	30.00
Total Simons Jr, Richard D	20.00
Total Singer, Anna J	390.52
Total Socket Telecom LLC	4,377.82
Total St James RI School District	1,853.72
Total Stark, Ashley R	337.90
Total State Fair Community College	150.00
Total State Fair Quick Lube	43.95
Total Steger, Michelle M	235.13
Total Stone Laser Imaging	130.00
Total Superior Lawns	1,133.33
Total Synchrony Bank/Amazon	10,335.07
Total T Mobile	265.45
Total Thomeczek & Brink LLC	73.50
Total Triplett, Steven G	320.00
Total Tyler Technologies Inc	34,374.04
Total US Postal Service Sedalia	55.00
Total Volk, Lisa L	20.00
Total W & M Welding Inc	122.05
Total Walmart Community/RFCSLLC	1,920.85
Total Wells Kimberly C	220.59
Total Wendt, Ashley N	61.12
Total Wyatt, Robin C	20.00
Grand Total	222,368.12

Memorandum

To: Director – Board of Education

CC: Steve Triplett/Nancy Scott/Todd Fraley/Chris Pyle

From: Harriet Wolfe

Date: July 15, 2019

Re: Payment of Bills with P-Card

**Attached are the payment of bills using the P-Card from June 18 – July 9, 2019
Total Amount of \$47,925.46**

BOE AP P-Card Report June 18 - July 9 2019

Selection Criteria : Check Date Range From 07/08/2019 To 07/08/2019 | Invoice Number = Card |

Vendor Name	Amount
Total AG Coop Services Inc	60.13
Total Amazon	50.64
Total American Airline	170.30
Total ASCD	134.00
Total AT&T Mobility	145.00
Total Dave Burgess Consulting	630.00
Total Dollar General	4.00
Total Don Johnston	4.99
Total Educator Rising	40.00
Total Expedia	4.84
Total Fully	6,916.00
Total Harbor Freight Tools	40.46
Total Hobby Lobby Stores Inc	52.13
Total Holiday Inn Express Grandview	1,414.32
Total Holiday Inn Express Lees Summit	599.00
Total Identogo	83.50
Total KCI Airport	45.00
Total KCYA Community School of the Arts	156.02
Total Little Caesars Pizza	160.00
Total Lowes Companies Inc	1,781.95
Total Marching Auxiliaries Inc	282.00
Total Maya Grill Florida	359.03
Total Menard Inc	163.27
Total Moores Flower Shop & Greenhouse	30.00
Total Network Thermostat	1,724.65
Total Not So Wimpy Teacher	97.00
Total Oriental Trading Co Inc	140.75
Total Panera LLC	550.90
Total Pizza Hut	4.75
Total Players Restaurant	26.52
Total Power Equipment Direct Inc	17,403.00
Total Rockler	73.63
Total Southwest Airline	2,656.30
Total State Fair Floral	53.24
Total Stone Laser Imaging	60.00
Total Sutherland Lumber Company	186.03
Total Teachers Pay Teachers	34.04
Total TechSmith Corp	422.50
Total ThemeBuilder	368.99
Total Ticket Supplies	568.92
Total Towneplace Suites	545.70
Total Uline Inc	1,243.15
Total United Airline	283.00
Total US Postal Service Sedalia	22.60
Total Vaughan Pools of Sedalia	1,160.83
Total Walmart Community/RFCSLLC	1,075.18
Total Walt Disney Resorts	4,049.89
Total Wayward Wind Travel	200.00
Total Wendys	14.25
Total Westlake Hardware	7.99
Total Wingate Inn	1,401.75
Total Woods Super Markets Inc	210.82
Total Yummys Donuts	12.50
Grand Total	47,925.46



Sedalia School District #200 Assessment Calendar 2019-2020

August-September				
Assessment	Dates	Coordinator	Staff Responsible	Registration
W-APT screening (All new EL students)	August 27- September 10	Assistant Superintendent	EL teachers	
AIMSweb Universal Screening Grades K-5	August 28- September 19	Building Principals K-5 Instructional Coaches K-5	Teachers Principals K-5 Instructional Coaches K-5	\$6.50/Student Entire Year
STAR Reading Assessment Grades 2-8	August 29- September 20	Building Principals Instructional Coaches	Media Specialists	\$3.95/Student Entire Year
PCEC Dial IV Screening PreK	September 11 & 12	ECSE Principal	Parent Educators/Teachers	
National ACT Grades 9-12	September 14	C&I Director	HS Counselor	
MAP-A Assessment ELA and Math Essential Elements	TBD	Special Ed Coordinators	Director of Special Education	

October

Assessment	Dates	Coordinator	Staff Responsible	Registration
PSAT Grade 9-11 *optional (only 11th graders' scores count toward the National Merit Scholarship)	October 16	Principal C&I Director	10th and 11th Counselor	Fee required \$13.00
National ACT Grades 9-12	October 26	C&I Director	HS Counselor	
End of Course Exam Grades 9-12 District Window TBD	October 7- January 24	C&I Director	HS Counselors/Principals/ Teachers Whittier and Smith-Cotton	Algebra I English II Biology I Government (\$1.80 Each)
MAP-A Assessment ELA and Math Essential Elements	TBD	Special Ed Coordinators	Director of Special Education	
ASVAB Grade 11 (Grade 12 optional)	October 2-4	Principal C&I Director	11th grade Counselor	FREE

November

Assessment	Dates	Coordinator	Staff Responsible	Registration
MO Connections Program Grade 9 and 11	November	JH/HS Counselors	JH/HS Counselors	

End of Course Exam Grades 9-12 District Window TBD	October 7- January 24	C&I Director	HS Counselors/Principals/ Teachers Whittier and Smith-Cotton	Algebra I English II Biology I Government (\$1.80 each)
MAP-A Assessment ELA and Math Essential Elements	TBD	Special Ed Coordinators	Director of Special Education	
December				
Assessment	Dates	Coordinator	Staff Responsible	Registration
STAR Reading Assessment Grades 1-8	December 2-18	Building Principal Instructional Coaches	SLC Coordinator Media Specialists	\$3.95/Student Entire Year
Semester Finals Grades 6-12	December 11-20	Principals Instructional Coaches	Staff/teachers	
ASVAB Whittier	December 5	C&I Director	C&I Director	Free
National ACT Grades 9-12	December 14	C&I Director	HS Counselor	
End of Course Exam Grades 9-12 District Window TBD	October 7- January 24	C&I Director	HS Counselors/Principals/ Teachers Whittier and Smith-Cotton	Algebra I English II Biology I Government (\$1.80 Each)

MAP-A Assessment ELA and Math Essential Elements	TBD	Special Ed Coordinators	Director of Special Education	
January				
Assessment	Dates	Coordinator	Staff Responsible	Registration
AIMSweb Universal Screening K-5	January 7-23	Building Principals K-5 Instructional Coaches K-5	Teachers Principals K-5 Instructional Coaches K-5	\$6.50/Student Entire Year
MAP-A Assessment ELA and Math Essential Elements	TBD	Special Ed Coordinators	Director of Special Education	
ACCESS for EL Assessment WINDOW OPENS	January 6- February 28	Assistant Superintendent	EL teachers	
NAEP (National Assessment of Educational Progress) *testing only if notified by NAEP letter	January-March Operational Window	Principal	NAEP representative and school counselor/principal	
PCEC Dial IV Screening PK	January 15-16	PCEC	PCEC Dial III Screening (February 5-6)	
End of Course Exam Grades 9-12 District Window TBD	October 7- January 24	C&I Director	HS Counselors/Principals/ Teachers Whittier and Smith-Cotton	Algebra I English II Biology Government (\$1.80 Each)

Seal of Biliteracy	January - April	HS Principal/Counselor	EL Staff/Counselor	\$17.50 ea.
February				
Assessment	Dates	Coordinator	Staff Responsible	Registration
MAP-A Assessment ELA and Math Essential Elements	TBD	Director of Special Education and Coordinators	Special Education teachers	
National ACT Grades 9-12	February 8	C&I Director	HS Counselors	
End of Course Exam Grades 8-12 District Window TBD	WINDOW OPENS February 17- May 21	C&I Director	HS Counselors/Principals/ Teachers	Algebra I English I English II Biology I Government (\$1.80 Each)
Access for EL Assessment WINDOW OPENS	January 6- February 28	Assistant Superintendent	EL Teachers	
NAEP (National Assessment of Educational Progress) Windows *testing only if notified by NAEP letter	January-March Operational Window	Principal	NAEP representative and school counselor/principal	
Seal of Biliteracy	January - April	HS Principal/Counselor	EL Staff/Counselor	\$17.50 ea.

March

Assessment	Dates	Coordinator	Staff Responsible	Registration
Cogat Grade 1 ONLY	March 2-13	Elementary Counselors	Teachers Principals	
District ACT	March 24	C&I Director HS Principal	HS Counselors	42.50/Student
PCEC Dial III Screening PK	March 11 and 12	Early Childhood Principal	Parent Educators/Teachers	
Terra Nova Grades 1 and 2	March 30- April 3	Elementary Counselors	Teachers Principals	
NAEP (National Assessment of Educational Progress) Windows *testing only if notified by NAEP letter	January-March Operational Window	Principal	NAEP representative and school counselor/principal	
End of Course Exam Grades 8-12 District Window TBD	WINDOW OPENS February 17- May 21	C&I Director	HS Counselors/Principals/ Teachers	Algebra I Algebra II English II Biology Government (\$1.80 Each)
MAP-Alternative (DLM) ELA and Math	TBD	Special Education Director and Coordinators	Special Education Teachers	ELA and Math
Seal of Biliteracy	January - April	HS Principal/Counselor	EL Staff/Counselor	\$17.50 ea.

April

Assessment	Dates	Coordinator	Staff Responsible	Registration
National ACT Grades 9-12	April 4	C&I Director	HS Counselor	
STAR Reading Assessment Grades 2-8	April-May	Building Principals Instructional Coaches	SLC Coordinators Media Specialists	\$3.95/Student Entire Year
MAP Grades 3-8 CA, Math, Science District Window TBD	April 7- May 21	C&I Director	Counselors/Principals/ Teachers	\$1.80 Each
7th grade Math Prognosis Test	April-May	JH Counselors	7th grade Math Teachers/ Principals	
End of Course Exam Grades 8-12 District Window TBD	WINDOW OPENS February 7- May 21	C&I Director	HS Counselors/Principals/ Teachers	Algebra I Algebra II Biology Government English II (\$1.80 Each)
Seal of Biliteracy	January - April	HS Principal/Counselor	EL Staff/Counselor	\$17.50 ea.

May

Assessment	Dates	Coordinator	Staff Responsible	Registration
Senior Final Exam Semester 2	May 8-13	Building Principals	Staff/Teachers	
AIMSweb Universal Screening Grades K-5	May 1-20	Building Principals K-5 Instructional Coaches K-5	Teachers Principals K-5 Instructional Coaches K-5	\$6.50/Student Entire Year

Finals Semester 2 Grades 6-12	May 8-21	Principals Instructional Coaches	Staff/Teachers	
End of Course Exam Grades 8-12 District Window TBD	WINDOW OPENS February 7- May 21	C&I Director	HS Counselors/Principals/ Teachers	Algebra I Algebra II Biology Government English II (\$1.80 Each)
MAP Grades 3-8 CA, Math, Science District Window TBD	April 7- May 21	C&I Director	Counselors/Principals/ Teachers	\$1.80 Each
STAR Reading Assessment Grades 1-8	April-May	Building Principals Instructional Coaches	SLC Coordinators Media Specialists	\$3.95/Student Entire Year
Prognosis Test 7th Grade Math	April-May	JH Counselors	7th Grade Math Teachers/Principal	
June				
Assessment	Dates	Coordinator	Staff Responsible	Registration
National ACT Grades 9-12	June 13	C&I Director	HS Counselor	



SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

Steven G. Triplett, Ed. S.
Superintendent

To: Board of Education and Mr. Triplett

From: Chris Pyle

Nancy L. Scott, Ed. D.
Assistant Superintendent

Date: July 15, 2019

Re: Heartland Vision Consultants, Inc. Contract

Christopher Pyle, Ed. S.
Assistant Superintendent

Todd Fraley Ed. D.
Assistant Superintendent

Please find the attached contract from Heartland Vision Consultants, Inc. for Braille and vision therapy for special needs students who qualify for these types of services. The Individualized Education Plan will indicate the need for each individual on a case by case basis.

Harriet A. Wolfe, Ed. D.
Chief Financial Officer

Thank you for your consideration in this matter. If you have any questions, please contact me at (660)-829-6457. Thank You.

Becky Brownfield, Ed. S.
Director Curriculum Instruction
Assessment 6-12

Devon Gilmore, M. Ed.
Director Curriculum Instruction
Assessment K-5

Bob Satnan, B.A.
Communications Director

Missouri Model District
www.sedalia200.org

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**CONTRACTED SERVICES PROVIDER
EMPLOYMENT CONTRACT**

The Board of Education of the Sedalia #200 School District and Heartland Vision Consultants, Inc. (hereinafter known as “contracted services provider) agree that in exchange for evaluation, consultation, meeting attendance, report writing, direct services, and lesson preparation/planning, a fee of \$100 per hour will be paid. Fees for the contracted services are to be paid monthly and are payable upon receipt according to Board of Education policy. Contracted services provider agrees to provide requested services beginning July 1, 2019 and ending May 31, 2020. Extended school year will be decided in the spring of 2020. If said student(s) is found eligible, this contract will be extended until the extended school year (ESY) is concluded.

Contracted services provider further agrees that at all times during the term of this contract, contracted services provider will:

1. Maintain appropriate teacher certification
2. Comply with all laws of the State of Missouri
3. Comply with District policies and regulations as well as with administrative directives

Contracted Services Provider an Independent Contractor. School District and Contracted Services Provider agree that Contracted Services Provider is an independent contractor and not an employee of School District in the performance of Contracted Services Provider’s obligations under this Agreement. Contracted Services Provider shall be solely responsible for the payment of all Federal, State and local taxes including, but not limited to, income taxes, earnings taxes, Social Security taxes, Medicaid taxes, Unemployment taxes, and any other taxes or license fees that are required.

Indemnification. School District shall indemnify and hold Contracted Services Provider harmless of and from any and all liability and damages, including but not limited to costs and attorney’s fees, from or in connection with any claims, damages or injury whatsoever to persons or property arising out of Contracted Services’ work with Student, except any such claims, damages or injury arising out of the willful misconduct of Contracted Services Provider.

Early Termination. Either party to this Agreement may terminate this Agreement prior to its expiration upon giving written notice to the other party 30 days in advance of the termination date. In the event this Agreement is so terminated, the obligations of the parties during said 30 day termination period shall remain unaltered under this Agreement.

Signatures. By signing below, both the School District and Contracted Services Provider agree to the terms of this Agreement as of the above date, and School District warrants and represents that the person signing on its behalf has been given all necessary authority to bind School District thereby.

School District by: _____
Title: _____ **Date** _____

Contracted Services Provider: Heartland Vision Consultants, Inc. **Date:** 07/08/19



SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

Steven G. Triplett, Ed. S.
Superintendent

To: Board of Education and Mr. Triplett

From: Chris Pyle

Nancy L. Scott, Ed. D.
Assistant Superintendent

Date: July 15, 2019

Christopher Pyle, Ed. S.
Assistant Superintendent

Re: Cooperative Agreement for The Department of Social Services, MO HealthNet Division

Todd Fraley Ed. D.
Assistant Superintendent

Please find the included Cooperative Agreement between The Department of Social Services (DSS), MO HealthNet Division (MHD) and the Sedalia School District #200. The DSS and MHD is implementing a cost-based reimbursement program for school based Individualized Education Plan (IEP) direct medical services. By participating in this agreement we will submit a cost report for direct medical services to the State's Medicaid Management Information Systems (MMIS). The State will then complete a cost reconciliation and will pay the District the federal share of the difference. This effort will allow our District to recover funds spent for direct medical services.

Harriet A. Wolfe, Ed. D.
Chief Financial Officer

Becky Brownfield, Ed. S.
Director Curriculum Instruction
Assessment 6-12

Devon Gilmore, M. Ed.
Director Curriculum Instruction
Assessment K-5

Thank you for your consideration in this matter. If you have any questions, please contact me at (660)-829-6457. Thank You.

Bob Satnan, B.A.
Communications Director

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COOPERATIVE AGREEMENT BETWEEN THE DEPARTMENT OF SOCIAL SERVICES, MO HEALTHNET DIVISION

And

_____ **School District**

SCHOOL-BASED INDIVIDUALIZED EDUCATION PLAN (IEP) DIRECT SERVICES COST SETTLEMENT THROUGH THE MO HEALTHNET PROGRAM

STATEMENT OF PURPOSE

The Missouri Department of Social Services (DSS), through its MO HealthNet Division (MHD), and the School District, in order to complete and submit annual cost reports and complete the cost settlement of Medicaid Individualized Education Plan (IEP) related direct services activities performed in the school setting, hereby agree to the conditions included in the Cooperative Agreement. Under the MHD IEP school-based direct services program (hereafter referred to as direct services), Missouri public school districts, including public charter schools, may enroll as a Medicaid direct services provider for children who are eligible under the Medicaid program and the Individuals with Disabilities Education Act (IDEA). The Missouri Department of Elementary and Secondary Education (DESE) is responsible for ensuring that school districts comply with the IDEA requirements as well as with the requirements related to the child's IEP. Providers shall be enrolled in accordance with MHD policies.

Providers and school districts submit procedure-specific fee-for-service claims through the State's Medicaid Management Information Systems (MMIS), either directly or through a billing agent, for all MHD allowable direct services provided to eligible children and are reimbursed the federal share of the MHD established rate for the service.

The cost settlement process establishes the actual costs to a school district for the delivery of MO HealthNet covered direct services to its Medicaid- eligible students. The annual cost reporting, reconciliation and settlement process requires submission of a cost report. The cost report captures all payments for services provided in the applicable fiscal year and all relevant associated costs incurred in the same fiscal year.

School districts have the option of participating in the School District Administrative Claiming (SDAC) program and/or Direct Services program. However, participation in the Direct Services program and the Cost Settlement Process requires participation in the statewide Random Moment Time Study (RMTS) that is administered through the SDAC program. The details of the activities and the entire RMTS process are described in detail in the SDAC Manual. Participating school districts must include all medical

performing providers on the school district's quarterly SDAC rosters to be included in the RMTS if they provide Medicaid-billable direct services.

The DSS and the school district enter into this Cooperative Agreement with full recognition of all other existing agreements which the Department may have developed for services to Title XIX eligible participants living within the school district's boundaries and which are currently included in the Title XIX State Plan.

I MUTUAL OBJECTIVES

1. Assure that free appropriate public education is available to all children with disabilities, as defined by the IDEA, by responding to their individual needs, regardless of the nature or severity of their disabilities. "Free appropriate public education" is defined in the IDEA as special education and related services (1) provided to children with disabilities at public expense; (2) under public supervision and direction, and without charge; (3) that meet the standards of the state education agency; and (4) are provided in conformance with an Individualized Education Program (IEP) that is developed consistent with the federal regulations.

- "Special education" is defined in federal regulations (34 CFR 300.26) as specially designed instruction, which meets the unique needs of the child and includes instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings and instruction in physical education.

"Related services" are defined at 34 CFR 300.24 as "transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education."

2. Assure that only those *medically necessary* IDEA services that are described in the federal definition of "medical assistance" as Medicaid services when furnished by qualified participating Medicaid providers and are eligible for federal reimbursement to schools as defined in the State of Missouri. These school-based direct services must be provided by a qualified provider, address a medical or mental disability, assist the eligible student in benefiting from special education programming, and are included and provided in accordance with the child's IEP.

These activities are considered "direct medical services" and are governed by both federal and state rules.

- a) Physical Therapy
- b) Occupational Therapy
- c) Speech Therapy
- d) Private Duty Nursing

e) Behavioral Health f) Hearing
Aid g) Personal Care Services

MO HealthNet covers direct services included in an IEP under the following conditions:

- the services are medically necessary and included in a Medicaid- covered category (speech therapy, physical therapy, etc.);
 - all other federal and state Medicaid regulations are followed, including those for provider qualifications, comparability of services and the amount, duration and scope provisions; and
 - the services are included in the State's plan or available under EPSDT.
3. Assure a cooperative and collaborative relationship exists at the State and school district levels.
 4. Assure all terms of this Agreement and procedures adhere with 2 CFR 200.
 5. Assure all terms of the Agreement and procedures adhere with 45 CFR.

II RESPECTIVE RESPONSIBILITIES

The Department of Social Services Agrees:

1. Once the cost reconciliation has been calculated (as detailed in the Cost Settlement Manual), if the total certified costs, as identified in the school district's cost report, exceed the interim payments, the State will pay the federal share of the difference to the school district. The Title XIX federal share is in accordance with the provisions of 2 CFR 200 and 42 CFR. The rate of reimbursement for eligible costs will be the Federal Medical Assistance Percentage (FMAP) rate. Changes in federal regulations affecting the matching percentage and/or costs eligible for reimbursement, which become effective subsequent to the execution of this agreement, will be applied as provided in the regulations. Upon finalizing the cost reconciliation calculation, DSS will draw down and make payments to the school district the amount equal to the appropriate Federal Financial Participation (FFP) for this program less DSS administrative costs associated with administration of this program.
2. Once the reconciliation amount has been finalized by the Department or its designee, the school district will receive a cost reconciliation and settlement letter that denotes the final amount due to or from the school district.

3. Schedule and conduct periodic off-site (desk) reviews and onsite reviews of cost reports for all school districts as outlined in the Cost Settlement Manual. These will be performed by MHD or its designee.
4. Monitor and conduct periodic quality control functions as outlined in the Cost Settlement Manual. These will be performed by MHD or its designee.
5. Provide training and technical assistance to staff of the school district regarding the responsibilities assumed within the terms of this agreement.
6. Conduct in service training sessions, either directly or through its designee, for participating school districts on an annual basis.
7. Provide directly through DSS/MHD necessary consultation to the school district on issues related to this agreement as needed by the school district.

The School District agrees to:

1. Sign a Cooperative Agreement. Participation in the direct services cost settlement process involves a contractual relationship between the Missouri DSS/MHD and a school district. This contract or cooperative agreement binds the DSS and a school district's Board of Education in a relationship whereby the DSS is obligated to reimburse the school district when it performs certain claimable activities and annually submit a final and approved cost report on behalf of the school district.

The school district is required to:

- participate in the RMTS;
 - submit on-going fee-for-service claims for direct services to MMIS to receive interim payments;
 - submit electronically the student list for students with IEPs and related services;
 - complete, certify and submit an annual cost report;
 - participate and cooperate with any program and cost data reviews;
 - comply with all program requirements: and
 - provide a written methodology of how it will meet the requirements of the agreement.
2. Participate in the RMTS. The RMTS is a federally-approved process used to identify the proportion of direct services time allowable and reimbursable under Medicaid and is administered through the SDAC program. This information is used for the cost report process described in the MO HealthNet School-Based Individualized Education Plan (IEP) Direct Services Cost Settlement Manual (the Cost Settlement Manual) to enable the

school district to conduct a cost settlement at the end of the fiscal year in the direct services program.

4

Direct and indirect reported expenditures are allocated to Medicaid based on the yearly results of the statewide RMTS conducted on a quarterly basis. Staff expenditures for each school district are identified for staff participating in the RMTS with the inclusion of the applicable school district Indirect Cost Rate (ICR) to cover associated school administrative costs (accountant, business office, etc.).

Participation in the Direct Services cost settlement process requires participation in the statewide RMTS. Participating school districts must include all medical performing providers who provide Medicaid-billable direct services on the quarterly SDAC rosters to be included in the RMTS, ensuring that the performing providers are enrolled as providers with MO HealthNet.

The cost settlement uses the same RMTS process used for the SDAC program. The details of the activities and the entire RMTS process are described in detail in the SDAC Manual.

3. Submit fee-for-service claims for direct services on-going interim payments to MMIS. Participating school districts are required to submit on-going claims to the state MMIS to receive interim payments, using MHD claim submission procedures. A school district does not qualify for the year-end cost settlement process without the submission of on-going fee-for-service claims.

4. Annually complete and submit a cost report. Each year, school districts participating in the Cost Settlement process are required to submit a completed Cost Report. The required information is described in *Section 5 Annual Cost Report* of the Cost Settlement Manual.

5. Submit Cost Reconciliation and Certification of Costs. After finalization of the cost data reconciliation with the interim claims, and approval by MHD Management or its designee, the school district is required to submit a Certification of Costs, signed by the school district's authorized finance officer. The final cost settlement and the Certification of Costs are to be submitted to MHD via the designee no later than 16 months after the close of the state fiscal year (July 1 – June 30).

6. Maintain Program Compliance and Support Reviews. The participating school district will comply with the program requirements and the approved SPA, the signed cooperative/compliance agreement and the Cost Settlement Manual. The school districts will cooperate with MHD or its designee during program and cost data collection and desk reviews and agree to comply with the findings and adjustments to the funding.

7. Submit the total number of IEP students as of December 1 for calculation of the IEP Ratio.

5

8. Return an amount equal to any overpayment back to the State if the school district's interim payments exceed the total certified costs, as identified in the school district's cost report. The school district can have the repayment deducted from the succeeding payments or have 60 days to return the overpayment to MHD.

9. Adhere to all requirements as detailed in the Cost Settlement Manual.

10. Accept responsibility for any disallowance and incur the penalties of same resulting from the activities associated with this agreement. Return to DSS any federal funds that are deferred and/or ultimately disallowed arising from the direct services claims submitted by DSS on behalf of the school district.

11. Maintain the confidentiality of participant records and eligibility information received from DSS/MHD and use that information only in the administration, technical assistance, and coordination of the Direct Services program.

III PROGRAM DESCRIPTION

Under the MHD direct services program, Missouri public school districts, including public charter schools, may enroll as a Medicaid provider for children who are eligible under the Medicaid program and the IDEA. Providers and school districts submit procedure-specific fee-for-service claims for all MHD allowable direct services provided to eligible children and are reimbursed the federal share of the MHD established rate for the service.

The cost settlement process establishes the actual costs to a school district for the delivery of MO HealthNet covered direct services to its Medicaid- eligible students. The annual cost reporting, reconciliation and settlement process requires submission of a cost report. The cost report captures all payments for services provided in the applicable fiscal year and all relevant associated costs incurred in the same fiscal year.

IV TERMS OF THIS AGREEMENT

The period of this Cooperative Agreement shall begin July 1, 2019. This agreement may be canceled at any time upon agreement by both parties or by either party after giving thirty (30) days prior notice in writing to the other party provided, however, that reimbursement shall be made for the period when the contract is in full force and effect.

Failure to submit a completed and certified cost report by the established deadline for 2 consecutive years will result in the termination of this agreement by DSS/MHD.

(Director's Name), Director Date MO HealthNet Division

Superintendent Date



SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

Steven G. Triplett, Ed. S.
Superintendent

Nancy L. Scott, Ed. D.
Assistant Superintendent

Christopher Pyle, Ed. S.
Assistant Superintendent

Todd Fraley Ed. D.
Assistant Superintendent

Harriet A. Wolfe, Ed. D.
Chief Financial Officer

Becky Brownfield, Ed. S.
Director Curriculum Instruction
Assessment 6-12

Devon Gilmore, M. Ed.
Director Curriculum Instruction
Assessment K-5

Bob Satnan, B.A.
Communications Director

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DATE: July 1, 2019

TO: Board of Education

FROM: H. Wolfe

RE: Tuition Rate for 2019-20

- Enclosed please find the D.E.S.E. Tuition Calculation Formula for the 2019-20 School Year.

Tuition Rate History

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>Proposed 2019-20</u>
K-12	\$7,800	\$8,000	\$8,200	\$8,500	\$8,600

SEDALIA SCHOOL DISTRICT # 200
 Tuition Cost Calculation
 2019-2020

Current Expenditures plus Debt Service divided by ADA equals Tuition

Total Instruction and Support (Line 2999 ASBR)	\$ 48,966,617.33
Less Capital Outlay (Line 2999, Obj 6500)	\$ 1,882,237.17
Less Food Service Income (Lines 5150-65, 5333, 5445, 5446)	\$ 2,323,592.31
Less Activity Income (Line 5171-5179)-(F(4))	\$ 328,945.65
Less Contracted Educational Income (Line 5830)	\$ 276,358.65
Equals Total Current Expenditures	\$ 44,155,483.55
Plus Debt Service	0
Resident ADA + SS ADA	4569.86
Tuition	\$ 9,662.32



SEDALIA SCHOOL DISTRICT #200

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Bob Satnan, B.A.
Communications Director

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DATE: July 9, 2019

TO: Board of Education

FROM: H. Wolfe

RE: 2019-20 Tax Rate Hearing

I recommend setting the Special Meeting for the 2019-20 Tax Rate Hearing for the 2019-20 school year on August 26, 2019 @ 6:15 P.M., prior to the regularly scheduled Board Meeting to follow @ 6:30 P.M.

Your approval is needed.

SEDALIA SCHOOL DISTRICT #200
2806 Matthew Drive, Sedalia, MO 65301

LETTER TO MISSOURI ETHICS COMMISSION ON RE-ADOPT POLICY 0342
(Regulation 0342) (Form 0342)
Nepotism, Conflict of Interest and Financial Disclosure

Missouri Ethics Commission
PO Box 1370
Jefferson City, MO 65102
(800) 392-8660
PFDFOnline@mec.mo.gov

July 15, 2019

To Whom It May Concern:

The Sedalia School District #200 re-adopted the following policy 0342, (Regulation 0342), (Form 0342) at the regular board meeting on August 28, 2017. The Chair took a vote and was approved to re-adopt policy 0342, (Regulation 0342), (Form 0342). *Roll Call Vote: Dr. Jeffrey Sharp, Scott Gardner, Kenny Coffelt, Matthew Herren, Diana Nichols, Barbara Schrader and Michael Stees.*

P 0342 Nepotism, Conflict of Interest and Financial Disclosure

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree. (See Form 0342.) Provided the Board member relative does not debate or vote upon the employment issue, the Board may employ a person related to a Board member. However, the Board may not under any circumstances employ one of its members.

Members of the Board of Education will conduct themselves in a manner which complies not only with the letter of conflict of interest laws, but also in the spirit of those provisions. Board members will at all times make good faith efforts to avoid the appearance of a conflict of interest. If a situation arises which involves the potential for a conflict of interest, the individual Board member will declare his interest and will refrain from debating or voting upon the question of engaging or using the business entity in question.

SEDALIA SCHOOL DISTRICT #200
2806 Matthew Drive, Sedalia, MO 65301

R 0342 Nepotism, Conflict of Interest and Financial Disclosure

Contractual and Business Relationships

No Board member or District employee may:

1. Perform a service, sell, rent or lease any property to the District for consideration of in excess of five hundred dollars (\$500.00) value per transaction or five thousand dollars (\$5,000.00) value per annum to him/her, or to their spouse, to a dependent child in his/her custody, or to a business with which member or employee is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and, in the case of personal property, competitive bidding, provided that the bid or offer accepted is the lowest received.
2. Attempt, for any compensation other than the compensation provided for the performance of his/her official duties, to influence the decision of the Board or the District on any matter.

Business Entities

No partnership, joint venture, or corporation in which any Board member is a partner having the lesser of a ten percent (10%) interest or a ten thousand-dollar (\$10,000) value partnership interest, or a co-participant or owner of outstanding shares of any class of stock with a fair market value equal to the lesser of ten percent (10%) of the outstanding shares or \$10,000, shall:

1. Perform any service for the District for any consideration in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum, unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.
2. Sell, rent or lease any property to the District where the consideration is in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum, unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

SEDALIA SCHOOL DISTRICT #200
2806 Matthew Drive, Sedalia, MO 65301

Use of Confidential Information

A Board member shall not use or disclose confidential information obtained in his/her official capacity in any manner with the intent to cause financial gain for himself/herself, any other person, or any business. This also precludes the use of mailing lists or the school mail for any communication other than that directly related to school matters. The term Confidential Information shall mean all information whether transmitted orally or in writing which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

Acceptance of Gifts

A Board member shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group or entity doing business or desiring to do business with the District.

Contact Between Vendors and Board Members

A Board member, if contacted by a vendor requesting information about the District's bidding procedures, whether of a general nature or with regard to a specific goods or service to be bid, shall provide the vendor with the name and business telephone number of the District's Business Manager. The Board member shall request that the vendor contact the Business Manager and direct all questions concerns to him/her.

Post Service/Employment

Neither a Board member, nor a District employee serving in an administrative capacity, may perform any service for consideration during one year after termination of his or her employment or office, by which performance he or she attempts to influence a decision of the Board of Education.

Financial Interest Statement

All Board members will disclose to the public all potential Board member and employee conflicts of interest including:

1. Transactions in excess of five hundred dollars (\$500) per calendar year between a Board member, Superintendent, chief purchasing officer, or

SEDALIA SCHOOL DISTRICT #200
2806 Matthew Drive, Sedalia, MO 65301

general counsel employed full time, and any person related within first degree consanguinity (see Form 0342) to such persons and the School District, excluding compensation received as an employee or payment of any tax, fee or penalty due to the District. Disclosure will include the dates and identities of the parties in the transaction.

2. Transactions between any business entity in which such individuals have a substantial interest [\[1\]](#) with a total in excess of five hundred dollars (\$500), and the School District, excluding any payment of tax, fee or penalty due to the District or payment for providing utility service to the District. Disclosure will include the dates and identities of the parties in the transactions.

The Superintendent and chief purchasing officer will make written disclosure of the following:

1. The name and address of each employer who provided income of one thousand dollars (\$1,000) or more to the Superintendent or chief purchasing officer.
2. The name and address of each sole proprietorship which the individual owned; the name, address and general nature of business conducted by each general partnership or joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the Secretary of State; the name, address, and general nature of business or any closely held corporation or limited partnership in which the individual owned ten percent (10%) or more of any class of the outstanding stock or limited partner's units; and the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system which the individual owned two percent (2%) or more of any class of outstanding stock, limited partnership units, or other equity interests.
3. The names and addresses of each corporation for which the individual served as director, officer, or receiver.

A certified copy of this regulation shall be sent to the Missouri Ethics Commission within ten (10) days of the adoption. Disclosure reports will be filed by May 1 for the preceding calendar year with the commission and the District's Board of Education, and the reports will be made available to the public during normal business hours.

SEDALIA SCHOOL DISTRICT #200
2806 Matthew Drive, Sedalia, MO 65301

The Board of Education shall readopt this policy biennially on or before September 15 of the calendar year.

[1] "Substantial Interest" is defined as ownership by the individual, his/her spouse, or dependent children, either singularly or collectively, of ten percent (10%) or more of any business entity, or an interest having a value of ten thousand dollars (\$10,000) or more, or receipt of a salary, gratuity or other compensation of five thousand dollars (\$5,000) or more from any individual, partnership, organization or association within any calendar year.

(President)

(Date)

(Secretary)

(Date)

SMITH-COTTON
ACTIVITIES OFFICE



2010 Tiger Pride Blvd.
Sedalia, Missouri 65301
Phone: 660-851-5300
Fax: 660-851-5397
davisr@sedalia.k12.mo.us

HOME OF THE **TIGERS**

Robert Davis, CAA
Activities Director

Susan Shaw
Administrative Asst.

Wade Norton, Ed. S.
Principal

Joe Doyle, MSE
Assistant Principal

Robin Wyatte, MSE
Assistant Principal

Stacy Curry, MSE
Assistant Principal



MEMO

To: Mr. Triplett and Sedalia School Board
From: Rob Davis
Re: Hall of Fame Nominee Approval
Date: June 27, 2019

Mr. Triplett,

The Hall of Fame Selection Committee met on June 26, 2019 and reviewed six Athletic HOF nominations as well as one nomination for the Activities HOF. From these nominations, we selected and are asking for the board to approve four athletic nominees and the lone activities nominee.

Typically, we have kept inductions to five total per year with no more than three coming from any one category. Because there are extenuating circumstances with this year's athletic selections, we are asking for four selections to be allowed for induction from that category.

Our selections are:

BJ Curry- Athletic
Earl Finley – Athletic
Steve Stonecipher-Fisher – Athletic
Scott Swain - Athletic

Danny Watring – Activities

Please present these names to the Sedalia Board of Education for final approval at the next scheduled board meeting on July 15. Once approved by the board, I will contact these individuals to inform them of their selection. If you need any additional information, please let me know.

Thank you.

Robert Davis



SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

Steven G. Triplett, Ed. S.
Superintendent

Nancy L. Scott, Ed. D.
Assistant Superintendent
Human Resources
Federal Programs

Christopher Pyle, Ed. S.
Assistant Superintendent
Student Services
Buildings & Grounds

Todd Fraley Ed. D.
Assistant Superintendent
Transportation
Food Service
Technology

Harriet A. Wolfe, Ed. D.
Chief Financial Officer

Becky Brownfield, Ed. S.
Director Curriculum Instruction
Assessment 6-12

Devon Gilmore, M. Ed.
Director Curriculum Instruction
Assessment K-5

Bob Satnan, B.A.
Communications Director

TO: Sedalia School District #200 Board of Education

FROM: Devon Gilmore, Becky Brownfield

DATE: July 15, 2019

SUBJECT: MEAL REIMBURSEMENT UPDATE

We are seeking your approval to update the meal reimbursement portion of the professional development procedures to more accurately reflect federal and state per diem. The suggested new meal reimbursement amount is \$40 per day, a \$4 increase from the previous \$36.

Last fall, an increase from \$21 per day to \$36 per day was approved.

Missouri Model School
www.sedalia200.org

Sedalia #200 is
an equal opportunity and
affirmative action employer



SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

To: Board of Education

From: Chris Pyle

Date: July 15, 2019

Re: Student Discipline Handbook

Steven G. Triplett, Ed. S.
Superintendent

Nancy L. Scott, Ed. D.
Assistant Superintendent

Christopher Pyle, Ed. S.
Assistant Superintendent

Todd Fraley Ed. D.
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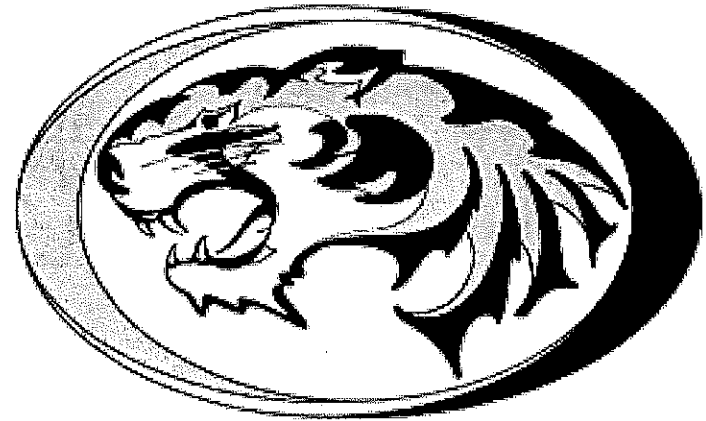
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Please find attached our Student Discipline Handbook. Our administrative team made revisions to this document for the 2019-20 school year.

The revisions include:

- Consistent expectations at the Elementary and Secondary Level when a student has a medical excuse.
- No changes were made in the Computer/Cell Phone/Technology Misuse heading, but discussions were held with Tech Director on how we can improve on monitoring concerning or suspicious searches by our students.
- In the Inciting Others to Violence or Disobedience heading- We added wording to include disciplinary action may result if students choose to prompt aggressive acts with cellular device by recording and sharing on social media during school time. This behavior creates further disruption to the educational process of the school.
- In the Alcohol, Controlled Substances, Illegal Drugs heading- We added wording to include additional prohibited substances that contain THC, CBD oil, hemp weed, or other substances prohibited by this policy.
- In the Tobacco (Use of/or Possession) heading- We added wording on E-Liquids. Additionally, we point out that that this policy is only for tobacco. All conduct related to “prohibited substances and items,” will fall under our Alcohol, Controlled Substances, Illegal Drugs area for discipline selection.

Please do not hesitate to contact me with any questions you may have.



Sedalia School District #200

Student Discipline Code Handbook

Specific Discipline Procedures
for

Elementary (K-4)

Middle School (5)

Junior High (6-8)

High School (9-12)

SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive
Sedalia, Missouri 65301
660-829-6450

Adopted: January 14, 1986
Last Revision: July 22, 2019

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Initial Adoption of Discipline Code

The Discipline Code for Sedalia School District #200 was developed by a committee of students, parents, teachers, and administrators and adopted by the Board of Education on January 14, 1986.

Revisions

July 29, 1992	July 9, 2010
March 8, 1993	July 18, 2011
September 13, 1993	July 16, 2012
September 12, 1994	June 17, 2013
December 12, 1994	July 14, 2014
November 27, 1995	July 13, 2015
July 8, 1996	July 11, 2016
July 28, 1997	July 24, 2017
July 27, 1998	July 23, 2018
July 26, 1999	July 22, 2019
August 9, 2000	
July 23, 2001	
July 22, 2002	
July 28, 2003	
August 9, 2004	
August 1, 2005	
July 23, 2007	
July 18, 2008	
July 27, 2009	

INTRODUCTION

The purpose of the Discipline Code is to ensure a safe and orderly environment for learning in the school district. It will provide a clear statement of the behavior expected of this district's students and will outline the consequences of misbehavior.

This policy finds its legal basis in Missouri law including, but not limited to, the Excellence in Education Act of 1985 (Section 5), Senate Bill 380, and the Safe Schools Act, which states:

- 5.1 The local board of education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of the superintendent of such district, during the normal business hours, for public inspection.
- 5.2 The policy shall contain the consequences of the failure to obey standards of conduct set by the local board of education and the importance of the standards to the maintenance of an atmosphere where orderly learning is possible and encouraged.
- 5.3 All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, or on any property of the school, during school-sponsored activities or during intermission or recess periods.
- 5.4 Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

Also Sections 171.011, 563.061, 167.031, 167.161 and 167.171.

The discipline code will include a statement of philosophy, sections on corrective disciplinary processes and options, discipline of handicapped students, due process, privacy rights of students and parents, definitions, and administrative powers.

CORRECTIVE DISCIPLINE OPTIONS

Administrators will have the authority to use their discretion in determining the appropriate disciplinary steps, depending upon the severity and frequency of incidents.

Students under suspension from school are not to attend school district activities nor be on school district grounds.

A student/parent conference with the superintendent or designee may be required prior to re-admittance for students suspended from school for a period of 10 days or more and recommended for any long term suspension. Written notice of conference will be provided to parent or guardian.

STATEMENT OF PHILOSOPHY

The Sedalia School District #200 has the responsibility, granted by the state, to provide public education for children until they graduate or reach the age of 21. To fairly and effectively carry out this duty, school authorities and parents must establish an environment in each school, which is conducive to learning. To accomplish this goal, there must be respect and mutual trust among parents, teachers, administrators, and students. There are many factors, which affect the learning environment. The most destructive factors are inappropriate conduct and a lack of consistent and effective disciplinary response.

Federal and state laws confer rights and freedoms to every citizen, both in and out of school. At the same time, every citizen has the responsibility to respect the identical rights of others. Because of the importance of maintaining a harmony between rights and responsibilities, school authorities are allowed a broad range of powers in maintaining an orderly environment, provided they adhere to the requirements of due process and other constitutional standards.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

Organizations, businesses, and industries cannot operate successfully without procedures, goals, expectations, and satisfied workers; neither can schools. Rules, which establish discipline guidelines for students, are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline code, which reflects the community's standards and expectations for student behavior.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Sedalia School District #200 Board of Education to create an environment in which each student's right to learn is protected. The Board is legally empowered to establish operation of the district's schools. 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 are expected to obey any such interpretation subject to an appeal.

Students and their parent/legal guardian will be notified of their rights and responsibilities, including standards of conduct, through handouts distributed annually. The District's comprehensive discipline policy is available to every student, parent, or guardian of every student on the Sedalia #200 website. The handbook can be located under the Parents and Students tab. Through clear understanding of these rights and responsibilities, the elements of respect and cooperation should result in the harmonious and constructive education of the student.

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

Each Student has the Responsibility to:

- * know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers;
- * respect the human dignity and worth of every other individual;
- * refrain from libel, slanderous remarks, and obscenity in verbal and nonverbal expression;
- * study diligently and maintain the best possible level of academic achievement;
- * be punctual and present in the regular school program;
- * dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety as defined by the student dress code;
- * help maintain and improve the school environment, preserve school and private property, and exercise the utmost care while using school facilities;
- * refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process;
- * respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline at school sponsored activities;
- * be informed that the use of illicit drugs and the unlawful possession of, distribution of, or use of alcohol and tobacco is wrong and harmful and prohibited on school premises or as a part of any of its activities. Violation could result in consequences up to and including expulsion and referral to prosecution. Compliance with the standards of conduct is mandatory.

HOTLINE

Your child's safety at school is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff or your parent/legal guardian. If you are uncomfortable bringing this situation to the attention of an adult you know, access the anonymous Tip Line on the District website or call the Missouri School Violence Hotline at 866-748-7047.

DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff, and patrons of the district. The purpose of this policy is to designate specific actions committed by students which must be reported to teachers, administrators and/or law enforcement officials as well as those actions which must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

1. Act of School Violence/Violent Behavior – The exertion of physical force by a student with the intent to do serious physical injury to another person while

- on school property, including a school bus in service on behalf of the district, or while involved in school activities.
2. Serious Physical Injury – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
 3. Serious Violation of District's Discipline Policy – One or more of the following acts if committed by a student enrolled in the district:
 - Any act of school violence.
 - Any offense, which occurs on school grounds, on school buses, or at any school activity, which is required by law to be, reported to law enforcement officials.
 - Any offense, which results in an out-of-school suspension for more than ten (10) school days.
 - School disciplinary consequences could be imposed in a case where a student "threatened, assaulted, or harassed" a school employee off of the school grounds and off school time.
 4. Need to Know – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Reporting to School Staff

School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related or demonstrates potentially violent behavior shall be provided to any teacher or other district employee with a need to know.

Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any violent acts committed by a student or alleged to have been committed by a student in the district, which is reported to the district by a juvenile officer in accordance with state law. The report from the juvenile officer shall not be used as the sole basis for denying educational services to a student.

Every employee is required to notify their supervisor if they have reason to believe that a student or district employee has committed a felony or has physically or sexually abused a district student or possessed a controlled substance or weapon in violation of district policy.

Reporting to Law Enforcement Officials

Any felony listed in this section, or any act which if committed by an adult would be a felony listed in this section, that is committed on school property, any school bus, or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second degree murder under State Statute 565.020, .021, RSMo;
2. Voluntary or involuntary manslaughter under State Statute 565.024 R

3. Kidnapping under State Statute 565.110, RSMo;
4. First, second, or third degree assault under State Statute 565.050, .060, .070, RSMo;
5. Sexual assault under State Statute 566.040, .070, RSMo;
6. Forcible rape or sodomy under State Statute 566.030, .060, RSMo;
7. Burglary in the first or second degree under State Statute 569.160, .170, RSMo;
8. Robbery in the first degree under State Statute 569.020, RSMo;
9. Possession of a weapon under State Statute 571.010, RSMo;
10. Distribution of drugs under State Statute 195.211, .212, RSMo;
11. Arson in the first degree under State Statute 569.040, RSMo;
12. Felonious restraint under State Statute 565.120, RSMo;
13. Property damage in the first degree under State Statute 569.100, RSMo; Section 160.261.2 of SB 944 (2000) additions:
14. Child molestation in the first degree;
15. Deviate sexual assault;
16. Sexual misconduct;
17. Sexual abuse;
18. Harassment under section 565.090;
19. Stalking under section 565.225.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student whom the school district is aware is under the jurisdiction of the court.

The principal shall immediately report to the appropriate law enforcement agency, and superintendent, any incident in which a person is believed to have committed an act which, if committed by an adult, would be first, second, or third degree assault, sexual assault, or deviate sexual assault against a student or school employee, while on school property, buses, or at school activities. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

SAFE SCHOOLS **SB 944 – Revisions, 2000**

Prohibitions and reporting of student possession of weapons or controlled substances shall apply to the school playground or parking lot, school bus, or school activity whether on or off school property.

The school district may recognize disciplinary actions of another school district whether in-state, or out-of state, in a public, private or charter school. The school board shall not readmit or enroll a pupil suspended for more than 10 days for school violence, regardless of whether the act was committed at a public or private school, provided that the act was the cause of the suspension or expulsion in the case of a private school, without first holding a conference with the appropriate school officials.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

Legal References: State Statutes 160.261, 167.020, 565.002 RSMo, Missouri Safe Schools Act, H.B. 1301 and 1298 (1996).

FIREARM-FREE SCHOOL POLICY

The Sedalia School District #200 seeks to provide a safe, violence-free educational environment for its students and workplace for its employees. The District recognizes that firearms have no place on school grounds.

The District recognizes that it must comply with federal and state laws concerning the treatment of students who bring firearms to school. Accordingly, this policy complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state laws.

The District recognizes the risk of harm that a person who brings a firearm to school may present to himself/herself and to others on school premises. The District recognizes firearm possession as a potential threat to the health, safety, and security of students, employees, and other persons. The District will not tolerate the risk of harm presented when a person brings a firearm on the premises of our schools. Thus, the District states the following:

Student Who Brings a Firearm to School:

The District will adhere to the requirements of the Safe Schools Act of 1996 and implementing state law if district officials determine that a student has brought a firearm to school.

The Safe Schools Act of 1996 and state law implementing this act mandate that local school districts take specific action upon determining that a student has brought a firearm to school. The failure of school districts to observe these requirements will result in the potential loss of significant educational funding. Therefore, the District will not tolerate a student bringing a firearm to school.

This policy shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War-era weapon on school property for educational purposes so long as the firearm is unloaded. As amended by SB 944, the act does not prohibit students from participation in school-sanctioned firearm-related events, provided that an adult lawfully transports the weapon onto school property.

This policy will be submitted annually to the Missouri Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 United States Code 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled, and the types of weapons involved. Effective 2000-01, the school district shall annually report the rates and durations of and reasons for suspensions of 10 days or longer and expulsions of pupils.

Applicability of Policy to Students with Disabilities:

If the student who is determined to be in violation of this Firearm-Free Schools Policy is a student with a disability under the Individuals with Disabilities Education Act, the District may assign the student to an alternative educational placement for a period of up to 45 days. Such laws and regulations set forth special procedures to be followed when a student with disabilities brings a firearm to school. This Firearm-Free Schools Policy will apply to students with disabilities to the extent that its application is allowed under the Individuals with Disabilities Education Act.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Student discipline is a complex issue when one considers only the general school population. The additional legal and ethical issues surrounding the discipline of students with disabilities demand an increased sensitivity to the needs of this special population. In spite of special consideration, it should not be assumed that students with disabilities are immune from disciplinary measures.

As the goals set forth in the philosophy of the discipline code are important educational goals for all students, handicapped students should be required to meet these expectations to the maximum extent possible with the variations based upon the nature and extent of the handicapping condition. Variations to the discipline code should be outlined in the students' Individualized Education Programs.

Disciplinary Actions for Less than Ten School Days

1. Students with disabilities who violate the School District's discipline policy may be disciplined in the same manner as other students, provided that any resulting suspension (in-school or out-of-school) or other change in placement can exceed ten school days. If the offense is not related to the student's disability, placement can exceed 10 school days.

2. Depending upon the student's misconduct and upon the specific provisions of the District's discipline policy, the disciplinary alternatives for 10 days or less include:
 - a. Suspension without educational services;
 - b. Assignment to an interim alternative educational setting (i.e. resource room, in-school suspension, time out);
 - c. Assignment to another setting (i.e. homebased).

Disciplinary Actions in Excess of Ten School Days (Not Long-term or Expulsion)

1. Services are required on the 11th school day in the school year and thereafter if necessary to enable child to appropriately progress as determined by school staff (not IEP team).
2. Convene an IEP meeting to develop functional behavioral assessment plan, if no functional assessment has been done.
3. The behavioral intervention plan is to be reviewed by IEP team, if one exists, or is to be developed if none exists.
4. No IEP meeting is required if a functional behavioral assessment and behavior intervention plan has been done previously, and if the IEP team has already reviewed behavior intervention plan in a prior suspension exceeding 10 school days in a school year.

Long-Term Changes in Placement

1. Removal from Current Educational Placement for More than Ten Cumulative School Days

A student with a disability who violates the District's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short-term exclusions totaling more than ten (10) cumulative days does not constitute change of placement.

On the eleventh day of removal in a school year, the District will provide educational services. If the cumulative removals do not constitute a change of placement, the services to be provided will be determined by school personnel.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a change of placement or when considering a removal of greater than ten (10) consecutive school days, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement or for consideration of a removal of more than ten (10) consecutive school days, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action. If a determination is made that the student's behavior was not a manifestation of the student's disability, disciplinary rules will be applied to the student in the same manner they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.

2. Long-Term Changes in Placement (Drugs and Weapons)

In addition to any other discipline consistent with this regulation, District administrators may assign a student to an interim alternative educational setting for a period of time not to exceed forty-five (45) calendar days, when a student with a disability:

- a. Possesses a weapon at school or at a school function; or
- b. Knowingly possess or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school function.

On the date a decision to make such a removal is made, the parent/legal guardian will be notified of the decision.

Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

Not later than ten (10) days after the date of the decision to assign a student to an interim alternative educational setting, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to the disciplinary action and to determine interim alternative educational placement.

The IEP team will decide on an interim alternative educational setting that will allow the student to continue to progress in the general curriculum, to review the services and modifications that will enable the child to meet the goals set out in the student's IEP, and to receive services and modifications to attempt to prevent the student's behavior from recurring.

3. Violent Students

If the school district believes a student will injure himself or others, the school district has the right to obtain an expedited due process hearing. The parent must be notified immediately by the district of the decision to take this action and provided a copy of the procedural safeguards. At the hearing, the hearing panel may order a change in placement to an appropriate interim alternative educational setting for not more than 45 days if the hearing panel:

- a. Determines the school district has demonstrated by substantial evidence that maintaining the current placement of such students is substantially likely to result in injury to the student or others;
- b. Considers the appropriateness of the student's current placement;
- c. Considers whether the school district has made reasonable efforts to minimize the risk of harm in the student's current placement including the use of supplementary aids and services; and
- d. Determines that the interim alternative educational setting is not appropriate and the student should continue to participate in the general curriculum and continue to receive services required by his current IEP.

Appeal of Disciplinary Actions:

Parent/legal guardian may appeal suspensions in excess of 10 days to the Board of Education pursuant to board policy.

If a parent requests a due process hearing regarding the discipline action to challenge the interim alternative educational setting or the manifestation determination, the student will remain in that interim alternative educational setting pending the hearing decision or until expiration of the time period of the interim alternative educational setting, whichever comes first (unless the parties agree otherwise).

If school personnel maintain that it is dangerous for the student to be returned to the student's current placement (the placement prior to removal to the interim alternative educational setting) during the pendency of the due process proceedings, the school district may request an expedited hearing.

Long-Term Changes Placement (Likely-to-Injure Cases)

1. District administrators may request a state appointed hearing officer to determine whether a disabled student is substantially likely to cause injury to others.

2. In determining whether a disabled student is substantially likely to injure others, the hearing officer will consider:
 - a. The likelihood of injury to the student or to others if the student remains in his/her current educational placement;
 - b. The appropriateness of the student's current placement; and
 - c. Whether the District has made reasonable efforts to minimize the risk of harm in the current educational placement, including the use of supplemental aids and services.
3. If the hearing officer determines that the disabled student is substantially likely to injure themselves or others, the hearing officer may assign the student to an interim educational placement for up to forty-five (45) days.
4. Manifestation Determination - Same procedures as in Long-Term Changes in Placement (Drugs and Weapons)

ELEMENTARY STUDENT ATTENDANCE POLICY (K-4)

The mission of the Sedalia School District is to have 90% of our students attend school 90% of the time.

Please have your child arrive promptly. Attendance and lunch count start immediately and tardiness wastes instructional time. If your child is going to be absent or late, please call the school by 9:00 a.m. if possible. At that time you may request that homework be sent to the office for you to pick up, (please call as early in the day as possible to allow time for the teacher to get assignments and books together). If your child arrives at school late, he/she must check in through the office before going to class. If you are going to pick up your child early, please send a note to the office. Also, you must come in the office and sign him/her out. A student arriving at school late or taken out of school early will be counted absent for the part of the day missed. Any absence will prevent a student from receiving a perfect attendance award. A note needs to be sent to school with your child if he/she needs to stay in at recess. If your child needs to stay in longer than three (3) consecutive days, a doctor's excuse is required.

1. **Philosophy**
Absenteeism hinders educational achievement and is detrimental to academic and vocational success. Parents, students and teachers all share in the responsibility for encouraging regular attendance. This policy will apply to all K-4 students.
2. **Responsibility**
Every school day, absences for each student will be carefully checked, recorded, and reported by each teacher to the office.

The documentation of an absence so that it may be properly recorded is the responsibility of the student and parent/legal guardian. Professional documentation may include (but not be limited to): Doctor, dentist, legal appointments and funerals. The absence of any student sent home ill from school by the school nurse or by the building principal will be considered documented. Medical documentation must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parents should always obtain a note from the attending physician, physician

assistant or nurse practitioner when the student needs medical attention. The absence will be considered excused and will count as one of the eight allowable days. However, the doctor's note will be taken into consideration should the student's absences reach nine.

The eight (8) days per semester as allowed by this policy are to take care of such things as minor medical problems not requiring a doctor's attention but which may necessitate being out of class for a short period of time (i.e., flu, colds, sinus problems, minor injuries, etc.). The exceptions to this are truancy and out-of-school suspension.

Make-up work will be allowed for all absences (with the exception of truancy and suspension) until the policy has been violated. After that time, make-up work will be allowed for absences based on professional documentation or acceptance by the Appeals Committee. It is the responsibility of the student to acquire, perform, and return all make-up work to each teacher. One (1) day for make-up work will be allowed for each day of absence plus one (1) (i.e., for three (3) days of absence, the student will have four (4) days to make up the work.) All make-up work must be turned in to each teacher by the morning after the last allowable make-up day.

3. **Violation**

Student absences exceeding eight (8) days in one (1) semester will be in violation of the district attendance policy, which may result in a parent contact, parent-principal conference, grade level retention, suspension (either in-school or out-of-school), referral to Truancy Court, or to Missouri Division of Family Services for parental educational neglect or possible referral to the Prosecuting Attorney. The building administrator and/or committee may make an attendance contact with parent and student to remediate attendance problems.

4. **Procedures**

The parent/legal guardian should receive notification by telephone or regular mail from the office communicating the student's number of absences at the following times:

4th unexcused absence per semester - parents will be contacted by letter

5th - 7th unexcused absence per semester - personal contact to parents

8th unexcused absence per semester - possible Truancy Court referral and/or parent prosecution

A student and parent/legal guardian may request a conference at any time with the principal or other designated school official to discuss the absences of the student or the attendance policy. Only professional documentation will excuse absences from school.

In the event that a student's absences exceed the eight (8) day policy limit, the student and parent or legal guardian may file an appeal in writing within five (5) days of the notice of violation of the attendance policy. This appeal must be filed in the principal's office. The applicant shall be required to present valid evidence to substantiate the appeal at the hearing. The appeal committee shall be composed of one (1) teacher selected by the student or their parents, two (2) teachers selected by the teaching staff and the school counselor.

Absences that may be excused by this policy and/or the Appeal Committee are:

- a. Illness of the student.
- b. Critical illness or death in the immediate family.
- c. Time necessary for attending a funeral service of a person whose relationship to the student or family warrants such attendance may be excused provided prior arrangements have been made with the principal.
- d. Pre-arranged absences made only through the principal.
- e. Special circumstances as determined by the school.

5. **Suspension/Truancy/Tardies**

A student who is suspended out-of-school for a disciplinary problem for any number of days will have that number of days charged against the total of eight (8) days as permitted by this policy. All days suspended are unexcused and no make-up work is allowed.

A student who is truant for any number of days will have that number of days charged against the total of eight (8) days as permitted by this policy. All days truant are unexcused and no make-up work is allowed.

Any student who is tardy more than eight (8) times per semester will follow the same procedures as prior listed in attendance procedure.

6. **Nine Percent (9%) Rule**

The eight (8) days of absence per semester as allowed by this policy is nine percent (9%) of the total classroom days in our school calendar. Therefore, any student entering after the opening day of school as a new student or as a transfer student will be allowed nine percent (9%) of the remaining days in the semester as his/her number of allowable absences. Attendance policies from previous schools will be honored.

7. **Ten (10) Consecutive Day Rule**

Any student who has been absent for ten (10) consecutive days will be dismissed from the attendance rolls. The parent(s) will be required to establish an appointment with the principal prior to re-enrolling the student unless previous arrangements have been made.

MIDDLE SCHOOL (5) AND JUNIOR HIGH (6-8) STUDENT ATTENDANCE POLICY

Please have your child arrive promptly. Attendance count starts immediately. If your child is going to be absent or late, please call the school by 8:00 a.m. if possible. If your child arrives at school late, he/she must check in through the office before going to class. If you are going to pick up your child early, please send a note to the front office. Also, you must come in the office and sign him/her out. A student arriving at school late or taken out of school early will be counted absent for the part of the day missed. Any absence will prevent a student from receiving a perfect attendance award.

1. **Philosophy**

Absenteeism hinders educational achievement and is detrimental to academic and vocational success. Parents, students and teachers all share in the responsibility for encouraging regular attendance. This policy will apply to all middle/junior high school students.

2. Responsibility

Every school day, absences for each student will be carefully checked, recorded, and reported by each teacher to the office.

The documentation of an absence so that it may be properly recorded is the responsibility of the student and parent/legal guardian. Professional documentation may include (but not be limited to): Doctor, dentist, legal appointments and funerals. The absence of any student sent home ill from school by the school nurse or by the building principal will be considered documented. Medical documentation must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parents should always obtain a note from the attending physician, physician assistant or nurse practitioner when the student needs medical attention. The absence will be considered excused and will count as one of the eight allowable days. However, the doctor's note will be taken into consideration should the student's absences reach nine.

The eight (8) days per semester as allowed by this policy are to take care of such things as minor medical problems not requiring a doctor's attention but which may necessitate being out of class for a short period of time (i.e., flu, colds, sinus problems, minor injuries, etc.). The exceptions to this are truancy and out-of-school suspension.

Make-up work will be allowed for all absences (with the exception of truancy and suspension) until the policy has been violated. After that time, make-up work will be allowed for absences based on professional documentation or acceptance by the Appeals Committee. It is the responsibility of the student to acquire, perform and return all make-up work to each teacher. One (1) day for make-up work will be allowed for each day of absence up to five (5) days of absenteeism, a student will have a maximum of five (5) days to make up his/her work. All make-up work must be turned in to each teacher by the morning after the last allowable make-up day.

3. Violation

Student absences exceeding eight (8) days in one (1) semester will be in violation of the district attendance policy, which may result in a parent contact, parent-principal conference, grade level retention, suspension (either in-school or out-of-school), referral to Truancy Court, or to Missouri Division of Family Services for parental educational neglect or possible referral to the Prosecuting Attorney. The building administrator and/or committee may make an attendance contact with parent and student to remediate attendance problems.

4. Procedures

The parent/legal guardian should receive notification by telephone or regular mail from the office communicating the student's number of absences at the following times:

4th unexcused absence per semester – parents will be contacted by letter

5th – 7th unexcused absence per semester – personal contact to parents

8th unexcused absence per semester – possible Truancy Court referral and/or parent prosecution

A student and parent/legal guardian may request a conference at any time with the principal or other designated school official to discuss the absences of the student or the attendance policy. Only professional documentation will excuse absences from school. In the event that a student's absences exceed the eight (8) day policy limit, the student and parent or legal guardian may file an appeal in writing within five (5) days of the notice of violation of the attendance policy. This appeal must be filed in the principal's office. The applicant shall be required to present valid evidence to substantiate the appeal at the hearing. The appeal committee shall be composed of one (1) teacher selected by the student or their parents, two (2) teachers selected by the teaching staff and a school counselor.

Absences that may be excused by this policy and/or the Appeal Committee are:

- a. Illness of the student.
- b. Critical illness or death in the immediate family.
- c. Time necessary for attending a funeral service of a person whose relationship to the student or family warrants such attendance may be excused provided prior arrangements have been made with the principal.
- d. Pre-arranged absences made only through the principal.
- e. Special circumstances as determined by the school.

5. Suspension/Truancy/Tardies

A student who is suspended out-of-school for a disciplinary problem for any number of days will have that number of days charged against the total of eight (8) days as permitted by this policy. All days suspended are unexcused and no make-up work is allowed.

A student who is truant for any number of days will have that number of days charged against the total of eight (8) days as permitted by this policy. All days truant are unexcused and no make-up work is allowed.

Unexcused tardies will be accumulated based upon the amount of time a student is late to school. (i.e., a student who is two (2) hours late to school four (4) times will be counted as one (1) day absent.)

6. Nine Percent (9%) Rule

The eight (8) days of absence per semester as allowed by this policy is nine percent (9%) of the total classroom days in our school calendar. Therefore, any student entering after the opening day of school as a new student or as a transfer student will be allowed nine percent (9%) of the remaining days in the semester as his/her number of allowable absences. Attendance policies from previous schools will be honored.

7. Ten (10) Consecutive Day Rule

Any student who has been absent for ten (10) consecutive days will be dismissed from the attendance rolls. The parent(s) will be required to establish an appointment with the principal prior to re-enrolling the student unless previous arrangements have been made.

8. Administrative Authority

Building administrators will have the authority to use their discretion in determining all cases regarding attendance.

HIGH SCHOOL (9-12) STUDENT ATTENDANCE POLICY

Rationale for the Policy:

1. Regular and punctual patterns of attendance will be expected of each student enrolled in Smith-Cotton High School. The secondary student is of an age when he/she needs to learn the valuable concepts of attendance and punctuality. The lesson is important for the student's maturation and acceptance of the responsibility for his/her actions. Good high school attendance helps prepare the teenager for attendance requirements placed upon an individual as an adult.
2. Students should strive to maintain a good attendance record because there is a direct relationship between school attendance and grades, citizenship, and success in school.
3. Frequent absence of students from regular classroom learning experiences disrupts the continuity of the instructional process. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.
4. The attendance policy exists with only the intent to help students and to maintain the rationale for which it exists. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parent/legal guardians, teachers, and administrators to keep absences and tardies to a minimum.

Steps for Attendance Procedure Operation:

1. Daily Absence Reporting

- a. The parent/legal guardian of the student should notify the attendance office by 9 a.m. each day of the student's absence. This call will excuse the student's absence. While an excused absence counts as one of the eight absences allowable for each class (see #5), students will be allowed to make up work.
- b. Students whose parents have not contacted the school on the day of their absence will need to provide a written excuse from a parent or legal guardian when they return to school.
- c. Medical documentation must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parents should always obtain a note from the attending physician, physician assistant or nurse practitioner when the student needs medical attention. The absence will be considered excused. The absence of any student sent home ill from school by the school nurse or by the building principal will be considered documented.
- d. The student will be considered TRUANT if the parent or legal guardian fails to notify the school on the date of the absence. Truancy is defined as an avoidable absence without the knowledge and consent of the student's parents/legal guardians or school administration.

- e. The documentation of an absence, so that it may be properly recorded, is the responsibility of the student and parent/legal guardian. Professional documentation may include (but not be limited to): doctor, dentist, legal appointments, college visit, and funerals.
2. **Any absence beyond eight (8) per class per semester may result in loss of credit.**
3. **Student attendance will be checked periodically by a building administrator, counselor, and/or social worker. Parent/legal guardian will be notified of the student's attendance record after four absences.**
4. **When a student has an unexcused absence, parents will be notified via phone call, home visit, and/or letter.**
5. **Make-up Privileges**
 - a. Upon returning to school, after being absent and receiving an excused absence, it is the student's responsibility to ask the teachers for make-up work. Make up work will be due one (1) day after the missed day.
 - b. Students who have excused absences from school will have the number of school days they were absent to complete make-up work, except by special arrangement with the teacher.
 - c. Make-up for final exams requires administrative approval.
 - d. **Students missing school time due to field trips, extra-curricular, co-curricular activities must obtain their homework ahead of time or no credit will be given.**
6. **Appeals** will be considered only on the basis of medical records, emergencies, or special circumstances. Loss of credit due to truancy is not a valid basis for appeal. If the student or his/her parents feel that the absences were unavoidable, they may make a request to present their information to the Appeal Committee. An appeal must be filed no later than **10 days after the semester ends.**
7. **Tardies**
 - a. Each student has the responsibility to arrive at school and to class on time.
 - b. Students who arrive at school after 8:20 a.m. MUST check-in through the attendance office.
 - c. Tardies will be monitored by each classroom teacher, who can require the student to serve a 15 or 30 minute detention.
 - d. Excessive tardiness to class, or failure to serve a detention, will be referred to the assistant principals for disciplinary action and parent notification.
8. **Truancy/Unexcused Absences will result in one or more of the following:**
 - a. No make-up privileges.
 - b. Administrative action.
 - c. Parent notification or conference, either by letter, phone, or in person.
 - d. Referral to Truancy Court.
 - e. Loss of credit.
 - f. Parent prosecution.

WHITTIER HIGH SCHOOL (9-12) STUDENT ATTENDANCE POLICY

Steps for Attendance Procedure Operation:

1. Daily Absence Reporting

- a. The parent/legal guardian of the student should notify the attendance office by **9:15 a.m.** each day of the student's absence. This call will excuse the student's absence. While an excused absence counts as one of the four absences allowable for each class (see #5), students will be allowed to make up work.
- b. Medical documentation must be provided **within 10 school days** of the absence in order for the absence to be marked as Medical (M). Parents should always obtain a note from the attending physician, physician assistant or nurse practitioner when the student needs medical attention. The absence will be considered excused and will count as one of the four allowable days. However, the doctor's note will be taken into consideration should the student's absences reach five. The absence of any student sent home ill from school by the school nurse or by the building principal will be considered documented.
- c. The student will be considered TRUANT if the parent or legal guardian fails to notify the school on the date of the absence. Truancy is defined as an avoidable absence without the knowledge and consent of the student's parents/legal guardians or school administration.
- d. The documentation of an absence, so that it may be properly recorded, is the responsibility of the student and parent/legal guardian. Professional documentation may include (but not be limited to): doctor, dentist, legal appointments, college visit, and funerals.

2. Any absence beyond four (4) per class per term may result in loss of credit.

3. Student attendance will be checked periodically by a building administrator, counselor, and/or social worker. Parent/legal guardian will be notified of the student's attendance record after four absences.

4. When a student has an unexcused absence, parents will be notified via phone call home visit, and/or letter.

5. Make-up Privileges

- a. Upon returning to school, after being absent and receiving an excused absence, it is the student's responsibility to ask the teachers for make-up work. Make up work will be due one (1) day after the missed day.
- b. Students who have excused absences from school will have the number of school days they were absent to complete make-up work, except by special arrangement with the teacher.
- c. Make-up for final exams requires administrative approval.
- d. **Students missing school time due to field trips, extra-curricular, co-curricular activities must obtain their homework ahead of time or no credit will be given.**

6. Appeals will be considered only on the basis of medical records, emergencies, or special circumstances. Loss of credit due to truancy is not a valid basis for appeal. If the student or his/her parents feel that the absences were unavoidable, they may make a request to present their information to the Appeal Committee. An appeal must be filed no later than **10 days after the semester ends.**

7. Tardies

- a. Each student has the responsibility to arrive at school and to class on time.
- b. Students who arrive at school after 9:00 a.m. **MUST** check-in through the attendance office.
- c. Tardies will be monitored by each classroom teacher, who can require the student to serve a 15 or 30 minute detention.
- d. Excessive tardiness to class, or failure to serve a detention, will be referred to the assistant principals for disciplinary action and parent notification.

8. Truancy/Unexcused Absences will result in one or more of the following:

- a. No make-up privileges.
- b. Administrative action.
- c. Parent notification or conference, either by letter, phone, or in person.
- d. Referral to Truancy Court.
- e. Loss of credit.
- f. Parent prosecution.

APPEALS AND/OR DUE PROCESS PROCEDURES

Appeals or due process procedures will include both informal and formal meetings. Generally, decisions made by a teacher or other staff member will first be appealed to the principal or assistant principal. The principal's decision may be appealed to the superintendent or assistant superintendent level and that decision may be appealed to the Board of Education.

Problems referred by the teacher of a classroom, bus driver, or other staff member will fall within the following framework:

1. The principal should have a description of the misbehavior from the teacher, bus driver, or other staff member.
2. All disciplinary action by the principal begins with a conference or informal hearing with the student.
3. A general record of the conference and all disciplinary action should be kept and, when appropriate, a copy sent to the referring teacher.
4. The principal and referring teacher or staff member should refrain from informal discussions of disciplinary situations with others not involved. In cases of meetings conducted at the classroom teacher, principal, or superintendent levels, due process dictates that the disciplinarian inform the student as to the offense, give the student an opportunity to tell his or her side of the story, and make a rudimentary check on the facts before imposing discipline.

The meeting does not require witnesses and may be brief, involving no more than an informal give-and-take prior to the disciplinary action or decision regarding an appeal.

While the due process procedures for short-term suspensions, and other minor disciplinary options are relatively simple and informal, long-term suspension (exceeding ten days) and expulsion will require a more formal hearing procedure. All hearings conducted by the Board of Education shall proceed as follows:

1. The pupil and his or her parents and others having custodial care shall be notified of said hearing by certified mail, not less than ten days in advance of said hearing, said notice to be directed to the address of said pupil and his or her parents or others having custodial care as shall appear on the records of the school district.
2. The notice shall contain a written statement of the alleged facts, which constitute conduct meriting the suspension.
3. The pupil and his/her parents or others having custodial care shall have the opportunity to inspect, in advance, any affidavits and exhibits which the Board of Education intends to allow presented against the pupil.
4. The pupil and his/her parents or others having custodial care of said pupil shall have the right to hear any and all evidence presented against the pupil and to see and examine any affidavits or exhibits presented.
5. The pupil or his/her parents or others having custodial care shall have the right to cross-examine any witness.
6. The pupil or his/her parents or others having custodial care shall have the right to produce witnesses on behalf of the pupil.
7. The pupil shall have the right to present his/her own version of the events as to the charge against him/her and if the pupil does not deny the charges, but desires to present matters in mitigation or extenuation or explanation, the pupil may do so.
8. The pupil shall have the right to have counsel present to advise him/her.
9. The pupil, his/her parents or others having custodial care, shall have the right, at their own expense, to make a record of the events at the hearing.
10. If more than one student is involved in the same incident, the Board of Education may consider the cases separately or at one time. Students may request the Board to consider their cases separately. In either event, the Board shall make separate findings with regard to each student.
11. The evidence may be heard in whatever order the Board of Education shall deem advisable, although points of dispute should be separated from agreed upon facts as quickly as possible.
12. Decorum should be observed at all times, each side having the full opportunity to present its facts.
13. The Board of Education may expel from the proceedings anyone who does not await his/her turn to present matters for consideration or who otherwise unduly interferes with the deliberation of the Board.
14. The Board of Education may exclude all persons from the hearing except the student, his/her parents, or others having custodial care, his/her attorney and the witness testifying.
15. In the event the Board of Education shall decide to expel a student, or affirm a decision to suspend a student, from school for a period longer than ten (10) school days, the Board shall, as soon as it is practicable after the hearing, present the student by mail or personal delivery, a written finding of fact and statement of the disciplinary action taken. The student may, however, waive same and be provided with a verbal finding immediately.

16. A student may petition the Board of Education for reinstatement within 15 days pending the reconsideration with the Board having full discretion to either accept or reject same. Note: No hearing will be granted by the Board, new or additional.

PRIVACY RIGHTS

School records regarding disciplinary action by school personnel are sensitive records and are only maintained to insure accuracy and consistency in working with the student involved. Board Policy, 7400, refers to the District's adherence to provisions of the Family Educational Rights and Privacy Act of 1974 and applies to disciplinary records as well as other school informational records.

ADMINISTRATIVE POWERS

1. Power of the Principal – The principals and assistant principals of schools of the Sedalia School District #200 may suspend a pupil for a period not to exceed ten days. Any suspension by a principal shall be reported immediately to the superintendent of schools, who may revoke the suspension at any time.
2. Power of the Superintendent or designee – The superintendent of schools, or his/her designee, of the Sedalia School District #200 may suspend a pupil for a period of time not to exceed one hundred eighty (180) school days in accordance with the Missouri Statutes, or for 180 days in accordance with House Bill 174, if the student is charged with or convicted of a felony. However, if the suspension imposed shall be for more than ten (10) school days, the pupil, his or her parents, or others having custodial care, may appeal the decision of the superintendent to the Board of Education by asking for a hearing before the Board. Such appeal shall be in writing, may be in letter form, and may be delivered by regular mail to the Board of Education or personally delivered to any member thereof.

In the event of an appeal to the Board of Education, the superintendent shall promptly transmit to the Board a full report, in writing, of the facts relating to the suspension, the action taken, and the reasons therefore. The Board, upon request, shall grant a hearing to the appealing party to be conducted according to the laws of the State of Missouri in such cases made and provided and in accordance with the procedures herein set forth.

3. Power of the Board of Education – The Board of Education of this District, after notice to parents or others having custodial care, and a hearing upon charges preferred, may suspend or expel a pupil.

NON-DISCRIMINATION AND STUDENT RIGHTS

Searches by School Personnel

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

In addition, the Board of Education authorized the use of breathalyzers, metal scanners to search students, and/or trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, weapons or firearms, explosives, and other contraband.

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

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle. This includes the use of canine searches.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

Interview or Interrogation

The School District has supervisory authority over students during the school day and hours of approved extracurricular activities. The school administration will endeavor responsibility for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, to the extent permitted by law, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parent/legal guardian, as permitted by law.

Removal of Students from School

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal, to the extent permitted by law, will attempt to notify the student's parent/legal guardian that the student is being removed from school.

BUS RULES INFORMATION

1. When boarding the bus, students shall be seated and shall remain in that seat until arrival at their destination.
2. Instruments and other large objects are to be taken to the seat with the student and placed under the seat or held by the student. It cannot take up a seat for another student to sit in.
3. No pets or animals in boxes, jars or containers will be allowed on the bus.
4. No type of glass items or balloons will be allowed on the bus.
5. No eating, drinking, or chewing of gum allowed on bus.
6. Students shall remain quiet at all Railroad Crossing stops and there should be a minimum of noise while passing through town.
7. Students are not to put any part of the body out the windows.
8. No fighting or "horseplay" on buses. Normal conversation, classroom conduct shall be observed at all times.
9. Each student shall be held accountable for any destruction of property including damage to bus or personal property of others.
10. If a student is to be discharged from the bus at a place other than his or her own stop, a written note from the parent/legal guardian must be given to the building principal for approval and then to the driver.
11. The driver is in charge at all times. When on activity trips, teacher and driver are in charge.
12. Drivers may not transport any persons not regularly assigned to the bus unless authorized by the building principal.
13. The driver has the right to assign students a seat on the bus.
14. The use of alcohol, tobacco, or drugs is not permitted on the bus. Striking of matches or lighters is not permitted on the bus.
15. Obscene and unacceptable language gestures, remarks or signs will not be tolerated.
16. Students must pass 10 feet in front of the bus and establish eye contact with driver before crossing. Students shall never cross behind the bus.
17. Students will refrain from going to the mailbox until the bus has traveled away from the stop.
18. The school bus is an extension of the school and all school rules and regulations, which pertain to student conduct in the schools, are applicable to student conduct on a school bus.
19. Students may be videotaped while riding the school bus. The viewing of these tapes is subject to the guidelines authorized by the district.

20. Students must be at the bus stop 5 minutes prior to pickup time.

CORRECTIVE DISCIPLINE OPTIONS

Administrators will have the authority to use their discretion in determining the appropriate disciplinary steps, depending upon the severity and frequency of incidents.

A student who is 17 years of age or older and is charged with/or convicted of a felony will be suspended from school until the charges are reduced to a misdemeanor or dropped. Safe school act violations are suspended at any age.

Students under suspension from school are not to attend school activities nor be on school district grounds.

A student/parent conference with the superintendent or designee shall be required prior to re-admittance for students suspended from school for a period of 10 days or more. Written notice of conference will be provided to parent or guardian.

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. No code of conduct can be expected to list each and every offense which may result in disciplinary action. Any conduct not included herein, or any aggravated circumstance of any offense or action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent/designee and/or Board of Education.

Student Discipline Definitions and Offenses

Definition	Offense	Grades K-4
Alcohol, Controlled Substances, Illegal Drugs		
<p>a.) Possession of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia; substances containing THC, CBD oil, hemp weed, or other derivatives or components of (1) marijuana or (2) other substances prohibited by this policy (collectively, "prohibited substance or item").</p> <p>b.) Sale, purchase, distribution, exchange, or receipt of any "prohibited substance or item."</p> <p>c.) Being under the influence of any "prohibited substance or item."</p> <p>Note: These prohibitions shall apply at all times while the student is present on district property, at district activities (whether on or away from district property), and on transportation operated by or on behalf of the district (collectively, "covered premises"). For purposes of this policy, "under the influence" shall include any and all consumption or other use of a "prohibited substance or item" immediately prior to the student's entrance to and/or during the student's presence on "covered premises", regardless the amount of substance shown, if any, by breathalyzer, blood, or other testing.</p>	1st Offense	PC, C, I, ISS, OSS, LA
	2nd Offense	PC, C, I, ISS, OSS, LA, LT
	3rd Offense	REP, PC, C, I, ISS, OSS, LA, LT
<p>C - Counselor</p> <p>LA - Legal Authority</p> <p>R - Restitution</p>	<p>CS - Community Service</p> <p>LOP - Loss of Privileges</p> <p>RE - Recommendation for Expulsion</p>	<p>CWS - Conference with Student</p> <p>LT - Long Term Suspension</p> <p>ATS - Alternative to Suspension</p>

Grade 5	Grades 6-8	Grades 9-12
PC, C, I, ISS, OSS, LA	PC, C, OSS, ATS, LA, LT	PC, C, OSS, LT, LA
PC, C, I, ISS, OSS, LA, LT	PC, C, OSS, ATS, LA, LT	PC, C, OSS, LT, LA
REP, PC, C, I, ISS, OSS, LA, LT	REP, PC, C, OSS, ATS, LA, LT	REP, PC, C, OSS, LT, LA
<p>D - Detention</p> <p>NC - No Credit</p> <p>REP - Review Educational Placement</p>	<p>I - Intervention</p> <p>OSS - Out-of-School Suspension</p>	<p>ISS - In-School Suspension</p> <p>PC - Parent Contact</p> <p>SSW - School Service Work</p>

Definition	Offense	Grades K-4
Arson		
Starting a fire, or attempting to start a fire, or causing an explosion with the intention to damage property or buildings of the Sedalia School District #200 or other persons.	1st Offense	PC, OSS, LA, LT
	Subsequent Offense	PC, OSS, LA, LT, RE
Assault		
Safe Schools Act: Prohibitions and reporting of student possession of weapons or controlled substances shall apply to the school playground or parking lot, school bus, or school activity whether on or off school property. The school district may recognize disciplinary actions of another school district whether in-state, or out-of-state, in a public, private, or charter school.		
a.) Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury. b.) Attempting to kill or cause serious physical injury to another.	1st Offense	PC, LOP, ISS, OSS, LA, LT
	2nd Offense	PC, C, LOP, ISS, OSS, LA, LT, RE
	3rd Offense	PC, C, LOP, ISS, OSS, LA, LT, RE
C - Counselor CS - Community Service CWS - Conference with Student LA - Legal Authority LOP - Loss of Privileges LT - Long Term Suspension R - Restitution RE - Recommendation for Expulsion ATS - Alternative to Suspension		

Grade 5	Grades 6-8	Grades 9-12
PC, OSS, LA, LT	PC, OSS, ATS, LA, LT	PC, OSS, LA, LT
PC, OSS, LA, LT, RE	PC, OSS, ATS, LA, LT, RE	PC, OSS, LA, LT, RE
The school board shall not re-admit or enroll a pupil suspended for more than 10 days for school violence, regardless of whether the act was committed at a public or private school, provided that the act was the cause of the suspension or expulsion in the case of a private school, without first holding a conference with the appropriate school officials.		
PC, CS, ISS, OSS, LA, LT	PC, ISS, OSS, ATS, LA, LT, RE.	PC, C, OSS, LA, LT, RE.
PC, C, ISS, OSS, LA, LT, RE	PC, OSS, ATS, LA, LT, RE	PC, C, OSS, LA, LT, RE
PC, C, OSS, LA, LT, RE	PC, OSS, ATS, LA, LT, RE	PC, C, OSS, LA, LT, RE
D - Detention I - Intervention ISS - In-School Suspension NC - No Credit OSS - Out-of-School Suspension PC - Parent Contact REP - Review Educational Placement SSW - School Service Work		

Definition	Offense	Grades K-4
Bullying		
<p>"Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive, or is substantially likely to be repeated, and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. May consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.</p> <p>"Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager."</p>	1st Offense	CWS, PC, OSS, Up to 10 days
	2nd Offense	CWS, PC, OSS, Up to 180 days
	3rd Offense	CWS, PC, C, OSS - Up to 180 days, RE
Bus Misconduct		
<p>Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.</p>	1st Offense	CWS, PC, warning
	2nd Offense	PC, 1 day off bus
	3rd Offense	PC, 3 days off bus
	4th Offense	PC, 5 days off bus
	5th Offense	PC, loss of riding privileges
<p>C - Counselor LA - Legal Authority R - Restitution</p>	<p>CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion</p>	<p>CWS - Conference with Student LT - Long Term Suspension ATS - Alternative to Suspension</p>

Grade 5	Grades 6-8	Grades 9-12
CWS, PC, OSS, Up to 10 days	CWS, PC, OSS, Up to 180 days, ATS	CWS, PC, OSS, Up to 10 days
CWS, PC, OSS, Up to 180 days	CWS, PC, OSS, Up to 180 days, ATS	CWS, PC, OSS, Up to 180 days
CWS, PC, C, OSS - Up to 180 days, RE	CWS, PC, OSS - Up to 180 days, RE, ATS	CWS, PC, OSS - Up to 180 days, RE
CWS, PC, warning	CWS, PC, warning	CWS, PC, warning
PC, 1 day off bus	PC, 1 day off bus	PC, 1 day off bus
PC, 3 days off bus	PC, 3 days off bus	PC, 3 days off bus
PC, 5 days off bus	PC, 5 days off bus	PC, 5 days off bus
PC, loss of riding privileges	PC, loss of riding privileges	PC, loss of riding privileges
<p>D - Detention NC - No Credit REP - Review Educational Placement</p>	<p>I - Intervention OSS - Out-of-School Suspension</p>	<p>ISS - In-School Suspension PC - Parent Contact SSW - School Service Work</p>

Definition	Offense	Grades K-4
Cheating		
Dishonesty while completing schoolwork plagiarism, and/or falsifying or altering records. Cheating offenses will be counted across all classes. This will restart each semester.	1st Offense	CWS, PC, NC, D
	2nd Offense	PC, C, D, NC, ISS
	3rd Offense	PC, C, D, NC, ISS
Chronic Misbehaving Students		
Chronic misbehaving is defined as either of the following: 1) more than 5 office referrals resulting in a disciplinary action; 2) more than 2 office referrals resulting in suspensions.	1st Offense	CWS, PC, C, I, ISS, OSS, REP
	2nd Offense	CWS, PC, C, ISS, OSS, I, REP
	3rd Offense	CWS, PC, C, AIS, ISS, OSS, I, REP, LT, RE
Computer/Cell Phone/Technology Misuse		
Inappropriate use of technology (internet included) is any action by a student to view, print, or distribute pornographic materials, sexting, access private files, harassing, insulting or attaching others, damaging computer systems and/or computer networks, unauthorized tampering of hardware and/or software, violating copyright laws, and employing the network for commercial purposes.	1st Offense	CWS, PC, LOP, R, ISS, LA
	2nd Offense	CWS, PC, R, ISS, LA, LOP
	3rd Offense	CWS, PC, R, ISS, OSS, LA, LOP
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension ATS - Alternative to Suspension

Grade 5	Grades 6-8	Grades 9-12
PC, C, NC, D	PC, NC, D, LOP	PC, NC, D, LOP
PC, C, NC, D, ISS	PC, NC, D, ISS, LOP	PC, NC, D, ISS, LOP
PC, C, NC, CS, ISS	PC, C, NC, CS, ISS, LOP	PC, NC, D, ISS, LOP, mandatory "F" for the semester if all offenses occur in the same course
CWS, C, PC, ISS, OSS, LT, I, REP	PC, ISS, OSS, ATS, LT, I, REP, RE	PC, LOP, ISS, OSS, LT, REP, RE
CWS, PC, C, ISS, OSS, I, REP	PC, ISS, OSS, ATS, LT, I, REP, RE	PC, LOP, ISS, OSS, LT, REP, RE
CWS, PC, C, AIS, ISS, OSS, I, REP, LT, RE	PC, ISS, OSS, ATS, LT, I, REP, RE	PC, LOP, ISS, OSS, LT, REP, RE
CWS, PC, LOP, R, ISS, LA	CWS, PC, LOP, R, D, ISS, OSS, ATS, LA, LT	CWS, PC, LOP, R, D, ISS, OSS
CWS, PC, R, ISS, LA, LOP	CWS, PC, LOP, R, D, ISS, OSS, ATS, LA, LT, RE	CWS, PC, LOP, R, D, ISS, OSS
CWS, PC, R, ISS, OSS, LA, LOP	CWS, PC, LOP, R, D, ISS, OSS, ATS, LA, LT, RE	CWS, PC, LOP, R, ISS, OSS, LA, LT, RE
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension SSW - School Service Work	ISS - In-School Suspension PC - Parent Contact

Definition	Offense	Grades K-4
Discriminatory Acts/Disparaging or Demeaning Language		
Use of words or actions, verbal, written or symbolic, meant to harass or injure another person because of race, religion, gender, sexual orientation, disability, political beliefs, ethnic origin, etc.	1st Offense	CWS, C, PC, LOP, CS, ISS, OSS, LA, LT
	2nd Offense	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT
	3rd Offense	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT, REP, RE
Disorderly Conduct		
Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud, or other conduct, which tends to cause or provoke a disturbance.	1st Offense	PC, C, CWS, LOP, ISS
	2nd Offense	PC, C, CWS, LOP, ISS, OSS
	3rd Offense	CWS, PC, C, LOP, ISS, OSS
Disrespectful Conduct or Speech		
a.) Disrespectful verbal, written, or symbolic language or gesture, which is inappropriate to public settings, directed to a staff member or another student. b.) Conduct or verbal, written, or symbolic language which materially and substantially disrupts classroom work, school activities, or school functions.	1st Offense	CWS, PC, LOP, ISS, LA
	2nd Offense	CWS, PC, ISS, OSS, LA
	3rd Offense	CWS, PC, ISS, OSS, LA
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension ATS - Alternative to Suspension

Grade 5	Grades 6-8	Grades 9-12
Discriminatory Acts/Disparaging or Demeaning Language		
CWS, C, PC, LOP, CS, ISS, OSS, LA, LT	CWS, C, D, PC, LOP, CS, ISS, OSS, ATS, LA, LT	CWS, C, D, PC, LOP, CS, ISS, OSS, LA, LT
CWS, PC, C, LOP, CS, ISS, OSS, LA, LT	CWS, PC, C, LOP, CS, ISS, OSS, ATS, LA, LT	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT
CWS, PC, C, LOP, CS, ISS, OSS, LA, LT, REP, RE	CWS, PC, C, LOP, CS, ISS, OSS, ATS, LA, LT, REP, RE	CWS, PC, C, LOP, CS, ISS, OSS, LA, LT, REP, RE
Disorderly Conduct		
PC, C, CWS, LOP, ISS	PC, C, CWS, D, LOP, ISS, OSS, ATS	PC, C, CWS, D, LOP, ISS, OSS
PC, C, CWS, LOP, ISS, OSS	PC, C, D, LOP, ISS, OSS, ATS	PC, C, D, LOP, ISS, OSS
CWS, PC, C, LOP, ISS, OSS	PC, LOP, ISS, OSS, ATS	PC, LOP, ISS, OSS
Disrespectful Conduct or Speech		
CWS, PC, LOP, ISS, LA	PC, CWS, D, LOP, ISS, OSS, ATS, LA	PC, CWS, D, LOP, ISS, OSS, LA
CWS, PC, ISS, OSS, LA	PC, D, LOP, ISS, OSS, ATS, LA	PC, D, LOP, ISS, OSS, LA
CWS, PC, ISS, OSS, LA	PC, LOP, ISS, OSS, ATS, LA	PC, LOP, ISS, OSS, LA
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4
Failure to Serve a Detention		
Knowingly and willfully refusing to serve an assigned detention.	1st Offense	CWS, PC, D
	2nd Offense	CWS, PC, D, ISS, OSS
	3rd Offense - Grade K-4 / Repeat Offense - Grades 5-12	CWS, PC, D, ISS, OSS
False Alarms		
a.) The act of initiating a false fire alarm or initiating a false report warning of a fire or an impending catastrophe. b.) Tampering with emergency equipment.	1st Offense	CWS, PC, C, LOP, LA
	2nd Offense	PC, C, LOP, ISS, OSS, LA, REP
	3rd Offense	PC, LOP, ISS, OSS, LA, REP, LT
False Reports		
The act of falsely reporting incidents or making false accusations or giving false information to school personnel which would affect the welfare of others.	1st Offense	CWS, PC, LOP
	2nd Offense	CWS, PC, ISS
	3rd Offense	CWS, PC, ISS, OSS
Fighting		
Occurs when two or more persons voluntarily or by agreement, engage in any fight or use any blows or violence toward each other, in any angry or quarrelsome manner.	1st Offense	CWS, PC, C, LOP, CS, ISS, OSS, LA
	2nd Offense	CWS, PC, C, LOP, ISS, OSS, REP, LA
	3rd Offense	PC, C, LOP, ISS, OSS, LA
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension ATS - Alternative to Suspension

Grade 5	Grades 6-8	Grades 9-12
Failure to Serve a Detention		
CWS, PC, D	PC, D	PC, D, ISS, OSS
CWS, PC, D, ISS, OSS	PC, D, ISS, OSS, ATS	PC, ISS, OSS
CWS, PC, D, ISS, OSS	PC, ISS, OSS, ATS	PC, ISS, OSS
False Alarms		
CWS, PC, C, LOP, ISS, OSS, LA	PC, ISS, OSS, ATS, LA	PC, ISS, OSS, LA
PC, C, LOP, ISS, OSS, LA, REP	PC, ISS, OSS, ATS, LA, LT	PC, ISS, OSS, LA, LT
PC, LOP, ISS, OSS, LA, REP, LT	PC, OSS, ATS, LA, LT, RE	PC, OSS, LA, LT, RE
False Reports		
CWS, PC, D	PC, D, ISS, OSS, ATS, LA	PC, D, ISS, OSS, LA
CWS, PC, D, ISS	PC, ISS, OSS, ATS, LA, LT	PC, ISS, OSS, LA, LT
CWS, PC, D, ISS, OSS	PC, OSS, ATS, LA, LT, RE	PC, OSS, LA, LT, RE
Fighting		
CWS, PC, C, LOP, CS, ISS, OSS, LA	CWS, PC, C, LOP, CS, ISS, OSS, ATS, LA	CWS, PC, C, LOP, CS, ISS, OSS, LA
CWS, PC, C, LOP, ISS, OSS, REP, LA	PC, OSS, ATS, LA, LT, REP	PC, OSS, LA, LT, REP
PC, C, LOP, ISS, OSS, LA	PC, OSS, ATS, LA, LT, RE	PC, OSS, LA, LT, RE
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension PC - Parent Contact SSW - School Service Work	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4
Forgery		
The act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses, or other data on school forms.	1st Offense	CWS, NC, D, ISS
	2nd Offense	CWS, NC, D, ISS
	Subsequent Offense	NC, D, ISS, OSS
Gambling		
Making a bet as defined by Section 572.020 (4) RSMo or engaging in conduct prohibited under Chapter 572.000 RSMo. Possession and/or use of any gaming devices, including but not limited to playing cards or dice. Also any actions normally associated with gambling, such as pitching or matching coins, wagering or betting on sports events or participation in pools.	1st Offense	CWS, PC, Confiscation
	2nd Offense	CWS, PC, ISS, Confiscation
	3rd Offense	PC, ISS, OSS, Confiscation
Hazing		
Harassment, abuse, or humiliation by way of initiation. It can be physical, mental, or emotional.	1st Offense	CWS, PC, LOP
	2nd Offense	CWS, PC, C, LOP, ISS, OSS
	3rd Offense	CWS, PC, LOP, ISS
C - Counselor CS - Community Service CWS - Conference with Student LA - Legal Authority LOP - Loss of Privileges LT - Long Term Suspension R - Restitution RE - Recommendation for Expulsion ATS - Alternative to Suspension		

Grade 5	Grades 6-8	Grades 9-12
Forgery		
PC, C, NC, SSW, ISS	PC, NC, D, ISS	PC, NC, D, ISS
PC, C, NC, ISS	PC, NC, D, ISS, OSS, ATS	PC, NC, ISS
PC, C, NC, OSS	PC, NC, D, ISS, OSS, ATS	PC, NC, ISS, OSS
Gambling		
CWS, PC, C, SSW, Confiscation	PC, D, ISS, OSS, ATS, Confiscation	CWS, PC, D, ISS, Confiscation
CWS, PC, C, ISS, Confiscation	PC, D, ISS, OSS, ATS, Confiscation	PC, D, ISS, OSS, Confiscation
PC, C, ISS, Confiscation	PC, D, ISS, OSS, ATS, Confiscation	Confiscation, RE
Hazing		
CWS, PC, D, LOP, ISS	CWS, PC, D, LOP, ISS, OSS, ATS	CWS, D, PC, C, LOP, ISS, OSS, LT
CWS, PC, LOP, ISS	CWS, PC, LOP, ISS, OSS, ATS	CWS, PC, C, LOP, ISS, OSS, LT
CWS, PC, LOP, ISS, OSS	CWS, PC, LOP, OSS, ATS	CWS, PC, C, LOP, OSS, LT
D - Detention I - Intervention ISS - In-School Suspension NC - No Credit OSS - Out-of-School Suspension PC - Parent Contact REP - Review Educational Placement SSW - School Service Work		

Definition	Offense	Grades K-4
Inappropriate Display of Affection		
Embracing, kissing, or caressing another in a situation or under circumstances deemed inappropriate.	1st Offense	CWS, PC, C
	2nd Offense	CWS, PC, C
	3rd Offense	CWS, PC, C, ISS, OSS
Inciting Others to Violence or Disobedience		
By words, acts, or deeds, giving encouragement to demonstrations, protests, or violence towards others to disrupt the normal educational process of the school. Prompting or promoting violence and aggressive acts with cellular device by recording and sharing on social media during school time. This behavior creates further disruption to the educational process of the school.	1st Offense	CWS, PC, LOP, I, ISS, OSS
	2nd Offense	CWS, PC, LOP, I, R, ISS, OSS, REP
	3rd Offense	CWS, PC, LOP, I, R, ISS, OSS, REP
Insubordination		
The willful failure to respond or carry out a reasonable directive by authorized school personnel.	1st Offense	CWS, PC, C, CS, ISS
	2nd Offense	CWS, PC, CS, ISS
	3rd Offense	CWS, PC, C, CS, ISS, OSS
C - Counselor CS - Community Service CWS - Conference with Student LA - Legal Authority LOP - Loss of Privileges LT - Long Term Suspension R - Restitution RE - Recommendation for Expulsion ATS - Alternative to Suspension		

Grade 5	Grades 6-8	Grades 9-12
Inappropriate Display of Affection		
CWS, PC, C, CS	CWS, PC, C, D	CWS, PC, D, ISS
PC, C, ISS	CWS, PC, C, D, ISS	CWS, PC, D, ISS
PC, C, ISS, OSS	CWS, PC, ISS, OSS, ATS	CWS, PC, ISS, OSS
Inciting Others to Violence or Disobedience		
CWS, PC, LOP, I, ISS, OSS	PC, D, LOP, ISS, OSS, ATS	CWS, D, LOP, ISS, OSS
CWS, PC, LOP, I, R, ISS, OSS, REP	PC, ISS, OSS, ATS	PC, D, ISS, OSS
CWS, PC, LOP, I, R, ISS, OSS, REP	PC, ISS, OSS, ATS, LT	PC, OSS, ISS, LT
Insubordination		
PC, CS, ISS, OSS	PC, D, LOP, ISS, OSS, ATS	CWS, PC, D, LOP, ISS, OSS
PC, CS, ISS, OSS	PC, LOP, ISS, OSS, ATS	PC, D, LOP, ISS, OSS
PC, ISS, OSS	PC, LOP, ISS, OSS, ATS, LT	LOP, ISS, OSS
D - Detention I - Intervention ISS - In-School Suspension NC - No Credit OSS - Out-of-School Suspension PC - Parent Contact REP - Review Educational Placement SSW - School Service Work		

Definition	Offense	Grades K-4
Interference with the Educational Process		
Conduct, behavior, sleeping, cell phones/communication devices, electronic devices, social media, and attire, which interfere with the educational process, including the use of obscene, suggestive, profane language, or gestures advocating disruptive or illegal activity. Tampering with others property and/or school district property.	1st Offense	Confiscation, PC, C, LOP, D, CS, ISS, LA
	2nd Offense	Confiscation, PC, C, LOP, D, CS, ISS, LA
	3rd Offense	Confiscation, PC, C, ISS, OSS, LA
Parking/Driving Violation		
Parking lot violations may include, but are not limited to the following: parking out of assigned area, failure to display proper permit, etc. In addition, vehicle may be towed at owner's expense. Driving on school property carelessly or without due caution so as to endanger persons or property.	1st Offense	
	2nd Offense	
	3rd Offense	
Physical Attack on Staff Member		
Any physical act of aggression including, but not limited to, intentionally pushing, striking, spitting, biting, etc.	1st Offense	CWS, PC, C, LOP, ISS, OSS, LA, LT
	2nd Offense	PC, C, LOP, REP, RE, ISS, OSS, LA, LT, I
	3rd Offense	PC, C, I, REP, RE, ISS, OSS, LA, LT
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension ATS - Alternative to Suspension

Grade 5	Grades 6-8	Grades 9-12
Interference with the Educational Process		
Confiscation, PC, C, LOP, D, CS, ISS, LA	Confiscation, CWS, PC, D, LOP, ISS, OSS, ATS, LA	Confiscation, CWS, PC, D, LOP, ISS, OSS, LA
Confiscation, PC, C, LOP, D, CS, ISS, LA	Confiscation, PC, ISS, OSS, ATS, LOP, LA	Confiscation, PC, D, ISS, OSS, LOP, LA
Confiscation, PC, C, ISS, OSS, LA	Confiscation, PC, ISS, OSS, ATS, LOP, LA	Confiscation, PC, ISS, OSS, LOP, LA
Parking/Driving Violation		
		PC, CWS, Ticket, ISS, OSS, LOP, LA
		PC, CWS, LOP, Ticket, ISS, OSS, LA
		PC, CWS, LOP, ISS, OSS, LA
Physical Attack on Staff Member		
CWS, PC, C, LOP, ISS, OSS, LA, LT	PC, OSS, ATS, REP, LA, LT, RE	PC, OSS, REP, LA, LT, RE
PC, C, LOP, REP, RE, ISS, OSS, LA, LT, I	PC, OSS, ATS, REP, LA, LT, RE	PC, OSS, REP, LA, LT, RE
PC, C, I, REP, RE, ISS, OSS, LA, LT	PC, OSS, ATS, LA, LT, RE	PC, OSS, LA, LT, RE
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4
Sexual Assault		
Intentional touching of clothed or unclothed intimate part(s) of another person with any part(s) of the body or with any object or device thereby causing offense or alarm and acts prohibited or defined in Chapter 566.010 RSMo.	1st Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT
	2nd Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT
	3rd Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE
Sexual Harassment		
a.) Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication. b.) Use of verbal, written, or symbolic language that is sexually harassing.	1st Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT
	2nd Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT
	3rd Offense	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE
Shakedown or Strong-Arm/Extortion		
The act of extortion or borrowing or attempting to borrow any money or items of value from a person unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.	1st Offense	CWS, PC, LOP, R, CS, ISS, LA
	2nd Offense	PC, C, R, CS, ISS, OSS, LA
	3rd Offense	CWS, PC, C, R, ISS, OSS, LA
C - Counselor CS - Community Service CWS - Conference with Student LA - Legal Authority LOP - Loss of Privileges LT - Long Term Suspension R - Restitution RE - Recommendation for Expulsion ATS - Alternative to Suspension		

Grade 5	Grades 6-8	Grades 9-12
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT	CWS, PC, C, LOP, REP, ISS, OSS, ATS, LA, LT	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT	CWS, PC, C, LOP, REP, ISS, OSS, ATS, LA, LT	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE	CWS, PC, C, LOP, REP, ISS, OSS, ATS, LA, LT, RE	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT	CWS, PC, C, LOP, REP, ISS, OSS, ATS, LA, LT	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT	CWS, PC, C, LOP, REP, ISS, OSS, ATS, LA, LT	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT
CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE	CWS, PC, C, LOP, REP, ISS, OSS, ATS, LA, LT, RE	CWS, PC, C, LOP, REP, ISS, OSS, LA, LT, RE
CWS, PC, LOP, R, CS, ISS, LA	PC, R, SSW, ISS, OSS, ATS, LA	PC, R, D, ISS, OSS, LA
PC, C, R, CS, ISS, OSS, LA	PC, R, ISS, OSS, ATS, LA	PC, R, ISS, OSS, LA
CWS, PC, C, R, ISS, OSS, LA	PC, R, ISS, OSS, ATS, LA	PC, R, OSS, LA
D - Detention I - Intervention ISS - In-School Suspension NC - No Credit OSS - Out-of-School Suspension PC - Parent Contact REP - Review Educational Placement SSW - School Service Work		

Definition	Offense	Grades K-4
Tardiness		
The act of unexcused lateness to school, class, homeroom, or any other part of the student's schedule.	4th time in 1 semester - Grade K-8 / 1st Offense - Grade 9-12	PC
	7th time in 1 semester - Grade K-8 / 2nd Offense - Grade 9-12	PC
	8th time in 1 semester - Grade K-4 / 9th time - Grade 5-8 / 3rd Offense - Grade 9-12	LA
	Repeat Offense	PC, ISS, LA
Theft/Possession of Stolen Property		
The act of taking, possessing, or concealing the property of another without owner's consent.	1st Offense	Confiscation, CWS, PC, C, LOP, R, CS, ISS, LA, LT
	2nd Offense	Confiscation, CWS, PC, C, LOP, R, CS, ISS, LA, LT
	3rd Offense	Confiscation, PC, LOP, R, ISS, OSS, LA, LT
Threatening or Intimidating Acts		
The act of taking, possessing, or concealing the property of another without owner's consent.	1st Offense	CWS, PC, C, LOP, CS, ISS
	2nd Offense	CWS, PC, C, LOP, REP, ISS, OSS
	3rd Offense	CWS, PC, C, REP, ISS, OSS, LA, LT, RE
C - Counselor LA - Legal Authority R - Restitution	CS - Community Service LOP - Loss of Privileges RE - Recommendation for Expulsion	CWS - Conference with Student LT - Long Term Suspension ATS - Alternative to Suspension

Grade 5	Grades 6-8	Grades 9-12
PC, D	PC, D	PC, D, ISS
PC, D, ISS	PC, D, ISS	PC, D, ISS
D, ISS, LA	PC, D, ISS, LA	PC, D, ISS, LA
PC, ISS, LA	PC, ISS, LA	PC, LOP, ISS, LA
Confiscation, CWS, PC, C, LOP, R, CS, ISS, LA, LT	Confiscation, PC, C, R, LOP, ISS, OSS, ATS, LA, LT, RE	Confiscation, PC, C, R, LOP, ISS, OSS, LA, LT, RE
Confiscation, CWS, PC, C, LOP, R, CS, ISS, LA, LT	Confiscation, PC, C, R, LOP, ISS, OSS, ATS, LA, LT, RE	Confiscation, PC, C, R, LOP, ISS, OSS, LA, LT, RE
Confiscation, PC, LOP, R, ISS, OSS, LA, LT	Confiscation, PC, C, R, LOP, ISS, OSS, ATS, LA, LT, RE	Confiscation, PC, C, R, LOP, ISS, OSS, LA, LT, RE
CWS, PC, C, LOP, CS, ISS	PC, C, D, LOP, ISS, OSS, ATS, LA, REP, RE	PC, C, D, LOP, ISS, OSS, LA, REP, RE
CWS, PC, C, LOP, REP, ISS, OSS	PC, C, D, LOP, ISS, OSS, ATS, LA, REP, RE	PC, C, D, LOP, ISS, OSS, LA, REP, RE
CWS, PC, C, REP, ISS, OSS, LA, LT, RE	PC, C, D, LOP, ISS, OSS, ATS, LA, REP, RE	PC, C, D, LOP, ISS, OSS, LA, REP, RE
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension PC - Parent Contact	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Definition	Offense	Grades K-4
Tobacco (Use of/or Possession)		
<p>Use or possession of leaves of cultivated tobacco plants prepared for use in smoking, chewing or as snuff, on school property, bus or at school activities. HB381 Section 407.933</p> <p>1.) No person less than eighteen years of age shall purchase, attempt to purchase or possess cigarettes or other tobacco products (electronic cigarettes /vapor pen) unless such person is an employee of a seller of cigarettes or tobacco products and is in such possession to effect a sale in the course of employment, or an employee of the division of liquor control for enforcement purposes pursuant to subsection 5 of section 407.934.</p> <p>2.) Any person less than eighteen years of age shall not misrepresent his or her age to purchase cigarettes or tobacco products.</p> <p>3.) E-liquids will fall under this category.</p> <p><u>Note: This policy applies only to tobacco.</u> All conduct related to "prohibited substances and items," as identified under the Alcohol, Controlled Substances, and Illegal Drugs ("Drugs") Policy above, will be governed by the provisions of the Drugs Policy, and <u>not by this Tobacco Policy.</u></p>	1st Offense	Confiscation, CWS, PC, LOP, CS, ISS, OSS
	2nd Offense	Confiscation, CWS, PC, ISS, OSS, LA
	3rd Offense	Confiscation, CWS, PC, C, ISS, OSS, LA
<p>C - Counselor CS - Community Service CWS - Conference with Student LA - Legal Authority LOP - Loss of Privileges LT - Long Term Suspension R - Restitution RE - Recommendation for Expulsion ATS - Alternative to Suspension</p>		

Grade 5	Grades 6-8	Grades 9-12
Confiscation, CWS, PC, LOP, CS, LA, ISS, OSS	Confiscation, LOP Use: OSS, ATS, LA Possession: ISS, OSS, ATS, LA	Confiscation, PC, LOP, D, ISS, LA
Confiscation, PC, ISS, OSS, LA	Confiscation, LOP Use: OSS, ATS, ISS, LA Possession: OSS, ATS, LA	Confiscation, PC, LOP, ISS, OSS, LA
Confiscation, CWS, PC, C, ISS, OSS, LA	Confiscation, LOP. Use: LA, LT. Possession: OSS, ATS, LA, LT	Confiscation, LOP, PC, ISS, OSS, LA
<p>D - Detention I - Intervention ISS - In-School Suspension NC - No Credit OSS - Out-of-School Suspension PC - Parent Contact REP - Review Educational Placement SSW - School Service Work</p>		

Definition	Offense	Grades K-4
Tuancy		
A willful absence from school or class without the principal's permission/knowledge.	1st Offense	PC, LOP, CS, LA
	2nd Offense	PC, LOP, ISS, LA
	3rd Offense	PC, LOP, ISS, OSS, LA
Vandalism/Criminal Damage		
The act of intentional destruction of property belonging to the Sedalia School District #200 or others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.	1st Offense	CWS, PC, LOP, R, LA, LT
	2nd Offense	CWS, PC, LOP, R, ISS, OSS, LA, LT
	3rd Offense	CWS, PC, LOP, R, ISS, OSS, LA, LT
C - Counselor CS - Community Service LA - Legal Authority LOP - Loss of Privileges R - Restitution RE - Recommendation for Expulsion		CWS - Conference with Student LT - Long Term Suspension ATS - Alternative to Suspension

Grades 5	Grades 6-8	Grades 9-12
PC, LOP, CS, ISS, LA	PC, D, LOP, ISS	PC, D, LOP, ISS
PC, LOP, ISS, LA	PC, D, ISS, LOP, LA	PC, D, ISS, LOP, LA
PC, LOP, ISS, OSS, LA	PC, LOP, ISS, OSS, ATS, LA	PC, LOP, ISS, OSS, LA
CWS, PC, R, LOP, ISS, OSS, LA, LT	PC, R, SSW, LOP, ISS, OSS, ATS, LA, LT	PC, R, D, LOP, ISS, OSS, LA, LT
CWS, PC, R, LOP, ISS, OSS, LA, LT	PC, R, SSW, LOP, ISS, OSS, ATS, LA, LT	PC, R, LOP, ISS, OSS, LA, LT
CWS, PC, R, LOP, ISS, OSS, LA, LT	PC, R, SSW, LOP, ISS, OSS, ATS, LA, LT	PC, R, LOP, ISS, OSS, LA, LT
D - Detention NC - No Credit REP - Review Educational Placement	I - Intervention OSS - Out-of-School Suspension	ISS - In-School Suspension PC - Parent Contact SSW - School Service Work

Weapons

THE SAFE SCHOOLS ACT OF 1996 states: "WEAPON" shall mean a "FIREARM" as defined under 18 U. S. C. 921, and the following items as defined in section 571.010, RSMo are considered by the Sedalia School District #200 as **CATEGORY I WEAPONS**: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon (including bows, arrows, pellet guns, sling shots, paint ball guns), a rifle, a shotgun, a spring gun, a switchblade knife or bullets.

In addition other items considered by the District to be weapons, classified as **CATEGORY II WEAPONS**: poisons, nunchucks, chains, throwing stars or other devices that could be used as a weapon to threaten others.

Other items which will be viewed as weapons and designated **CATEGORY III WEAPONS**, include: fireworks, firecrackers and smoke bombs, throwing darts, laser pointers, nuisance items and toys, unauthorized tools, mace, etc.

Note: Any knife is classified as a Category I Weapon regardless of blade length

Definition	Offense	Grades K-4
See above	1st Offense - Grades K-4 / Any Offense - Grades 5-12	<p>Category I - Firearm loaded or unloaded Confiscation, PC, ISS, OSS, LA, LT, RE</p> <p>Category I - Non-Firearm - Use or Attempted Use Confiscation, PC, C, ISS, OSS, LA, LT</p> <p>Category I - Non-Firearm - Possession Confiscation, PC, LOP, ISS, OSS, LA, RE</p> <p>Category II - Possession PC, C, ISS, OSS, LA</p> <p>Category II - Use or Attempted Use Confiscation, PC, C, LOP, ISS, OSS, LA</p> <p>Category III - Possession or Use Confiscation, PC, C, LOP, ISS, OSS</p>
	2nd Offense	Same as above
CWS - Conference with Student C - Counselor LOP - Loss of Privileges R - Restitution SSW - School Service Work		PC - Parent Contact I - Intervention NC - No Credit D - Detention ATS - Alternative to Suspension

Policy - All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. These environments include, but are not limited to, district-owned buildings, leased or rented facilities, school sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during and after school.

Student Reporting - Students who see or become aware of a weapon in school must not touch it or remain in its presence. Notify an adult immediately.

Exceptions - Pursuant to Missouri statutes, exemptions are granted to licensed peace officers, military personnel or students participating in military training while performing official duties; school district approved firearm safety courses; school district approved possession and use of dangerous weapons by a ceremonial color guard; school district approved gun or knife shows and school district approved possession and use of starter guns for athletic contests.

Development of Plan - In certain instances, indicated by "Dev plan" in the consequence section below, a PC and student must occur to establish a written plan for the student's continuation in school. Some modification of the terms of the suspension may also be warranted at this time.

Grades 5	Grade 6-8	Grades 9-12
<p>Category I - Firearm, loaded or unloaded Same as Grades K-4.</p> <p>Category I - Non-Firearm-Use or Attempted Use Confiscation, PC, ISS, OSS, Dev. Plan, LA, LT, RE</p> <p>Category I - Non-Firearm - Possession Confiscation, PC, ISS, OSS, Dev. Plan, LA, LT</p> <p>Category II - Possession Confiscation, PC, ISS, Dev. Plan, LA</p> <p>Category II - Use or Attempted Use Confiscation, PC, ISS, OSS, Dev. Plan, LA, LT, RE</p> <p>Category III - Possession or Use Same as Grades K-4.</p>	<p>1-365 days OSS, ATS, LA, LT, RE</p>	<p>PC, OSS, LA, LT, RE</p>
<p>Category I - Non-Firearm - Possession or Use, Category II or III - any Confiscation, PC, ISS, OSS, LA, LT, RE</p>		
CS - Community Service ISS - In-School Suspension RE - Recommendation for Expulsion REP - Review Educational Placement		LT - Long Term Suspension OSS - Out-of-School Suspension LA - Legal Authority

**Assessment and Evaluation
Programs and Services
Sedalia # 200 School District**

The Sedalia #200 School Board of Education and Administration maintains regular assessment of all programs and services provided in our schools. A program evaluation calendar is scheduled to review all components of programs in our district. Student data, needs of the programs, goals, accomplishments, surveys and overall evaluation to the effectiveness of the programs is maintained in a written plan. Committee reports on a monthly basis are scheduled and information is reviewed in regard to goal setting for the school district.

PROGRAM TITLE: Gifted Education

ADMINISTRATION / BOARD REVIEW DATE: July 2019

PROGRAM DIRECTOR: Chris Pyle

TOTAL NUMBER OF STUDENTS IN PROGRAM / SERVICE:

2018 – 2019	Projected for 2019-2020
2 nd grade=14	2 nd grade= 14
3 rd grade= 7	3 rd grade=14
4 th grade= 10	4 th grade= 7
5 th grade= 15	5 th grade= 10
6 th grade= 14	6 th grade= 15
7 th grade= 7	7 th grade= 14
8 th grade= 24	8 th grade= 7
HS= 54	HS= 56
Total= 145	Total= 137

The state program for gifted students is in the general academic areas and/or in the fine arts. It is recognized that gifted students are capable of outstanding performance in one or more academic areas and may also display outstanding ability in one or more of the fine arts. It is further recognized that outstanding intellectual, creative thinking and reasoning abilities contribute singly and in various combinations to such performance.

Gifted programs are reserved for the 2-3 percent of students who are as far from the superior student in potential as the superior is from the average student. The task is to identify this small percentage of students with truly exceptional needs and to provide educational opportunities that will challenge and develop their abilities. State gifted programs should serve only those students properly selected for the program, not simply the top 5 percent of the student population.

Services provided for gifted students may vary depending upon the age and grade level of the students, size of the district, and school schedules. Elementary service is generally a pull-out program in which students leave the regular classroom and spend time in a resource room. Middle school programs consist of a pull-out or a special class that is part of the student's daily schedule. Sometimes a Gifted Resource Teacher (GRT) model is used. This model allows the teacher of gifted to work with students and teachers in a resource capacity with a flexible schedule.

The following information is from the Sedalia School District #200 2018-2019 school year:

Interdisciplinary Goals:

1. To develop the student's thinking, creativity and reasoning abilities as well as decision-making and communication skills.
2. To help the student become a more independent and self-directed learner.
3. To guide the student in personal growth and social development, recognizing and responding to personal strengths of self and others.
4. To provide the format for gifted students to come together with students of similar skills.
5. To give students an opportunity to be introduced to STEAM-related learning opportunities.

TEACHER: Mrs. Barbara Todd

2018-2019 SCHEDULE

Per grade Weekly Teacher Time

2 nd -4 th Grades	270 minutes per week
5 th Grade	300 minutes per week
6 th -8 th Grades	180 minutes per week
9 th Grade	Special Contact
10 th – 12 th	Special Contact

PROGRAMS FOR STUDENTS:

Elementary students in grades 2-4 attend a pullout program for 270 minutes one day a week. Meeting in grade-level groups at the Gifted Classroom at Sedalia Middle School, students participate in an interdisciplinary program. The curricular emphasis is accelerated and consists of integrated in-depth units of study, interests, and skills. Activities to promote thinking skills, creativity, research skills, personal and group dynamics, and communications skills are the focus of this program.

Middle School and Junior High (5th-8th Grade) students attend a pull-out program for their designated time one day a week. This group also meets at the gifted center. Interdisciplinary in design, the class is designed to address the academic and affective needs of identified gifted students. Small-group opportunities allow students to take field trips and utilize resources, strategies, equipment, and curriculum that are not a part of the regular classroom. Identified gifted students in grades 9th – 12th are served through a Gifted Resource Teacher (GRT) model. The gifted program targets gifted high school students through counseling, advocacy, communication, career guidance, advanced placement programs, dual enrollment, high-education opportunities, Missouri Scholars' Academy (MSA), field trips, and social-emotional needs.

STRENGTHS OF THE PROGRAM:

1. We have a certified Gifted teacher with networks in her field. She incorporates many of the state area lesson plans into our Sedalia #200 program.
2. The District continues to provide a location for our REACH (Reaching Exceptionally Able Children) program students in 2nd through 8th grade to meet.
3. Sedalia students continue to perform well in the State Gifted Contest "Extempore." This past year, we had an 11th grade (Engineering Feats) team earn first place along with a 9th grade reserve championship team in (Perspective). Our program had 5 other

- teams who finished in the top 10 in their respective categories. The competition was held in Blue Springs and consisted of 108 competing teams.
4. The 2018-19 school year marked our 4th year of incorporating math-based and STEAM (science, technology, engineering, the arts, mathematics) learning activities. Our program plans to advance further in this area. REACH classroom time dedicates each session to one of 5 elements of STEAM. One week will be focused on science and the next session technology and so on. This rotation continues to make learning fun and engaging for the students in our program.

Program Focus:

Our program prioritizes time for our 2nd through 8th grade level students. The implementation at the high school level has been largely concentrated on exploring post-secondary options, college information, etc. We are fortunate that Sedalia #200 offers a variety of opportunities at the secondary level. The REACH program focus at the lower levels intends to prepare a more capable, well-rounded high school student. In this approach, our high school students continue to enjoy the competition at the state gifted contest and have performed at the top levels of the competition.

Additional Information:

In the past two school years, we have held special REACH Shine Nights. The students have had the opportunity to showcase some of their inventions and work that they have accomplished in the program. These events have been well attended and provided an enjoyable experience for our families to connect with the REACH program. In the 2019-20 school year, we are exploring additional options for families to be involved and will be adding a Grandparents Day to our schedule.

**Assessment and Evaluation
Programs and Services
Sedalia #200 School District**

The Sedalia School District #200 Board of Education and administration maintain regular assessment of all programs and services provided in our schools. A program evaluation calendar is scheduled to review all components of programs in our district. Student data, needs of the programs, goals, accomplishments, surveys and overall evaluation of the effectiveness of the programs is maintained in a written plan. Committee reports on a monthly basis are scheduled, and information is reviewed in regard to goal setting for the school district.

PROGRAM TITLE: Special Education

PROGRAM YEAR: 2018-2019

ADMINISTRATION/BOARD REVIEW DATE: July 2019

PROGRAM DIRECTOR/TEACHER/TITLE: Chris Pyle

TOTAL OF STUDENTS IN PROGRAM: from our December 1, Count

K-12: 635

Early Childhood: 121

Total Count: 756

PROGRAM GOALS:

1. Narrow the achievement gap between special education and regular education students.
2. The graduation rate of students with disabilities will increase.
3. Strengthen the transition process for all special education students.
4. Provide focused professional development for all staff.
5. Increase parent/student participation.

EFFORTS IN MEETING PROGRAM GOALS:

1. **(Goal 1)** Narrow the achievement gap between special education and regular education students.

The Sedalia School District #200 has high expectations for all students. For the past several years our focus has been on providing the same educational opportunities for students with special needs as are provided for their regular education peers. We began looking closer at the academic instruction in our special education classrooms through the Collaborative Work grant (CW) and then we were selected to be part of the Missouri Model District Program (MMD) in the 2017-18 school year. We were selected for the MMD opportunity due to the amount of success our students with special education needs accomplished during the Collaborative Work grant. Since then, we have made gains but still have room for growth and need to continue to have high expectations for all.

Highlights related to Goal 1:

- *Common Formative Assessment data indicates the inclusion of our students with special needs. Many continue to show growth with each opportunity.*
- *Our overall Special Education student eligibility qualification rate is 12.79% compared to the state at 13.36%*

- *Our Special Education District Profile indicates the following regarding placement categories and percentages of students scoring proficient or advanced on the MAP and MAP-A:*
 - *Inside Regular Class 80% or more SSD=45.9% State=57.9%*
 - *Inside Regular Class 40%-79%= SSD= 41.5% State=28.0%*
 - *Inside Regular Class less than 40%=SSD=10.3% State= 8.4%*
 - *3rd-5th grade SSD students surpassed the state with regard to those scoring proficient or advanced on the English Language Arts portion of the MAP and MAP-A. SSD scored 23.9% compared to the state at 21.9%*
 - *3rd-5th grade SSD students scored under the state performance level on the Mathematics portion of the MAP and MAP-A. SSD scored 16.9% compared to the state at 18.3%.*

2. **(Goal 2)** The Cohort graduation rate of students with disabilities will increase.

- *In our 4-year cohort group we graduated 82.9% percent of our students with special needs as compared to 78.5% at the state level. Our percentage will continue to increase throughout the cohort years.*

3. **(Goal 3)** Strengthen the transition process for all special education students.

- *Transition for special education students continues to be a focus. In the 2018-19 school year, our Transition Lab in our On the Job Teaching class (OJT) at the high school expanded. Classroom time focused on teaching soft skills, providing mock interviews and lessons on how to be successful while at work. We had 12 high school students working in an OJT capacity and 4 of these students worked in other district schools in custodial support positions.*
- *Transition from each building level to the next is very important. Our coordinator and leadership teams are involved to ensure a smooth transfer. Meetings are scheduled to focus on each transition. In the year ahead we will continue to provide opportunities for special education students to attend summer transition programs for those requiring support.*

4. **(Goal 4)** Provide focused professional development for all staff.

- *Our district includes special education teaching staff in all locally provided PD opportunities. Additionally, special education staff may be included in specialized training opportunities to meet the needs their position may require. In the year ahead these additions will include Standards Based IEP goal writing and Safe Crisis Management training (SCM). SCM training focuses on supporting students with high needs in the area of behavior support.*
- *The Para Conference hosted by Sedalia School District #200 provided in part with the Regional Professional Development Center from UCM turned out great once again. Along with our own paras, 17 other school districts had paras attend this training.*

5. **(Goal 5)** Parent/student participation

- *Our special education teams make continual efforts to gain parent/student participation. Our team holds at a minimum a yearly IEP meeting with the parent and many times the student is invited depending on the age level. Parent conferences and various other school events allow for more opportunities to meet and gain connections with our families.*
- *The annual Student Services Resource Fair hosted by Special Education and Federal Programs was held in April. Parents provided positive feedback and the event was again well attended by students and their families.*

AREAS OF IMPROVEMENT:

1. Continue to narrow the separation between special and regular education student performance.
2. Continue to maintain/increase graduation rate for each cohort year.
3. Continue to strengthen the transition process for all special education students.
4. Continue to provide focused professional development for all staff.
5. Continue to build positive relationships with our special education families and work to keep them involved in their child's education.

ADDITIONAL INFORMATION:

- The Department of Elementary and Secondary Education (DESE) contacted local districts this past school year as DESE worked to meet an Every Student Succeeds Act (ESSA) requirement. ESSA stated that each district needed to improve in the area of special education performance in MAP, MAP-A and EOC. DESE contacted schools that were identified as Comprehensive and Targeted. Comprehensive schools scored in the lowest 5% in these areas in the state. Those identified as Comprehensive will need to create a plan for improvement. Targeted schools were contacted for informational purposes and were told that even though they were not deemed Comprehensive they had to improve in 2 of the next 3 years or they would become Comprehensive. DESE stated that no plans or changes were required for those Targeted. We decided that we would be proactive and created a plan that will allow us to improve. Our district is one of 160 in the state with targeted schools. 336 individual buildings across the state have been identified as targeted. The Targeted Plan is included as a separate attachment for you to be aware of our emphasis on improvement.
- The ECSE program continues to grow and for the past five years each sending class has been larger than the year prior in regards to students with special needs. This growth has averaged (30) new students with special needs per year over the past five years. The growth at the ECSE level affects our numbers as students age up to K-12 program. In 2019-20 we will receive in (55) students from ECSE compared to (25) seniors who graduated. We will start the year with (30) more students with special needs compared to the previous year.
- Relating back to our district's growth, we will continue to monitor our student caseload numbers. The growth affects staff-to-student ratio, supports provided and our overall budget.

Targeted School Improvement Plan (TSIP)

For Special Education MAP and EOC performance

Date: July, 2019

<p>Rationale on the need for the TSIP. Low MAP and EOC student scores for students with an IEP.</p>	<p>The TSIP was developed through the combined efforts of school administrators, special education coordinators, curriculum coaches and teaching staff. We will focus on three goals that will positively impact students with special needs performance on MAP and EOC.</p>
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Goal 1- MAP, MAP-A and EOC performance will improve. Scores will increase by 3 MPI improvement points in each of the next three years.

Goal 2- All buildings will decrease the number of students with special needs in the highest restrictive placement categories of special education. Goal focus will be on reducing these percentages by 10% in each setting by December 1, 2019.

Goal 3- All buildings will provide support to special education staff in the area of curriculum. Curriculum coaches and grade level teachers will meet monthly with special education staff to support instruction selections for special education classrooms.

Rationale for the selection of each goal:

Goal 1- Our 2018 Special Education Profile indicates we had 293 students or 45.9% of our students with special needs inside the regular class 80% or more. The state's percentage is 57.9% in this category.

Goal 2- Our 2018 Special Education Profile indicates we had 45.9 % our students with special needs inside the regular classroom 80% or more of the time. We have 41.5% of our students with special needs inside the regular classroom 40-79% of the time. Student percentages in the 80% or more category needs to improve.

Goal 3- Special education staff are required to select and help students reach IEP goals. Curriculum support based on individual achievement level of each student will be helpful.

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Glendale, Missouri 63122

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tmickes@mickesotoole.com
www.moconed.com

June 18, 2019

Re: June 2019 MCE Updates

Dear Superintendent:

The importance of the June updates is primarily related to the medical marijuana policies. Amendment 2 authorized the use of medical marijuana (“marijuana”). However, the Amendment did not require administration of the drug on school premises, nor did it require school employees to administer the drug to students. We have attached separate policies for employees and for students.

We have also added the non-discrimination clause to Policy 5550 recently required by the Department of Agriculture. It would be nice someday to use one non-discrimination policy for all government issues.

Finally, our February update included sample contracts for probationary and tenured teachers. You may recall the form called for closed termination hearings. My colleagues and I have enjoyed debating the issue. The “Nays” say the Tenure Act calls for a “public” hearing. The “Yays” say the legislature has added language to some employment laws that prohibit waiver of rights. The Teacher Tenure Act does not contain any such waiver. Moreover, if the Teacher signs the contract they are bound by its terms.

More important than this debate, I commend your attention to the abandonment of contract language in the model form contract. Incorporation of parts of the model contract, your contract use of the model contract will greatly enhance your success in a license revocation hearing.

Policy 2871 – Medical Marijuana - NEW

This policy prohibits any employee other than the caregiver to their own child from administering marijuana to students. The Policy also encourages caregivers to administer the drug at home when it is least likely to affect school behavior. Adoption is Highly Recommended.

Policy 4870 – Drug Free Workplace

This Policy addition prohibits staff from being in possession of; distributing; being under the influence of, and administering marijuana to students. Employees certified for medical marijuana are free to use the drug away from school and away from school activities. However, if the employee tests positive because of a pre-school use, they will be subject to disciplinary action. District employees required by DOT to be tested for drugs and alcohol will not be permitted to use marijuana at any time. Adoption is Highly Recommended.

Policy 5550 – Food Service Program

We have added the non-discrimination language now mandated by the Department of Agriculture and enforced by DESE. Adoption is Mandatory.

BOARD ACTION

All three policies may be considered in one vote as follows. I move to adopt the following policies and regulations:

P2871
P4870
P5550

If you have any questions concerning these updates or their implementation, please feel free to call. For more information about MCE’s Policy Service, visit our website at <http://www.moconed.com>.

SCHOOL LAW SEMINARS

Mickes O’Toole, LLC is proud to announce our 36th Annual School Law Seminars.

St. Louis – Thursday, July 25, 2019
Doubletree Hilton Hotel – Chesterfield
16625 Swingley Ridge Road
Chesterfield, MO 63017

Cape Girardeau – Friday, July 26, 2019
Southeast Missouri State University
Dempster Hall/Glenn Auditorium
One University Plaza
Cape Girardeau, MO 63701

Lake Ozark – Sunday, July 28, 2019
Tan-Tar-A Resort
494 Tantara Drive
Osage Beach, MO 65065

Springfield – Tuesday, July 30, 2019
Missouri State University
Darr Agricultural Center
2401 S. Kansas Expressway
Springfield, MO 65807

June 18, 2019

Page 3

Kansas City – Wednesday, July 31, 2019

Marriott Courtyard

Adams Pointe Conference Center

1400 NE Coronado Drive

Blue Springs, MO 64014

Registration and Breakfast begin at all locations at 8:00 a.m. All seminars are presented without charge. Please visit www.mickesotoole.com to register. We look forward to seeing you!

Sincerely,

MISSOURI CONSULTANTS FOR EDUCATION, LLC



Thomas A. Mickes

TAM/ndb
Enclosures

Student Services**Medical Marijuana**

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To that goal, the District maintains a strict prohibition against the possession, use, sale and presence under the influence of prohibited substances, having adopted a Drug Free School Policy (*Policy 2641 – Drug Free Schools*) as well as a prohibition against Student Use of Tobacco, Alcohol and Drugs (*Policy 2640 - Student Use of Tobacco, Alcohol and Drugs*). The purpose of these policies and others is not primarily punitive to catch offenders, rather it is designed to provide a safe learning environment and to serve as a deterrence to drug use.

The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter “medical marijuana” or “drug”). Qualified individual students and employees are permitted the use of medical marijuana. The law does not authorize the use of medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.

Overall, the District restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

Under this policy, caregivers of qualified users of medical marijuana should administer the drug before or after school hours. Caregivers are advised to administer the drug as early in the morning as possible or after school in order to avoid safety issues at school.

Administration at School

In the limited circumstances that a qualified student must receive the drug at school, certain procedures as determined by the District must be followed. Among those procedures, the caregiver must provide the principal with the student's valid authorization to use medical marijuana and the parent must provide the principal with doctor's orders confirming that the drug must be administered during the school day. Where the principal is satisfied that all procedural requirements have been met, the principal will provide a private place where the caregiver may administer the drug to a qualified student. Medical marijuana will not be stored at school, but rather must be brought to school by the caregiver. Following administration of the drug, the caregiver must leave school taking with them any remaining drug.

This procedure will be followed on school premises, on school transportation, and at school sponsored activities either within the District or outside the District. Violation of these procedures will result in the revocation of a qualified student's opportunity to receive the drug at school and disciplinary action.

Caregivers wishing to appeal a building level decision to limit use of medical marijuana at school may appeal the decision to the Superintendent. The Superintendent's decision will be final.

Additional Parameters

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event shall not be permitted.

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PERSONNEL SERVICES

Staff Welfare

Drug Free Workplace

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of

Policy 4870

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this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District-sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District's policies and procedures addressing the Americans with Disabilities Act.

Deleted: This policy shall be distributed in writing to all present and future employees.

Transportation Employees

District employees who are subject to the Transportation Employee Testing Act may not use medical marijuana on work days and may not use marijuana while on District transportation. Transportation employees who test positive for any controlled substance including marijuana are subject to dismissal. Transportation employees who cannot, for medical reasons, comply with this policy may request a transfer to a non-safety sensitive position.

The information in this policy will be distributed to all present and future employees.

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SUPPORT SERVICES

Policy 5550

Food Service Program

Meal Charges

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:
 - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
 - a) These meals will include only the menu items of the reimbursable meal.
 - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
 - Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
 - High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for "payment in full."
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

Discrimination Clause

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 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 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 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 http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of 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 USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov<<mailto:program.intake@usda.gov>>.

This institution is an equal opportunity provider.

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