

RICHMOND MIDDLE SCHOOL

Grades 6, 7, and 8

DESTINATION: EXCELLENCE

HANDBOOK

2018-2019

715 S. Wellington Street
Richmond, Missouri 64085
School Phone: (816) 776-5841
Fax: (816) 776-2788

Principal: Jana Fleckenstine

Assistant Principal: Timothy Quinn

Counselor: Morgan Persell

This School Handbook/Planner belongs to:

Name _____

Grade _____ **Advisement Teacher** _____

Bus Number _____ **Locker Number** _____

Richmond R-XVI School District, Richmond, Missouri, does not discriminate against any student because of race, creed, sex, religion, or handicapping condition in its programs and activities.

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

WELCOME TO RICHMOND MIDDLE SCHOOL

We pride ourselves on providing students a great atmosphere for learning and professional teachers who take learning very seriously. We believe strongly that every student can be successful. We have respect for you as an important member of our learning community and we will honor your individuality. Meeting the unique needs of each student is the educational challenge our staff accepts with serious commitment.

This handbook is built on rules and procedures specifically designed to provide safety, respect, responsibility, and SUCCESS. Never hesitate to use it, to ask questions of teachers and staff, and to seek help from staff members. We are all here to help you find SUCCESS.

For more RMS information- www.richmond.k12.mo.us

VISION STATEMENT

Richmond R-XVI Middle School is a safe, nurturing, stimulating educational environment that empowers students to be successful.

MISSION STATEMENT

Raising Standards by Educating for Tomorrow, Today.

STATEMENT OF BELIEFS

We believe:

- Students, parents, community members, and staff cooperate to create a safe, nurturing, and intellectually stimulating educational environment.
- All students can learn and enjoy celebrating successes of others and themselves.
- All students can accept academic, physical, and emotional responsibility throughout middle school and beyond.
- All students will experience opportunities of happiness, self-motivation, self-confidence, and well being during their years at Richmond R-XVI Middle School.
- All students can be responsible, productive citizens in their community and in their world.

NOTE: Please read this handbook carefully. Changes have occurred in wording and procedures since last year's handbook. New discipline policies and procedures have been updated and changed from 2017-2018 handbook.

RMS SCHEDULES: 2018-2019

Full Day

7:20 Students enter Commons
(teachers on duty by 7:20)
7:38 Students released to halls
(teachers monitor halls)
7:45-8:33 1st hour
8:36-9:24 2nd hour
9:27-10:15 3rd hour
10:18-11:06 4th hour
11:11-12:56 5th hour
Lunch- 7th **11:11-11:31**
6th **11:41-12:01**
8th **12:36-12:56**
12:59- 1:47 6th hour
1:50- 2:44 7th hour
2:44 Bell for Bus Riders
2:49 Bell for Walkers

11:09-11:36 6th Grade Spartan Time
11:34-12:01 7th Grade Spartan Time
12:03-12:30 8th Grade Spartan Time

Wednesdays 2:09 Release

7:20 Students enter Commons
(teachers on duty by 7:20)
7:38 Students released to halls
(teachers monitor halls)
7:45-8:27 1st hour
8:31-9:13 2nd hour
9:17-9:59 3rd hour
10:03-10:45 4th hour
10:49- 12:03 5th hour
Lunch- 7th **10:49-11:09**
6th **11:16-11:36**
8th **11:43-12:03**
12:07- 12:49 6th hour
12:53-1:35 7th hour
1:35-2:04 Spartan Time
2:04 Bell for Bus Riders
2:09 Bell for Walkers

Early Release 12:59

7:20 Students enter Commons
(teachers on duty by 7:20)
7:38 Students released to halls
(teachers monitor halls)
7:45-8:19 1st hour
8:23-8:57 2nd hour
9:01-9:34 3rd hour
9:40-10:11 4th hour
10:15-10:48 5th hour
10:54-12:14 6th hour
Lunch- 7th **10:54-11:14**
6th **11:24-11:44**
8th **11:54-12:14**
12:18-12:54 7th hour
12:54 Bell for Bus Riders
12:59 Bell for Walkers

Morning (A.M.) Assembly Schedule

7:20 Students enter Commons Area
(teachers on duty by 7:20)
7:38 Students released to halls
(teachers monitor halls)
7:45-8:28 1st hour
8:31-9:21 Assembly
(students called by grade level)
9:25-10:08 2nd hour
10:11-10:54 3rd hour
10:57-12:20 4th hour
Lunch- 7th **10:57-11:17**
6th **11:27-11:48**
8th **12:01-12:21**
12:24-1:06 5th hour
1:11-1:52 6th hour
1:57-2:45 7th hour
2:45 Bell for Bus Riders
2:49 Bell for Walkers

Afternoon (P.M.) Assembly Schedule

7:20 Students enter Commons Area
(teachers on duty by 7:20)
7:38 Students released to halls
(teachers monitor halls)
7:45-8:28 1st hour
8:32-9:15 2nd hour
9:19-10:01 3rd hour
10:05-10:49 4th hour
10:53-12:14 5th hour
Lunch- 7th **10:53-11:13**
6th **11:23-11:43**
8th **11:53-12:13**
12:17-12:59 6th hour
1:03- 1:51 7th hour
1:55- 2:45 ASSEMBLY
(students called by grade level)
2:45 Bell for Bus Riders
2:49 Bell for Walkers

**MEET THE MIDDLE SCHOOL STAFF
R-XVI BOARD OF EDUCATION**

Mr. Jason Berning - President
Mrs. Penny Vandiver - Vice President
Mr. Jon Dana, Jr. - Treasurer
Dr. Jason Morrill

Dr. Jonathon Renfro
Mrs. Monica Shane
Mr. Tom Williamson

ADMINISTRATION

Dr. Mike Aytes, Ed. D. - Superintendent of Schools
Mr. Brock Dover, Ed. S.- Assistant Superintendent
Ms. Jana Fleckenstine, Ed. S. – Principal
Mr. Timothy Quinn – Assistant Principal

SUPPORT STAFF

Mrs. Debbie Alpers- Principal's Secretary
Mrs. Jayanna Harrison – Nurse
Mr. Jon Corwin- Head Custodian
Ms. Rita Bunn- Cashier/ Aide
Mrs. Linda Sights – Aide
Mr. Andy Walden – Custodian

Mrs. Elicia Lundholm- Att. Secretary
Mrs. Morgan Persell- Counselor
Mrs. Luntsford – Librarian
Mr. Mike Youger - Aide
Mrs. Marsha Clemens - Aide
Mrs. Jennifer Clayton – Custodian

FACULTY

Grade 6

Mr. Luke Sidebottom – Language Arts
Mr. Clint Minnick-Social Studies
Mr. Colby LaBoube -Math
Ms. Julie Baker-Science
Ms. Lynn Schumacher- Reading

Grade 7

Ms. Mary Beth Rogers-Language Art
Mr. Brandon Stevenson- Social Studies
Ms. Julie Wandell-Science
Ms. Janine Brand-Math

Grade 8

Ms. Sara Dalle– Language Arts
- Science
Mr. Andrew Frerking– Social Studies
Mrs. Brenda Hamm – Math

Exploratory/Electives

Miss Cara Magruder-Art
Mrs. Staci Maddux - P.E.
Mr. Murray Dennis – Health
Mr. Jeff Clymore - Instrumental Music
Mrs. Jeanette Long-Computers
– Vocal Music
Mr. Rob Bowers – Physical Conditioning
Mrs. Wendy Coldwell – Info Reading/Social Skills
Ms. Chelsea Frick – Instrumental Music
Mr. Chuck Foreman - AG

Special Education

Miss Jamie Appleberry-EMH
Mr. Dustin Smith-Life Skills
Mr. Don Lanning-EH
Mrs. Dawn Davis- Process Coordinator

**Administrators and teachers can be contacted at 776-5841 and/or through e-mail by using the first initial of their first name followed by their last name.

e.g., John Doe – jdoe@richmond.k12.mo.us

ARRIVAL AND DEPARTURE

All students are expected to report immediately to school. Do not wait or gather on any property off school grounds. According to school policy, once students have arrived at school (by bus, their own transportation, or walking), they are not to leave school grounds without permission from the school office.

The Commons area opens daily at 7:20 a.m. for students. Students are not allowed inside the building before 7:20 a.m. without teacher or administrative consent. Any students desiring to eat breakfast may do so at the tables in the Commons. Students are not to be in any other part of the building prior to the 7:45 a.m. bell without permission.

The front circle drive of the school is for buses only from 7:20 - 7:45 a.m. and from 2:15 – 3:00 p.m. When dropping students off for school or picking students up, parents are advised to use the south or north parking lots. If picking or dropping students in the bus lane after the buses have left, please form one single line at the curb next to the building. For our students' safety please do not pick them up from the curb opposite of the building.

ASSEMBLIES

School assemblies are recognized as an important part of the total educational program. The term “assembly” is used to designate any organized program conducted during the school day, either by or for students, primarily for educational purposes. **Assemblies are a privilege.** A study hall will be provided for those students who prefer not to attend a particular assembly or for students removed from the assembly. **Students removed from the assembly may be assigned to study hall for all assemblies for the remainder of the year,** or receive other school consequences.

ATHLETICS AND ACTIVITIES

The following activities are a part of RMS: 8th Interscholastic Football, Volleyball, Wrestling, Basketball, Track (**must follow MSHSAA guidelines and rules**), 6-8 Academic Clubs, 6-8 Student Council, 7-8 National Junior Honor Society. Other activities may be organized with proper teacher sponsorship.

Citizenship - Students **MUST** be good school citizens as judged by proper school authority. Conduct shall be satisfactory in accordance with the standards of good discipline and students shall not reflect discredit on themselves or on the Richmond R-XVI Schools. **A student shall be ineligible while under suspension (OSS) or if absent from classes on the day of participation, unless excused by the principal IN ADVANCE. This includes games, contests, practices, and meetings.**

Academic Eligibility Standards - students must have been promoted to a higher grade at the close of the previous year. However, any student who failed more than one scheduled subject at the end of the previous grading period shall not be eligible the following semester regardless of promotion to the higher grade (see Missouri State High School Activities Association by laws at <https://www.mshsaa.org>). For more details, consult the [Athletic Handbook](#).

Academic Athlete Award - one eighth grade boy and one eighth grade girl who show exemplary performance in the classroom and in the field of athletics are awarded the academic/athlete award each year. Requirements are: 1) the student must display good school citizenship; 2) the student must have lettered in two sports during his/her eighth grade year; 3) the one girl student and one boy student who has the highest G.P.A. and meet the above criteria will win the awards. In the event of a tie, a citizenship evaluation conducted by the sponsor and the Principal to determine the winner. The names of the winners will be permanently displayed on a nameplate at the Richmond Middle School and they will also each receive a personal trophy.

SCHOOL DANCES

All dances held for RMS students are to be attended by RMS students only. Students with 2 failing grades will not be allowed to attend. School Board Policy and the Student Handbook will be followed including dress code.

ATTENDANCE

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 to 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 attendance and charging the Board to enforce the 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 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-AP1

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

Consequences for Violations for grades 6-8

Principals, with the assistance of district 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 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 school attendance and 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 of the department of Social services. If violation of the compulsory attendance laws is suspected, the principal will contact the local prosecutor. If both neglect and violation of laws are suspected, the principal 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.

Unexcused absences may also result in disciplinary consequences. See the Discipline Code section of this handbook for specific details.

Students will be expected to make up all work regardless if the absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which work is missed and may be completed. Attendance and participation are part of a successful learning experience.

Because students in grades six through eight are expected to take more responsibility for their actions, students will be included in conferences and interventions.

At the discretion of the principal, any conference or step listed above may be waived if the absences were caused by 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.

If educational neglect is suspected, the principal or designee will contact the Children’s Division 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 the attendance laws are suspected, the principal 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 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.

Tardiness to School and Class

Tardiness is a disturbance and can become a habit, which is not in the best interest of the class or the student. Students should arrive at school no later than 7:30 to have time to get to class. The tardy bell rings at 7:45. A student is considered late to school or tardy to class, if he/she is not in the assigned classroom at the time the bell rings.

Tardy to school-the late student must sign in the office. Students will be allowed two tardies with no consequence per semester. On the third tardy or more, detentions and/or ISS will be assigned.

Tardy to class- Teachers will issue warnings to students receiving their first and second tardies to class per semester. Building administration will assign a date for a one-hour detention on the 3rd and 4th tardies per semester to each class, a date and a two-hour detention for the 5th and 6th tardies per semester. A 7th tardy and all tardies thereafter, a referral will be sent to the office and ISS will be assigned to the student. Hall restrictions may be given at the Principal’s discretion if a student accumulates an excessive number of tardies.

Release of a Student During the Day

Students shall not leave the school or grounds during school hours without permission from the principal. Any written requests for a student to leave school must come from the parent/guardian and must be approved by the principal.

The school recommends that appointments be scheduled outside school hours whenever possible. After the parent/guardian has requested that the student be released from school, the student will be notified. Parents/Guardians are to sign the student out when leaving and sign the student back in when returning to school.

AT-RISK HELP NUMBERS

Synergy 24 hr Crisis Line.....1-888-233-1639	Ray County Health Dept..... 776-5413
Child-Abuse Hotline..... 1-800-392-3738	Ambulance.....(911)470-3030
Tri-County Mental Health468-0400	Fire.....(911)776-2121
Tri-County 24-hr Crisis Hotline.....470-7275	Police (Richmond)..... (911).776-5826
MO Division of Children’s Service...776-6964	Sheriff (Ray County)..(911).776-2000
Bulimia/Anorexia Crisis Line.1-800-931-2237	

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>

BUS TRANSPORTATION

Riding the school bus is a privilege, and an extension of the school day. Rules and regulations regarding the use of bus transportation will be made by the contracting bus company and the school. **Any student who violates the bus rules will be disciplined and may lose the privilege of riding the bus to and from school.** The bus driver is in charge of the students riding the bus and will report any rules violations to the Director of Transportation. Any actions that lead to disciplinary consequences may be carried out by the Bus Company and appropriate school.

Safety is our main concern regarding bus transportation. Generally, all school rules are to be followed as well as some specific rules of safety. **Students may NOT ride on a different bus other than their designated bus.** Rules are given to all riders at the beginning of each school year.

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 students have someone on their check out list to pick them up. Any permanent change to busing will be made at the building level and faxed to the transportation department.

CARE OF SCHOOL PROPERTY

Students are expected to take good care of school property. Students shall pay for any lost or damaged books, supplies, equipment or other property. Payment shall be assessed by the principal or designated person, in accordance with the price and condition of the item.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and be subject to additional disciplinary action. Failure to pay for damages may result, after notification of parent or guardian, in the student being suspended from school.

CELL PHONES/ELECTRONIC DEVICES/HEADPHONES

Student cell phones are not allowed to be used at school during the school day without permission from the designated teacher. Due to the increase in cheating and privacy violations, students are asked to keep cell phones out of sight of others and on *silent* mode to reduce the chances of distractions. The use of any electronic devices are not allowed to be used in any class, unless specifically approved by the class room teacher.

Electronic devices are allowable before school, after school, and during lunch while students are in the commons area. Cell phones used without permission during school will be confiscated and after one warning, a parent/guardian must pick it up after any subsequent violations. If the problem persists the student could face detention, ISS, or OSS. Parents needing to contact students may contact the office to leave a message. If an emergency arises the student will be called to the office.

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. The 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 exception of privacy in the use of district computers or other technology

COUNSELING SERVICES

The purpose of guidance and counseling at the Richmond Middle School is to assist students in personal adjustments, assessing abilities, aptitudes, interests, and educational needs; and in understanding their educational and career opportunities through the formulation and achievement of realistic goals. Parents wishing to make an appointment with the counselor should call 776-5841.

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.

DAILY BULLETIN

The daily bulletin is the main source of information to the students. It will be read and posted outside the office and in the classrooms. If students do not hear the bulletin read, take the responsibility to find out the information stated in the bulletin. Parents can request automated emails that include daily announcements through Power School.

DISCIPLINE

Discipline and structure are necessary standards for maintaining a safe, orderly learning environment. It is the goal of the Richmond Middle School Administration to recognize, preserve and protect the individual rights of each student. This can only be accomplished within a necessary framework of an orderly efficient and continuing school program.

Students are expected to exercise self-discipline, refraining from any behavior that causes discomfort to other students including verbal or physical action that stigmatize or victimize an individual on the basis of race, ethnic background, religion, gender, sex, sexual orientation, creed, political affiliation, national origin, ancestry, age, marital status, or disability.

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. (1) 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, etc.) **must be reported to the Richmond City Police and for students 16 and under, the juvenile authorities.** (2) In addition to transcripts and attendance records, student discipline records will be sent to any school district or school that a student may transfer to. Richmond Middle School will receive discipline records from the previous school of transfer students.

Hazing

All forms of hazing and bullying are prohibited at Richmond Middle School. 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 discomforting 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, 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 or various acts of physical abuse.

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

Students who are involved in such activities will be disciplined in accordance with the 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.

CONSEQUENCES

SPECIFIC OFFENSES- At the discretion of the administrator a student may be assigned to an alternate academic setting and/or In School Suspension, if available, instead of Out of School Suspension.

****Students receiving a referral the week of a school dance may not be allowed to attend the dance.**

- 1. Fighting, instigating a fight, or physically abusing another student-**
 - a) **First Offense-Three Days Out-of-school suspension (OSS)**, parent conference with Principal and possible police contact
 - b) **Second Offense- 5 days OSS**, parent conference and police contact.
 - c) **Third Offense- 10 days OSS, parent conference, police contact and possible** recommendation for long term suspension and/or expulsion.
- 2. Student verbally threatens teacher or staff member**
 - a) **First Offense- Up to 10 days OSS**, parent conference with principal and police notification.
 - b) **Second Offense- 10 days OSS** and recommendation for long-term suspension and/or expulsion with police notification
- 3. Student hits or attempts to hit teacher or staff member (Battery)**
 - a) **10 days OSS** and recommendation for long-term suspension and/or expulsion with police notification.
- 4. Possession of dangerous or illegal weapons, explosive devices, menacing, extortion, or bomb threats.**
 - a) **Up to 10 days OSS**, confiscation of unauthorized items, notification of police and parents, recommendation for long term suspension and/or expulsion.
- 5. Unauthorized use of fire alarm, science emergency shower, or fire extinguisher**
 - a) **10 days OSS** and recommendation for long term suspension and/or expulsion, Police notification
- 6. Willful destruction, damaging, or theft of property**
 - Of Student**
 - a) **1 day ISS/OSS**, restitution, clean up, parent conference, possible police notification.
 - b) **3-5 days ISS/OSS** and above
 - c) **Up to 10 days OSS** and recommendation for long-term suspension and/or expulsion, Police notification
 - Of Teacher, Staff, or School**
 - a) **1-5 days ISS/OSS** depending on severity of act, restitution, clean-up, parent conference, possible police contact
 - b) **Up to 10 days OSS** and recommendation for long term suspension and/or expulsion. (Police contact)
- 7. Use, under the influence of, or possession of controlled substances, drugs, inhalants, or any substance represented by doctor prescription to be a medication or alcohol on school grounds, buses, or at school activities**
 - a) **Up to 10 days OSS** and notification of parents and police possible requirement for school counseling.
 - b) **Up to 10 days OSS**, notification of parents and police, and recommendation of long term suspension and/or expulsion.
- 8. Transmission, distribution, or sale of controlled substances, drugs, any substance represented by doctor prescription to be a medication, or alcohol on school grounds, buses or at school activities**
 - a) **Up to 10 days OSS**, notification of parents and police, and referral to Superintendent of Schools for possible long-term suspension or expulsion.
- 9. Use, possession, transmission, or sale of any tobacco product on school grounds, buses or at activities.**
 - a) **1-5 days OSS** and confiscation of tobacco product
 - b) **10 days OSS** and confiscation of tobacco product
- 10. Student possession, distribution, or the access of pornographic material and/or the representation of such materials on school grounds including bus stop and bus.**
 - a) Consequence dependent upon severity of offense and at the discretion of administration. Minimum 3 days ISS/OSS, parent contact, possible police notification.
- 11. Student threatens, bullies, and/or humiliates another student per internet, texting, notes, in which it occurs at school or carries over into school and interferes in the learning process of another student or students during the school day.**

1st Offense: 3 days ISS/OSS, parent conference, possible police notification

2nd Offense: 5 days ISS/OSS, parent conference, possible police notification

3rd Offense: 10 days OSS and recommendation for long-term suspension

- 12. Bullying- (repeated and systematic intimidation, harassment, and attacks on a student or multiple students. May include, but not limited to: physical roughness, verbal taunts, name calling, put downs, extortion or theft, or damaging of property.**

Warning-if determined to be a minor issue and visit with the guidance counselor

- a) 2-hour detention
- b) 1-3 days ISS
- c) 3-5 days ISS
- d) 3 days OSS
- e) 5-10 days OSS
- f) 10 day OSS with recommendation for a long term suspension. Superintendent's Hearing to be held.

- 13. Harassment, Racial Discrimination and/or Sexual Harassment-(persistent bullying, teasing/questioning of a student's sexual preference and/or unwelcome sexual advances or other physical conduct of a sexual nature that interferes with a student's educational performance or well-being).**

Each matter will involve an investigation and information regarding legal implications. Disciplinary action will depend upon the investigation and severity of the concern. Consequences for those found guilty will be minimum 3 days ISS/OSS. Maximum- recommendation for long term suspension and/or expulsion.

- 14. Student threatens, either verbal or written, to harm other students**

Warning- if determined to be a minor issue

- a) 2-hour detention
- b) 1-3 days ISS
- c) 3-5 days ISS
- d) 3 days OSS
- e) 5-10 days OSS

- 15. Energy Drinks:** Consumption and distribution of energy drinks/ energy shots on campus is prohibited. This would include any dietary supplement or energy mix. Student health and safety are our main concern and many of these ingredients can be harmful to young people.

- a) Warning- Documented
- b) 1-hour Detention
- c) 2-hour Detention

- 16. Violation of dress code**

- a) Warning-documented
- b) 1-hour detention
- c) 2-hour detention
- d) 1 day ISS

- 17. Defiance of school personnel (Refusing to obey the request of the school personnel)**

- a) **2-hour detention**
- b) **2-hour detentions**
- c) **1 -5 days ISS**
- d) **up to10 days OSS** and recommendation for long-term suspension and/or expulsion by Superintendent.

- 17. Disrespect toward others classroom interruption/disruption of the teaching process, name-calling, threatening others, excessive talking during class, not keeping hands to self, lying, etc.**

- a) **1-hour detention**
- b) **2-hour detention**
- c) **2-hour detentions**
- d) **1 day ISS**
- e) **3-5 days ISS/OSS**
- f) **up to10 days OSS** and recommend long-term suspension
- g) **Review at end of Semester One to determine progress toward correction of inappropriate behavior. Appropriate modification of consequences will be applied at the discretion of the principals.**

- 18. Cheating (Taking OR giving the schoolwork of another person.) This includes copying or giving to the teacher the work of another person to be used as your own, using answers written or anything to help you on a test or quiz, plagiarism, or unauthorized use of the teacher's textbook)**

- a) **Zero** on the assignment and notification of parent.
- b) **Zero** on the assignment and a **2-hour detention**.
- c) **Zero** on the assignment and a successful student teacher, parent, principal conference to determine consequence.

19. Undesirable behavior (This includes many problems including: throwing rocks, snowballs, food, paper or other objects; public display of affection; running or yelling in building, spitting, tripping, horse playing, dangerous actions, etc.)

- a) **1-hour detention** after school
- b) **2-hour detentions** after school
- c) **2-hour detentions** after school
- d) **1-3 days ISS**
- e) **3-5 days ISS/OSS**
- f) **Review at end of Semester One to determine progress toward correction of inappropriate behavior. Appropriate modification of consequences will be applied at the discretion of the principals.**

20. Profanity, obscenity, abusive and/or inappropriate language, writing or gestures:

Not directed to School Personnel

- a) **1-hour detention** after school
- b) **2-hour detention** after school
- c) **2-hour detentions** after school
- d) **1-3 days ISS/OSS**
- e) **3-10 days ISS/OSS**

Directed toward school personnel

- a) **One day ISS**
- b) **2-3 days ISS**
- c) **3-5 days ISS/OSS**
- d) **Up to 10 days OSS**

21. Truancy (skipping or leaving class without teacher permission OR leaving school grounds without office permission during school day OR just not coming to school without prior parent knowledge)

- a) Principal/Student conference, detention, or 1-3 days in-school suspension.
- b) Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

22. Truancy (Leaving School Grounds)

- c) **One day ISS/OSS** and referral to the juvenile office for review
- d) **2-3 days ISS/OSS** and referral to the juvenile office for review
- e) **5 days ISS/OSS** and referral to the juvenile office for review
- f) **Up to 10 days OSS** and referral to juvenile officer

23. Missed Detention in Detention Hall (Detentions will NOT be rescheduled except for a family emergency, court appearance, or doctor's excuse. A note from the parent is required IN ADVANCE of the detention. If a student is absent on the day of an assigned detention, the detention will automatically be rescheduled for the next available Detention Hall)

- a) **Double the length of the original detention**
- b) **1-3 days ISS/OSS**
- c) **3-5 days ISS/OSS**

24. Not following teacher rules-

- a) 1-hour detention
- b) 2-hour detention
- c) 1 day ISS
- d) 3-5 days ISS/OSS

25. Cell phones (parent/guardian must pick up cell phone each time it is confiscated)

- a) 1-hour detention and confiscation of cell phone
- b) 2-hour detention and confiscation of cell phone
- c) 1 day ISS
- d) 3-5 days ISS

26. Tardies-to school and/or class

- a) 1-hour detention for 3rd and 4th tardies per class per semester
- b) 2-hour detention for 5th and 6th tardies per class per semester
- c) 1 day ISS for 7th and 8th tardies per class per semester
- d) 2-5 days ISS for 9+ tardies per class per semester

SCHOOL TO HOME DISCIPLINE PLAN

Discipline consequences are most effective when the parents and school cooperate. All referrals for discipline, with the consequence assignments, are written and a copy of each is sent home with the student. Efforts will be made to involve parents in working out solutions to behavior problems. Alternative consequences may be used if the parent and administration agree to the plan.

DETENTION HALL

After-school detentions [**one hour (2:45-3:45), or two hours extended (2:45-4:45)**] may be assigned by an administrator or a teacher for disciplinary or academic reasons. Students are required to attend the detention on the date assigned. Notice will be sent home on the day prior to a detention date for the student to make arrangements for transportation. **It is the responsibility of the student to give parents a copy of consequences for minor infractions.** The principal/assistant principal will notify parents of major infractions or multiple minor infractions. If the student is absent on the assigned date of the detention, it will be reassigned to the first day available upon the return of the student.

Academic or disciplinary detentions may be held in a teacher's room or detention hall assigned by the teacher. Students who miss/skip academic detentions will have the detention doubled and will serve that detention in regular detention hall.

IN-SCHOOL SUSPENSIONS - ISS is the removal of a student from the regular school environment. ISS is used for major offenses and/or excessive discipline referrals. Any student whose conduct is prejudicial to good order and discipline, or which tends to impair the morale, good conduct or learning of other students, may receive the consequence of ISS by the principal or assistant principal for short term. ISS will be held at the High School, or arranged by building administrator.

****Middle School students** will also be serving ISS at the High School building. Middle School students may ride the bus to the High School or can be brought by their parent/guardian. The student will need to ride the bus home from the High School or be picked up at that building. A student may not return to regular scheduled classes at the Middle School until each day of the ISS is served. Students will be expected to follow the rules of ISS and complete work given to them. Parents will be notified prior to students serving ISS.

OUT-OF-SCHOOL SUSPENSION (Board Policy JGD)

OSS is the removal of a student from the regular school environment, not allowing the student to come to school. The suspension could be for a short-term (1-10 days) or long-term (more than 10 days). Any student whose conduct is prejudicial to good order and discipline, or which tends to impair the morale, good conduct or learning of other students, may be suspended by the principal or assistant principal for short-term. Long-term OSS may occur with the approval of the Superintendent of Schools. Parents will be notified of the suspension before the student will be allowed to leave the building, except in extreme situations.

Students are not allowed to be on or around any of the school grounds unless permission is obtained through the principal's office. This also pertains to all activities sponsored by the middle school or high school, and includes any athletic event (participant or spectator). Re-admission to school will be made by the principal **after** a parental conference has occurred.

Students on OSS, for up to 10 days, will be allowed to make-up work. Make-up work cannot be made-up until the OSS is completed. Students will make-up all work within a reasonable time as determined by the teacher.

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 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).

DRESS CODE (Board Policy JFCA)

Students are expected to dress themselves in a manner that reflects good standards of health, safety, and decency. The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention this interferes with the learning process. Teachers may report students to the building administrators who are in violation of the dress code. The building administrators will use their discretion and ask the student to make necessary changes. Students may be sent home to change into appropriate school clothing.

- **Students are not to wear clothing with exposed mid-riff, or articles with spaghetti-straps, backless, or non-compliant tank-top.**
- **No mini-skirt, mini-skorts or short shorts unless leggings are worn underneath. The length must be no more than 2 inches above the knee. Bermuda style shorts only. Shorts are highly discouraged except for the warmer months of August, April, and May. Middle School is an air-conditioned building.**
- **No oversized sagging jeans. All jeans and/or pants must be worn on the waist or held up with a belt.**
- No pajamas or sleepwear.
- All students are to use footwear such as shoes, boots, and sandals. No house shoes, except on "special days."
- No clothing with vulgar, profane, obscene, suggestive, double entendre or multiple meaning messages or pictures cannot be worn.
- No clothing that advertises alcohol, drugs, or tobacco cannot be worn.
- No mesh see-through shirts.
- No sleeveless shirts with loose fitting arm holes.
- No sunglasses.
- No clothing that displays or makes a sexual reference.
- No head coverings or hats.
- No articles of jewelry, or articles of clothing which are potentially hazardous, such as chains, studded bands, looped rings, or spiked bracelets and rings.
- No backpacks are to be carried to class. All personal belongings belong in a secured locker.
- No bulky coats are to be worn to class.

Students will be asked to make necessary changes immediately. Students may be sent home to change if feasible. Students who show disrespect, defiance and/or who have repeated violations of the dress code will be dealt with according to the discipline code.

EMERGENCY DRILLS

Fire, Tornado, and Lock Down drills will be held periodically during the year. Earthquake drills may also be practiced and rehearsed during each semester. Procedures are posted in each room and each teacher will acquaint you with each emergency procedure.

EMERGENCY 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, 41, KMZU FM, KAOL-1430 AM, and KCMO-810AM. Students should know before leaving home each morning what they should do in case school is dismissed early. Parents are strongly encouraged to sign-up for the Spartan Alert text and email notifications through the Richmond R-XVI website: www.richmond.k12.mo.us

EXCLUSION FROM SCHOOL

If, in the opinion of the principal and the nurse, a student may have a contagious disease, he/she may be excluded from school until examined by a doctor and written release is provided to the school.

FIELD TRIPS

All field trips are planned with educational purpose and in regard to a unit of study. A field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to gain the experience during and at the conclusion of the trip. All parents of students, who are eligible to participate in the field trip, shall be notified of the activity.

**Other eligibility factors will be determined by grade level teachers with the approval of the Principal.

FUND RAISING

All fundraisers must be approved by Administration

STUDENT COUNCIL

Student leadership and involvement is a part of the social aspect of school. Richmond Middle School's Student Council encourages everyone to become a part of the school. Student Council plans activities such as dances, community and school service projects, contests and assemblies. Representatives and alternates are elected from the student population. Those who would like to become an officer must have had student leadership training from attending the state workshop and have been student council representatives in sixth grade. If you are interested in being part of RMS Student Council please see the Student Council Sponsor, Mr. Brandon Stevenson.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an organization at RMS designed to recognize and honor academic achievers with strong qualifications in the areas of character, leadership, service and scholarship. Membership is offered to any seventh and eighth grade student who maintains a 3.5 grade average or above, and meets the qualifications outlined in the constitution of the NJHS. This is a national organization which recognizes outstanding students.

MESSAGES

Messages to students are discouraged unless they are of an emergency nature. All messages are delivered to students at the end of the school day unless they are of an urgent nature. Daily routines, such as when the student is to go after school, should be clear to the student prior to arrival to school. There will be circumstances when a parent may need to reach their child; however, all messages cause an interruption to the classroom. **Flowers and balloons delivered to the school are also discouraged.** Please have them delivered to the home. Balloons and glass flower vases are not allowed on the school buses.

VISITORS

Parents and guardians are encouraged to visit school during school hours. Parents are to report to the office before going into any other area of the building. Those persons of school age and under will not be allowed as guests during regular school hours.

GRADING SYSTEM

The grade represents the best possible estimate of the student's achievement and status in a given class for the grading period. The use of grades is to indicate the extent to which the goals and objectives have been met by the student. The semester grade is the permanent grade for the course. Credit is granted for each course in which the student receives a grade above an F.

GRADING PERIOD

The school year is divided into four quarters. Grades are given for each quarter and for each semester. Therefore, at the end of the second and fourth quarter, the student will receive two grades for each course, one for that quarter and one for the semester.

REPORT CARDS

Report cards are distributed to the students at the end of each quarter. If a student owes a fine the report card may be held until the fine is paid. It is the responsibility of the student and parent to pay the fine. A parent may meet with the Principal to find out grades until the fine is paid. At the end of the year, parents or students may pick up their report card from the office.

GRADING SCALE

A	95-100%	C	73-76%
A-	90-94%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	59% or lower

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors, the assistant principal, or the principal by telephoning the Middle School office and requesting a time. Conference times must be approved by the teachers in order to avoid conflicts with their schedules.

HALL PASSES

Every student moving from one place to another in the building during class time must have a hall pass noted in their student planners or a separate pass issued by a teacher or the office. Detentions may be assigned to students without passes or for abusing the purpose of the hall pass and the amount of time allowed.

HEALTH SERVICES

The health office is located in the office. The nurse will determine if a student needs to go home, and she will make the necessary arrangements with parents when she is in the building. Students are to go the principal's office if needing to see the nurse. No student is to go home without permission given by the nurse, principals or other authorized personnel. Prior to attending school, all state required immunizations **MUST** be documented in the health office. If a student has been running a fever of 100 degrees F or above, please have them stay at home until they have been fever free for 24 hours without medication.

INSURANCE

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

LOCKERS

Students are assigned a locker in their appropriate grade area each school year. Because we often need to find books for a parent, it is imperative that the office know where each student's locker is located. Therefore, students are not allowed to change lockers without permission from a principal. Students are responsible for all items in their lockers. To discourage opportunity for theft and other inappropriate behaviors, locks are recommended for every student's locker. For emergency purposes students will be allowed to use only school-purchased locks. A deposit of \$5.00 is required as a deposit for a lock. This will be returned to the student at the end of the school year when the lock is returned. Students are not to share the combination with any other student. It is especially important to lock your valuables in the P.E. areas as well.

Students should try to go to their locker as few times as possible during the day to reduce confusion and tardies. No student may go to the locker during class time without a hall pass. **No open drinks or open snacks may be kept in the lockers (because of the attraction of insects.)** Students are responsible for their locker and its appearance. Lockers remain under the jurisdiction of the school district. Inspections may be done by the administration at any time.

LUNCH / FOOD SERVICE

Breakfast and lunch are available for RMS students. Breakfast is served from 7:20-7:45 am each morning. Meal prices are set by the Board of Education at the beginning of each school year. A regular tray lunch with three entrée choices is provided for students. Lunch cards containing the student's lunch number and picture ID are provided to the students during first quarter. **Free or reduced lunch prices are available. Please contact the office for the proper forms for this federal program or to determine your eligibility. No food or drinks are allowed outside the commons area.**

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.

RMS is proud to promote healthy eating habits and healthy ingredients for learners. To ensure our students health and safety, students cannot bring energy drinks to school, practices or activities.

STUDENT MEAL PRICES

Paid Student Breakfast MS/HS	1.35
Second Student Breakfast	1.35
Reduced Student Breakfast	0.35
Adult Breakfast	1.55
Free Breakfast	0.00
Paid Student Lunch MS/HS	1.80
Second Lunch	2.05
Reduced Student Lunch	0.40
Adult Lunch	2.05
Free Lunch	0.00

EF – API FOOD SERVICE MANAGEMENT (Meal Charges)

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

Notice

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

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

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

Employees

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

Students

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

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be

provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

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

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

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

Working with Parents/Guardians

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

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

Debt Collection

Delinquent Debt

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

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using 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.

OBLIGATIONS

A list of students owing fines for textbooks, library and lunch fines, fundraiser, etc., will be kept in the office. Students with obligations and their parents may be denied access to Power School grades until all fines over \$10 are paid. Students may not be allowed to participate in clubs, athletics, dances, etc., until the obligations have been met.

PERSONAL PROPERTY

The school is not responsible for personal property brought to school. Any unusual items necessary for classroom assignments must be cleared by the teacher through the office. Any confiscated personal article may be held in the principal's office until the end of the school day OR until a parent comes to the school to pick up the item. Students are allowed to use mp3 players, iPods, etc., before 7:45 am and after 3:00pm. Students are expected to leave personal items in their lockers during the school day. Therefore, students are encouraged to keep a lock on their lockers. Theft from lockers and P.E. lockers has occurred in the past, and students are strongly encouraged not to bring valuables onto school property.

SEXUAL HARASSMENT AND RACIAL DISCRIMINATION

(Board Policy JBA)

Sexual harassment of students by students or adults is strictly prohibited in the Richmond R-XVI School District. Sexual harassment is defined as unwelcome sexual 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 that include 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 who believe they have been victims of or have witnessed sexual harassment-racial discrimination should report the incident(s) to any teacher, guidance counselor or school administrator. This may be either verbal or in writing.

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 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, inhalants 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.

1st Offense: 10 day OSS and recommended long term suspension rehabilitation

2nd Offense: 10 day OSS and recommended EXPULSION.

- C. **DISTRIBUTION** – Any student who distributes alcohol, drugs, inhalants 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 a reasonable number of witnesses.

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 Officer informed if the threat is considered “legitimate”
- Superintendent will be informed

Please discuss this area of concern 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 School District 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, was 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. **The interpretation of this discipline policy is left to the discretion of the building administration.**

PUBLIC NOTICE TO PARENTS AND STUDENTS:

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 it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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-16 School District at 1017 E. Main Street; Richmond, MO 64085 between the hours of 8:00 a.m. and 4:00 p.m.

RICHMOND R-XVI MIDDLE SCHOOL SPARTAN CARD PROGRAM

The Richmond Middle School Spartan Card Program has been designed to reward student attendance, academic success, and good behavior at school. Our goal is to increase student success in school. Spartan cards are given out quarterly based on the previous quarters' performance and expectations.

Spartan cards will be issued to students each quarter if they meet the following requirements:

- **The student does not miss more than 2 days per quarter.**
- **The student cannot have any referrals during the quarter.**
- **The student cannot have any grade lower than a “C-” on their report card for the quarter.**

Students can use Spartan cards to get into Richmond Middle School athletic events for free. There will be other incentives offered to Spartan card recipients such as: free homework pass, front of the lunch line, giveaways, etc.

Richmond Middle School Student of the Month Program

Recognizing excellence in student achievement has become a priority at RMS. Each month, teachers will nominate and vote on outstanding student performance in the categories of academics, citizenship, behavior and overall performance. Students who earn the Student of the Month status will be featured in the RMS monthly newsletter and Richmond News, and picture displayed in the commons.

RICHMOND R-XVI MIDDLE SCHOOL STUDENT EXPECTATIONS

At Richmond R-XVI Middle School, student achievement and success are our goals.

Therefore, we **DO** expect students to be **respectful, responsible,** and to:

1. **Take pride and ownership in academic studies.**
2. **Respect yourself by wearing appropriate clothing.**
3. **Arrive at each class on time and be seated when class begins.**
4. **Bring necessary books and materials to class.**
5. **Take care of school property.**
6. **Follow school and classroom rules.**
7. **Walk to the right in the hall; avoid physical contact and obstruction of hall traffic.**
8. **Keep noise levels at an appropriate level.**
9. **Keep backpacks and personal belongings in lockers.**
10. **Secure your locker with a school lock.**
11. **Carry and use your planner at all times.**

We **DO NOT** expect students to:

1. **Wear inappropriate clothing in school.**
2. **Publicly display affection (kissing, embracing, putting arms around one another or holding hands).**
3. **Put stickers or mark inside or outside of lockers.**
4. **Run or “roughhouse” in the building, on buses, or at bus stops.**
5. **Be in possession of or use any tobacco products, including lighters, matches, etc.**
6. **Use inappropriate or vulgar language at school.**
7. **Be in possession or under the influence of a controlled substance or a substance represented to be a controlled substance.**
8. **Fight at school. Conflict mediation is a positive alternative.**
9. **Bully, harass or disrespect others.**
10. **To have energy drinks in school.**
11. **Be in Possession of fidget items such as finger fidgets, spinners, etc.... unless included in an IEP.**

RICHMOND R-XVI MIDDLE SCHOOL GOALS FOR ACADEMIC SUCCESS

BELIEVE IN YOURSELF

- *“To succeed, we must first believe that we can.”* Michael Korda

In order for you to succeed in school, you have to believe in yourself and in your abilities. Think positively, be confident, and tell yourself, **“I can do this!”** If you think you can’t succeed, or if you allow past failures to keep you from trying, your chances for success are not as great.

My Goals Are:

My 1st Quarter Goal is: _____

My 2nd Quarter Goal is: _____

My 3rd Quarter Goal is: _____

My 4th Quarter Goal is: _____

I am committing myself and my actions to the expectations of Richmond R-XVI Middle School.

Student Signature _____ Date _____

Parent Signature _____ Date _____

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.

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.

Assessments:

Sunrise and Middle School:

The Richmond R-XVI School District requires that all students in grades 3-8 participate in Missouri Assessment Program (MAP) assessments. Students will not be allowed to opt-out of these state-required assessments.

The Richmond R-XVI School District will not administer Missouri Assessment Program (MAP) assessments to privately schooled students or home schooled students.

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.

Emergency Medication

Richmond Middle School is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy,

insect bite, or drug allergy), the Epi-Pen will be used by the school nurse and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. District stocked epinephrine remains in the nurse's office at all times.

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 noncurricular 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, webpages 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.