

Richmond High School

Student-Parent Handbook

2018-19



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STATEMENT OF NON-DISCRIMINATION

It is the policy of the Richmond R-XVI School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries about the district non-discrimination policies should be directed to:

Superintendent
Richmond R-XVI School District
1017 E Main St
Richmond, MO 64085
(816) 776-6912

Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106; telephone: (816) 268-0550; FAX: (816) 823-1404; TDD: (877) 521-2172.

Richmond R-XVI School District 2018-19 Calendar

July 30-Aug 3	MSHSAA Dead Week
August X	New Teacher Workshop
August 13	Convocation (am)/Building Meetings (pm)
August 13	Open House, 5-8:00 pm
August 14	Building Mtgs. (am)/Professional Dev. (pm)
August 15	Professional Development (am-pm)
August 16	First Day of School - Early Release 12:45pm
September 3	NO SCHOOL – Labor Day
September 28	Early Release – “Homecoming”
October 12	End 1 st Quarter
October 18	Early Release/Parent Conference
October 19, 22	NO SCHOOL – Fall Mini-Break
November 21–23	NO SCHOOL – Thanksgiving Break
December 20	Early Release/End 2 nd Quarter
December 21–Jan 6	NO SCHOOL – Christmas Break
January 2,3,4	NO SCHOOL - Building Meeting/PD
January 7	Students Return from Christmas Break
January 21	NO SCHOOL – Martin Luther King Day
February 15-18	NO SCHOOL – Spring Mini Break
February 18	NO SCHOOL – President’s Day
March 8	End 3 rd Quarter
March 14	Early Release/Parent Conference
March 15-19	NO SCHOOL – Spring Mini-Break
April 19-22	NO SCHOOL
May 12	Graduation
May 16	Last Day of School/Early Release
May 17,20,21	Teacher Checkout (Flex Hours)
May 27	Memorial Day

Scheduled Make-up Days in order of usage: May 17, May 20, May 21, May 22, May 23, and May 24

Please note, each Wednesday, school will dismiss early for teacher collaboration (Professional Learning Communities/Staff Development).

WELCOME TO RICHMOND HIGH SCHOOL

Welcome! We are pleased that you have chosen to attend Richmond High School, “Home of the Spartans”. Your talents and skills will help us to continue our winning ways – both in and out of the classroom. It is our goal to provide a safe, positive, stimulating environment for you. Further, we promise to offer you an opportunity to prepare for life after high school. With your cooperation, reaching our goals will be easier.

We encourage you to study diligently and learn as much about every academic subject as possible. Set goals that will help you avoid mediocrity. Be the best you can be. Good grades are important, but what you learn is more important.

Be a committed SPARTAN – become involved! Activities are exciting and will help you discover information not taught in the classroom. Active, involved students learn valuable leadership lessons that teach leadership skills

This updated handbook contains important school and district policies and guidelines. Some of the policies may have changed. Please read this carefully as it will help you to overcome roadblocks on the way to your graduation. We extend to you our best wishes for success in all your educational pursuits this year.

Mr. John Parker, Principal Mr. Brad Begemann, Assistant Principal

RICHMOND R-XVI SCHOOL DISTRICT MISSION STATEMENT

Raising Standards by Educating for Tomorrow, Today.

RICHMOND HIGH SCHOOL MISSION STATEMENT

Richmond High School will prepare students as life-long learners who, with a sense of ownership in their own education, are able to set and achieve personal, academic, and career goals that contribute to their success in an ever-changing community, society, and world.

SCHOOL COLORS / MASCOT

Richmond High School colors are **RED & WHITE**

Richmond High School mascot is the **SPARTAN**

R-XVI BOARD OF EDUCATION

Mr. Jason Berning, President Mrs. Penny Vandiver, Vice-President
Mr. Jon Dana, Treasurer
Dr. Jason Morrill, Member Dr. Jonathon Renfro, Member
Mrs. Monica Shane, Member Mr. Tom Williamson, Member

ADMINISTRATION

Dr. Mike Aytes – Superintendent
Mr. Brock Dover – Assistant Superintendent
Mr. John Parker – Principal
Mr. Brad Begemann – Assistant Principal
Mr. Justin Remington – Athletic Director/Activities Director

FACULTY

Fine Arts Department

TBA – Vocal Music

Mrs. Morlan – Art

*Mr. Clymore – Instrumental Music

English Department

Mrs. Pence – English/Part Time

*Mr. Rold – English 10/AP English

Ms. Lamb – English 11/Journalism

Mrs. Rold – English 9/Yearbook

Mrs. Bowman – English 12/Reading

Communication Arts Department

Mr. Robertson – Theatre/Speech/Debate

Mathematics Department

Mr. Briggs– Calc./Dual Credit

*Mr. Persell – Algebra I and II

Mr. Grosso – Algebra I and II

Mrs. Wilton - Geometry

Phys. Ed./Health Department

*Mr. Long – Phys. Ed./Health

Mr. Beck – Phys. Ed/ISS

Mr. Rash – Conditioning

Foreign Language Department

*Mr. Jackson – Spanish

Practical Arts Department

Mr. Snyder – Business

*Mrs. Marshall – Marketing/Business

Mr. Foreman – Agriculture

Mrs. Allen – Agriculture

Science Department

*Mr. Quick – Biology

Mr. Mann – Science

Dr. Houck – Phys. Science/Chemistry

Social Studies Department

TBA – American History

Mr. Jermain – Social Studies/ISS

Mrs. Henson – World History

*Mr. McCray – Government

Special Education Department

*Mrs. Edwards – Process Coordinator

Mrs. Slater - Instructor

Mrs. Ourth – Instructor

*Denotes Department Chairperson

SUPPORT STAFF

Mrs. Courtney Swafford – Guidance Counselor

Mrs. Jayneen Stigall – Guidance Counselor

Mrs. Claudia Luntsford – Librarian/Media Specialist*

Mr. Brian Long & Mr. Nathan Anderson – Technology

Mrs. Kim Goedeke – Administrative Secretary

Mrs. Betty Mansfield – Registrar Secretary

Mrs. Amy Howard – Data/Attendance Secretary

Mrs. Jayanna Harrison – Nurse (part-time)

Mr. Gary Anderson – Head Custodian

RHS ALMA MATER

When the vale of old Missouri
Meets the Eastern Sky
Mid the rustling of the tree-tops
Stands our good ole high.

When the evening twilight deepens
And the shadows fall
Linger long the golden sunbeams
On thy Western wall.

When the shades of life shall gather
Dark the heart may be
Still the rays of youth and love
Shall linger long for thee.

Chorus:

*School we love High School live for aye
Our Alma Mater dear
May thy sons be leal and loyal
To thy memory.*

ACADEMIC INFORMATION

The faculty, staff, and administration of Richmond R-XVI strive to provide students with the best learning environment possible. All students are encouraged to do their best in school. The individual success of a student depends, in a large measure, on the teaming habits, study skills, and self-discipline that are developed during the high school years. Students are encouraged to take a rigorous academic schedule. Many opportunities are found in our elective curriculum, with many great experiences.

ACADEMIC LETTER

Richmond High School Sophomores, Juniors and Seniors are eligible for an Academic Letter based upon the following criteria:

- Letters are awarded on a **semester** basis
- Student must accumulate at least 3.5 credits in that semester, unless enrolled in A+ Program where they will accumulate at least 3.0 credits in that semester
- Regular and weighted grading scales will be used
- Student must not have any grade below a "C" to be eligible
- Student must be in good standing as a school/community citizen
- A+ School 95% attendance criteria to be followed. (Extenuating circumstances may be appealed to a 90% attendance or long-term hospitalization)

Academic Letters will be awarded as follows:

- 3.2 to 3.69 Semester GPA will receive a Certificate and a Silver Star
- 3.7 to 3.99 Semester GPA will receive a Chenille RHS Letter and a Gold Star
- 4.0 and above Semester GPA will receive a Chenille RHS Letter and medal

An Academic Awards Celebration will be held in the spring semester each year.

**RICHMOND ALL SPORTS CLUB ACADEMIC ATHLETIC
EXCELLENCE AWARD CRITERIA**

CRITERIA FOR ALL SPORTS

Grade Point Average Multiplied by 3. (Must be 3.50 or better)

Letter earned multiplied by 3.

**CRITERIA FOR TEAM SPORTS: FOOTBALL, VOLLEYBALL, BASKETBALL,
SOFTBALL**

All Conference	1 st – 2 nd	1 Point
All District	1 st – 2 nd	2 Points
All State	1 st – 2 nd	3 Points

CRITERIA FOR GOLF

Conference Top 10 positions		1 Point
District Top 10 positions		2 Points
State Top 15 positions		3 Points

CRITERIA FOR TENNIS (Singles and Doubles will count)

Conference 1 st – 2 nd – 3 rd position must finish 1 st , 2 nd , 3 rd , 4 th		1 Point
4 th – 5 th – 6 th position must finish 1 st or 2 nd		1 Point
District 1 st – 2 nd – 3 rd position must finish 1 st , 2 nd , 3 rd , 4 th		2 Points
4 th – 5 th – 6 th positions must finish 1 st or 2 nd		2 Points
State Score or Top 8		3 Points

CRITERIA FOR CROSS COUNTRY

Conference Top 10 positions		1 Point
District Top 10 positions		2 Points
State Top 25 positions		3 Points

CRITERIA FOR TRACK (Relays will count)

Conference	1 st - 2 nd - 3 rd	1 Point
District	1 st - 2 nd - 3 rd	2 Points
State	Medalist	3 Points

CRITERIA FOR WRESTLING

Conference	1 st - 2 nd - 3 rd	1 Point
District	1 st - 2 nd - 3 rd	2 Points
State	Medalist	3 Points

ONLY POINTS EARNED AT RHS WILL BE CONSIDERED

Any year you qualify for the award you must satisfy the GPA and three-sport requirement. STUDENTS WHOSE CONDUCT REFLECTS DISCREDIT UPON HIM/HER OR HIS/HER SCHOOL WILL NOT BE CONSIDERED FOR THE AWARD. Co-winners will be recognized if point totals are separated by less than 1 point. There will be an award given to one male and one female each year if they qualify. These criteria will be reviewed annually. Students will not receive points for provisional letters. If a student having the most points for the current school year is not the award winner, they receive an award. Awards will be presented each spring.

ADMISSION REQUIREMENTS Any student who has been promoted from the eighth grade of an accredited school either in Missouri or any other state may be admitted to RHS. Students who enter from other schools will be classified on the basis of transcripts obtained from the schools they last attended. Credits can be accepted only from schools accredited by their state's department of education, or from private or parochial schools, which are accredited, by the North Central Association of Colleges and Secondary Schools or DESE, (or equivalent). Students must be residing with a parent or guardian legally within the boundary of the school district.

ASSESSMENTS

The Richmond R-XVI School District requires that all high school students in participate in required End of Course assessments prior to graduation. Students will not be allowed to opt-out of these state-required assessments.

The Richmond R-XVI School District requires that all juniors participate in the state administration of the ACT, unless exempted by an IEP. Students will not be allowed to opt-out of this state-required assessment.

The Richmond R-XVI School District will not administer End of Course assessments or the state-administered ACT to privately schooled students or home schooled student.

The district will administer End of Course (EOC) tests in accordance with the law and rules of the Department of Elementary and Secondary Education. Ten percent (10%) of a student's grade in the course will be determined by the student's performance on the EOC test. EOC testing will take place in the second semester of the school year.

CLASS RANK

A student's rank in class is determined by computing the student's points earned cumulative GPA to date. Weighted class grade points are also computed in this calculation.

CLASSIFICATION OF STUDENT BY CREDITS

A student must have completed the following credits to be classified:

0-7 Units	Freshman Classification
7.5-14 Units	Sophomore Classification
14.5-21 Units	Junior Classification
21.5 + Units	Senior Classification

CONFERENCES/CONTACTING TEACHERS

Academic (Parent-Teacher) conferences will be held between parent/guardian and each semester. If needed, academic and other conferences will be held at teacher, principal or parent's request. Parents may contact the office at (816)776-2226 to arrange a meeting.

CREDIT

Academic credit is granted by semesters. Courses that meet 50 minutes every day for a full semester result in 1/2 unit of credit.

ENROLLMENT

Each spring, students request the courses that they wish to enroll in for the next school year. This enrollment process is used to construct the master schedule and then have the computer schedule students. Students are to enroll in eight classes per semester. Exceptions are part-time and early-release students that must follow Board of Education policy guidelines and be approved by the principal.

FINAL EXAMINATIONS

Semester tests are given to all students in all courses.

GRADE CARDS/PROGRESS REPORTS

Paper grade cards are available to parents/guardians at the conclusion of each semester or upon parent/guardian request. Students and parents can access current grades online at: <http://ps.richmond.k12.mo.us> using an ID and password. If parent/guardian has any questions or problems with online grade access, please inquire at the High School office. For security purposes, online ID's and passwords will not be given by phone.

GRADING SYSTEM/GRADING CLASSIFICATION

The use of grades is to indicate the extent to which goals and objectives have been met for each class. In addition, minus and plus symbols may be used to further define levels of achievement. Grades are recorded using the following system:

- A (4.0), A- (3.66) = Distinctly superior
- B+ (3.33), B (3.00), B- (2.66) = Above average
- C+ (2.33), C (2.00), C- (1.66) = Average
- D+ (1.33), D (1.0), D- (.66) = Below average
- F (0.0) = Failed to meet the goals and objectives

ABOVE GRADES IN BOLD INDICATE 4 POINT GRADE SCALE WITH RESPECT TO GPA

Progress reports are given as a reference to students and parents to indicate the student's progress throughout the semester. These are considered to be a progress report and indicate the student's progress at that point in time. Semester grades are considered to be the final grade for the course. The semester posting of grades is the official record of how each student has done in the course. These records are placed on the permanent record of the student and may be requested by colleges, universities, vocational schools, and prospective employers.

Dual-enrollment courses are weighted in the student's grade point average (GPA) with a .50 value and AP courses are weighted a 1.00 value on a 5 point scale in student's GPA.

Grade reports are distributed to student/parents at parent-teacher conferences and final semester grade reports are available for parent pick-up.

GRADUATION REQUIREMENTS

Twenty-six units of credit must be earned in grades nine through twelve in order to graduate and receive a diploma from Richmond High School. Information is found in the Career & Educational Planning Guide.

GUIDANCE AND COUNSELING CENTER

The purpose of guidance and counseling at Richmond High School is to assist students in personal adjustments; in assessing their abilities, aptitudes, interests, and educational needs; and in understanding educational and career opportunities through the formation and achievement of realistic goals. Students desiring to confer with a counselor should make arrangements prior to the beginning of the school day. Guidance Services include Individual Counseling, Schedule Changes, Testing Services, Early Graduation and part-time Attendance, Senior Evaluation, Assistance with Post-High School Education, and Referral Services to Community Agencies.

HIGH SCHOOL/COLLEGE CREDIT

As stated in the Career & Educational Planning Guide, dual enrollment courses are available to juniors and seniors. Dual-enrollment courses are weighted. On completion of the course, students can receive an extra .5 credit.

A+ SCHOOL ELIGIBILITY GUIDELINES

For RHS students to be eligible for reimbursement of tuition they must complete the following guidelines. Accomplish the following:

- Apply for federal assistance their senior year of high school.
- Enter into a written agreement with the school during their 4 years of high school.
- Attend a designated high school for at least 3 years prior to graduation.
- Graduate with a GPA of 2.5 or higher.
- Graduate with a 95% attendance record.
- Score advanced or proficient on the Algebra End-of-Course assessment.
- Perform a minimum of 55 hours of unpaid tutoring.
- Maintain a record of good citizenship.

The following criteria regarding the schools discipline policy will serve as a measurable indicator for good citizenship:

- Criminal activity: Students convicted of a felony will not qualify.
- Substance abuse: Students shall not have any unlawful use of alcoholic beverages or controlled substances. Any violation involving these items will result in loss of eligibility.
- Suspensions: Students will lose eligibility if they accumulate 11 days of suspension during their high school career for offenses other than drug/alcohol or violations of the Safe Schools Act.
- Violations of the Safe Schools Act: Students who are disciplined in accordance to the Safe School Act of 1996 will lose eligibility for A+ schools program. These violations include, but are not limited to assault, weapons possession, and drug distribution.

HONOR ROLL

Honor rolls are determined at the end of each semester. Honor roll calculations are based on the grades for courses taken during that semester. Any student who has achieved a **3.8 GPA or above** with no grade lower than "B-" shall be named to the *"Honor Roll with Distinction."*

Any student that has achieved a **3.2 GPA, but lower than a 3.8 GPA** with no grade lower than "C-" shall be named to the *"Honor Roll."* Honors are based on semester grades.

NATIONAL HONOR SOCIETY

Membership in the Richmond High School Chapter of the National Honor Society is based upon scholarship, service, leadership, and character. Members must be a member of the Junior or Senior Class and have a cumulative GPA of 3.5 or better. A faculty council selects membership after reviewing submitted evidence of student responsibility, leadership, community service, and character. Comments from the entire faculty are taken into consideration.

SCHOLARSHIP INFORMATION

Individuals, service organizations, social organizations, educational institutions, and businesses present a number of scholarships. A complete listing of scholarships available or expected is maintained in the Guidance and Counseling Office. The daily bulletin also has scholarship information as well as the *"Senior Spotlight"* distributed by the counseling staff.

SPARTAN CARDS

The primary goal for the Spartan Card Attendance Incentive Program is to increase the amount of student attendance at school. Student Attendance is important in achieving higher grades. It also helps to increase the amount of funding for the building, allowing for more variety of courses and instruction. Increasing attendance will also help to improve the climate of the school in a positive manner. Students enrolled full-time are eligible for this award.

Semester Spartan Card Qualifications:

Students must:

- Have one or fewer days of absence during the semester grading period.
- Earn a 2.66 GPA for the semester with no grade below a “C.”
- Have no disciplinary consequences from the office during the semester.
- Owe no fines, charges, and/or obligations.
- Cannot leave for lunch without a Spartan Card.
- Students are not allowed to bring back food from lunch and/or drinks. If a student violates this policy, the student shall be subject to forfeiting their Spartan Card.
- Current Spartan Card privileges are revoked immediately for ISS/OSS.

This “Spartan Card” will be valid for a semester following the qualification period. This card entitles the student to the following:

- Admission to all home athletic events. (Excludes tournaments and district play.)

SUMMER SCHOOL

Summer School credits taken between 8th and 9th grade are not accepted for high school credit. Courses taken for credit after the ninth grade year in an approved summer school program will be recorded on the student’s permanent transcript.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian designation is an academic title given to the RHS Graduate who is the highest ranked student in the graduating class. The Salutatorian designation is an academic title given to the RHS Graduate who is ranked second highest in the graduating class. This is announced at Commencement in the spring of each year. In the event there is a tie for Valedictorian, Salutatorian will not be recognized. All students graduating with a 4.0 GPA will be recognized at the Senior Awards Assembly.

VOCATIONAL - TECHNICAL SCHOOL

Students wishing to attend the Lex-La-Ray Vocational School may apply during the normal enrollment process. Students are scheduled for this school on the basis of their school attendance, grades in their freshman and sophomore years, and faculty recommendation. Students earning a letter grade of “D” in any class are not permitted to attend Vo-Tech. Students are bused to the school and must abide by all rules of the vocational school program. Upon leaving for Vo-Tech, students are to sign-out at the office prior to loading the bus.

GENERAL INFORMATION

ACTIVITIES AND ATHLETICS

Students who are active in their high school have higher GPAs and earn more scholarships. Available clubs, programs, and activities include: A+ Tutoring, Scholar Bowl Team, Speech and Debate, Art Club, Cadet Teaching, Drama, FFA, FBLA, Flag Corps, FEA, Interact Club, Key Club, Math Club, Music (Concert Band, Concert

Choir, Jazz Band, Marching Band, Chamber Choir), Spanish Club, FCCLA, and School-to-Career, Science Olympiad, and Student Council.

Available Athletic Programs Include: Baseball, Basketball (girls and boys), Cheerleading, Dance Team, Cross Country (girls and boys), Football, Golf (girls and boys), Softball, Tennis (girls and boys), Track (girls and boys), Volleyball and Wrestling.

Richmond High School is a member of the Missouri State High School Activities Association and a member of the Missouri River Valley Conference. A student who participates in activities sanctioned by these organizations must conform to eligibility requirements of the organization as well as the policies of the Richmond R-XVI Board of Education. Title IX contact is Jeff Southwick, 816-776-6912.

ADMINISTRATIVE PROBATION

A student will be placed on administrative probation when, in the opinion of the administration, other disciplinary measures have not been successful in deterring the student from violating school rules. The administration will send the parent or guardian a letter informing them of the student's probationary status, outlining the expected future behavior. Violation of administrative probation will result in a recommendation for long-term suspension or expulsion. A student may be placed on administrative probation after one offense if the severity of the offense warrants such action. Administrators will always attempt to contact or meet with parents prior to Administrative Probation except in first time, extreme cases.

ADVANCED PLACEMENT (AP)

The Advanced Placement Program is essentially a way for schools to provide their stronger students with courses of study appropriate to their abilities and interests, with reasonable assurance that these studies will not be repeated at college. RHS offers many AP courses available to juniors and seniors. All AP courses culminate in the comprehensive AP examination administered by the College Board, a non-profit organization that administers the program. Most colleges will accept successful completion of the exam for either advanced placement alone or for both dual credit and advanced placement. Up-to-date information concerning university recognition policies can be found at <http://www.collegeboard.com/students/testing/ap/about.html>. Students enrolled in AP courses are required to take and pay for corresponding examination to receive the 1.0 weighted credit. Failure to take the AP exam will result in a reduction of the weighted credit from 1.0 to .5. Students must receive a 75% or higher in the course to receive this 1.0 weighted credit.

Below is a list of all AP courses offered by our schools which are weighted with a value of 1.00:

AP English & Composition	AP Calculus A/B
AP Biology	AP Studio Art: 2-D Design
AP U.S. Government & Politics	AP United States History

ATHLETIC/ACTIVITIES ELIGIBILITY

To be eligible to participate in MSHSAA sanctioned activities: the student-athlete must meet the following criteria:

- The semester **PRIOR** to participation: must have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester at RHS. (3.0 is the minimum)
- The semester **OF** participation: must be enrolled in and regularly attending courses that offer 80% of the maximum allowable credits which may be earned at RHS. (3.0 is the minimum)
- **NINTH** Grade: a student who is promoted from the 8th grade to the 9th grade for the first time, is academically eligible for their **FIRST** semester of 9th grade.

ASSEMBLIES

A school's reputation can be enhanced or damaged by the conduct of its students. Because parents and others visit during assemblies, all students are expected to exhibit courteous behavior during all assemblies and public performances. Students should give full attention to the speakers, performers, or those being honored.

ATTENDANCE

The Board of Education, Faculty and Administration of the Richmond R-XVI School District believe that regular attendance in school is of extreme importance. The rationales behind this belief include:

- Students with good attendance generally achieve higher grades and are more involved in the total school program.
- Regular attendance is of great importance to prospective employers after students leave high school.
- Frequent absences from regular classroom learning experiences disrupt the educational process. Regular classroom instruction lost cannot be entirely regained through make-up work.

I. Definitions

With the belief that good attendance is important and directly related to academic achievement, the following definitions and regulations have been established to encourage good school attendance:

- **Tardy** - not in assigned classroom at the **beginning** of the tardy bell and less than 15 minutes late for a 50-minute class period.
- **Absence** - more than 15 minutes late for a 50-minute class.
- **Truancy** - absence from school or class without proper approval.

ATTENDANCE POLICY AND PROCEDURES (JED and JED-AP2)

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.

3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Parents and guardians are asked to make every effort to have students at school on time every day that school is in session. If a student is not able to attend because of illness or for some other reason, **parents and guardians are asked to contact the school before 8:30 a.m.**

Policy JED – AP2 (Grades 9-12)

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

Definitions

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

TARDY STANDARDS

Students must be responsible for arriving to school on time and while proceeding to classes throughout the day. Four minutes are allotted for passing between classes, which is ample time if students use their time wisely. Tardy passes (signing time, destination, and issuing teacher signature) **must be used any time a student is late to class.** Consequences are listed in the Student Code of Conduct in this handbook.

ATTENDANCE STANDARDS

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

CONSEQUENCES FOR VIOLATIONS FOR GRADES 9-12

Principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will contact the parent by phone.
2. When a student has accumulated four (4) excused absences or one (1) unexcused absence in any school year, the principal or designee will send a letter and a copy of the attendance policy to the parent or guardian, notifying the parent or guardian of the number of absences. The purpose of the letter is to make sure that the parent or guardian is aware of the number of absences, to make sure that the parent or guardian is aware of the policy and possible consequences, and to request that the assistance and cooperation of the parent or guardian in helping to ensure that the student attends school on a regular basis.
3. When a student has accumulated eight (8) excused absences or two (2) unexcused absences in a school year, the principal or designee will send a letter and a copy of the attendance policy. The principal or designee will then follow-up the letter with a phone call to the parent or guardian. The purpose of the letter and phone call are to inform the parent or guardian of the number of absences and remind him or her of the importance of regular attendance and of the consequences of additional absences.
4. When a student has accumulated ten (10) excused absences or three (3) unexcused absences in a school year, the principal will schedule a conference with the parents and the student. The student's teachers may be invited to attend. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
5. When a student has accumulated twelve (12) excused absences or three (3) unexcused absences in a school year, the principal will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If educational neglect is suspected, the principal or designee will contact the Children's Division (CD) of the Department of Social Services. If violation of the compulsory attendance laws is suspected, the principal or designee will contact the local prosecutor. If both educational neglect and violation of compulsory attendance laws are suspected, the principal or designee will contact both organizations.
6. More than twelve (12) excused absences or three (3) unexcused absences in a school year will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Students will be expected to make up all work regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Attendance and participation are part of a successful learning experience. Except in certain situations with foster care children in

accordance with law, students with more than nine (9) excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

At the discretion of the principal, any conference or step listed above may be waived if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

In addition to the procedures listed above, unless otherwise excused by the principal or assistant principal, high school student’s absences will result grade reductions as defined in the table below. These absences are based on a semester course. For year-long courses, each semester is calculated separately.

PLEASE NOTE - THERE IS NO “SENIOR SKIP DAY”

SEMESTER COURSE

Excused Absences	Grade Reduction	Unexcused Absences	Grade Reduction
5	4%	1	4%
6	8%	2	8%
7	16%	3	16%
8 +	25%	4	32%
		5 +	50%

* Medical, court, and funeral absences (with documentation) do not count against student’s attendance.

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Penalties are cumulative so that a student with five (5) excused absences and one (1) unexcused absence would be penalized eight (8) percent. Unexcused absences will not count in the excused total, so a student with four (4) excused absences and one (1) unexcused absence would only receive a four (4) percent penalty.

Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the principal to afterschool tutoring, Friday Night School, or Saturday School. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) absences by attending make-up sessions.

If educational neglect is suspected, the principal or designee will contact the Children’s Division (CD) of the Department of Social Services. If violation of the compulsory

attendance laws is suspected, the principal or designee will contact the local prosecutor. If both educational neglect and violation of compulsory attendance laws are suspected, the principal or designee will contact both organizations.

NOTICE AND DUE PROCESS

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district’s website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district’s records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

ARRIVING/LEAVING CAMPUS DURING THE SCHOOL DAY

Once students arrive on campus they may not leave unless they have obtained approval from a parent and a principal prior to leaving. They must sign out at the attendance office. When it is necessary to leave the school campus during the school day, the student must first “checkout” with the attendance office. At that time the student will be required to present written or oral permission from a parent or legal guardian in order to “sign out” to leave the building. When returning to campus the student must “sign in” with the attendance office. Because of the obvious safety and responsibility risks, students who fail to “sign out” or “sign in” will receive a three-day in-school suspension.

NOTIFY A STUDENT ABSENCE

The best way to notify student absence is for a parent to call the attendance office at the high school (816-776-2226) on the day of the absence. If a phone call is not possible, a written note from the parent explaining the nature of the absence should accompany the student upon his/her return to school. Because of the obvious safety and responsibility risks, any student forging a parent’s name to an excuse note or using a fake phone call or other misrepresentation to have an authorized excused absence may receive disciplinary action.

BELL SCHEDULE

Monday, Tuesday, Thursday, Friday Schedule		Wednesday (Advisory/PLC) Schedule	
Period 1	7:45-8:35	Period 1	7:45-8:22
Period 2	8:45-9:35	Period 2	8:32-9:09
Period 3	9:39-10:30	Period 3	9:13-9:50
Period 4	10:34-11:24	Period 4	9:54-10:31
Period 5	11:28-12:55	<i>Advisory</i>	<i>10:35-11:12</i>
Lunch Shift 1	11:28-11:55	Period 5	11:16-12:43
Lunch Shift 2	11:58-12:25	Lunch Shift 1	11:16-11:43
Lunch Shift 3	12:28-12:55	Lunch Shift 2	11:46-12:13
Period 6	12:59-1:50	Lunch Shift 3	12:16-12:43
Period 7	1:54-2:45	Period 6	12:47-1:22
	2:45 Bus Riders	Period 7	1:26-2:01
	2:49 Drivers/Walkers		2:01 Bus Riders
			2:05 Drivers/WalkerS
		PLC	2:10

BOOKS

Textbooks are furnished by the school district. The student is to pay for any lost or damaged books in excess of reasonable wear. Fees for lost or damaged books are to be paid prior to the end of each semester. Semester Grade Cards and Transcripts are withheld until all fees are paid.

BULLETIN AND INTERCOM

To keep students informed of pertinent upcoming activities, a bulletin scrolls information on the media screens located in the commons. Bulletin information must be e-mailed to the high school secretary smaxwell@richmond.k12.mo.us, prior to the end of the previous day of announcement being posted. The daily bulletin is also available on PowerSchool, *Good News Friday* and district website. The intercom is used at the beginning and end of each day only for messages that pertain to events that day. Intercom disruptions will be kept at a minimum.

BUS TRANSPORTATION

The board, in accordance with state law, may provide free transportation for public school pupils who reside one mile or more from the pupils' designated attendance center.

Buses carrying school children will be considered as extensions of the school environment, and any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her privilege to school bus transportation suspended for such period of time as deemed proper by the school principal. Uniform rules of conduct and disciplinary measures will be enforced. Student Conduct on School Transportation (BOE Policy JFCC-AP) is sent home to parents at the beginning of each school year. Letters will go home with students explaining a change in policy about taking bus changes by phone. (Emergency sheets should have information as to where students are picked up and delivered, and where they are to go for early dismissal.) A one-day change will not be permitted and transportation for that one day will be a parent responsibility. It is suggested that students have someone on their checkout list to pick them up. Any permanent change to busing will be made at building level and faxed to transportation department.

CAFETERIA SERVICES

A lunchroom is maintained in the building with well-planned meals served to students and faculty. RHS has a closed lunch period due to limited time to eat. Students must either bring or purchase their lunch. Please observe the following rules:

- Food and drinks are only allowed in the Commons and are not allowed in the classrooms or the hallways.
- Students are to remain in the Commons during lunch. Any student leaving without permission will be considered truant.
- Due to liability concerns, a parent must be present for students checking out for lunch. No notes or phone calls accepted.
- Parents are the only visitors allowed at lunch.
- Fast food (e.g., McDonald's, Taco Bell) will not be allowed to be brought into the school for student consumption until after 3:00 p.m. Neither students nor parents, grandparents, guardians, friends, relatives, or others will be allowed to bring in fast food for student consumption before the end of the school day. Any exceptions must have prior approval by building administration at least 24 hours ahead of time. Sack lunches packed at home are permissible. Fast food disguised as a sack lunch is not permitted.
- Students are to use good manners and help keep the Commons clean. Pick up after

yourself. The custodian is not responsible for your tray or trash.

- Any student whose conduct is detrimental to good order will be assigned a special seat or removed from the Commons if deemed necessary.

Lunch deposits may be made daily in the cafeteria. Cash or check shall be placed in an envelope with first and last name, grade, and account number. No change will be exchanged.

ADDRESS/PHONE CHANGE OF THOSE MOVING

Students who move during the school year should report such changes to the office immediately. To keep required files updated, it is necessary to have students' current mailing addresses, telephone numbers, and emergency contacts for the school.

CHARGES FOR MISCELLANEOUS ITEMS

Students will be charged for replacing lost items. Cost per item:

ID's - \$2.00 Schedules - \$.50 cents Planners - \$5.00

COMMERCIAL DELIVERIES

The school will not deliver flowers or gifts to students during class hours. These items may be picked up in the office at lunch or after school. Students will be notified between classes if they have a delivery. Remember that balloons and glass containers are prohibited on the bus.

COMPUTER NETWORK AND INTERNET POLICY

Every individual using school equipment and networks must be approved to use the Internet. By signing the agreement, the student is agreeing to abide by all laws and terms of the agreement.

Students are responsible for good behavior on school computer networks just as they are in any other aspects of school life. The network is provided as a privilege for students to conduct research and complete classroom tasks. Students are responsible for their behavior and their communications over the network. Network storage areas may be treated like school lockers. The school reserves the right to review any file or communication without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with district and school rules may result in a loss of network access, disciplinary action by the school administration and referral to law enforcement agencies.

Students should be aware there is no expectation of privacy in the use of district computers or other technology.

DANCES

- Dances are open only to RHS students and their dates.
- Outside dates and dates from other districts must have a "Visitor's Consent Permission Form" completed 3 days prior to the dance.
- Middle school students are not eligible to attend RHS dances.
- If a student leaves the building, he/she cannot return to the event.
- All school rules are in effect for school sponsored events whether on school property or at any other location.
- Prom is reserved for juniors and seniors and their dates that are age appropriate.

Juniors and Seniors may invite dates that are freshmen and above. Underclassman and out of district dates must be signed up in advance in the office and Visitor's Consent Permission Form completed 3 days prior to the dance.

- Coronation ceremonies are at the game for Homecoming and Courtwarming/Matwarming. Voting for royalty will be open to all RHS students. Nominations are by the athletic teams that are hosting the royalty. (Football for Homecoming, Basketball for Courtwarming, and Wrestling for Matwarming candidates). The juniors and seniors nominate prom royalty.

DISTRICT WEB ADDRESS

The district web address is www.richmond.k12.mo.us. The district website is maintained by the district technology department. *District Board of Education Policies, High School Student-Parent Handbook, and the Daily Bulletin* can be found online through the website.

DRESS GUIDELINES (BOE Policy JFCA)

Students should always use good taste in their manner of dress and personal appearance. The following are guidelines that students are to use:

- All students are to wear footwear (shoes, boots, sandals)
- Clothing that may cause disruption or undue attention to an individual shall not be worn. Examples include:
 1. Head coverings such as hats, bandanas or doo-rags are not allowed in the building
 2. Exposed midriff, halter-tops, tank tops, backless, spaghetti strap, or clothing with profanity, vulgar, or obscene language
 3. Clothing that advertises alcohol, drugs, or tobacco
 4. Gloves
 5. Costumes
 6. Mesh or see-through shirts. Undergarments must not be visible
 7. Sleeveless shirts with loose-fitting arm holes
 8. Sunglasses worn in the building
 9. Clothing that displays or advertises sexual conduct
 10. Any accessories that could be detrimental to the safety of others such as chains, studded bands, looped rings, or spiked bracelets, spiked earrings and rings.
 11. Sagging pants are not allowed. Jeans and shorts will be worn at the waist
 12. Shorts and skirt length must be mid-thigh
 13. NO Blankets are allowed at school.

Consequences: Warning and request to change clothing. If a student fails to comply, see insubordination.

DRIVING AND PARKING REGULATIONS

- All vehicles must have a current parking permit. Permits must be displayed in the vehicle's front window. Permit prices: \$20 per year, \$10 for each semester.
- There will be no refunds for parking permits granted for loss of driving privileges.
- Drivers are to drive safely, follow school rules, and follow all city and state laws while on school property.
- Students are not allowed to park in reserved or staff parking areas. Parking is not allowed on the south side of the gym, ag. shop or band room. Student parking is

only in the lower three tiers of the parking lot. Students do not have reserved spaces.

- Once a vehicle is properly parked, it is not to be moved unless the office has granted permission to leave school property.
- Students not purchasing parking permit or driving while driving privilege is suspended are subject to having the vehicle towed. Driving to school is a privilege, not a right. Loss of driving privileges will be enforced in situations where warranted by the administration. Students are permitted to park on school premises as a matter of privilege, not a right. The school administration may patrol the parking lot and inspect the interior of any vehicle on the premises if there is reasonable suspicion that there are illegal or unauthorized materials contained within. If the student fails to provide access to interior of the car upon request, local law enforcement will be notified. All parking fines are handled through Richmond Police Department.
- Parking fines may be issued 15 days after the beginning of each semester or 15 days after a student has received his/her driver's license for parking in the school lot. Fines are \$5 per ticket and will be assessed to the student obligation list. Payment for fines have to be made at the high school office.

DUAL CREDIT COURSES

The Richmond R-XVI School District does not set the criteria for students to be eligible for dual credit. Dual credit students must meet or exceed eligibility requirements established by the Missouri Coordinating Board for Higher Education (CBHE). Eligibility is defined as: Those students who meet the minimum grade point average requirements, satisfactory scores on subject matter tests, and recommendation of the high school principal or counselor. *This is subject to change each year pending teaching assignments & pending university requirements. There is a reduced tuition fee charged to the student per credit hour.*

Course Requirements for AP and Dual Credit Courses:

- Finals will be comprehensive.
- Oral, written, or other major projects are to be expected.
- Taught at an advanced and academically rigorous level.
- A cumulative score of 75% or higher must be earned in order for any weighted value to take affect at the end of the semester.
- High School freshmen and sophomores who wish to enroll in dual credit or AP courses must also score in the 90th percentile or higher on the SAT or ACT exam.

AP and Dual Credit courses will each have a variety of requirements that must be met for enrollment. See course description guide.

EMERGENCY PROCEDURES

Emergency instructions have been given to all teachers and are posted in each classroom. These procedures are to be reviewed in each class by the teacher at the beginning of each semester. Practice drills will be held periodically during the school year. When dismissal is necessary, students will be allowed to leave campus according to what is listed on Student Information Sheets on file in the office.

- Fire Signal - Intermittent buzz
- Storm/Tornado - Intermittent beep or air horn
- Earthquake - Siren or bull horn announcement
- Safety-Intercom message

ENERGY DRINKS

Energy drink possession is prohibited in Richmond High School. Energy drinks are beverages containing carbohydrates and caffeine/herbal ingredients acting as a stimulant. These include, but not limited to, Red Bull, Rock Star, and Monster. There is growing concern that consumption of energy drinks may be unsafe for adolescents. The high level of caffeine elevates blood pressure and pulse rates to, in some cases, dangerous levels. Since these drinks act as a central nervous system stimulant, the potential for significant medical and behavioral consequences exists. These may lead to adverse side effects and potentially harmful interactions, with prescription medication (particularly with stimulant medications used to treat ADHD). These drinks are often consumed with some over the counter medications, such as diet supplements, and mixed with alcohol. They can also lead to a positive drug test. There is no regulatory control over energy drinks; thus their content and purity cannot be insured. All such drinks will be confiscated and destroyed when a student possesses energy drinks at school.

FREE AND REDUCED LUNCH AND BREAKFAST PROGRAM

Parents can apply for the Free & Reduced Lunch & Breakfast program any time the family financial status changes. Forms are available in each school building. For multiple siblings, only one form is necessary listing each child in the family.

FUNDRAISING POLICY

Only administrative approved fund-raisers will be allowed at RHS. Fund-raising forms are available in the office.

HALLWAYS

Hallways open at 7:35 a.m. each day. After classes begin in the morning, students are required to have a hall pass, signed by his/her teacher during class time. Students are reminded that the narrowness of the halls requires courteous behavior at all times, and students are asked to stay to the right. Food and drink are to be consumed in the Commons, not in the halls or classrooms.

HEALTH SERVICES

A registered nurse is on duty in the Richmond School District. Services are divided between buildings. A student needing to see the nurse may request a pass from their teacher to go to the office. Office personnel may page the nurse in an emergency. If the situation is not an emergency, the student may come to the office between classes to secure an appointment.

Students are to come to the office if they are ill. It will be the responsibility of the office to call parents in the event that the illness is severe. The nurse or office designee must approve any student leaving due to illness. Students are not to leave without prior permission. Students will be checked out only by persons on the emergency release forms on file in the office.

Students are not to have any type of medication, including over the counter medications with them. All medications are to be left in the nurse's office. Students who are found with medications in their possession without approval from the office will be referred for disciplinary action. The school nurse or designated personnel will be allowed to dispense

some over the counter medications with a signed permission slip from the parent. This slip must be on file in the nurse's office. These medications include Tylenol, Ibuprofen, Midol, Tums and cough drops. A complete list of medications to be dispensed can be found on the permission slip. All prescription medications must be brought to the nurse's office and will be dispensed by the nurse or the nurse's designated personnel.

HUMAN SEXUALITY CURRICULUM

The Richmond R-XVI School District offers a K-12 abstinence-based, human sexuality curriculum. Parents have a right to review the curriculum and to opt their students out of the teaching of this particular curriculum. To set up a time to review the elementary curriculum, parents should contact the school office. At the middle school and high school level, notice will typically be sent by the teacher before the curriculum is scheduled to be taught. Parents wishing to review the curriculum at the middle school and high school levels should contact the teacher about setting up a time to review the curriculum.

IMMUNIZATIONS

All students (by Missouri Law 167.181) are required to have all immunizations prior to registration in a school district or before a class schedule can be issued.

INSURANCE

Students may purchase low-cost accident insurance that is made available to all students through an independent agency. Insurance information may be obtained in the office.

LIBRARY MEDIA CENTER

Richmond High School provides students with many resources. The Library Media Center is open daily from 7:00 a.m. to 3:00 p.m. Students are urged to make use of the library. There are charges for overdue books and printing. During class periods, a student using the library must have a pass from their teacher, or be with their classroom teacher. Only authorized students may use Internet services. School computers are for educational use. Students are requested to sign in and sign out at the circulation desk.

LOCKERS

Lockers are the property of the school and are subject to inspection at any time for any reason. Students have a right to privacy, but if there is reasonable suspicion to believe that a violation of school rules or laws of Missouri has occurred, a search may be made. Lockers are assigned at the beginning of the school year. Students are not to change lockers without permission from the assistant principal. Lockers are not to be shared. Lockers are not intended for the storage of expensive items. Large amounts of money and other valuables not needed for school should not be brought to school. Only combination locks are allowed to be on your locker. Report any repair needs to the office.

Athletic and Physical Education lockers are also available for clothing/shoes/ books. School purchased locks should also be secured when in use.

The district may periodically search lockers and other school property and drug-sniffing dogs may be used.

LOST AND FOUND

Lost articles are kept in the High School Office. Unclaimed items are given to charities at the end of each semester.

LUNCH PERIOD

Three lunch periods operate daily. See daily schedule for exact times. The Commons is a supervised area similar to a classroom. Students are expected to follow all standard rules of behavior during lunch, including attendance and punctuality. A hot lunch program is available and a variety of dishes are served a-la-carte. Students in need of financial assistance for daily lunches should see a counselor.

MAKE-UP WORK

Students will have one day to make up work for each class day absent. Any exceptions must be approved by a principal.

OBLIGATIONS

Students are loaned textbooks, library books, and other school property for their use. These properties must be returned to the school upon the student's completion of use. Failure to return the material will result in a student being placed in obligation to the school and these obligations are the student's responsibility to clear. If a student has lost or damaged school property, we request payment by check payable to Richmond High School.

PHYSICAL INTIMACY

Students at Richmond High School are expected to exhibit appropriate behavior at all times while at school. Students will not be allowed to display their affection except in the holding of hands.

RECORDINGS BY DISTRICT PERSONNEL

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

SCHOOL CLOSING

Should it become necessary to cancel school in the morning or if an early dismissal is necessary, the following radio and television stations will be notified as early as possible: Channels 4, 5, 9, and 41, KMZU-FM, and Spartan Alert. To activate Spartan Alert, please visit the district website www@richmond.k12.mo.us. Students should always know where to go if dismissed early. Student information sheets are on file in the office.

SCHOOL HOURS

Classes begin at 7:45 a.m. daily. Students are encouraged to arrive after 7:35 a.m. If early arrival is unavoidable, students are to report directly to the Commons and remain there until the 7:35 a.m. bell. A warning bell will sound at 7:44 am.

Students should be in their assigned seats by 7:45 a.m. Students who are not participating in a supervised activity before or after school should not be on school property before 7:00 am or after 3:00 p.m. RHS students should not loiter on or off school property. The Richmond R-XVI District is not responsible for supervising students outside the hours of 7:00 am-3:00 pm, with the exception of scheduled activities and practices.

SPARTAN ALERT

Spartan Alert is a free service for patrons of the Richmond R-XVI School District. Spartan Alert allows subscribers to receive emergency information, school closings, early dismissals, school event cancelations, and other important information about the Richmond R-XVI schools sent as text messages directly to your mobile phone, wireless PDA, e-mail, or pager. Please check your cell phone plan for any text message fees your wireless provider may charge. Name and personal contact information are protected and will remain private. For more information, please visit the district website at www.richmond.k12.mo.us.

SPORTSMANSHIP

Students and parents are reminded that the MSHSAA and Missouri River Valley Conference have regulations that prohibit poor sportsmanship at any school activities. It is very important to be supportive of our school as well as be courteous to the visiting school. Richmond High School has a reputation that is positive. It takes the effort of all participants and fans to help maintain this reputation.

STUDENT COUNCIL

The Richmond High School Student Council consists of the president, vice-president, secretary and treasurer elected by the student body in the spring for the coming school year. Each class elects four representatives to Student Council. The president and vice president of each class are also members of student council.

STUDENT EMPLOYMENT

RHS recognizes that students may hold regular or part-time jobs in addition to regular school responsibilities. The school views working to be a positive experience as long as it does not interfere with a student's schoolwork. The school strongly recommends that students not work more than 15-20 hours per week during the school year. In cases of conflict between work and school, the student's education must always come first.

TARDY POLICY

Students must be responsible in arriving to school on time and while changing classes throughout the day. Four minutes are allotted for passing between classes. This is ample time if used wisely. Tardy passes (signing time, destination, and issuing teacher) must be used any time a student is late to class. Consequences are found in the Student Code of Conduct in this handbook.

TELEPHONE USE

Hall passes to use the office phone are issued at the discretion of the teacher and should only be in cases of an emergency or urgent need.

TRAUMA INFORMED WEBSITE

The Department of Elementary and Secondary Education has created a website to provide information about the Missouri Trauma-Informed Schools Initiative. To access this site use the following url: <https://dese.mo.gov/traumainformed>

VENDING MACHINES

Vending machines are a privilege and must not be abused. All beverages and snacks must be consumed in the Commons. The machines may only be used prior to and after school.

VISITORS

Non-students will not be allowed on school campus without authorization from the office. All visitors should check into the office upon entering the building. Students may not have guest(s) attend classes during the day. There will be no guests allowed to eat lunch with students or attend school with a Richmond R-XVI High School student. (Parents are welcome at any time).

VOLUNTEERS

Volunteers are always welcome to be a part of Richmond High School.

DISCIPLINE POLICY (BOE Policy JG-R)

Development of good self-discipline is one of the most important goals of education. Discipline is the development of self-control, character, maturity, and proper consideration for other people. The objective of the Student Code of Conduct is to establish rules with regard to the conduct of all students at Richmond High School. The rules have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students on school grounds, buses, or at school activities.

When a student is sent to the office for disciplinary action, the administrator has the option of following the disciplinary consequences outlined below or administering other action at their discretion.

Under the terms of the **Safe Schools Act (1996)**, the Richmond School District is to do the following with regard to serious violations of school discipline policy:

- All serious violations of school discipline policy (including but not limited to assault, fighting, possession of a weapon, possession or sale/transfer of alcohol or drugs, theft) **must be reported to the Richmond City Police and for students 16 and under, the Juvenile Authorities.**
- In addition to transcripts and attendance records, student discipline records will be sent to any school district or school to which that student may transfer. Richmond High School will request discipline records from the previous school the new student transfers from.

CONSEQUENCES

DETENTION (Before or After School) (BOE Policy JGB)

An administrator or a teacher may assign before or after-school detentions. Detentions are to be held from 7:00-7:40 am and 2:49-3:29 pm. On occasion, a principal may assign the detention before or after school. Teachers may assign a before or after school Academic Study Hall so a student can get caught up in his/her studies. Students are required to serve the detention on the date assigned. Students will be given at least 24 hours' notice to make arrangements for transportation, if necessary. If the student is absent on the date of the detention, it will be reassigned to the next date available after the student returns to school. Failure to serve an assigned detention may result in Extended Detention, In-School Suspension, Saturday School or Out-of-School Suspension.

FRIDAY EVENING DETENTION OR SATURDAY MORNING SCHOOL (BOE Policy JGB)

Friday Evening School will be held from 2:49 pm to 4:49 pm and Saturday School from 8:00 am to noon. Students are to abide by their contract and have all books and materials with them when reporting to this quiet study hall. Only building administrators can assign Friday Evening Detention and Saturday School.

IN-SCHOOL SUSPENSION (BOE Policy JGB)

In-School Suspension (ISS) is a supervised, restricted environment with a full-time instructor. Students are removed from the regular school environment and housed in a supervised classroom in the High School from 7:45 am-2:45 pm on the assigned day. REMOVAL from ISS, will result in the student being sent home for the day and the student serving the ISS the next day plus one day.

OUT-OF-SCHOOL SUSPENSION (BOE Policy JGD)

Out-of-School Suspension (OSS) is the removal of a student from the regular school environment and not allowing the student to be on school property. The suspension may be for a short-term (1-10 days) assigned by a principal or for a longer term (over 10 days) assigned by the superintendent.

Any student with conduct that is prejudicial to good order and discipline, or which tends to impair the morale or good conduct of other students, may be suspended by the principal or assistant principal. Parents are notified of the suspension before the student is allowed to leave the building, except in extreme situations.

Severe concerns may result in the student having a longer suspension imposed by the Superintendent of Schools. Students may actually be removed from the school environment by law enforcement, with parent notification by law enforcement or juvenile authorities.

Students on OSS for up to ten days will be allowed to make up class work. This make-up of work cannot be done until after the OSS is completed. Students will make up their work within a reasonable amount of time **as determined by the teacher.**

Students on OSS are not allowed on campus unless permission is obtained through the principal's office. Extra-curricular and athletic activities are not allowed until after the OSS has been served. **The principal will make re-admission to school after a parent conference has occurred.**

STUDENT EXPULSION (BOE Policy JGD)

Action taken by the Richmond R-XVI Board of Education that permanently deprives a student of the privilege of attending school shall be considered expulsion. Only the Board of Education has the authority to expel a student from school. If a student consistently refuses to conform to the policies and regulations of the school, the principal may recommend to the Superintendent of Schools that the student be expelled from school. The superintendent will then notify the board if he is in agreement with the recommendation. They set a date for a hearing.

DUE PROCESS

Students have the right to due process concerning disciplinary actions: 1) to be given oral or written notice of the charges against them, 2) to be given oral or written explanation of the facts which form the basis of the proposed disciplinary actions, 3) to be given the opportunity to present their version of the incident, 4) to appeal staff members' actions to the building administration. Following the above steps an appeal may be made to the Superintendent of Schools, the Board of Education, and finally the Circuit Court (in that order).

CODE OF STUDENT CONDUCT

No code can list each and every offense that may result in the use of disciplinary consequences. However, the purpose of this code is to list some offenses, which, if committed by a student, will result in the imposition of a specific consequence. Students need to be aware that in severe discipline cases, the steps ordinarily applied can, and will be pre-empted for more immediate and severe disciplinary action by the administration and Board of Education.

The interpretation of the Code of Student Conduct is left to the discretion of the building administration. If you have any questions, please contact the office.

GENERAL CATEGORIES

CATEGORY A

10-DAY OUT-OF-SCHOOL SUSPENSION and REFERRAL FOR LONG-TERM SUSPENSION (and possible NOTIFICATION OF LAW ENFORCEMENT AUTHORITIES)

1. Sale of alcohol or illegal drug
2. Arson (intentional setting of a fire)
3. Bomb threat (threat to damage property or persons from real or unreal bombs)
4. Dangerous weapons (the illegal possession of dangerous weapons or firearms that can potentially cause physical harm to others)
5. False fire alarm (setting off of a false alarm)
6. Battery of a staff member - physically harming a staff member
7. Unlawful interference with school authorities (interfering with administrators or teachers by force, violence, intimidation, or threat)
8. Dispensing of medications (prescriptions or other) to others
9. Receiving of medications (prescriptions or other) from others

CATEGORY B

UP TO 10 DAYS OUT-OF-SCHOOL SUSPENSION with POSSIBLE REFERRAL FOR LONG-TERM SUSPENSION (This includes detentions, extended detentions, ISS, OSS and possible Notification of Law Enforcement Authorities)

1. Possession or use of Alcohol, Illegal Drugs, Inhalants, including E-cigarettes, vapor pens and other paraphernalia or any substance represented by doctor prescription to be a medication on school grounds, buses, or at school activities
2. Burglary (illegally entering with intent to steal)
3. Chronic disruption of the learning process
4. Dishonesty - Act of lying, whether verbal or written including false identification and forgery (fraudulent imitation of a signature or document)
5. Explosives (illegal possession or use of any explosive device, including fireworks)
6. Extortion, Blackmail, Coercion (obtaining money or property by violence or forcing someone to do something against his or her will by force or threat of force)
7. Inciting a school disruption (sit-in or riot)
8. Indecent exposure
9. Insubordination (failure to comply with a request from school personnel)

10. Intimidation of another's rights
11. Malicious mischief (willful damage or destruction of school, staff or student property)
12. Assault on a staff member (verbal abuse)
13. Assault on another student (verbal abuse)
14. Battery on another student (physical abuse)
15. Stolen Property receipt, possession, or sale
16. Thievery (taking or receiving property of another)
17. Trespassing (being present in an unauthorized location or refusing to leave when requested by any staff member)
18. Gang activity
19. Harassment/Scuffling
20. Use of obscene or unacceptable language/gestures/writing/pictures and text messages/pictures.
21. Missed Detentions/ISS

SPECIFIC CATEGORIES

ACADEMIC DISHONESTY/PLAGIARISM/CHEATING

Academic dishonesty includes cheating, copying or submitting the work of another person to be used as your own, misuse of the computer network system, using the written answers or other things to help you gain grades.

1st Offense: Zero on the student work and parent notified by teacher.

2nd Offense: Semester failure, removal from class and parent notification.

DEGRADING /DEMEANING LANGUAGE (INCLUDES SEXUAL OR RACIAL IN NATURE)

This language includes words that are spoken or written solely to harass or injure other people. This includes threats of violence, defamation of a person's race, religion, sex or ethnic origin.

1st Offense: Discretion of the Principal

2nd Offense: Up to 5 days OSS

3rd Offense: Up to 10 days OSS

DISHONESTY—FAKE NOTES AND PHONE CALLS

Definition: Any act of lying, whether verbal or written, including false identification and forgery. Any student forging a parent/guardian/teachers name to an excuse note/pass or fake phone call to gain an authorized absence/tardy.

1st Offense: Minimum three days ISS suspension.

CELL PHONES & ELECTRONIC DEVICES

Electronic devices may be brought to school. Please refer to board of education policy JGR for more details regarding electronic device policy.

Technology Resources

The high school technology resources will be used only for learning, teaching and administrative purposes consistent with the district's mission and goals.

Student Access to Technology Resources

Student access to and use of technology resources shall be in accordance with district

policy and procedures. Student use of technology resources may be permitted upon submission of the Acceptable Use and Procedures form, signed by parent(s) or guardian(s) or minor students (under 18 years of age) and by students.

Electronic Devices

The possession and use Electronic Devices (EDs) is a privilege, not a right. The high school may revoke the privilege of possessing and using EDs at any time throughout the school year.

- EDs include devices used to communicate, receive, send, store, record, or listen to voice, text, digital, audio, video, photo, electronic, or internet/cyberspace data, images and/or information which shall include, but not limited to, pagers, cellular phones, iPods, personal computers, Personal Digital Assistants (PDAs), MP3 players, GPS, etc. The high school nor school district is responsible for lost or stolen EDs, whether in student or district possession, or any damages to the ED, its programs, or its contents.
- EDs may be carried by students during the school day, but must be carried in an off or silent mode. EDs shall not be used to connect to district electronic equipment or district electronic networks at any time.
- EDs may be used as follows:
 1. **Academic Periods** - EDs shall not be used, viewed, or listened to, during academic periods without the prior approval/consent of administration or staff. Classroom teachers will indicate when EDs are permitted by posting either red signs (EDs may not be used) or green signs (EDs may be used) in their classroom.
 2. **Non-Academic Periods**- EDs may be viewed by students during passing periods and used, viewed, or listened to before and after school and during lunch periods, but doing so shall be in violation of policy if it results in a disruption to the educational environment or any school activity, impairs the morale or good conduct of other students, or is in violation of this policy, or any other district policy, or local, state, or federal law.

Personal Computers and Electronic Devices

The possession and use of privately owned computers or electronic devices is a privilege, not a right. The district may revoke the privilege of possessing and using computers at any time throughout the school year. Students may bring computers to school for use during school day, but the computer may only be used for educational or academic purposes. It may not be used to connect to any internet based service, and may not be used to connect to any district electronic equipment or district electronic networks at any time.

Sound and/or Images

EDs and computers may not be used to capture sound, digital, video, or photo images, at any time or anywhere during the school day or while being transported on district provided transportation (without prior approval from administration or staff), when a person (student, staff, parent, volunteer and/or guest) has an expectation of privacy which shall include: locker room, restroom, dressing room or any location where a person may be changing clothes or engaged in a personal or private activity.

The use of an ED or computer to transmit, distribute, or display to others, any message, sound, or image that may be considered obscene, pornographic, vulgar, or which includes nudity, is strictly prohibited and may result in out of school suspension and notification

to law enforcement officials. Students who possess or use an ED or computer in violation of district policy or Law are subject to having the device confiscated and searched in order to determine if violation of policy has occurred, to preserve the information on the device in another medium to be used for disciplinary procedures, to not erase any information in violation of district policy, and to report to law enforcement authorities. Connecting any device to the district electronic network shall result in revocation of system privileges and/or long term suspension or expulsion and/or notification of law enforcement authorities.

If a student is found to be in violation of the Cell Phone Policy, he/she will be asked by school personnel to surrender the device. If the student refuses to surrender the device immediately, the student will serve a five (5) day out-of-school suspension and will lose his/her phone privileges for the remainder of that semester.

- 1st Offense:** 2 Day Detention, electronic device confiscated and student pick up at the end of the day.
- 2nd Offense:** 1 Day ISS, electronic device confiscated and parent/guardian pickup.
- 3rd Offense:** 2 Days ISS, electronic device confiscated and parent/guardian pickup
- 4th Offense:** Up to 3 Days ISS, parent/guardian conference, and electronic device privileges revoked for balance of semester.

KNIVES

All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense are prohibited.

- 1st Offense:** ISS, 1-180 days OSS, or expulsion.
- 2nd Offense:** 1-180 days OSS or expulsion.

PORNOGRAPHY/SEXTING

Pornography is defined as: Any pictures or writings describing erotic behavior that is intended to cause sexual excitement. Students who possess, distribute, or access pornographic material of any nature in school zones. This includes text messages, pictures, cartoons, or drawings.

- 1st Offense:** Up to the discretion of the principal
- 2nd Offense:** Up to 5 days OSS
- 3rd Offense:** Up to 10 days OSS with possible recommendation for long term suspension or expulsion.

TARDIES TO CLASS OR SCHOOL

Tardies will be accumulated for the entire semester for all classes. When a student reaches their **4th tardy**, they will be assigned a detention. On the **7th tardy**, they will be assigned a Friday night school. On the **10th tardy**, they will receive one day of ISS. For every 3rd tardy after the 10th, he or she will receive 3 days of ISS.

TOBACCO

Possession or use by students of any tobacco product on school campus is never permitted. Not only is it detrimental to the health of the student, it is unlawful for anyone under the age of 18 to possess or use tobacco products.

- 1st Offense:** 3 days ISS – if under 18, police will be contacted
- 2nd Offense:** 5 days ISS – if under 18, police will be contacted
- 3rd Offense:** 5 days OSS – if under 18, police will be contacted

TRUANCY FROM CLASS OR SCHOOL

Once a student has reported to school, he/she should not leave the classroom or the campus during the school day without first obtaining permission from the office. Students who leave the campus without proper authorization, fail to report to their regularly scheduled class during the day, or do not report to school at all on a school day without parental knowledge of and permission for the absence are considered unexcused.

1st Offense: 1 day ISS

2nd Offense: 3 days ISS

3rd Offense: 5 days OSS

ANTI HARASSMENT AND RACIAL DISCRIMINATION OF STUDENTS (BOE Policy AC-R)

Sexual harassment of students by students or adults is strictly prohibited in the Richmond R-XVI School District. Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

Racial discrimination is strictly prohibited in the Richmond R-XVI School District. Racial discrimination is defined as words that are spoken solely to harass or injure other people. This includes threats of violence or defamation of a person's race, religion, or ethnic origin. We all are from an ethnic background. All in the school are to treat each other with full respect and dignity. Students that believe they have been victims of or have witnessed any form of harassment or discrimination are to report the incident to any teacher, guidance counselor, or administrator. This may be either verbal or in writing. *Compliance Officer: Dr. Mike Aytes, Richmond Supt. of Schools, 816-776-6913.*

1st Offense: Investigation and information regarding legal implications. Disciplinary action will depend on the investigation and the severity of the concern.

2nd Offense: Long term suspension and/or up to and including 180 days.

BULLYING/CYBERBULLYING (BOE Policy JFCF)

Bullying is defined as repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. These acts may include but are not limited to: physical violence, verbal taunts, name-calling, and putdowns, threats, extortion or theft, or damaging property.

Students who are involved in such activities will be disciplined in accordance with BOE policy JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and the removal from participation in activities.

1st Offense: Investigation and information regarding legal implications. Disciplinary action will depend on the investigation and the severity of the offense. Detention, In-School Suspension or 1-180 days Out-of-School Suspension.

2nd Offense: Long term Out-of-School Suspension

HAZING (BOE Policy JFCF)

The Richmond R-XVI School District prohibits all forms of hazing and bullying. Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the

student in a ridiculous, humiliating, stressful or discomfoting position for the purpose of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. This may include but is not limited to: sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity of various acts of physical abuse.

1st Offense: Investigation and information regarding legal implications. Disciplinary action will depend on the investigation and the severity of the offense. ISS or 1-180 days OSS.

2nd Offense: Long term Out-of-School Suspension

VIOLATIONS AGAINST HEALTH/SAFETY

Any drug with potential for abuse is referred to as a controlled substance. Alcohol and marijuana are considered to be controlled substances. Accordingly, any student found to be in possession, distributing, or selling a controlled substance or a counterfeit (fake) controlled substance will be in violation of the policy. Teachers have the authority and responsibility to confiscate related items and to deliver them to the administration.

A. POSSESSION - Any student apprehended with alcohol, drugs, or narcotics in his/her possession or who is incriminated of such possession by sufficient evidence or who is charged of such possession by a reasonable number of witnesses.

B. USE - Any student who uses alcohol, drugs, or narcotics and admits to such action or who is incriminated of such use by sufficient evidence or who is charged of such use by a reasonable number of witnesses.

C. DISTRIBUTION - Any student who distributes alcohol, drugs or narcotics and admits to such action or who is found to have distributed any of them through evidence or is accused of such action by the testimony of reasonable number of witnesses.

D. UNDER THE INFLUENCE - Any student who comes to school under the influence of illegal drugs or alcohol has impaired judgment. The students are a danger to others as well as themselves. Law enforcement and medical staff will substantiate this.

1st Offense: Up to 10-day OSS and Recommended Long Term Suspension with Rehabilitation and referral to Law Enforcement/Juvenile Office

2nd Offense: 10-day OSS and Recommended EXPULSION with referral to Law Enforcement/Juvenile Office.

SCHOOL SAFETY

School Safety has become a concern in recent years. Threats of violence cannot be taken lightly, and all accusations of these threats will be investigated fully. Part of our school mission is to provide a safe and secure climate, and we have to work together to accomplish this. If a threat at school is made, the following events will happen:

- Incident is reported to administrator
- Investigation will be made by administrator and/or school resource officer
- Parents informed
- Juvenile Office informed if the threat is considered “legitimate”
- Superintendent will be informed

Please discuss this issue at home. The best plan of action is to educate each person and eliminate any incidents by prevention rather than having any incident occur. We believe, with the help of parents and students, we can continue to keep our schools safe and accomplish the ultimate goal of a quality education.

While the consequences described above are associated only with those actions taken on or about the Richmond R-XVI School Property or at any school sponsored activity at any location, the superintendent and/or the Board of Education may take action against the student if they conclude that the student, even though not associated with school activities, is prejudicial to good morale or good conduct of other pupils. The proper legal authorities will also be notified in the event that any of the above policies are violated.

DEFINITION OF ACT OF VIOLENCE

Any intentional, reckless or grossly negligent act that would be reasonably expected to cause physical injury or death.

DEFINITION OF WEAPON

A weapon may include but not be limited to: guns, firearms, blackjack, explosive weapon, gas gun, knife, knuckles, projectile weapons, rifle, spring gun, and switchblade.

SEARCHES OF STUDENTS AND PROPERTY

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. This in accordance with board adopted policy JFG.

SEARCHES BY SCHOOL PERSONNEL (BOE Policy JPG)

School lockers, desks, and other district property are provided for the convenience of students and, as such are subject to periodic inspection without notice. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

DIRECTORY INFORMATION (BOE Policy JO)

Notice to Parents: "Directory information" is considered "Public Record" which must be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010-030 *Revised Statutes for the State of Missouri* and to military recruiters under Section 9528 of the "No Child Left Behind Act" of 2001.

The information in a student directory considered to be "public record" includes: student's name, parent's name, address, telephone number, grade level, date of birth, weight & height of members of teams, dates of attendance, honors and awards received, most recent previous school attended, yearbook, photographs of regular school activities, participation in officially recognized activities and sports, including audiovisuals or photographic records of the openly visibly activities (e.g. artistic performances, sports contests, assemblies, awards ceremonies, service projects, etc.)

NOTE: If you choose to not have this "Directory Information" released, please provide written notice to the school principal by September 7 each school year. If you choose to not have this information released, it would include ALL of the "directory information."

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS (BOE Policy IGBH)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district. *For more information, please call the District Special Services Director: Julie Harris, 816-776-6913.*

PROGRAMS FOR HOMELESS STUDENTS (BOE Policy IGBCA)

The Richmond R-XVI School District recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. There, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. *For more information, please call the District Homeless Coordinator: Debby Gill, 816-776-6913.*

PROGRAMS FOR MIGRANT STUDENTS (BOE Policy IGBCB)

The Richmond R-XVI School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. *For more information, please call the District Special Services Director: Debby Gill, 816-776-6913.*

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Richmond R-XVI School District assures that they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Richmond R-XVI School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Richmond R-XVI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education

Provision Act (GEPA). This plan may be reviewed at the Richmond R-XVI School District at 1017 E. Main Street; Richmond, MO 64085 between the hours of 8:00 a.m. and 4:00 p.m.

NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Any parent, teacher, or member of the public may file a complaint. A formal complaint must be a written, signed statement that includes: (1) an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated; (2) facts, including documentary evidence that supports the allegation, and (3) the specific requirement, statute, or regulation being violated. The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Richmond R-XVI School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and security personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

5. Directory Information: For purposes of FERPA, Richmond R-XVI School District has designated certain information containing educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: the student's name, address, telephone number, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, the most recent

educational agency or school attended by the student, and photographs. You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification of this effect with Richmond R-XVI School District, 1017 E Main St, Richmond, MO 64085, on or before September 1, 2015. If a refusal is not filed, Richmond R-XVI School District assumes you have no objection to the release of the directory information designated.

PARENTS RIGHT TO KNOW

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

- Whether the teacher has met state qualification and licensing criteria for his 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.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

NOTIFICATION OF RIGHTS

The Richmond R-XVI School District abides by the Protection of Pupil Rights Amendment (PPRA) which affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the United States Department of Education:
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or 1.8 Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;

- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
- Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of PPRa. The office that administers PPRa is the following: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

ASBESTOS HAZARD NOTICE

All schools in the Richmond R-XVI School District have been inspected by EPA certified inspectors, and the district is in compliance with federal regulations as set forth in the Asbestos Hazard Emergency Response Act of 1986. The district asbestos management plan is available for public review in the office of the Director of Maintenance, located in the District Board Office Building at 1017 E Main in Richmond. Each school building has a copy of the AHERA management plan available for public review.

SAFETY DRILLS AND EMERGENCY PREPAREDNESS

Safety drills are held on a regular basis throughout the school year. These drills may include fire, building & bus evacuation, tornado, earthquake, bomb threat and lock-downs. Crisis and policy manuals including emergency drill practices and procedures are located at each building under the security of the building administrator and/or his/her designee.

REGISTERED SEX OFFENDERS AND PERSONS PROHIBITED ON OR NEAR DISTRICT PROPERTY (Policy KK)

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled nolo contendere or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or nolo contendere to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 568.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.

9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board.

The superintendent will inform the principal and other relevant district staff of the scope of the permission granted. This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

DISRUPTIVE CONDUCT

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

SCHOOL LUNCH PROGRAM

Richmond R-XVI School District does participate in the National School Lunch Program and the National School Breakfast Program. Free and Reduced Meals are available for students from households with qualifying incomes. Application forms are available at all school sites, online at www.richmond.k12.mo.us.

Student Meal Prices: 2018-2019

Paid Student Lunch: MS/HS	1.90	Paid Student Breakfast: HS/MS	1.35
Second Lunch:	2.05	Second Student Breakfast	1.55
Reduced Student Lunch	0.40	Reduced Student Breakfast	0.35
Adult Lunch	2.05	Adult Breakfast	1.55
Free Lunch	0.00	Free Breakfast	0.00

MEDICATIONS AT SCHOOL (Policy JHCD)

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. All medications must be delivered to the school principal or school nurse by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging. All medications must be accompanied by a written administration request from the parent/guardian.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications as required by law and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

TECHNOLOGY USE (Policy EHB and EHB-AP)

The Richmond R-XVI School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources.

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.

The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin);

Students in possession of inappropriate electronic pictures or texts will be disciplined in the same manner as students in possession of inappropriate hard-copy pictures or messages.

RECORDINGS BY STUDENTS (Policy KKB)

The Richmond R-XVI School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

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

Distribution of Non-Curricular Student Publications (Policy IGBDA)

I. Guidelines

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for noncircular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- A. Are obscene to minors.
- B. Are libelous.
- C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- D. Advertise any product or service not permitted to minors by law.
- E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

II. Procedures

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- A. Name and phone number of the person submitting request.
- B. Date(s) and time(s) of day of intended distribution.
- C. Location where material will be distributed.
- D. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

III. Time, Place and Manner of Distribution

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- A. No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

IV. Definitions

The following definitions apply to the following terms as used in this policy:

- A. "*Obscene to minors*" is defined as:
 - 1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
 - 2. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
 - 3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- B. "*Minor*" means any person under the age of 18.
- C. "*Material and substantial disruption*" of a normal school activity is defined as follows:
 - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

- D. *"School activities"* means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- E. *"Unofficial material"* includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and e-mails, whether created by students or others.
- F. *"Libelous"* is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
- G. *"Distribution"* means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school which are generally frequented by students.

V. Disciplinary Action

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

VI. Notice of Policy to Students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

ELECTRONIC COMMUNICATION BETWEEN STAFF MEMBERS AND STUDENTS (Policy GHB)

Staff members are to maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpage or other forms of electronic communication.

Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

The district discourages staff members from communicating with students electronically for reasons other than educational purposes.

FOOD SERVICE MANAGEMENT (Meal Charges) (Policy KKB)

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

Notice:

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

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

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

Employees:

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

Students:

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

Alternative Meals:

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

Interventions:

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

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

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

Working with Parents/Guardians:

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

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.

2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt:

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

Bad Debt:

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

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

Records:

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

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