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# **RACIAL HARASSMENT POLICY DELTA C-7 SCHOOL DISTRICT DEERING, MISSOURI**

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin.

Discrimination or harassment on the basis of race, color or national origin (racial harassment) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, staff, students, or others while on school district property or at school sponsored activities, programs or events is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964. Racial harassment is racially motivated conduct which includes, but is not limited to:

1. Treatment of a student differently on the basis of race, color, or national origin, without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities, or privileges provided by the recipient.
2. Harassing conduct (e.g., physical, verbal, written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided to a recipient.
3. Treatment which effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial slurs will not be tolerated. Students who are heard making racial slurs will be sent to the office for discipline action. It shall be a violation of this policy for any student, employee or board member to racially harass any student, employee, or other board member. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint made under the provisions of this policy.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with his/her building principal, counselor or other staff member. Initiation of a racial harassment complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure. Racial harassment shall be included as a specific offense of the student code of conduct with an appropriate discipline assessment.

## **DELTA C-7 ADMINISTRATION 2016-2017**

Kenny Copley, Superintendent  
Nathan Baker, Elementary and Jr./Sr. High Principal

## **DELTA C-7 BOARD OF EDUCATION 2016-2017**

Dwight Blankenship, President  
Mike Tidwell, Vice-President  
Jack Callis, Secretary  
Joe Bryant, Treasurer  
Jerrod Young, Member  
Kelly Dullenty, Member  
Robert Lebo, Member

## **DELTA C-7 FACULTY 2016-2017**

Darcy Yates, Math  
Brandi Brown, Business  
Jessica Baker, Physical Education, Health, Driver's Ed.  
Denise Gore, Home Economics  
Paige Burgess, English, Social Studies  
Chase Halbbrook, Physical Education, Social Studies  
Paige Crossno, Science  
Sarah Malone, Math, Science  
Stacy Whitfield, Art  
Rose Pierce, Special Services  
Tom Mason, Music  
Tammie Cannon, Counselor  
Tiletia Copley, Media Services, Spanish  
Stephanie Prater, Language Arts, Junior High Science  
Bobbie Teal, Special Education  
Dustin Crane, Physical Education, Social Studies

## SCHOOL SONG

Oh, yes, we're true, we're true to Delta School,  
We'll ever sing her praises strong,  
Our help will guide her safely through,  
And weather every coming storm,  
Upholding every rule,  
We're students of the Delta School.

Oh, team, fight on, fight on, we'll win this game,  
Fight on, Fight on, for Delta's fame,  
Fight for the colors of white and blue,  
We're loyal, truehearted, peppy, too,  
We'll always do our best,  
Let's give three cheers for D.H.S.

**RAH! RAH! RAH!**

### **DELTA C-7 SCHOOLS**

**P.O. BOX 297**

**DEERING, MISSOURI 63840**

**573-757-6611 High School**

**573-757-6648 Superintendent**

**573-757-6615 Elementary**

Welcome to Delta C-7 Jr.-Sr. High School. The purpose of this handbook is to serve as a guide for parents and students concerning school rules, regulations, and functions. It is our desire to provide the best education possible for every student. In order to achieve that goal, there must be a sense of cooperation among students, faculty, administration, school board, and the community. We encourage parents to take an active interest in all aspects of their child's education. We also encourage students to involve their parents/guardians in their educational endeavors. We are proud of our school. We have outstanding traditions, and intend to continually build on those traditions. Let's make our effort a cooperative one that will allow us to provide the best we can for our students!

### **FORWARD TO STUDENTS**

A cooperative effort is needed to have a good school. The faculty, administration, and board of education are committed to giving you an opportunity to receive a quality education. You must make the most of that opportunity. The record you establish while at Delta C-7 will go with you when you leave. You are encouraged to make that record one you and your parents can be proud of.

You, the students, are the substance of the school. You represent Delta C-7 in all that you do, wherever you go. You should always strive to make yourself, your parents, your school, and your community proud of your actions.

This handbook will serve as a guide to a great number of school regulations, rules, and practices. You are responsible for knowing that information. If you have a question that needs to be answered, ask a faculty member or administrator for help. They are here to help you. Together we will work to build a better future for generations to come!

## **SCHOOL PHILOSOPHY**

As parents and/or educators, we have an interest in the quality of our schools and the performance of our students. Delta C-7 School System is vitally interested in the quality of all areas of education. The various instructional programs offered by the district will be developed with the view toward maintaining a balanced and sequential curriculum that will serve the educational needs of all school-aged children in the district. The curriculum will also meet requirements established by state law, the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education.

Local school efforts have been directed toward improving methods in administration and instruction, with emphasis on providing in-service education, workshops, and developing guidelines for the successful operation of the school.

The educational program of the Delta C-7 School District will provide for both formal studies to meet the general academic needs of students, as well as opportunities for individual students to develop specific talents and interests in the performing arts, practical arts, vocational-technical education and other specialized fields.

The school will be involved in evaluating the knowledge, skills, and aptitudes of our students by providing them statewide testing services.

## **MISSION STATEMENT**

Since we subscribe to the general philosophy stated before, we believe that we are obligated to provide a continuously evolving type of educational program. The Board of Education is committed to educational excellence through the development of communication and computational skills among the district's students. The Board will adopt specific requirements to ensure that Delta C-7 High School graduates are sufficiently competent in these important skills. The instructional program will also provide a planned sequence in language arts, social studies, the sciences, fine arts, industrial and practical arts, health and safety education, vocational-technical education and physical education. At all levels, provisions will be made for a wide range of individual differences in student abilities and learning rates through the use of a variety of materials, adjustments in programs, and courses adapted to special needs of students.

Each Delta C-7 student will have the opportunity to:

- A. Become aware of his/her own interests, abilities and potentials.
- B. Evolve a plan whereby her/his growth – in terms of interests, abilities and potential may be attained.
- C. Develop and maintain good health, proper health habits, and physical fitness.
- D. Become proficient in the area of communications and in the understanding and interpretation of basic areas of knowledge.

1. The ultimate aim of the instructional program will be the development of proficiency in each pupil's ability to read well, write legibly, spell accurately, listen attentively, speak clearly, think critically, use basic mathematical computational skills, observe carefully, solve problems, participate effectively in groups, and develop interest in and/or start career development.
- E. Make use of his/her creative abilities and her/his abilities to do critical thinking.
- F. Equip herself/himself for happy and successful living in a vocation for which she/he is well-equipped.
- G. Recognize the universal fatherhood of God and brotherhood of man and understand and apply basic moral ideals in practice of daily living.
- H. Prepare himself/herself for happy living by the development an appreciation of art, music, and literature and by the development of an skills in certain hobbies and recreational activities.
- I. Prepare herself/himself for the responsibilities and privileges of family life.
- J. Prepare himself/herself for the acceptance of responsibilities as an American Citizen and world citizen.

Goals become functional through the development of objectives. If goal statements are to be more than just wishful thinking, there must be meaningful communication and cooperation between the Board of Education, local school administrators, faculty, students, parents, community members, and other interested persons. The goals of this curriculum are stated in broad categories of (1) intellectual development, (2) physical development, (3) social/emotional development, and (4) career development.

It is the belief of the Board of Education that the fundamental rights of each individual is the right of equal access to educational opportunity regardless of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran. Any person having inquiries concerning the Delta C-7 School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973 is directed to contact the Office of the Superintendent, Delta C-7 School, P.O. Box 297, Deering, MO 63840 (573) 757-6648. The office of the Superintendent has been designated by the school to coordinate the institution's efforts to comply with the aforementioned regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with these regulations.

## **DELTA C-7 SCHOOL DISTRICT GRIEVANCE PROCEDURE**

Complaints of discrimination or harassment shall be filed initially with the Building Principal. Complaints may be filed with the Superintendent or School Board in the event that the Building Principal is unable to resolve the complaint or is the

subject of the complaint. The Building Principal, Superintendent, or Board will be responsible for, where appropriate, promptly investigating the complaint, making findings, initiating effective actions based on those findings that end the harassment/discrimination. A determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.

The complainant may appeal the determination of the complaint. Appeals may be heard by the Superintendent, a hearing officer appointed by the Board, or the Board itself as determined by the Board. The request to appeal shall be made within 20 days after the date of the written resolution of the complainant at the lower level. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

Anyone having a complaint or criticism of the policies or administration of the schools of the district should file a written copy of the complaint with either the district clerk or the superintendent at least two days before a regularly scheduled board meeting.

## **DELTA CONSOLIDATED SCHOOLS DISCIPLINE PHILOSOPHY**

It is the intent of the Delta Consolidated School District No. 7 to provide a safe and secure environment which is conducive to optimum and equal educational opportunity for each student. In order for such an environment to exist, there must be a set of rules and regulations to which each student must adhere.

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. In the school environment, these rights and responsibilities must be harmonious with the learning process. School authorities are, thus, allowed a broader range of powers in maintaining an orderly environment than is allowed enforcement authorities in society generally, provided they adhere to the requirements of due process and other constitutional standards.

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 prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parent, teacher, and student. The discipline code is the tool. Therefore, the discipline code should be consistent and reasonable and should strive to facilitate the development of students' self-control and self-discipline. In this regard the students' discipline code becomes an integral component of the educational process and a symbol of the commitment of parents, students, and administrators to the maintenance of an effective learning environment.

## **DISTANCE LEARNING PROGRAMS/ CORRESPONDENCE COURSE WORK**

Students will not be allowed to take any course by correspondence if that course is offered at Delta C-7 High School. All students planning to graduate from Delta C-7 must take all their course work on campus. An exception may be made in the case of any senior who must have a specific class in order to qualify for graduation. If that senior absolutely cannot graduate without a prescribed course, then, and only then, may he/she be allowed to enroll in a distance-learning program of studies which will count toward graduation requirements.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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:

The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school.

The right to a quality education; the responsibility to put forth the best efforts during the educational process.

Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.

The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights.

The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal right and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district 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 must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Delta Consolidated Schools Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, with copies of this policy and procedure distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

**ADOPTED THIS:**

Thirteenth Day of February, Nineteen Hundred Eighty-Six at Deering, Missouri.



## DISCIPLINARY PROCEDURES AND ACTIONS

### A. Corrective and Remedial Disciplinary Processes and Options.

All school personnel have the responsibility to instruct, guide, and supervise students during school and school-sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision is everyone's responsibility and, in large measure, will produce good student behavior.

Disciplinary actions for behavior violation will be taken by responsible staff members, to remediate and/or correct unacceptable student behavior.

The following are disciplinary, remedial, and/or corrective action processes to be used by responsible staff members:

1. Conference(s) will be held with the student and the teacher, or principal who observed, or who is responding to, the unacceptable student behavior in order to obtain all available information related to the subject. Parents will participate in the conference(s), as the situation warrants, to become informed, to contribute to the solutions, and to be a part of the disciplinary actions to be taken. Parents who become disorderly or irate will be removed and could be banned from the campus permanently.

It is recognized that there may be times when school personnel must talk to a student immediately to give the student notice of unacceptable behavior, to enable the student to respond and explain and that such initial conference will be between the student and school personnel only either because the immediacy of the situation so requires or because parents are unavailable, or both.

2. The staff members (teachers, principal) will evaluate the information obtained, review the disciplinary action options, and determine, in their judgment, the most reasonable action choice(s).
3. The objectives of any disciplinary action to be used by the appropriate school staff member are: 1) to achieve remediation and to correct any unacceptable student behavior; 2) to develop the student's character and power of self-control; and 3) to interact with the student in ways so that the disciplinary action results in a positive and acceptable behavior change outcome.

Depending on the nature of the unacceptable student behavior, the indicated disciplinary actions or options (not all-inclusive or necessarily in sequence.)

- (a) A conference is held with the student to obtain a commitment, oral or written, for correcting the behavior.
- (b) The student is moved in the classroom.
- (c) The student is assigned specific educational assignments or tasks.
- (d) The student is placed in detention by the teacher and given assigned tasks; this may be done before school, lunch recess, or after school.
- (e) The student is referred to the principal for appropriate action.
- (f) The principal contacts or holds a conference with the student for the purpose of accomplishing acceptable behavior.
- (g) The student is referred by the principal or his/her designee to other school departments (counseling), district departments (clinics), or other educational, medical, social, or governmental units for assistance.

- (h) The student's daily class schedule is changed by the principal or the principal's approval.
- (i) The student is placed on probation **under certain prescribed conditions** by the principal with parental knowledge.
- (j) In emergencies, immediate physical force may be used by school personnel to restrain a student or to protect the student, other students, staff, or citizens on school property.
- (k) Corporal punishment may be used by either teachers or administrators in accordance with the disciplinary responses on pages 10 and 11. At least one additional staff member must be present when corporal punishment is administered. No more than 3 swats for each offense will be given.
- (l) This policy allows any principal, or superintendent, if reasonable cause exists to believe a student has in his/her possession or control either alcoholic beverages or drugs, to search either the student, his/her locker, or his/her personal possessions.
- (m) When other remedial and corrective options have not been successful, or suspension is specified or indicated by conduct, the student is suspended from school by the principal for a period of time not to exceed ten days, or the superintendent in cases exceeding ten school days to a maximum of 180 days.
- (n) Charges for illegal behavior may be filed against the student with governmental authorities having jurisdiction.
- (o) Student expulsion is recommended when all other actions have not been successful or the nature of the behavior violation requires this action.
- (p) The administration and/or the Board of Education will make the final determination on all discipline and attendance issues.

The exercise of reasonable judgment, respect for the right of other persons, and compliance with legal procedural requirements must be observed in cases of unacceptable behavior.

**Saturday Detention:** The student is assigned Saturday Detention by the Principal. Saturday Detention will be from 7:30 a.m. until 11:00 a.m. Failure to satisfactorily complete Saturday Detention will result in additional disciplinary action being taken.

**Social Suspension:** A student placed on social suspension will not be allowed to attend any school sponsored off-campus activities during the school day or any school sponsored activities after school. They will attend school from 8:00 a.m. until the end of the school day and must be off campus when classes have ended for the day.

## **DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

### **Levels of Misconduct:**

**I.** Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

### **Examples:**

- Classroom disturbance
- Classroom tardiness
- Non-defiant failure to complete assignments or carry out directions

•Abusive language

•Vulgar or obscene language or gestures

**Disciplinary Response Procedures:**

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

Repeated misbehavior requires a parent/teacher conference with the counselor and/or administrator.

A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

**Response Options May Include:**

- |                           |                          |
|---------------------------|--------------------------|
| •Verbal reprimand         | •Strict supervised study |
| •Special assignment       | •Free-time detention     |
| •Counseling               | •Corporal punishment     |
| •Withdrawal of privileges | •Saturday Detention      |
- 

**Levels of Misconduct:**

**II.** Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

The infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

**Examples:**

- |   |                                |
|---|--------------------------------|
| •Continuation of unmodified LEVEL I misbehavior | •Smoking in unauthorized areas |
| •School Tardiness                               | •Using forged notes or excuses |
| •Truancy  | •Disruptive classroom behavior |
|   | •Cutting class                 |

**Disciplinary Response Procedures:**

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and/or teacher and effects the most appropriate response.

The teacher is informed of the administrator's action.

A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.

**Response options May Include:**

- |   |                             |
|---|-----------------------------|
| •Corporal punishment                            | •Social probation           |
| •Saturday Detention                             | •Referral to outside agency |
| •Free-time detention and/or classroom isolation |                             |
- 

**Levels of Misconduct:**

**III.** Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.



**Response options May Include:**

- Expulsion
- Other board action which results in appropriate placement
- (See discussion of expulsion issue)

*(Information regarding the Missouri Safe Schools Act 1996 has been provided to parents & students of the district.)*

**DISTRICT DISCIPLINE CONSEQUENCES****AFTER SCHOOL DETENTION**

Starting with the 2000-2001 school year, students at Delta C-7 High School and Jr. High can be required to attend after-school detention. This detention will be agreed upon by the principal and teachers. The detention will be held on designated afternoons from 3:05 until 3:45. Students will be supervised by a teacher and will be notified at least three (3) days in advance in order for transportation to be arranged. It is the responsibility of the student and parent to arrange for their ride after 3:45.

If a student misses an afternoon detention, then he/she will be assigned an extra detention which makes a total of two (2). (Exceptions may be made for doctor appointments, dental appointments, etc.)

If any student receives more than two (2) after-school detentions, then he/she may be assigned a Saturday Detention.

**BUS RULES THAT WOULD NECESSITATE  
A BUS INCIDENT REPORT IF BROKEN**

- A. Excessive noise and disruption – lack of courtesy and respect
- B. Fighting or scuffling on the bus or at the bus stop
- C. Deliberate delay of loading or unloading the bus
- D. Deliberate defiance or refusal to cooperate with the bus driver
- E. Obscene and unacceptable language, gestures, remarks, or signs
- F. Throwing items of any kind inside the bus, at the bus, or out of the bus windows
- G. Smoking on the bus
- H. Destruction of property
- I. Extending hands, arms, or any portion of the body out of the bus window
- J. Tampering with equipment – deliberate vandalism
- K. Refusal to stay seated
- L. Interference with the normal operation of the bus which results in jeopardizing the driver's or student riders' safety
- M. Violation of any other rule of student conduct which governs student behavior at Delta Consolidated Schools No. 7
- N. Illegal use or possession of a controlled substance
- O. Other (conduct prejudicial to the maintenance of good order and safety)

## ANTI-BULLYING POLICY

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above 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. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for violation of this policy include: loss of privileges, classroom detention,

conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available of the victims of bullying.

## **DISCIPLINARY GUIDELINES FOR BUS INCIDENTS**

Upon receipt of a Bus Incident report, the principal or his/her designee may take the following action:

- A. First offense: conference with student or suspension from bus riding privileges, depending on nature of the incident. Corporal punishment is an option of the principal.
- B. Second offense: minimum of three-day suspension of bus riding privileges, depending upon the nature of the incident at the discretion of the principal.
- C. Third offense: Five to ten day suspension of bus riding privilege depending on the nature of the incident and at the discretion of the principal. Corporal punishment is an option of the principal.
- D. The principal has the authority to impose a more severe penalty upon the student if his/her conduct so warrants, depending upon the nature of the incident.

## **DRESS CODE**

All students should take pride in their appearance. Student appearance should be such that it will not disrupt the educational process. Clothing should be worn the way it was designed to be worn. Pants are to worn up, around the waist.

Shorts, worn in good taste, will be allowed. Biking shorts will not be permitted. Backless, midriff, tank tops and see-through shirts will not be permitted. Any clothing with profanity or that promotes drugs or alcohol is also prohibited. Headgear may not be worn inside the high school buildings or cafeteria. Sunglasses are not to be worn in the building for any reason unless authorized by school administration.

Students who wear unacceptable clothing may be sent home to change. Repeat offenders or deliberate violations of the rules will be handled with disciplinary action.

## **TATTOO POLICY**

Visible and permanent/non-permanent tattoos shall be covered to prohibit their display at any extra-curricular school-related activity or event.

## **FIGHT POLICY**

In order to reduce the problems associated with fighting the following 3 policies are being implemented:

- (1) It is very important that we learn to resolve any conflicts without resorting to violence. However, if a fight occurs the students must stop fighting when told to do so. Failure to do so will result in a 10 day suspension from school.
- (2) If a third person becomes involved in a fight or if more than one person is fighting an individual, the third person or offending group, if that is the case, will be suspended for a minimum of 10 days.
- (3) Any student suspended for fighting will not be allowed to participate in any extra-curricular activity including but not limited to parades, concerts, or athletic events during the suspended period of time.

## **STUDENT CELL PHONE USAGE**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy will result in out-of-school suspension (OSS) being imposed. 1<sup>st</sup> and subsequent offense – 3 days OSS.



## **STUDENTS WHO DRIVE TO SCHOOL**

Students who drive to school should park in the West side of the parking lot. Students are not permitted to sit in cars after arriving at school, or return to their cars until after school or they are leaving campus. Students are reminded to lock doors and close windows before entering the school building. Should it become necessary to return to the vehicle for a valid reason, students should receive permission from the principal **before** so doing.

Any reckless or careless/unsafe driving on school grounds or around buses may result in the privilege of driving to school being revoked. Always exercise caution!

Students who arrive late to school should enter the parking lot in manner that does not disrupt classes in progress (i.e., playing radio too loud).

## **ACCESS TO THE SCHOOL BUILDING**

Students shall use only the door on the North end of the school to enter and exit the building once the 8:00 a.m. bell rings. All doors in the school will be locked and students will need to use the button located on the door in order to be allowed access into the building. If a student needs to go to the nurse then they will be required to use the main door on the east side of the elementary building to gain access.

## **FIELD TRIPS/ACTIVITIES**

Parents will not be allowed to accompany their child while on a school sponsored activity that is conducted off campus. If a parent does not want their child to attend the Field Trip/Activity, they should contact the school to make prior arrangements.

## **STUDENT CONDUCT (PDA)**

As high school students, you are considered young men and women. Therefore, you are expected to conduct yourselves as young men and women should in a public institution.

It is proper conduct for students to keep their emotional impulses under control and therefore, to refrain from showing a public display of affection such as holding hands, physically assisting students in the hall, etc. This applies to all school activities and functions as well. Public display of affection is not appropriate at school. Failure to comply with this policy will lead to disciplinary actions.

1<sup>st</sup> offense: verbal warning

2<sup>nd</sup> offense: two swats or after school detention

3<sup>rd</sup> offense: three swats or Saturday school and conference with parents

It is proper that respect and courtesy be shown for other people's property, and public property at all times.

## TARDY POLICY

- 1<sup>st</sup> offense – verbal warning by teacher
- 2<sup>nd</sup> offense – student will be sent to the office and principal will assign the student after school detention
- 3<sup>rd</sup> offense – two swats or two after school detentions
- 4<sup>th</sup> offense – three swats or Saturday school

Tardy count will end at the end of each quarter. A student who continues to have excessive tardies may be suspended or lose driving privileges to school.

## USE OF TOBACCO

The campus of Delta C-7 Schools will become tobacco/smoke free beginning with the 1992-1993 school year with the following exceptions:

A. Smoking will be allowed **outside** the gymnasium at all events.

**No smoking inside the gymnasium. Students may not smoke on campus at any time or at school sponsored activities.**

B. Smoking will be allowed in areas designated by the Board of Education of Delta C-7 Schools. **No smoking in any other buildings.**

Tobacco/smoke free is to include: Cigarettes, Cigars, and Smokeless tobacco.

1<sup>st</sup> offense: after school detention or corporal punishment

2<sup>nd</sup> plus offense: corporal punishment or OSS.

Above policy approved by the Board of Education – July, 2004.

## DISCIPLINE FOR STUDENTS WITH IEPS

Special Education students will be disciplined as needed. The IEPS should be used to help determine the consequence of specific misbehaviors.

## DRUG PREVENTION PROGRAM FOR DRUG FREE WORKPLACES

## MANDATORY STANDARDS OF CONDUCT AND STATEMENT OF DISCIPLINARY SANCTIONS FOR STUDENTS

The Board of Education of Delta C-7 Schools located in Deering, Missouri, recognizes its share of the responsibility for the health, welfare, and safety of the students who are in attendance here, and issue this policy for the purpose of achieving and maintaining that kind of atmosphere.

The possession, use, sale, transfer, or being under the influences of alcoholic beverages or controlled substances on any school property, or any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; or off school property at any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy, a controlled substance shall include any controlled substance, counterfeit or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010.RSMo.

All medications prescribed by a physician, as well as all non-prescription medications except for simple aspirin and its substitutes and antacids, will be cleared with the school principal or school counselor before being taken. In the absence of a physician's instructions, parental permission in writing is required for any medication to be possessed or taken by the student while under the school district's supervision.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons suspected to be in violation of this policy during or after school hours on school property or at any school event, at the Delta C-7 School campus or at some other location. Such searches shall be conducted in accordance with established procedures for school officials.

Any student who, after being given a hearing, is found by the administration and/or staff to be in violation of this policy, will be placed on social suspension for a minimum of eighty-seven (87) school days, regardless of whether such periods may span semesters or school years. In addition, any student violating this policy shall be subject to suspension, expulsion, or other discipline as provided in the school district's discipline policy. Students may also be referred for prosecution to the County Sheriff's Office. Strict compliance with this policy is mandatory and shall be applied fairly and consistently. All confiscated controlled substances shall be turned over the local law enforcement agency.

The Delta C-7 School District, in accordance with the requirements of the 1989 amendments of the Drug Free Schools and Communities Act, and for the purpose of preventing the use of illegal and illicit drugs and alcohol by students, shall provide age appropriate, developmentally based drug and alcohol education and prevention programs in all grades from Kindergarten through grade 12. Such programs shall (a) address the legal, social, and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. First referrals shall be made to the local Family Counseling Center in Kennett for possible treatment in the Alpha for Adolescents drug rehabilitation center. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. In cooperation with the DESE, the Delta C-7 District shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

## ATTENDANCE

The school day is from 8:00 am until 3:00 pm. unless modified by the administration. Students who absent themselves from any class (including study hall) will be considered truant and dealt with accordingly.

Regular and punctual attendance is required of all students. Frequent absences of students from regular classroom learning experiences disrupts the continuity of the instructional process and causes many students to fail or achieve only mediocre success in their academic program. Therefore, the value of attendance and punctuality cannot be overly emphasized.

No student may be excused for any part of the school day except by permission of the school principal. Students who fail to secure this permission will be subject to the regular penalty for being truant. Students who must leave campus during the day must notify the office before 8:00 a.m. by a note or call from their parent. The student must then check out through the office before leaving campus. Students who are late in arriving to school must check in through the office and receive a note to be admitted to class.

The responsibility for attendance is that of the student and parent. Any student who is absent should have his/her parent contact the office, by written note, no later than the next school day after the absence stating the reason for that absence. The terms excused and unexcused will not be used as such, but the reason for the absence will be noted.

The Pemiscot County Juvenile Office can be informed to investigate any suspicious absences. If a student has excessive absences without good cause, the parents or guardians can be prosecuted for educational neglect.

Any student who misses a class more than **8** times per semester will receive **no credit** for that class unless sufficient information has been provided for the Attendance Review Committee to determine if extenuating circumstances exist. Students who exceed the policy may petition this Attendance Review Committee for a review of their individual case. Any student who has exceeded the allowed 8 days absences per semester shall not attend any activity which takes that student from school.

When a student who is 16 years of age or older has exceeded the attendance policy and cannot receive credit for the semester, that student may be dropped from the rolls until the beginning of the next semester.

Students who are absent from school without consent, or who leave school without permission from the school principal, or who deliberately absent themselves from a class or part of a class are considered truant. The first time a student is truant he/she may receive corporal punishment or Saturday Detention. Further incidents of truancy may result in a suspension of up to 10 days. In addition to the above, all times lost due

to truancy shall be considered zero work. Students who refuse corporal punishment will not be readmitted to school until such discipline is completed. Students who have exceeded the 8 absences will not be allowed to go on school trips, nor attend any functions which would take time away from class attendance.

Students who are absent from school on the day of a school activity or athletic contest will not be allowed to attend that activity during the day or evening unless prior arrangement has been made with the office.

If a student is absent from school on the day of an activity or practice for the reason of attending a college day, that student must get the approval of the Principal before the student will be allowed to participate.

Students are not to arrive at school before 7:40 a.m. It is the responsibility of the student to arrange for make-up work lost due to any absenteeism.

### **STUDENT INSURANCE**

All students will be given an opportunity to purchase school accident insurance. Students are encouraged to take the information sheet given the first week of school and obtain the insurance for a nominal cost. All athletes and cheerleaders are required to purchase school insurance or provide verification of basic accident coverage. Claim forms may be obtained in the office.

### **EMERGENCY PROCEDURES**

Instructions for Fire, Tornado, and Earthquake drills are posted in each classroom. Drills are conducted on a regular basis throughout the school year. All students are to participate in these drills. Short, intermittent ringing of the regular bell or 3 rings from the manual bell outside the office will signal a fire alarm. One long continuous ringing of the bell will signal the tornado alarm. Students should follow the earthquake procedures listed in the district's earthquake plan, along with instructions from the classroom teacher.

### **SCHOOL DISMISSAL**

In the event of inclement weather which makes conditions unfavorable for having school, students and parents are to tune in to local radio stations KBOA/KTMO, KMIS, KXOQ OR KOTC in Kennett, KBOA – FM is 105.5, KBOA – AM is 1540, KTMO – FM is 106.5, KMIS – AM is 1050, KXOQ – FM is 104.3, KOTC – AM is 830 and KCRV/K105 in Caruthersville, KCRV – AM is 1370, K105 – FM is 105.1 on your radio dial. Early dismissals for unfavorable conditions will be broadcast on the radio also.

## **FIRST AID**

The school attempts to provide an environment in which the students will be safe from accidents. If an accident occurs, first aid may be administered by the teacher or school official. **No care beyond first aid will be given by the school.**

Each staff member has the responsibility of completing, whenever the occasion arises, a form relating to accidents that occur on the school grounds or in school buildings. This report is filled out and filed in the principal's office as a permanent record. When a student is sick or injured at school, the teacher or principal will make contact with the student's parents or guardian before consulting a doctor. In case of an emergency and the parent or guardian cannot be contacted, the school officials will consult a doctor for medical treatment for the student.

## **GUIDANCE AND COUNSELING**

The basic function of the guidance department is to help each student attain the highest possible level of mental, moral, and physical development. The guidance office works closely with members of the school, home, community and professional organizations to:

- Keep for each student a cumulative record of progress, achievement and development.

- Provide information on college and vocational opportunities.

- Counsel with students in the various areas of educational and vocational planning, and personal, social and physical problems.

- Conduct conferences with students, parents, teachers, administrators, and special services personnel.

- Aid students in finding employment.

- Conduct follow-up studies on former students.

Specifically the guidance office is responsible for helping with course planning, schedule changes, college and vocational planning, counseling, group and individual testing, cumulative records, and working with administrators and teachers in curriculum development and improvement. Students are urged to make use of the guidance and counseling services.

## **COMMUNICABLE DISEASE**

The Delta C-7 Board of Education adopted the communicable disease policy as presented by the Department of Elementary and Secondary Education in December of 1988. In the regular board meeting of November, 1989 we updated our policy by adopting the "Recommended Policy of Communicable Disease – Students," portion of the "Missouri Public Schools Policy guidance on Communicable Diseases (DESE 6/89)." The contact person designated for information related to the policy is the counselor of Delta C-7 Schools. A copy of this policy may be obtained from the counselor.

## RETENTION

Students in grades seven and eight may be retained if satisfactory course work is not completed. **A failing grade in two solid subjects (yearly average) is the basis for retention.** After two years in the same grade, a student is eligible for social promotion. A committee of three teachers from the same building will make the final decision.

## USE OF SCHOOL PROPERTY

No one should be on the school grounds or in the school buildings before or after school hours, unless supervised by appropriate school personnel.

Use of buildings: All buildings and facilities are provided specifically to be used to the maximum benefit of the school program. Teachers are responsible for their proper utilization and care. Rules governing the use of the building otherwise are:

1. Use of the building will be granted to responsible organizations by the superintendent. No rentals will be charged if these organizations are of an educational nature in their purpose.
2. The board has ruled against the practice of allowing religious or political organizations to hold services in school buildings or on school grounds.
3. School equipment shall be used for school purposes only or at the discretion of the superintendent.

## GRADING SCALE/HONOR ROLL

The grading scale for grades 7-12 will be as listed below:

A	90 – 100	D	60 - 69
B	80 – 89	F	59 and below
C	70 – 79		

No plus or minus signs will be given but the (%) percentage grade will be given with the letter grade.

Qualifications for Honor Roll and G.P.A. consist of the following:

To qualify for honor roll, a student must have a grade point average of at least 3.0000. The following classes will be weighted: Junior and Senior level math and science classes and College Prep English. The weight will remain at 5. All classes will count toward the honor roll. A “D” in any class will disqualify the student from honor roll. This is regardless of the grade point average. Vo-Tech grades will be considered in determining honor roll eligibility.

Students who receive an incomplete (I) in any subject will not be eligible for the honor roll, regardless of their grade point average. All classes are figured for the four year grade point average.

## CLASSIFICATION OF STUDENTS

- Freshman – Must have successfully completed grades 1 – 8
- Sophomores – Must have successfully completed five units
- Juniors – Must have successfully completed ten units
- Seniors – Must have successfully completed seventeen units

## GRADE CARDS

Students who owe money will not receive report cards or grades. If debts are not paid by the end of the semester, no credit will be given until the debt is paid. Grade cards will be issued at the end of every quarterly grading period. Progress reports will be sent home by the student mid-way through each quarter.

## GRADUATION REQUIREMENTS

The new state mandated graduation requirements beginning with the class of 2010 are as follows:

English	4 units	
Math		3 units
Science		3 units
Personal Finance		0.5 units
Health		0.5 units
Social Studies		3 units*
Practical Arts		1 unit
Fine Arts		1 unit
Physical Education		1 unit
Electives		7 units
Total		24 units

\*Must include American History, Government

All students must pass both U.S. and Missouri Constitution tests.

\*Units in foreign language and/or additional advanced courses from the 4 areas marked with an asterisk and/or advanced vocational-technical courses 3 units.

Total = 24 units

Earn a 3.0 G.P.A. in English, Math, Science, and Social Studies

For students to receive the college prep certificate students must meet state requirements by taking the required subjects and scoring at or above the state mandated score on the ACT or SAT exams.



## **AUDIO-VISUAL EDUCATION AND LIBRARY SERVICES**

The Delta C-7 Public School maintains a well-equipped and growing audio-visual department. This is an increasingly important department of education which utilizes the senses of both seeing and hearing, to teach students in their regular classroom instructional activities. An audio-visual director supervises the program and assists teachers in the selection, distribution, and use of the materials. A varied assortment of technical machinery and equipment such as projectors, tape recorders, phonographs, satellite dish, and a library of filmstrips and videos is available.

A qualified librarian will head all library services in the school. This includes two libraries; elementary and secondary.

State guidelines will be used in the selection of textbooks. Fines for lost, abused, or destroyed textbooks will be levied by the librarian and must be paid before books will be issued the succeeding school year.

## **SPECIAL EDUCATION PROGRAM**

Additional educational opportunities are made available for children who need instruction beyond that provided by the regular classroom schedule. This additional program is for those children who need it after proper testing has been administered by the Pemiscot County Special School District. The Special School District will have responsibility for all special services.

## **CHANGE OF CLASS SCHEDULE**

Students will have exactly 5 days at the beginning of each semester to change class schedules. No change will be made after that time unless a committee made up of the classroom teacher, counselor, and principal determines that the student must make a class change in order to be successful. If a student insists on dropping a class after the five day time frame, that student will receive a grade of F for the semester in that particular class.

## **CAFETERIA AND LUNCH PERIOD**

Orderly, mannerly behavior is expected of every student while in the cafeteria. Students who persist in displaying poor manners or loud-boisterous behavior will not be tolerated. Each student will empty his/her own tray, and clean up all napkins, silver, etc. from his/her area. Students are not to carry food or straws out of the cafeteria. All

food must be eaten in the cafeteria. Students who charge their lunch bill should not exceed ten days before payment is made.

Each student will be given a free/reduced lunch form at the beginning of the school year which contains current prices for school lunches. Students may choose from either the regular hot lunch line or salad bar daily. Extra milk will be provided for a small fee. Students may bring their lunch and are welcome to eat in the cafeteria.

Food, including, but not limited to, potato chips, sodas, candy, gum, etc. are not to be eaten inside school buildings.

## VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian must complete the college preparatory course of studies with a minimum overall G.P.A. of 3.50. He/she shall not have failed any subject, been suspended from school for any extended length of time, have any charges filed against them by a law enforcement agency, and be deemed a “good citizen” of Delta C-7 Schools. He/she shall be enrolled for the last two consecutive (junior and senior) years at Delta C-7. In the event of a tie for Valedictorian, we will have multiple Valedictorians and no Salutatorian.

## SCHOOL DANCES

The high school shall sponsor the following dances: Homecoming, Jr – Sr prom, and Yearbook Dance. Other clubs or organizations may have smaller parties or events of a similar nature under the direction of the group sponsor. All rules and regulations concerning behavior are in effect for dances with the following specifics for the above mentioned.

Students who are currently suspended or have been expelled at any time will not be allowed to attend. Any person that is a high school dropout or is age 22 or older, may not attend **any** dance at Delta C-7.

In order to attend the Yearbook party, you or your family member must purchase a yearbook for the current year. Only Delta C-7 students will be allowed to attend the Yearbook party: no outside guests. The Jr – Sr Prom is a formal dance that may be attended by Juniors and Seniors of Delta C-7 and their invited guest who must be approved by the principal. Junior High students are not permitted to attend the prom. Juniors who do not work toward the money-making projects that allow the prom to be held, will not be allowed to decorate the day of the prom, and may be barred from attending the prom. Juniors attending Prom who do not go and decorate will not be allowed to check out before students return from decorating for Prom.

Once students leave any dance, they may not be readmitted. Drug and alcohol policies are in effect for all dances and school activities.

Homecoming will be open to students in good standing in grades 9 – 12 and their dates. All dates must be approved by the principal by the deadline announced prior to the dance. Jr High students are not permitted to attend the Homecoming dance. Homecoming candidates must meet the following requirements:

Freshman and Sophomore Maids are not eligible to be queen.

All candidates and maids must be academically eligible by MSHSAA standards.

All candidates must be creditable school citizens. Creditable school citizens are those whose conduct both in and out of school will not adversely discredit themselves or the school. Creditable citizens will be determined by a committee of the following people: Senior High Principal, Coach, Student Council Advisor, and Cheerleading Sponsor.

## **VISITORS**

Parents/guardians of Delta C-7 students as well as patrons of the community are always welcome and students are encouraged to have them visit school.

Students will not be allowed to bring visitors/friends to school during the regular school day. Most classrooms are full enough and student visitors tend to distract from the educational process. All visitors to Delta C-7 are required to report to the principal's office upon entering the building.

## **USE OF TELEPHONE**

The telephone in the office is a business phone. Students should not ask to use the phone unless it is an emergency. Parents should phone students only when it is necessary. Emergency messages will be delivered to students.

## **USE OF BUILDINGS**

Students are not to arrive at school before 7:40 and are not to be on campus after 3:05 unless under supervision by school personnel. The high school building will be open to students before school and at noon on days when the weather dictates. If the weather is too bad to be outside at noon, the old gym will be open for students who want to study or visit. Students should be outside the building at all other times at noon unless given permission or directions by a faculty member to be in the building. No students are to be in gym unless the duty teacher is present.

## **LOCKER, DESKS, SCHOOL PROPERTY**

Lockers and desks are owned by the school district and provided for student use. Lockers will be inspected by the administrators for any good reason that arises. Students are not to have valuable goods in their lockers that may be lost or stolen. Students may bring a personal lock to place on their locker but must turn in a combination or extra key to the office. Lockers should be kept neat and tidy-free of

markings and debris. Writing on desks, bathroom walls, or defacing school property will be considered willful destruction of school property and be handled according to the discipline policy. Students are to keep books and personal belongings in their own locker only.

## STUDENT COUNCIL

The Student Council was re-organized during the 1991-1992 school year. Representatives and officers are elected by the student body according to procedures established by the Student Council Constitution, revised October 1991. The purpose of the organization is to promote good character, encourage better school spirit, promote more progressive leadership, and to improve the relationships among the students, faculty, and administration.

Elections will be held for officers on the first Tuesday following the first Monday in April of each year. Elections for representatives and class officers will be the first Tuesday following the second Monday in April of each year. Voting shall be by secret ballot.

## AWARDS

**Rising Stars:** Any student who improves at least one letter grade in at least one subject without dropping in any subject will be designated as a "Rising Star."

At the end of the school year, an award for **Perfect Attendance** will be given to those students who were present every hour of every day. A **Superior Attendance** award will be presented to those who were absent less than one full day (less than 7 periods).

**Awards Assembly:** A short assembly will be held at the end of each quarter to honor those making the Honor Roll and having Perfect Attendance. Also those who qualify for the A+ rewards will be recognized at this time. Any student who has an F on their report card for the current quarter will not be allowed to attend the A+ luncheon or trip. At the end of each year, an assembly will be held in the gymnasium for the purpose of recognizing various awards that have been gained throughout the year. Each teacher will present academic subject awards as well as athletic honors, vocational awards, and all other awards. Students who owe money to the school for any debt such as band, lunches, library fines, lost books, organizational dues, etc. will not be allowed to attend the A+ activities.

There are many outstanding performances in many areas throughout the school year, and the Delta C-7 Schools are proud to reward those high achievers.

## CHEERLEADING TRYOUTS

Members of the junior high and high school cheerleading squads will be selected yearly by tryouts before a panel of 3 outside judges. Candidates must score at least 80% of the top score to qualify for the squad. If less than 8 candidates do not make

80% of the top score, the top 8 scoring candidates will be selected. Total scores will be based on teacher evaluations and tryout performance. Teacher evaluations will count as 1/3 of the score and tryout performance will count as 2/3 of the total score.

### **PEP CLUB**

At the beginning of each year, the Pep Club will be organized and all students in good standing will be eligible to join. Students who are in Pep Club will be allowed to ride the bus to away basketball games and be given priority seating in the Pep Club section at home games. All students are responsible for sportsmanlike conduct and proper behavior at athletic events. Students who set a good example can be influential to both younger children and adults in following the spectator code of conduct.

Pep Club members are to work with the cheerleaders in promoting school spirit at games. This means following the lead of the cheerleaders instead of doing yells on their own. Pep Club members may be assessed a small membership fee to help promote club activities.

Students will not be allowed to continuously leave and re-enter the gym at ball games. If you leave the gym, you must leave campus.

### **BAND TRYOUTS**

Members of the auxiliaries will be chosen by audition yearly before a panel of 3 judges consisting of the band director and 2 outside judges. Membership in each line will be determined by the top score, and then all who score within the next 20% of the top score. This system may be bypassed if no one scores above 50% of the total possible. The number of line members will also be considered based upon the needs of the band. (The director may choose fewer than the number of qualified candidates if the number of total band members is fewer than needed to perform.)

### **TIME SCHEDULE FOR CLASSES**

1 <sup>ST</sup> period	8:00 – 9:00
2 <sup>nd</sup> period	9:04 – 9:54
3 <sup>rd</sup> period	9:58 – 10:48
4 <sup>th</sup> period	10:52 – 11:42
Lunch period	11:42 – 12:12
5 <sup>th</sup> period	12:16 – 1:10
6 <sup>th</sup> period	1:14 – 2:06
7 <sup>th</sup> period	2:10 – 3:00

### **TRANSFER STUDENTS**

Any student who is checking out of Delta C-7 to transfer to another school should follow the proper check-out procedure. Obtain the proper forms in the office (transfer form), check in books in library, get signature from Principal and up to date grades

before leaving. All fines, debts, and obligations should be taken care of before leaving. No grades or records will be sent to another school until all debts are cleared.

## **ANNOUNCEMENTS AND USE OF BULLETIN BOARD**

Daily announcements will be read by the 1<sup>st</sup> period teacher. However, students who are absent or for some other reason are unable to hear the daily announcements should check the bulletin board. The announcements are posted there daily. Much information to students is distributed through the announcements and therefore it is necessary for students to seek that information. The main bulletin board is located just outside the office. All students should form a habit of checking the bulletin board for news that may be pertinent to them. All requests for posting announcements on the bulletin board should be made through the office.

## **VENDING MACHINES**

Soda machines have been placed on campus for your convenience. These may be used only before school and at lunch. Students are not to use the vending machines between classes unless special permission has been granted.

## **ATHLETICS**

Delta C-7 Schools offers two varsity sports for males and two varsity sports for females who desire to compete interscholastically with other schools. This gives the students opportunities to develop their athletic skills in competition against other students of area schools. Basketball, Baseball, Volleyball and Softball are offered.

These activities are offered to students who participate in building character, sportsmanship, courageousness, cooperation, teamwork, discipline, and spirit of competition.

All athletes and cheerleaders must be eligible by the standards set forth by the Missouri State High School Athletic Association. Eligibility to represent a school in interscholastic activities is a privilege students may attain by meeting standards of eligibility established by member schools through this association and any additional standards set by a member school for its own students. Eligibility is not a student's right by law and precedent setting legal cases have affirmed this. All athletes and cheerleaders are responsible for knowing the rules and regulations regarding eligibility.

1. **Citizenship:** You must be a creditable school citizen. Creditable school citizens are those students whose conduct both in and out of school will not discredit themselves or their school.

2. Academics: Students must be enrolled in and complete successfully at least 2.25 units the preceding semester in order to be eligible. This amounts to five classes or courses. In order to insure academic eligibility standards are met, students are reminded to discuss any concerns with the coach, counselor, or principal.

The above requirements are two major parts of the list of eligibility requirements mandated by the MSSAA. A complete list is posted in the gymnasium, and a copy may be obtained from any coach or the principal.

Students who represent Delta C-7 in any athletic endeavor must remember they have a responsibility to the school, team, student body, community, and to themselves. Strong traditions in athletics are there for you to carry on.

## **EXPECTATIONS FOR STUDENTS ATTENDING ATHLETIC EVENTS**

Students who attend athletic events are subject to all school rules and policies. Students are expected to sit in the bleachers provided and not stand or loiter. No running, wrestling, or playing is allowed. **Students are only to be at the concession area during half time.** Students are expected to demonstrate good sportsmanship at all times to both home and visiting teams as well as to the officials. No vulgar or suggestive gestures or language is allowed. Booing officials and opposing team members is prohibited. No heckling of opposing team members or our team members is allowed. Only authorized school personnel should be on the court or field at any time. No objects of any kind should be thrown onto the court or field. Students who leave an athletic event will not be allowed to re-enter. Failure to follow the policies and guidelines will result in a student not being admitted to future athletic events. Attendance at Co-Curricular Activities is a privilege. Students who fail to comply with school directives and policies will not be allowed to attend.

**1<sup>st</sup> Offense** - Spectators who are removed from a contest will not be allowed to attend the next contest/sporting event whether it be home or away.

**2<sup>nd</sup> Offense** - Spectators who are removed from a contest/sporting event for the second time will not be allowed to attend any contest for 180 days.

**DELTA C-7 SCHOOL DISTRICT  
SCHOOL CALENDAR ~ 2016-2017**

Monday	August 8, 2016	Teacher Orientation
Tuesday	August 9, 2016	Teacher Workday
Wednesday	August 10, 2016	Teacher Workday
Thursday	August 11, 2016	Student's First Day/School Opens
Thursday	August 18, 2016	Open House
Friday	September 2, 2016	No School
Monday	September 5, 2016	No School (Labor Day)
Monday	October 10, 2016	No School – Columbus Day
Friday	October 7, 2016	End 1 <sup>st</sup> Quarter (40 Days)
Thursday	October 13, 2016	Parent/Teacher Conference, 3:00 p.m. – 6:00 p.m.
Friday	November 11, 2016	Veterans Day - Early Release
Wednesday	November 16, 2016	Early Out (Personal Development)
Mon. – Fri.	Nov. 21-25, 2016	No School - Thanksgiving Break
Friday	December 16, 2016	Early Dismissal; End of 2 <sup>nd</sup> Qtr. (44 Days) 1 <sup>st</sup> Semester (84 Days)
Monday	January 2, 2017	Classes Resume
Monday	January 16, 2017	No School – Martin Luther King Day
Wednesday	February 15, 2017	Early Out (Professional Development)
Monday	February 20, 2017	No School – Presidents' Day
Friday	March 3, 2017	End of 3 <sup>rd</sup> Quarter (43 days)
Thursday	March 9, 2017	Parent/Teacher Conference, 3:00 p.m. – 6:00 p.m.
Fri. – Fri.	March 24 – 31, 2017	Spring Break (No School)
Friday	April 14, 2017	No School (No School)
Wednesday	May 10, 2017	Teacher Workday (No School)
Thursday	May 11, 2017	Graduation (7:00 p.m.)
Friday	May 12, 2017	End 4 <sup>th</sup> Quarter (41 days)/2 <sup>nd</sup> Semester (84 days) Teacher Workday (No School)

(168 school days)

**DAYS IN SESSION**

First Semester	84
Second Semester	<u>84</u>
Total Days Attendance	168
Teachers in-service	1
Legal Holidays	<u>4</u>
School Term	173
Teacher Workdays	<u>5</u>
Total Days	178



**2016-2017 SENIOR HIGH BASKETBALL**

<b>Nov. 22</b>	<b>South Pemiscot</b>	<b>Away</b>	<b>6:00</b>
<b>Nov. 28</b>	<b>Bulldog Classic</b>	<b>Away</b>	
<b>Dec. 5</b>	<b>North Pemiscot</b>	<b>Home</b>	<b>6:00</b>
<b>Dec. 8</b>	<b>Risco</b>	<b>Home</b>	<b>6:00</b>
<b>Dec. 12</b>	<b>Senath Christmas Tournament</b>	<b>Away</b>	
<b>Jan. 9</b>	<b>Portageville</b>	<b>Away</b>	<b>6:00</b>
<b>Jan. 10</b>	<b>North Pemiscot</b>	<b>Away</b>	<b>6:00</b>
<b>Jan. 13</b>	<b>Cooter</b>	<b>Away</b>	<b>6:00</b>
<b>Jan. 17</b>	<b>Holcomb</b>	<b>Away</b>	<b>6:00</b>
<b>Jan. 20</b>	<b>Gideon</b>	<b>Home</b>	<b>6:00</b>
<b>Jan. 24</b>	<b>Southland</b>	<b>Away</b>	<b>6:00</b>
<b>Jan. 26</b>	<b>Crowley's Ridge Academy</b>	<b>Home</b>	<b>6:00</b>
<b>Jan. 27</b>	<b>Senath-Hornersville</b>	<b>Home</b>	<b>6:00</b>
<b>Jan. 30</b>	<b>Armored, AR</b>	<b>Away</b>	<b>6:00</b>
<b>Jan. 31</b>	<b>Clarkton</b>	<b>Home</b>	<b>6:00</b>
<b>Feb. 6</b>	<b>Tri-County Tournament</b>	<b>TBA</b>	
<b>Feb. 14</b>	<b>Campbell</b>	<b>Away</b>	<b>6:00</b>
<b>Feb. 16</b>	<b>Cooter</b>	<b>Home</b>	<b>6:00</b>
<b>Feb. 17</b>	<b>Southland</b>	<b>Home</b>	<b>6:00</b>
<b>Feb. 20</b>	<b>1A District Tournament</b>	<b>Away</b>	

**2016-2017 JUNIOR HIGH BASKETBALL**

<b>Oct. 11</b>	<b>Gideon</b>	<b>Home</b>	<b>6:00</b>
<b>Oct. 13</b>	<b>Cooter</b>	<b>Home</b>	<b>6:00</b>
<b>Oct. 18</b>	<b>McCarty</b>	<b>Away</b>	<b>6:00</b>
<b>Oct. 20</b>	<b>Risco</b>	<b>Home</b>	<b>6:00</b>
<b>Oct. 25</b>	<b>Southland</b>	<b>Home</b>	<b>6:00</b>
<b>Oct. 27</b>	<b>North Pemiscot</b>	<b>Home</b>	<b>6:00</b>
<b>Nov. 1</b>	<b>Clarkton</b>	<b>Away</b>	<b>6:00</b>
<b>Nov. 3</b>	<b>Holcomb</b>	<b>Away</b>	<b>6:00</b>
<b>Nov. 7</b>	<b>North Pemiscot</b>	<b>Away</b>	<b>6:00</b>
<b>Nov. 10</b>	<b>McCarty</b>	<b>Home</b>	<b>6:00</b>
<b>Nov. 14</b>	<b>Tri-County Conference Tournament</b>	<b>Away</b>	

## 2016-2017 SENIOR HIGH VOLLEYBALL

<b>Aug. 23</b>	<b>Risco</b>	<b>Home</b>	<b>6:00</b>
<b>Aug. 26</b>	<b>Holcomb</b>	<b>Home</b>	<b>4:30</b>
<b>Aug. 30</b>	<b>Cooter</b>	<b>Away</b>	<b>4:30</b>
<b>Sept. 1</b>	<b>Campbell</b>	<b>Away</b>	<b>6:00</b>
<b>Sept. 6</b>	<b>Gideon</b>	<b>Home</b>	<b>6:00</b>
<b>Sept. 8</b>	<b>Southland</b>	<b>Home</b>	<b>6:00</b>
<b>Sept. 12</b>	<b>North Pemiscot</b>	<b>Away</b>	<b>4:30</b>
<b>Sept. 13</b>	<b>Hayti</b>	<b>Home</b>	<b>4:30</b>
<b>Sept. 15</b>	<b>Gideon Tournament</b>	<b>Away</b>	
<b>Sept. 19</b>	<b>Clarkton</b>	<b>Away</b>	<b>4:30</b>
<b>Sept. 22</b>	<b>South Pemiscot</b>	<b>Away</b>	<b>4:30</b>
<b>Sept. 29</b>	<b>Senath-Hornersville</b>	<b>Away</b>	<b>6:00</b>
<b>Oct. 3</b>	<b>Tri-Cty. Conference Tournament</b>	<b>Away</b>	
<b>Oct. 11</b>	<b>Southland</b>	<b>Away</b>	<b>6:00</b>
<b>Oct. 13</b>	<b>North Pemiscot</b>	<b>Home</b>	<b>6:00</b>
<b>Oct. 14</b>	<b>Risco</b>	<b>Away</b>	<b>6:00</b>
<b>Oct. 17</b>	<b>District Tournament</b>	<b>Away</b>	

## 2016-2017 JUNIOR HIGH VOLLEYBALL

<b>Feb. 21</b>	<b>Senath-Hornersville</b>	<b>Away</b>	<b>4:30</b>
<b>Feb. 23</b>	<b>Holcomb</b>	<b>Home</b>	<b>4:30</b>
<b>Feb. 24</b>	<b>Gideon</b>	<b>Home</b>	<b>4:30</b>
<b>Feb. 27</b>	<b>Cooter</b>	<b>Home</b>	<b>4:30</b>
<b>Feb. 28</b>	<b>McCarty</b>	<b>Away</b>	<b>4:30</b>
<b>March 2</b>	<b>Risco</b>	<b>Away</b>	<b>4:30</b>
<b>March 3</b>	<b>Senath-Hornersville Tournament</b>	<b>Away</b>	<b>TBA</b>
<b>March 6</b>	<b>Southland</b>	<b>Away</b>	<b>4:30</b>
<b>March 7</b>	<b>North Pemiscot</b>	<b>Away</b>	<b>4:30</b>
<b>March 9</b>	<b>Clarkton</b>	<b>Home</b>	<b>4:30</b>
<b>Mar. 13-17</b>	<b>Tri-Cty. Conference Tournament</b>	<b>TBA</b>	<b>TBA</b>

## **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA’S SCHOOLS ACT PROGRAMS**

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

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: Complaints shall be filed initially with the Building Principal. Complaints may be filed with the Superintendent or School Board in the event that the Building Principal is unable to resolve the complaint or is the subject of the complaint. The Building Principal, Superintendent, or Board will be responsible for, where appropriate, promptly investigating the complaint, making findings, initiating effective actions based on those findings that resolve the complaint. A determination of the complaint’s validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.

The complainant may appeal the determination of the complaint. Appeals may be heard by the Superintendent, a hearing officer appointed by the Board, or by the Board itself as determined by the Board. The request to appeal shall be made within 20 days after the date of the written resolution of the complainant at the lower level. The appeal officer will issue a written determination of the complaint’s validity and a description of its resolution within 30 days after the appeal is filed.

Anyone having a complaint or criticism of the policies or administration of the schools of the district should file a written copy of the complaint with either the district clerk or the superintendent at least three days before a regularly scheduled board meeting.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

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

## NO CHILD LEFT BEHIND INFORMATION

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

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

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

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

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

## Missouri Department of Elementary & Secondary Education No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

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<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C Revised 7/15<sup>2</sup> In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

*Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.*

**Missouri Department of Elementary and Secondary Education  
Complaint Procedures for NCLB Programs  
Table of Contents**

**General Information**

1. What is a complaint under NCLB?
2. Who may file a complaint?
3. How can a complaint be filed?

**Complaints filed with LEA**

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

**Complaints filed with the Department**

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to private school children handled differently?

**Appeals**

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

**1. What is a complaint under NCLB?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department , and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is

considered public record and may be made available to parents, teachers, and other members of the general public.

5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

## **10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

### **Resolution on Parent/Family Involvement**

**Adopted November 14, 2005, by the Missouri State Board of Education**

**WHEREAS**, the State Board of Education believes that schools must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component; and

**WHEREAS**, parent/family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education, school districts, parents/families, and communities; and

**WHEREAS**, the State Board of Education seeks to foster and support active parent/family involvement so that schools and parents/families work together as knowledge partners in educating children; and

**NOW, THEREFORE, BE IT RESOLVED:** that the State Board of Education hereby adopts this policy on parent and family involvement and encourages local school officials to use it as a guide in developing local school district policies.

#### **Parent/Family Involvement Policy**

Parents/families of all economic, racial/ethnic, cultural, and educational backgrounds can, and do, have positive effects on their children's learning. The State Board of Education recognizes the importance of assisting school districts in eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents/families and community.

1. Promote regular, two-way, meaningful communication between home and school. Examples: personal visits beyond parent/teacher conferences, electronic/telephone contact, use of translators.
2. Promote and support responsible parenting. Examples: parenting workshops, parent resource centers, parent support groups.



3. Recognize the fact that parents/families play an integral role in assisting their children to learn. Examples: parent curriculum night, family literacy programs, post-secondary planning activities.
4. Promote a safe and open atmosphere for parents/families to visit the school that their children attend and actively solicit parent/family support and assistance for school programs. Examples: training of volunteers and staff, family activities at school, identifying parent volunteer opportunities in and out of school.
5. Include parents as full partners in decisions affecting their children and families. Examples: shared parent/teacher expertise on individual students, student academic planning, advisory councils (e.g., technology, nutrition/wellness), parent leadership development.
6. Use available community resources to strengthen and promote school programs, family practices, and the achievement of students. Examples: utilize the knowledge and skills of senior citizens, retired teachers, and veterans; encourage education-friendly practices in local businesses; parent information centers; identify links to current, quality resources.

The State Board of Education is committed to professional development opportunities for school district staff and leadership to enhance understanding of effective parent/family involvement strategies. The State Board of Education also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parent/family participation.

The State Board of Education expects school districts to include parents/families in the annual evaluation of the content and impact of this policy. The evaluation will be used to improve and/or create practices to enhance parent/family involvement.

The State Board of Education directs local boards of education to adopt policies no later than March 1, 2006, which encourage effective involvement of parents/families in support and education of their children. The policies must be consistent to the extent applicable with this policy and include the six elements and goals specified above.

## **NOTICE TO PARENTS/GUARDIANS OF STUDENTS IN DELTA C-7 SCHOOL DISTRICT**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA, published the Asbestos-Containing Materials in Schools

Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective on December 14, 1987.

Delta C-7 Public Schools (LEA) has conducted a complete inspection of its facilities on July 19, 1988, utilizing the services of Mead Environmental Associates, 400 Broadway, Cape Girardeau, Missouri 63701. A complete re-inspection was conducted in 1991, 1994, and 1997. The results of these inspections have been included in a management plan. This management plan is available in the administrative offices of this LEA (and in the office of each school) during normal business hours, without costs or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The LEA may charge a reasonable cost to make copies of management plans.

You, as a parent, are encouraged to examine the management plan that affects your child(ren). The contents of the management plan and the recommendations made in it were presented and approved at the Delta C-7 Board meeting on March 13, 1989. You may contact James L. Williams, Superintendent of Schools, to obtain further information.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of this LEA for any reason. This LEA takes very seriously the recommendations made in the management plan, which have been approved by the Missouri Department of Health.

The person in this LEA trained to oversee asbestos activities and ensure compliance is Kenny Copley. As required in the rule, he is the single contact for the public to obtain information about asbestos-related activities in the LEA. You may reach him at P.O. Box 297, Deering, Missouri 63840, or during office hours of 8:00 a.m. - 4:00 p.m. Thank you for your cooperation and understanding.

The complete removal of asbestos containing material from the boiler and pipes in the boiler room of the elementary school was completed September 15, 1989.

## **What to Do During an Earthquake**

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

### **If indoors**

1. **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
4. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
5. Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
6. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
7. **DO NOT** use the elevators.

### **If outdoors**

1. Stay there.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

### **If in a moving vehicle**

1. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

### **If trapped under debris**

1. Do not light a match.
2. Do not move about or kick up dust.
3. Cover your mouth with a handkerchief or clothing.
4. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

### **Six Ways to Plan Ahead**

1. Check for Hazards in the Home

2. Fasten shelves securely to walls.
3. Place large or heavy objects on lower shelves.
4. Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
5. Hang heavy items such as pictures and mirrors away from beds, couches, and anywhere people sit.
6. Brace overhead light fixtures.
7. Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
8. Secure a water heater by strapping it to the wall studs and bolting it to the floor.
9. Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
10. Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.

### **Identify Safe Places Indoors and Outdoors**

1. Under sturdy furniture such as a heavy desk or table.
2. Against an inside wall.
3. Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
4. In the open, away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.

### **Educate Yourself and Family Members**

1. Contact your local emergency management office or American Red Cross chapter for more information on earthquakes. Also read the "How-To Series" for information on how to protect your property from earthquakes.
2. Teach children how and when to call 9-1-1, police, or fire department and which radio station to tune to for emergency information.
3. Teach all family members how and when to turn off gas, electricity, and water.

### **Have Disaster Supplies on Hand**

1. Flashlight and extra batteries.
2. Portable battery-operated radio and extra batteries.
3. First aid kit and manual.
4. Emergency food and water.
5. Nonelectric can opener.
6. Essential medicines.
7. Cash and credit cards.

8. Sturdy shoes.

### **Develop an Emergency Communication Plan**

1. In case family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school), develop a plan for reuniting after the disaster.
2. Ask an out-of-state relative or friend to serve as the “family contact.” After a disaster, it’s often easier to call long distance. Make sure everyone in the family knows the name, address, and phone number of the contact person.

### **Help Your Community Get Ready**

1. Publish a special section in your local newspaper with emergency information on earthquakes. Localize the information by printing the phone numbers of local emergency services offices, the American Red Cross, and hospitals.
2. Conduct a week-long series on locating hazards in the home.
3. Work with local emergency services and American Red Cross officials to prepare special reports for people with mobility impairments on what to do during an earthquake.
4. Provide tips on conducting earthquake drills in the home.
5. Interview representatives of the gas, electric, and water companies about shutting off utilities.
6. Work together in your community to apply your knowledge to building codes, retrofitting programs, hazard hunts, and neighborhood and family emergency plans.

### **What to Do After an Earthquake**

1. **Expect aftershocks.** These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
2. **Listen to a battery-operated radio or television.** Listen for the latest emergency information.
3. **Use the telephone only for emergency calls.**
4. **Open cabinets cautiously.** Beware of objects that can fall off shelves.
5. **Stay away from damaged areas.** Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
6. **Be aware of possible tsunamis if you live in coastal areas.** These are also known as seismic sea waves (mistakenly called “tidal waves”). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
7. **Help injured or trapped persons.** Remember to help your neighbors who may require special assistance such as infants, the elderly, and

people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.

8. **Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately.** Leave the area if you smell gas or fumes from other chemicals.
9. **Inspect the entire length of chimneys for damage.** Unnoticed damage could lead to a fire.
10. **Inspect utilities.**
11. **Check for gas leaks.** If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
12. **Look for electrical system damage.** If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
13. **Check for sewage and water line damage.** If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.

### **Delta C-7 Junior/Senior High School Drug Testing Program**

Athletes and cheerleaders are respected and admired by a large segment of the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training, which includes avoiding drug and alcohol usage. It has been widely recognized that drug and alcohol usage can cause serious physical, mental, and emotional harm. An athlete or cheerleader who uses drugs can be a danger to himself/herself, and to his/her teammates or opponents. Athletes and cheerleaders are entitled to drug-free participation by their teammates.

The purposes of the program are:

- To prevent drug and alcohol usage
- To educate athletes, cheerleaders, and parents/guardians to the serious physical, mental, and emotional harm caused by drugs and alcohol abuse
- To alert athletes and cheerleaders with possible drug problems to the potential harm
- To prevent injury, illness, and harm as a result of drug and alcohol abuse

- To maintain at Delta C-7 High School an athletic environment free of alcohol and drug abuse

**The program is not intended to be disciplinary or punitive in nature.**

This program will not affect the policies, practices, or rights of the school in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than the random sampling provided for herein.

**Procedure for Testing**

1. Each athlete and cheerleader will be assigned a number. The principal will keep under lock and key the cross-reference log showing each name and number. The labeling of samples will be by number only. A sealed envelope with the student's number will be personally delivered to each athlete or cheerleader by his/her coach.
2. The principal will select the dates for testing. The principal will randomly draw numbers.
3. In most cases, a certified mobile alcohol and drug collection company will collect the sample and do the testing. (If so, go to number 4). If not, the following procedure explained in A-D will be followed.)
  - a. The principal will locate and arrange for each athlete and cheerleader whose number was selected to give a sample in the stall of a restroom, with the nurse or her designee nearby to listen to the elimination. The water in the toilet will be colored with dye.
  - b. On completion, the athlete will deliver the sample to the nurse or her designee. The nurse will test its temperature and observe if the sample appears in any way unusual. The sample will then be sealed, the nurse will write on the seal the date and time of sampling and the athlete or cheerleader number. The athlete or cheerleader will also write thereon his or her number.
  - c. The nurse will then place the sample in a refrigerator which is locked and to which she has the only key. She will report to the principal the date and time of sampling, and the principal will note his in the athlete or cheerleader name and number log.
  - d. As soon as possible, the sample will be transported to the lab for testing. The principal will note in the name and number log the date and time the sample was transported and by whom.

4. The principal or his designee then receives the lab report. The report will be kept under lock and key by the principal.
5. If there is a positive test result, the principal will report that fact to the athlete or cheerleader, the athletic director, the appropriate head coach, and the parents of the athlete or cheerleader. The principal will also arrange for a conference with those persons. At the conference the principal will solicit any explanation of the positive finding and ask for doctor prescriptions of any drugs the athlete or cheerleader was taking that may have affected the outcome of the analysis. If the athlete or cheerleader and his/her parents desire another test of the remaining portion of the sample, and are willing to pay for it, the principal will arrange for such analysis. Any reasonable question will be decided in the athlete's favor, but retesting may be required at any time.

The athletic director will explain to the student and his/her parents the dangers of such drug use, especially for an athlete or cheerleader, will suggest possible counseling and, if asked, provide the names of counselors or a counseling service. The athletic director will also set the dates and contests for which the athlete or cheerleader will be suspended from competition, and the principal will note the suspension in the name and number log. Before being eligible to return to competition, the athlete or cheerleader will again be tested and must test negative before resuming competition.

### **Repercussions of Delta C-7 Junior/Senior High School Drug Testing Program**

1. Any athlete or cheerleader refusing to participate in the program or refusing to submit to a drug test will be immediately ineligible to participate in competition, and parents will be contacted. He/she may be eligible again when a drug test is taken and the results are found to be negative. Failure to provide a timely sample will be considered as a refusal to submit to the drug test. (In general a timely sample will be one that is provided within one hour of the arrival of the mobile testing unit.)
2. With all substances the test results will show either positive or negative.
3. Athletes or cheerleaders testing positive will be suspended from competition for a period of (30) school days. If the student enrolls in and makes satisfactory progress toward the completion of an approved rehabilitation-counseling program, the suspension will be reduced to (15) school days. Any official practice days allowed by MSHSAA and used by respective teams will count as days of a suspension if applicable. A second positive test will result in the athlete or cheerleader being ineligible for 365 calendar days. Before being eligible to return to competition, the athlete or cheerleader will again be tested and must test negative.

It is not the purpose of this program to automatically bar from all further participation in sports athletes or cheerleaders who exhibit a positive test from urinalysis. It is the



purpose of this program to educate, help and direct athletes or cheerleaders away from drug abuse and toward a healthy and drug-free participation in sports. With that in mind, athletes or cheerleaders suspended from competition are required to participate in all practices and attend all games in order to remain a member of the team.