

Richland R-1 School

Student Handbook

2017-2018



**Hard work and dedication are the keys to
excellence.**

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RICHLAND R-1 SCHOOL DISTRICT

WORKING TOGETHER FOR OUR CHILDREN'S EDUCATION, DISCIPLINE, AND PERSONAL GROWTH

As we enter this new school year, the administration and staff of the Richland R-I School District would like to welcome you to school. We look forward to working with our returning and first-time students. Maintaining positive and open lines of communication with the parents of our students is essential to becoming an effective school system. The purpose of distributing the Student Handbook is to increase communication and inform the parents of school policies and procedures.

The Richland Student Handbook includes school policies and procedures with regard to student expectations, behavior, and conduct, the educational process, attendance, health and safety issues, and discipline. Please read and discuss the student handbook with your child/children. **A signature page is enclosed for you to sign and return to your child's teacher during the first week of school.**

If you have questions concerning the material in the handbook, or about any part of your child's educational process, please call the appropriate school personnel to discuss any issue. In order to provide quality time for your special needs and interests, please call the school prior to your visit to make an appointment with the teacher or principal. This will assure that you have complete and uninterrupted time for your conference or questions.

**Richland R-I School
District
Mr. Frank Killian
Superintendent
(573)283-5332**

**Richland R-I Elementary
Mrs. Cara Merritt
Elementary Principal
(573)283-5310**

**Richland R-I High School
Mrs. Cindy Rhodes
High School
Principal/Director of
Special Services
(573)283-5332**

**Richland R-I School
District
Mrs. Beverly Hampton
K-12 Counselor
(573)283-5310**

Mission Statement

“The mission of the Richland R-I School District is to provide an educational environment to prepare productive and responsible citizens.”

District Belief Statements

We believe:

- All students can learn.
- All individuals will have maximum opportunities.
- All individuals will be responsible.
- Teachers, parents, and students are responsible for student achievement.
- All students have inherent value.
- Teachers are responsible for guiding and motivating students, and students are responsible for learning.

District Vision Statement

Richland R-I Schools will provide an educational program that prepares students academically and technologically. We will be a caring producer of lifelong learners. We will prepare students to become productive citizens. We will provide educational programs that will meet the needs of each student. We will provide a place where parents and students feel comfortable to participate. We will provide quality instruction that will help each individual meet his/her intellectual, emotional, social, and physical potential.

Notice of Non-Discrimination

Richland R-1 School District is an Equal Opportunity Agency

Richland R-1 School District does not discriminate on the basis of sex, race, color, religion, national origin, age, ethnicity, sexual orientation or perceived sexual orientation, or disability in its educational programs, admission, access, treatment, activities, or employment policies as required by all local, state, and federal regulations.

Requests for accommodations or inquiries concerning Richland R-1 School District Compliance with regulations implementing Section 504 of the Vocational Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act of 1990 may be directed to:

Mrs. Cindy Rhodes
Section 504/ADA Coordinator
24456 St Hwy 114
Essex, MO 63846
573/283/5332, RELAY MISSOURI 800/735-2966

Inquiries concerning Richland R-1 School District compliance with regulations implementing Title VI of the Civil Rights Act of 1964, or Title IX of the Education Amendments of 1972 may be directed to:

Mrs. Cindy Rhodes
Title IX Coordinator
24456 St Hwy 114
Essex, MO 63846
573/283-5332, RELAY MISSOURI 800/735-2966

**For a copy of the District grievance procedure contact the above coordinator.

**Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution compliance with the regulations implementing Title VI, Title IX, or Section 504.

**The Richland R-1 Self Study and Transition Plan are in the Superintendent's Office of the Richland R-1 Schools. The plan was developed with the professional assistance of John Moseley of Accessibility Consulting Services, Inc. of Columbia, MO.

All related board approved policies are accessible on the school website.

Student Handbook and Board Policies

The Richland R-I Student Handbook is provided to each student each year with information needed to help guide them through any avoidable problems. In addition, copies of the Richland R-I Board Policy Manuals are available for reference on the school website.

Board of Education

Jeremy Conner	President
David Wheeler	Vice-President
Clinton Corlew	Secretary
Hannah Gregory	Treasurer
David Wyman	
Hollie Hughes	
Kevin Evans	
Jason Blunt	

Richland Staff

<u>Elementary School Staff</u>	<u>Teacher</u>	<u>Assistant</u>
PreSchool	Sarah Porter	Dottie Frazier
Kindergarten	Lindy Parker	Amanda King
First Grade	Angie Knight	
First Grade	Rachel Moore Huggins	
Second Grade	Carrie Wyman	
Third Grade	Crystal Moyers	
Fourth Grade	Kathy Roberts	
Fourth Grade	Billy Anderson	
Fifth Grade	Lori Anderson	
Sixth Grade	Becky Arnold	
Reading Coach	Karen Brown	
Special Resource	Jessica Knuckles	Kristen Lalk
Speech/Language	Ashley Miller	
Computer	April Wamble	
Physical Education	Marc Crane	
Art	Zenita Smith	
Music/Band	Jacob Bagot	
Library	Lisa Taylor	
Secretary	Susan Hickson	

<u>Jr./Sr.High School Staff</u>	<u>Teacher</u>	<u>Assistant</u>
HS English	Michael Qualls	
JH/HS Math	Kara Miller	
JH Science	Stephanie Depew	
JH Social Studies	Paul Arnold	
HS Science	Curtis Miller	
HS Social Studies	Michael Glisson	
AG	Jarrold Basler	
Art	Zenita Smith	
Business/Computers	Kyle Carter	
FACS	Judy Ackman	
Library/Jr. High English	Lisa Taylor	
Music K-12/Band	Jacob Bagot	
Physical Education	Marc Crane/Stephanie DePew	
Special Resource	Kayelean Vance	Amanda Galloway
Secretary	Jo Arnold	
School Nurse K-12	Carlie Jones	
Technology Director	Adam Touchette	

Richland R1 School Calendar

2017-2018

August 7-9	Staff Orientation
August 10	First Day of School
September 4	Labor Day – No School
September 8	Mid-term – First Quarter
September 22	Professional Development – dismiss @ 12:00
October 6	End of First Quarter
October 12	Parent Teacher Conferences- dismiss @ 12:00
October 13	Fall Break - No School
October 31	Professional Development – dismiss @ 12:00
November 3	Mid-term – Second Quarter
November 22-24	Thanksgiving - No School
December 15	End of Second Quarter/First Semester- dismiss @ 12:00
December 18-Jan. 1	Christmas Vacation - No School
January 2	Return to school
January 12	Professional Development- dismiss @ 12:00
January 15	Martin L. King Jr. Day - No School
February 2	Mid-term – Third Quarter
February 14	Professional Development- dismiss @ 12:00
February 19	President’s Day - No School
March 2	End of 3 rd Quarter
March 29-April 3	No School, Easter Break
April 6	Mid-term-Fourth Quarter
April 27	No School
May 11	Last Day of School/Graduation-dismiss @ 12:00

Make-up Days

1st Make-up Day Jan. 15
 2nd Make-up Day Feb. 19
 3rd Make-up Day Apr 27

Additional Make-up Dates Are: April 3, Mar 29, Apr 2, Mar 30. May 14, 15, 16, 17, 18 (added to end of school year)

Richland R-I Bell Schedule

Elementary Schedule	
School Opens/Breakfast Begins	7:30 am
Report to Class	7:51 am
Classes Begin	7:55 am
Lunch/Recess	10:45-11:30 am
Dismiss	2:55 pm

Jr/High School	
1 st Hour	7:55– 8:45
2 nd Hour	8:49-9:39
3 rd Hour	9:43-10:33
4 th Hour	10:37-11:27
Advisory	11:31-11:56
LUNCH (HS)	11:56 – 12:18
5 th Hour	12:22 – 1:12
6 th Hour	1:16– 2:06
7 th Hour	2:10 – 3:00

Students should not arrive at school before 7:30 am, the time when duty teacher assumes duty. Before 7:30 am, there is no supervision for students. Special circumstance must be pre-approved.

Visitors to the School

Classroom interruptions are to be minimal. For the safety of all children, parents and/or visitors should report to the office BEFORE going to any classroom. A visitor's pass **MUST** be obtained through the office. The building secretary will assign you a **VISITOR'S PASS**, and assist you in whatever needs you might have. This enables us to monitor all persons in our building, and helps assure the safety of the students. Parents should attempt to make student's appointments after school, arrange conferences with teachers during planning periods and make sure that all needed materials for the day are taken to school. No student is allowed to bring students from other schools as visitors during the regular school day. This includes any person other than students at Richland. If you have an emergency and must take your child from school, please check out the student from the office. The secretary or building principal will get your child from the classroom for you. To protect the instructional time in the classroom, we **MUST** keep the distractions and interruptions to the class at a minimum.

ELEMENTARY – Parents who wish to accompany students to their private vehicles at the end of the school day are to wait at the **sidewalk canopy area**. Although parents are welcome, this practice keeps building traffic and distractions to a minimum, protects those final minutes of instructional time, and enables staff to maintain closer watch regarding where and how children leave the campus.

Equal Education Opportunity

No student shall be excluded or otherwise disciplined due to age, sex, race, religion, national origin, poverty, wealth, pregnancy, parenthood marriage, or handicap. Offenses shall be considered on an individual basis. Disciplinary actions will be considered from the standpoint of what is necessary to maintain good order in the school situation.

Admission Requirements

All residents of this district who have completed elementary school and who have not reached the age of twenty-one(21) prior to the beginning of the school term are eligible to enroll in Richland High School.

Students transferring to Richland R-I must have a complete transcript of their grades and credits(HS) available from their previous school. Richland will request official transcripts, discipline and other applicable records from the student's sending school.

Students from an adjoining district are not eligible to attend the Richland School District except by agreement between the two schools, or by payment of a tuition charge to be determined by the Richland School Board. No discrimination shall be shown in the enrollment, assignment, or instruction of any student because of race, religion national origin, or sex.

Academic Achievement

Student progress will be indicated by teachers recording daily grades taken on class work, homework assignments, etc. An important factor of which parents must be aware is whether students are working on grade level. **Progress reports will be issued each quarter to inform of students' performance.** Students receive a letter grade on quarterly report cards to indicate the proficiency in the subject. The letter grades and semester average grade is recorded in student permanent files. Quarterly, student academic honor recognition is determined by assigned grades.

Elementary Honors Program

"REBEL SCHOLARS" CRITERIA IS AS FOLLOWS:

1. Grades no lower than a B+
2. **95% or better attendance**, whether it be excused or unexcused
3. Has NOT been a recipient of any type of disciplinary action from the principal.

HONORS PROGRAM

1. Students must earn a 3.0 cumulative GPA on a 4.0 scale with no semester grade lower than a C-.
2. Students must attend 8 semesters at any accredited high school in grades 9-12, take a minimum of 6 courses per semester and pass a minimum of 6 units of credit each year.
3. Students must complete credits from the following core academic classes:
English (4 credits)
Social Studies (3 credits)
Mathematics (3 credits)
Science (3 credits)
College courses will be figured on a 5 pt. scale.

Students must also complete all regular requirements for graduation.

4. Other unforeseen situations will be subject to administrative review/decisions.

Those students who successfully complete the listed requirements will be given priority status for valedictorian, salutatorian, academic scholarships and Top 10 class rank (other type scholarships such as technical or vocational will not be impacted by the Honors Program criteria). To be awarded valedictorian or salutatorian a student must be a Richland student for 4 semesters prior to graduating beginning with the Junior year. Any remaining awards or scholarships available after Honors Program recognitions occur will be offered to other students according to their attained records and status.

Principal Scholars Honors Program(Elementary/Secondary)

Principal Scholars recognition is awarded to students earning all A's. Students eligible for this honor must make no grade lower than an A in all classes. For pass/fail classes, a student is eligible if he/she passes a pass/fail class.

Honor Roll Criteria

1. A student must earn at least a 3.0 GPA.
2. Grade point averages are derived by assigning points to each grade as follows: A=4 pts., B=3 pts., C=2pts., D=1pt, and F=0pts.

Honor roll will be figured on quarter grades only. Any student with a grade lower than a 2.0 in any subject will not make Honor Roll for that quarter. All courses will count in determining Honor Roll. College Courses will be figured on a 5 pt. scale.

The district's unified grading scale is:

A	100-95%	C	76-73%
A-	94-90%	C-	72-70%
B+	89-87%	D+	69-67%
B	86-83%	D	66-63%
B-	82-80%	D-	62-60%
C+	79-77%	F	59-0%

Academic Honors Banquet

Students eligible must not have any grade lower than a B- for the first 3 quarters of the school year to be eligible for the end of the year banquet.

1st year eligibility-Bronze medal

2nd year eligibility-Dull Gold medal

3rd year eligibility-Silver medal

4th year eligibility-Shiny Gold

Graduation Requirements

1. One unit of credit is the uniform measurement (9-12) for completion of a course.
2. Instruction requirements will be 24 units.
3. Students must enroll in 6 academic classes on a 7 hour day.
4. Eight semesters of attending after grade 8 will be required.
5. 7th and 8th grade students must pass more than half of their semester grades for all courses AND more than half of their semester grades for core classes (English, Math, Science, and Social Studies) before being promoted to the next level.

Subject Area	Units of Credit
Communication Arts	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health Education	.5
Personal Finance	.5
Electives	7.0
Total Credits	24.0

*Students are also required to pass the Missouri and United States Constitution tests.

The district's weighted grading scale is:

Courses	Extra Quality Points Earned
Algebra II	1.0
Anatomy & Physiology	1.0
Business Technology – TRCC	0.5
Chemistry	1.0
Dual Credit Courses	0.5
Physics	1.0
AP English IV	1.0
AP History	1.0

Participation in Commencement

All students participating in the graduation ceremonies must be in good standing, have exhibited good citizenship throughout the year, and adhere to the dress code of graduation. Graduation is a formal ceremony and students should dress accordingly. Ladies should appear in dress/skirt or slacks, and dress shoes. Men must wear slacks/dress pants, dress shirt, & dress shoes. Blue jeans, tennis shoes, boots, etc. are not acceptable and must be avoided for this ceremony. All obligations of the student, such as money owed, returning materials, etc. must be taken care of by designated time line before student can participate in commencement exercises. Failure to adhere to graduation guidelines will result in student not being permitted to participate in the graduation ceremony. Participation in the graduation ceremony is a privilege. A student may be excluded from graduation exercises for disciplinary reasons, attendance reasons, and failure to adhere to graduation dress code, &/or not completing student obligations. Transcripts may not be released to colleges/universities upon graduation until obligations have been met.

Seniors providing Welcome speech, Salutatorian/Valedictorian speech must have them approved prior to commencement exercises. Speeches cannot not be changed once approved by administration.

Retention

The purpose of promotions and retentions is to provide maximum consideration for the long range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities. A student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. **No student will be retained without consultation between parent and teacher, principal and/or a team of educators who have been involved in the student's education progress.**

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two weeks after the close of school.

However, in compliance with House Bill 889, students with reading ability levels more than one grade level below their current grade level will not be promoted until this deficiency is removed.

The Richland R-I School District will determine the retention and promotion of students annually, based upon review of locally selected, informal and formal reading assignments. This excludes students receiving special education services pursuant to state law; therefore, these factors will be considered for student retention:

1. **Academic achievement** in all subject areas, especially attainment of grade level objectives.
2. **Excessive absenteeism** (12 or more absences per school year).

3. **Chronological age along with social and emotional maturity.**
4. **Student reading ability levels** more than one grade level below their current grade level.

If a student in grades 7 or 8 fails two or more core subjects(English, Math, Science, or Social Studies), he/she may be retained.

Attendance Policy

The Board of Education has established the following rules and regulations regarding attendance, absences, and tardies for students. The rules and regulations are intended to comply with the Missouri Compulsory Attendance Law (167.031 RSMO) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable by law. To be eligible for the A+ Scholarship, students are required to maintain a cumulative attendance record of 95% over four years.

Students and parents alike must understand the importance of attending school regularly. When students are not present in class, they are losing valuable educational opportunities. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school cannot teach students who are not present.

Absences shall not exceed 6 days per semester(per period per semester for 7th-12th). No distinction will be made to determine excused or unexcused. Parents will be notified by letter when the student has been absent 2 of the scheduled semester days and again at 4 of the scheduled semester days. If the student exceeds the 6 day limit, the parent is also notified by letter. Note the following attendance guidelines.

1. Parents should notify school anytime their student is absent. Notification can come prior to the absence, a phone call the day of the absence for verification purposes, or written documentation within 24 hours of the absence. The professional documentation must state the reason for the student to be absent from school. Parent notes are not acceptable as formal documentation for absences & are for verification purposes only. Any documentation that the parent would like to have kept on file must be delivered no later than 24 hours of the student's return.
2. All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student's days absent. The parent and student should be careful in the use of absences because excessive absences may affect a student's class participation grade.
3. Authorized school trip days do not count as days missed. However, students with excessive absences in any class runs the risk of not being allowed to attend school trips/activities.
4. To receive course credit the student must earn a passing grade in the course and be present the scheduled attendance days per semester.
5. For absenteeism over 6 days per semester, K-8 students risk possible retention and students 9-12 risk loss of credit for that semester. The grade entered on the grade card and on the permanent record for that semester will be "NC"(No Credit until student has successfully completed the terms of the contract) unless the student was already failing

in which case the actual grade will be entered. Extenuating circumstances may be referred to the attendance committee for review.

6. If a student acquires more than 6 absences, they are at risk of losing credit, & their attendance record will be referred to the attendance committee for review. The committee, which will be comprised of superintendent, elementary principal, high school principal, and counselor, will determine if the student has the documentation needed to prove the reasons for the absences over the allowable limit. A ruling of credit or attendance contract will be determined.

Credit: The committee found sufficient evidence to prove the student had missed due to circumstances beyond his/her or the parent's control.

Probation(attendance contract): The committee found that there was insufficient evidence of circumstances beyond the control of the student. The student will be placed on an attendance contract. The student must now make up some of the days in excess of the attendance violation.

7. An appeal hearing for denial of academic credit may only be granted by the school board. In addition to meeting the attendance criteria, the requirement to attend After School Detention, Saturday School, and/or Summer School, when offered, could be used for attendance recovery hours. Students who violate the attendance policy may have credit reinstated by completing the provisions of an attendance contract. If provisions of an attendance contract are met the following semester, credit can be reinstated for the previous semester, elementary students may receive credit for the year awarded promotion.
8. Doctor or dentist appointment – A student must bring a note from the doctor or dentist's office stating the date and time of the visit. Parents should contact the principal if the student is going to be out for an extended period and request a 'Homebound' application so that the school can provide instructional assistance at home. College or career day- Juniors and Seniors can take two full days to apply for a job or make an application to a college, university, or technical school. Students enlisted in the military are allowed 2 days for recruitment activities/requirements and graduation from basic training. Students are allowed 1 day to take the driver's test.
9. All students are expected to be in attendance on the day prior to school breaks(Holidays, fall break, spring break, etc.) & are expected to take final exams & be in attendance on days of final exams.
10. Students are responsible for gathering all make –up assignments, and must complete the work within the same number of days they were absent. Test day absence – if the student was made aware of the test prior to his/her absence, the student will be expected to take the test upon his/her return. Parents may request homework for absent students and retrieve the assignments in the office.
11. Students who are absent from school on the day of a social activity, athletic contest or any other school-sponsored activity will not be allowed to participate in that activity during the day or evening unless previous arrangements are made with the principal. If the activity takes place over the weekend or when school is not in session, the student must be in attendance the preceding day to be eligible to attend/participate unless prior approval by the principal. **A student must be in attendance four (4) periods of the day to participate in/attend an activity unless previous arrangements are made with the principal.**

12. Police and juvenile authorities may be involved at any point if it is deemed such action is in the best interest of the child.
13. Students who find it necessary to leave school before **3:00pm** due to illness, doctor or dental appointments, emergencies, etc., are required to sign out in the office with a phone call or written request from the parent, or in the case of an emergency with the Principal's permission. Signing out during school hours will be permitted only when arranged by a note or phone call to the principal, superintendent or with the nurse's approval. Anyone leaving school without prior approval will be considered as truant.
12. Students and parents are reminded that excessive violations of the attendance guidelines could lead to the district reporting the violation to the proper legal authorities. If attendance infractions continue, parents/legal guardians are subject to educational neglect charges.
13. If a student misses a complete hour and then enters school he/she will be counted absent on the number of hours he/she misses. Late to class will be a tardy as long as they are no more than 20 minutes late. First period starts at 7:55am so any student signing in after 8:15 a.m. may be considered absent for that hour. Students are not to leave class without permission from teachers and they are to have a hall pass before going from one area to another. Offenders will be subject to disciplinary action.

Tardies

Tardiness can usually be prevented. It is common courtesy to your classmates not to interrupt their classes. Grades 7-12 student should be considered tardy if they are not in their seat when the second bell rings. In cases where a student is late to a class by reason of being held too long at a previous class, the holding teacher will prepare a tardy slip to be given to the next teacher. Teachers will not hold students after class without good and sufficient reason. Excessive tardies may result in student losing field trip and/or school activity privileges. Elementary students that arrive to class after the teacher has taken attendance will be considered tardy.

Each semester a student is allowed two unexcused tardies with only a warning per hour. A third tardy will result in disciplinary action. The teacher should write up any student receiving his/her third tardy per semester per class with the dates of the tardies.

Checking In/Out of School

If students arrive late to school or needs to leave school early, a parent/guardian should confirm with the office(in person, by phone, or note). Students should be signed in/out using the check in/out sheet located in the office. Parents should come to the office, NOT THE CLASSROOM, to request the student be permitted to leave with them. Children will be released ONLY to the custody of a parent or someone designated by the parent. If your child is to be released to anyone other than you, please send a note to school stating who will pick him/her up. Office personnel will inform the student of the parent arrival. In case of sickness or emergency, students should check with the principal or nurse before leaving. Students should never leave the building without first reporting to the office and obtain permission. Failure to do so may be considered truant. **YOU ARE NOT AUTHORIZED TO EXCUSE YOURSELF FROM SCHOOL REGARDLESS OF AGE.**

Children of Divorced or Separated Parents

In the case of children of separated or divorced parents, the district will release a student to the parent whose address has been designated as the address for educational purposes by order of the court without contacting the other parent, if no court order concerning custody is on file, then to either parent. If a court order is on file, and it provides that a parent has joint legal custody, but that parent's address has not been designated as the child's address for educational purposes, that parent may collect the child from school during the school day. In such a case, when no verifiable notice of the early removal from school is received from the educational purposes residential parent, the district will make a reasonable attempt to notify the other parent by telephone for informational purposes only, not for permission. The attempt need not be successful, nor must it be repeated if made to the phone number of record for the parent being contacted. This procedure will also apply where a court order indicates joint legal custody, but does not designate the child's address for educational purposes. The parents together may waive these courtesy calls in writing.

The district DOES NOT arbitrate custody and visitation disputes, and interested persons are advised to consult counsel or the county clerk's office if such disputes arise. Additional precautions may be taken by the school administration, appropriate to the age of the student, and as needs arise. Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders if any.

Attendance of Extra Curricular Activities

Students who attend athletic events are subject to all school rules and policies. Students are expected to sit in the bleachers provided and not stand or loiter. Students attending school activities are expected to act in standards of good conduct and citizenship and demonstrate good sportsmanship at all times to both home and visiting teams as well as to the officials. **Students in the sixth grade or younger are expected to behave properly also and are required to have a parent or adult age (18) guardian with them at school activities.** The parent or guardian is responsible for actively supervising their child's activity at all times. Students below the 7th grade left unattended at school activities are subject to being turned over to the juvenile authorities for proper action. Students will not be able to attend after school activities if they are serving In-School Suspension (ISS), Alternative Learning Center (ALC), Out of School Suspension (OSS).

Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the

consequences listed in this policy, as allowed by law. Every effort will be made to discipline students in a fair and consistent manner. Please note that Richland R-1 Schools maintains a policy allowing corporal punishment. Any parent that does not wish for their child to receive corporal punishment due to medical or psychological reasons should contact the office in writing with your request. **Application of consequences for each individual incident will utilize the discretion of the building and/or district administration.**

Playground Rules

1. Recess ends when the bell rings or a whistle is sounded. When this occurs, stop immediately whatever you are doing, and quickly get into your classroom lines. Enter the building quietly and orderly.
2. Treat others the way you would want to be treated.
3. Do only those things that you would do if a teacher were standing right beside you.
4. Do not enter the building without permission from the duty teacher.
5. All students go to the playground directly from the lunchroom or classroom as dismissed. If students were staying inside for a teacher, report to the duty teacher first, and then enter the building through the west doors.
6. Playground equipment is designed to be used appropriately. Slides, swings and climbing equipment can be very dangerous if not used in the proper manner. Slide down the slide in a sitting position facing forward. Sit in swings and hold on with both hands, and swing in only one direction. To use the climbing equipment, a person must always be holding on to part of the bars or ladders.
7. Jump ropes are for jumping. Any other use of jump ropes is prohibited.
8. Do not throw objects that are not meant to be thrown on the playground.
9. Profane language, pushing, shoving, or fighting is never allowed.
10. NO tackle football, only two-hand touch is allowed.
11. Keeps hands and legs to self.
12. Students who disobey playground rules will lose playground privileges.

Elementary Student Discipline

The Elementary Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

The elementary school is charged with the responsibility of forming appropriate attendance and behavior patterns so that a student understands behavior expectations as he/she progresses upward through various grades.

Richland Elementary Code of Student Conduct

Acts of misconduct interfere with the orderly operation of the classroom, school functions, or transportation by bus. The school administrator/designee, after review of the student's explanation, consultation with school personnel involved, and further investigation (when needed) will determine

the appropriate assignment of disciplinary action.

Elementary Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy. The district will also retain the right to refer students to school-based counseling on certain offenses.

ASD - After school detention

ISS - In-school Suspension

OSS - Out-of-School Suspension

ALT - Alternative School

PC – Principal Conference

1. Classroom Violations

- A. *Disruption of class, horseplay, annoying to classmates, sleeping in class, possession of disruptive device, excessive talking, mischief, restless/inattentive.*
- 1st offense: PC, Lunch Detention or 1 swat
 - 2nd offense: Lunch Detention or 1 swat
 - 3rd offense: 1-2 days ISS or 1-2 swats
 - 4th offense: 2-3 days ISS or 2-3 swats
- B. *Lewd, obscene or inappropriate language/gestures/writing/material, refusal to do class work, skipping class.*
- 1st offense: PC, 1 day ISS, ASD or 1 swat
 - 2nd offense: 2 days ISS or 2 swats
 - 3rd offense: 3 days ISS or 3 swats
- C. *Cheating or Plagiarism/Forgery*
- 1st offense: PC/warning given
 - 2nd offense: zero and 1-3 days ISS
 - 3rd offense: zero and ASD
- D. *Failure to attend After School Detention*
- 1st offense: 1 day ISS or 1 swat
 - 2nd offense: 2 days ISS or 2 swats

- 3rd offense: 3 days ISS or 3 swats
- E. *Tardiness- Failure to be seated when the tardy bell rings. First period absence will also count as a tardy. Students will be referred to the office on the third offense per semester.*
- 3rd offense: Lunch Detention
 - 4th offense: Lunch Detention
 - 5th offense: 1 day ISS or 1 swat
 - 6th offense: 2 days ISS or 2 swats
 - 7th offense: 3 days ISS or 3 swats
 - 8th offense: 1 day ASD, 1 day OSS/ALT
- F. *Late/Missing Assignments/failure to prepare for class. Students will be referred to the office on the third offense per semester. If a student fails to complete assignments while in ISS, he/she will be assigned additional days in ISS.*
- 3rd offense: 1 day ISS or 1 swat
 - 4th offense: 2 days ISS or 1 swat
 - 5th offense: 1 day ASD or 1 swat
 - 6th offense: 2 days ASD or 2 swats
 - 7th offense: 3 days ASD or 3 swats
 - 8th offense: 1 day OSS/ALT

2. Violations Against the School Administration

- A. *Truancy (Off Campus) - Leaving school grounds during school hours without the knowledge and consent of parent/guardian and/or school administration.*
- 1st offense: 2 days ISS or 2 swats
 - 2nd offense: 3 days ISS or 3 swats
 - 3rd offense: 5 days ISS and Juvenile Officer if age appropriate
- B. *Truancy – Failure to attend school without knowledge/consent of parent/guardian or school administration.*
- 1st offense: 1 day ISS , 3 days ISS, or 3 swats;
 - 2nd offense: 1 day ISS or 5 days ISS; referral to
 - 3rd offense: 1 day ISS or 3 days ALT. School; referral to /Juvenile Officer if age appropriate
- C. *Dress Code Violation*
- 1st offense: Principal/Student Conference
 - 2nd offense: Principal/Parent Conference
 - 3rd offense: 1 days ISS
- D. *Excessive Noise or Misconduct in Hall/Lunchroom/Bathroom/Playground*
- 1st offense: 1 day ISS, 1 swat, or clean affected area if applicable
 - 2nd offense: 1-2 days ISS or 1-2 swats
 - 3rd offense: 2 days ISS, 2 swats or ASD

E. Gambling/Extortion

- 1st offense: 1-2 days ISS or 2 swats
- 2nd offense: 3 days ISS or 3 swats
- 3rd offense: 5 days ISS

F. Horse playing in Hall/Classroom- includes wrestling, scuffling, running, play fighting, etc.

- 1st offense: PC, 1 day ISS or 1 swat
- 2nd offense: 2 days ISS or 2 swats
- 3rd offense: 3 days ISS

G. Computer Violation- any action which is in violation of computer agreement.

- 1st offense: PC, 1-2 days ISS or 1-2 swats
- 2nd offense: 2-3 days ISS or 2-3 swats
- 3rd offense: 5 days ISS, loss of computer privileges

H. Vandalism- including property of school, staff, or students. (severity of consequences based on dollar amount of vandalism i.e. misdemeanor v. felony)

- 1st offense: 1-2 days ISS, 1-2 swats or 1-3 days OSS/ALT; restitution if appropriate
- 2nd offense: 3-5 days ISS or 3-5 days OSS/ALT; restitution if appropriate
- 3rd offense: 11-180 days OSS/ALT; restitution if appropriate and notification of law enforcement

I. Nuisance Items- Display or use of toys, games, MP3 players, cellphones, and other electronic devices that are not authorized for educational purposes.

- 1st offense: Confiscated, principal/student conference; picked up by parent/guardian; 1 day ISS
- 2nd offense: Confiscated, picked up by parent/guardian; 2 days ISS
- 3rd offense: Confiscated, picked up by parent/guardian; ASD

3. Violations Against Persons (Staff)

A. Rude/Discourteous to Staff

- 1st offense: PC, ASD, 1day ISS, or 1 swat
- 2nd offense: ASD, 2 days ISS or 2 swats
- 3rd offense: ASD, 3days ISS or 3 swats

B. Inappropriate Language or Disrespectful Acts/Attitudes Toward Staff

- 1st offense: PC, 1 day ISS or 2 swats
- 2nd offense: 3 days ISS or 3 swats
- 3rd offense: 1-5 days ASD, or 1-3 days OSS/ALT

C. Insubordination/Defiance to Staff (including refusing to go to the office when instructed to do so).

- 1st offense: 1-5 days ISS, 1-5 days ASD or 1 day OSS/ALT
- 2nd offense: 1-5 days OSS/ALT

- 3rd offense: 6-10 days OSS/ALT
- D. *Offensive or Obscene Gestures or Language Directed at Staff*
- 1st offense: 5 days ISS
 - 2nd offense: 3 days OSS/ALT
 - 3rd offense: 5-10 days OSS/ALT
- E. *Physical/Written/Vocal Aggression (threatening) Toward Staff*
- 1st offense: 5-10 days ISS, (minimum) ALT, referral to Superintendent//Juvenile
 - 2nd offense: 5-10 days OSS and referral to Superintendent for long-term suspension /Juvenile
 - 3rd offense: Referral to Board of Education for Expulsion/Juvenile
- F. *Assault on Staff*
- 1st offense: from ISS up to 10 days OSS, Referral to Board of Education for Expulsion, and referral to /Juvenile

4. Violations Against Persons (Student to Student)

- A. *Harassment, including sexual harassment-use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, or disability*
- 1st offense: 1-2 days ISS or 1-2 swats
 - 2nd offense: 2-3 days ISS or 2-3 swats
 - 3rd offense: 1 day OSS/ALT
- B. *Disrespectful, Disparaging or Demeaning Language- Use of words or actions, verbal or written, meant to harass or injure another person. This includes basic harassment as well as remarks of racial, ethnic, or religious nature.*
- 1st offense: 1-2 days ISS or 1-2 swats
 - 2nd offense: 2-3 days ISS or 2-3 swats
 - 3rd offense: 1 day OSS/ALT
- C. *Physical/Written/Vocal Aggression (threatening) Toward Another Student*
- 1st offense: 1-2 days ISS or 1-2 swats
 - 2nd offense: 2-3 days ISS or 2-3 swats
 - 3rd offense: 1 day OSS/ALT
- D. *Hazing, Bullying and Cyberbullying (to include electronic of any kind) (severity of offenses will be under the discretion of administration)*
- 1st offense: 1-10 days ISS or OSS/ALT; referral to /Juvenile
 - 2nd offense: 10 days OSS/ALT: referral to /Juvenile

- 3rd offense: 11-180 days OSS/ALT; referral to superintendent for further disciplinary action//Juvenile
- E. *Theft- stealing from the school or another student. (Severity of consequences based on dollar amount of theft i.e. misdemeanor v. felony)*
- 1st offense: from 2 days ISS up to 10 days OSS and restitution; referral to /Juvenile
 - 2nd offense: from ASD up to 10 days OSS and restitution; referral to /Juvenile
 - 3rd offense: from 3 days ISS, ASD up to 11-180 days OSS and restitution; referral to /Juvenile
- F. *Indecent Exposure*
- 1st offense: 2 days ISS, 2 swats, or 2 days OSS/ALT
 - 2nd offense: ASD, 5 days OSS/ALT
 - 3rd offense: ASD, 10 days OSS/ALT
- G. *Verbal Confrontation- Students verbally confront one another to the point of a staff member stepping in. No physical actions taken. (Punishments are more severe if confrontation is in a common area i.e. Cafeteria/Gym/Bus/Playground/etc)*
- 1st offense: 1-2 day ISS or 1-2 swats
 - 2nd offense: 3 days ISS or 3 swats
 - 3rd offense: 5 days ISS or 1 day OSS/ALT
- H. *Fighting - mutual combat in which both parties have contributed to the conflict either verbally or by physical action to include inciting or coercion.*
- 1st offense: 3 days ISS or 3 swats, ASD; referral to Juvenile
 - 2nd offense: 5 days ISS, ASD; referral to Juvenile
 - 3rd offense: 1-3 days OSS, and referral to Juvenile
 - 4th offense: Referral to Superintendent for long-term Suspension/possible Expulsion; referral to /Juvenile
- I. *Inappropriate Touching*
- 1st offense: 1-3 days ISS or 1-3 swats; parent notification
 - 2nd offense: 3-5 days ISS; parent notification
 - 3rd offense: 5 days OSS/ALT; parent notification
- J. *Assault*
- 1st offense: from ISS up to 10 days OSS/ALT and referral to Superintendent for further disciplinary action; referral to /Juvenile
 - 2nd offense: Referral to Board of Education for possible Expulsion; referral to /Juvenile

- K. *Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences (Punishment depends on seriousness of the violation)*
- 1st offense: warning; ASD, ISS, or 1-180 days OSS; referral to /Juvenile
 - 2nd offense: 1-180 days OSS or expulsion; referral to /Juvenile
- L. *Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material*
- 1st offense: Confiscated; principal/student conference; ASD or ISS
 - 2nd offense: Confiscated; ASD, ISS, 1-180 days OSS/ALT, or expulsion

5. Violations Against Public Health and Safety

- A. *Drugs/Alcohol- Possession, Transmission, Use, or Under the Influence (Including Paraphernalia).*
- 1st offense: 1-10 days ISS, ALT; notification of law enforcement
 - 2nd offense: 11-180 days ALT, possibly OSS and notification of law enforcement
 - 3rd offense: referral to Superintendent and possibly referral to Board of Education for Expulsion
- B. *Tobacco- Possession, Transmission, or Use*
- 1st offense: 2 days ISS or 2 swats; parent notification
 - 2nd offense: 3 days ISS or 3 swats; parent notification
 - 3rd offense: 1-3 days ASD possible ALT/OSS
- C. *Bus Misconduct*
- 1st offense: Principal/Student conference; clean affected area if applicable
 - 2nd offense: 3 days loss of bus privileges
 - 3rd offense: 5 days loss of bus privileges
 - 4th offense: 10 days loss of bus privileges
 - 5th offense: Loss of bus privileges remainder of Year
- D. *Arson*
- 1st offense: 11-180 days OSS and restitution if appropriate; notification of law enforcement
 - 2nd offense: Referral to Board of Education for possible Expulsion
- E. *Unauthorized Entry*
- 1st offense: 3-5 days ISS or 1-180 days OSS and notification of law enforcement; restitution if appropriate
 - 2nd offense: 11-180 days OSS and notification of law enforcement; restitution if appropriate

F. Possession of weapon (excluding firearm)

- 1st offense: 1-10 days of ISS, possible OSS; notification of law enforcement
- 2nd offense: 1-10 days OSS and notification of law enforcement
- 3rd offense: Referral to Board of Education for possible Expulsion and notification of law enforcement

G. Possession of Firearm

- Suspension and notification/referral to Superintendent

H. False Alarm/Threats towards safety of school. Penalty will be assessed depending on the severity of the threat.

- 1st offense: from ISS up to 11-180 days OSS/ALT; referral to Superintendent for further disciplinary action; referral to /Juvenile
- 2nd offense: from 3 days OSS up to referral to Board of Education for possible Expulsion; referral to /Juvenile

Major acts of misconduct are those of the most serious category. Any of these acts committed may result in a mandatory ten-day suspension with recommendation for expulsion for at least a minimum of one semester. In severe cases the principal shall consider the age, the prior discipline record, the seriousness of the behavior, the intent of the student, and if health, safety and welfare of other students and/or staff has been endangered. A violation of the probation during this time shall cause the discipline response to be advanced to expulsion from school for a minimum of one semester. **The Superintendent will make the decisions on suspensions over 10 days and recommendations for expulsion.**

***It is the policy of the Richland R-I School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

Secondary Student Discipline(7-12)

Types of Punishment

1. Conference with school personnel
2. Parent Conference
3. Assignment to a supervised period of detention(lunch)
4. After-School Detention
5. Internal School Suspension(ISS)
6. Saturday School
7. Out of School Suspension
8. Alternative School Placement
9. Expulsion

After School Detention (ASD)

After school detention is held each day from 3:00-4:00 p.m. Students/parents are responsible for making necessary transportation arrangements. Students will receive an ASD notice that must be signed by the student and taken home. The signed copy of the ASD given to the student is the official notification of the date the student is to serve their ASD. Refusal to sign an ASD notice could result in the assignment of an extra day of ASD. The office keeps a copy of all ASD's. **If a student is absent from detention, excused or unexcused, the detention is automatically reassigned for the next day the student is in attendance unless prior arrangements have been made with the principal.**

Penalties for an Unexcused Absence from ASD

Unexcused 1- 1 additional day + reassigned missed day
Unexcused 2-1 additional day + reassigned missed day
Unexcused 3-Saturday School

Saturday School

Saturday school will be held each Saturday during the school term for students who violate the school's discipline codes. Students assigned to Saturday School will report to the library prior to 8:00 a.m. on the day assigned. Students must be on time and have schoolwork to complete. It is the responsibility of the student to secure work from teachers(**STUDENTS MAY BE ASSIGNED "COMMUNITY SERVICE" ACTIVITIES DURING SATURDAY SCHOOL UPON DISCRETION OF SCHOOL ADMINISTRATION**). Saturday School will dismiss at 11:00 a.m. Transportation to and from Saturday School is the responsibility of the student. The student must leave school grounds as soon as they are dismissed from Saturday School.

Saturday School Assignments are appropriate for the following types of infractions:

1. UNEXCUSED ABSENCES FOR AFTER SCHOOL DETENTION-Students will be assigned Saturday School for every **third** unexcused absence received in after school detention.
2. RECEIVING AN EXCESSIVE NUMBER OF AFTER SCHOOL DETENTIONS-Students will be assigned Saturday School for every **fifth** after school detention they receive during the semester.
3. FIGHTING-Saturday School will be an option for a student that fights.
4. TRUANCY-Students skipping school may be assigned Saturday School. The number of days assigned will depend on the number of hours or days the student is truant from school.
5. RECEIVING AN EXCESSIVE NUMBER OF INTERNAL SCHOOL SUSPENSIONS-Students will be assigned Saturday School for every **fifth** day of ISS.
6. GROSS VIOLATIONS OF SCHOOL POLICY-Severe violations of the school discipline policy may result in assignment to Saturday School. This will be at the discretion of the school administration.

Saturday School Procedures

1. Students must be in the room and in his/her seat by 8:00 a.m.
2. A student is to raise his/her hand and be recognized by the teacher before speaking. A conversation with another student while in the room must be authorized by a teacher.
3. Restroom privileges will be granted one student at a time with each student being allowed one break during the three hour Saturday School session.
4. Candy, gum, or any other food **WILL NOT** be permitted in the room.
5. A student may not leave his/her seat without permission from the teacher.
6. A student must keep his/her head up and must be working at all times during the detention in order to remain in the room.
7. While in Saturday School, a student who does not follow the rules, follow the directions of the teacher in a reasonable time, or does not exhibit the required behavior in the judgment of the teacher and the principal may be assigned additional SS days or possible suspension from school.

Penalties for an **UNEXCUSED ABSENCE** from Saturday School will result in the following disciplinary action in addition to **being reassigned the missed day**.

Unexcused 1	Additional day
Unexcused 2	2(two) additional days
Unexcused 3	3(three) additional days

Unexcused 4 or more will result in out of school suspension for up to 10 days at the discretion of the school administration. 10 days of out of school suspension will result in referral to the superintendent and possible referral to the Stoddard County Juvenile office.

Missed Saturday School will only be excused for illness or emergency situations which are verified in writing.

Tuancy

Tuancy is defined as intentionally failing or refusing to attend or remove one's self from attending class or other scheduled school activities where attendance is mandatory including cutting class and leaving class without permission. Work missed during truancy may not be completed for credit. Truant students will be required to make up the time missed in detention. Make-up time will be the minutes of time missed times two (**example: 1 hour of truancy will be 2 hours make-up time. 1 day truancy(7 hours) will be 14 hours make-up time**).

Academic Honesty

Richland R-I High School expects students to exhibit academic honesty. *Academic dishonesty* includes but is not limited to the following:

1. Copying, which is defined as allowing another student to copy homework, lessons, worksheets, essays, research papers, test questions or answers, or lab reports. Teachers **may give permission** to work cooperatively on some assignments or give permission to copy some items due to a student's absence or other extenuating circumstances.
2. Possessing materials that could be of unauthorized assistance during testing. It is the responsibility of the student to remove all such material from sight during testing situations.
3. Plagiarizing, which is defined as the representation of another's ideas or words as one's own. Rules concerning plagiarism are explained in each course.
4. Using calculators or electronic devices to procure answers during an examination or quiz; however, some teachers may specifically give permission to use these devices for some assignments.

The teacher's professional judgment determines whether an infraction has occurred.

Violations of this policy include:

- 1st Offense: Zero on assignment/test & 1 day ASD
- 2nd Offense: Zero on assignment/test & 4 days ASD
- 3rd Offense: Zero on assignment/test & 2 days Saturday School

7-12 Code of Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, as deemed necessary school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

1. Classroom/Building Violations

- a. *Disruption of class, annoying to classmates, sleeping in class, possession of disruptive device, excessive talking, mischief, restless/inattentive, failure to bring pencil/paper/book to class.*
 - 1st offense: PC, 1 day of ASD
 - 2nd offense: 1 day ISS or 1 swat
 - 3rd offense: 2 days ISS
 - 4th offense: 3 days ISS
- b. *Lewd or obscene language/gestures/writing/material, refusal to do class work, skipping class.*
 - 1st offense: PC, 1 day ASD, 1 day ISS, or 1 swat
 - 2nd offense: 2 day ISS or 2 swats
 - 3rd offense: 3 days ISS or 3 swats or Saturday School
- c. *Tardiness- Failure to be seated when the tardy bell rings. Student will be referred to the office on the 3rd offense.*
 - 1st offense: teacher warning
 - 2nd offense: teacher warning
 - 3rd offense: 1 day ASD or 1 swat
 - 4th offense: 2 days ASD or 2 swats
 - 5th offense: 1 day Saturday School
 - Subsequent offenses: Detention, Saturday School, ISS, OSS
- d. *Parking Lot Violation (On parking lot during school hours without consent of administration or teacher).*
 - 1st offense: 1 day ASD, PC, or 1 swat
 - 2nd offense: 2 days ASD, ISS
 - 3rd offense: Saturday School, 2 days ISS
- e. *Parking Lot Violation (Careless driving- includes speeding, squalling tires, danger to pedestrians).*
 - 1st offense: 1 day ISS, Saturday School
 - 2nd offense: Loss of driving privileges for 5 days
 - 3rd offense: Loss of parking privileges for 30 days
- f. *Dress Code Violation- See provisions of dress code as outlined in the student handbook.*

- 1st offense: Principal/Student Conference (change of clothes). If that does not alleviate the problem then student will be placed in ISS.
 - 2nd offense: Principal/Student Conference, 1 day ISS
 - 3rd offense: 2 days ISS
- g. *Public Displays of Affection*
- 1st offense: PC or ASD
 - 2nd offense: 1 day ISS or 1 swat
 - 3rd offense: 2 days ISS or 2 swats
- h. *Excessive Noise in Hall/Lunchroom*
- 1st offense: 1 day ASD, 1 day ISS or PC or 1 swat & clean affected area if applicable
 - 2nd offense: 2 days ISS or 1-2 swats,
 - 3rd offense: 3 days ISS or 2 swats, Saturday School
- i. *Gambling/Extortion*
- 1st offense: 3 days ASD or 2 swats,
 - 2nd offense: 2 days ISS, or 1 day Saturday School
 - 3rd offense: 4 days ISS or 2 days Saturday School
- j. *Horse playing in Hall/Classroom- includes wrestling, scuffling, running, etc.*
- 1st offense: PC or 2 days ASD or 1 day ISS
 - 2nd offense: 3 days ASD or 2 days ISS
 - 3rd offense: Saturday School, 3 days ISS
- k. *Computer Violation- any action which is in violation of computer agreement.*
- 1st offense: 30 day suspension from computers
 - 2nd offense: 60 day suspension from computers
 - 3rd offense: 1 year suspension from computers
- l. *Vandalism- including property of school, staff, or students.*
- 1st offense: restitution, 1-2 days ISS or 2 swats or 1-3 days OSS, or 1-2 days Saturday School
 - 2nd offense: restitution, 3-5 days ISS or 3-5 days OSS, 3-5 days Saturday School
 - 3rd offense: restitution, 11-180 days ALC or OSS and notification of law enforcement
- m. *Cell Phone Usage-* There are appropriate and inappropriate times for cell phone usage. Cell phones may be used before school, after school, between classes, & lunch time. Teachers may also allow use during class, **at their discretion**, as it relates to the instructional process. Cell phones must be put away and turned off at all other times including classes where they are not permitted. Headphones may be used during lunch and in classes with teacher approval. Cell phone usage will be considered a privilege that can be revoked if appropriate cell phone etiquette is not used. If parents need to contact a

student (or vice-versa) during class time due to an emergency situation, they are to contact the high school office. Unauthorized cell phone usage during the school day shall be subject to disciplinary action:

- 1st offense: Confiscated and picked up by student at end of day
- 2nd offense: Confiscated and picked up by parent/guardian at end of day
- 3rd offense: Confiscated and picked up by parent/guardian and 3 days ISS, student is banned from having a phone at school.

- n. **Electronic devices** (excluding cell phones-see information above) - students are welcome to bring technology to school as a tool for learning. eReaders, tablets, iPod touches, smartphones, etc. are all appropriate devices for learning. These devices should ONLY be used for educational purposes if approved by the classroom teacher. When allowed, students are expected to have appropriate school music. No text messaging or videos may be used at any time during class without permission of the teacher. Any electronic device can be confiscated if used inappropriately. If you or your child decides to send such devices, understand that the school is not liable for any loss or damage to the device and the Technology Use Form must be completed. All devices should be clearly labeled with owner's name.
- o. *Beepers, pagers, radios, CD players, cassette recorders, laser pointers, or any electronic toys may not be brought to school.* Teachers will confiscate these articles and give them to the principal. These articles will only be returned directly to the parent/guardian. The school is not responsible for any electronic devices reported lost or stolen while on school property or at school events.

2. Violations Against Persons(Staff)

- a. *Inappropriate Language or Disrespectful Acts/Attitudes Toward Faculty/Staff*
- 1st offense: PC or 1 day ISS or 2 days ASD or 1 swat
 - 2nd offense: 2 days ISS or Saturday School
 - 3rd offense: 5-10 days ISS or OSS
- b. *Insubordination/Defiance to Staff (including refusing to go to the office when instructed to do so).*
- 1st offense: 1 day ISS or PC or 2 days ASD
 - 2nd offense: 2 days ISS or Saturday School
 - 3rd offense: 5-10 days ISS or OSS
- c. *Physical/Written/Vocal Aggression (threatening) Toward Staff*
- 1st offense: 5-10 days ISS or OSS (minimum) and notification of proper authorities
 - 2nd offense: 10 days OSS and referral to Superintendent for long-term suspension
 - 3rd offense: Referral to Board of Education for Expulsion
- d. *Assault on Staff*

- 1st offense: 10 days OSS, Referral to Board of Education for Expulsion & referral to Juvenile or appropriate law enforcement.
- e. *Disparaging or Demeaning Language Toward Staff*- Use of words or actions, verbal or written, meant to harass or injure another person. This includes basic harassment, cyber-bullying as well as remarks of racial, ethnic, or religious nature.
- 1st offense: 2 day ISS or 1-2 swats or 1day Saturday School
 - 2nd offense: 3-5 days ISS or 2-3 swats or 2 days Saturday School, referral to proper authorities
 - 3rd offense: 3 day OSS, second referral to proper authorities

3. Violations Against Persons(Student to Student)

- a. *Theft- stealing from the school or another student.*
- 1st offense: 4 days ISS or 2 days Saturday School, and restitution
 - 2nd offense: 5 days ISS, 3-5 days Saturday School, or OSS and restitution and referral to proper authorities
 - 3rd offense: 10 days ISS or OSS and restitution and referral to Superintendent for further disciplinary action.
- b. *Verbal Disparaging or Demeaning Language - Use of words or actions, verbal or written, meant to harass or injure another person. This includes basic harassment, cyber-bullying as well as remarks of racial, ethnic, or religious nature.*
- 1st offense: 2 day ISS or 1-2 swats or 1day Saturday School
 - 2nd offense: 3-5 days ISS or 2-3 swats or 2 days Saturday School, referral to proper authorities
 - 3rd offense: 3 day OSS, second referral to proper authorities
- c. *Physical/Written/Vocal Aggression(threatening) Toward Another Student*
- 1st Offense: 2 days ISS, 1-2 swats, Saturday School, referral to proper authorities
 - 2nd Offense: 3-5 days ISS, 2 days Saturday School, referral to proper authorities
 - 3rd Offense: 3 days OSS,
- d. *Confrontation- Students verbally confront one another to the point of a staff member stepping in. No physical actions taken.*
- 1st offense: PC or 1 day ISS
 - 2nd offense: 2 days ISS or Saturday School
 - 3rd offense: 4 days ISS or 2 days Saturday School
- e. *Hazing, Bullying and Cyber Bullying(to include electronic of any kind) Systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not*

limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

- 1st offense: 1-10 days ISS
 - 2nd offense: 10 days ISS, possibly OSS, notify Juvenile
 - 3rd offense: 11-180 days ISS, possibly OSS, notify Juvenile, and refer to Superintendent for further action
- f. *Fighting- mutual combat in which both parties have contributed to the conflict either verbally or by physical action.*
- 1st offense: 4 days ISS or 2 days Saturday School
 - 2nd offense: 5 days ISS, 3-5 days Saturday School, possibly OSS
 - 3rd offense: Referral to Superintendent for Alternative Learning Center
- g. *Harassment including Sexual Harassment and/or Sexting, use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, or disability.*
- 1st offense: 5-10 days ISS, 3-5 days Saturday School
 - 2nd offense: 10 days ISS, possibly OSS, notify Juvenile
 - 3rd offense: 11-180 days OSS, possibly OSS, notify Juvenile, refer to Superintendent for further action
- h. *Assault on Another Student*
- 1st offense: 10 days OSS, Referral to Board of Education for Expulsion & referral to Juvenile or appropriate law enforcement.
- i. *False Alarms -Tampering with emergency equipment, setting off false alarms, making false reports;communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.*
- 1st offense: Restitution, 1-180 days OSS, or expulsion
- j. *Drugs/Alcohol- Possession, Transmission, Use, or Under the Influence (Including Paraphernalia).*
- 1st offense: 1-10 days ISS, possibly OSS and notification of law enforcement
 - 2nd offense: 11-180 days OSS and notification of law enforcement
 - 3rd offense: Referral to Board of Education for Expulsion
- k. *Tobacco- Possession, Transmission, or Use*
- 1st offense: 2 days ASD or 2 swats and parent notification
 - 2nd offense: 3 days ASD or 3 swats and parent notification
 - 3rd offense: 1-3 days ISS or Saturday School
- l. *Bus Misconduct (Fighting not included)*
- 1st offense: Principal/Student conference
 - 2nd offense: 3 days loss of bus privileges
 - 3rd offense: 5 days loss of bus privileges

- 4th offense: 10 days loss of bus privileges
- 5th offense: Loss of bus privileges remainder of Year

m. *Arson*

- 1st offense: 11-180 days OSS, restitution if appropriate and notification of law enforcement
- 2nd offense: Referral to Board of Education for possible Expulsion, restitution if appropriate, notification of law enforcement

n. *Possession of weapon (excluding firearm)*

- 1st offense: 1-10 days of ISS, possible OSS and notification of law enforcement.
- 2nd offense: 1-10 days of OSS and notification of law enforcement
- 3rd offense: Referral to Board of Education for possible Expulsion, and notification of law enforcement

o. *Possession of Firearm*

- 1st offense: Expulsion and notification of law enforcement

Missed Homework After School Detention

Missed homework after school detention is a supervised study period used as a consequence to a student that missed any one (1) homework assignments. Students assigned ASD due to an incomplete assignment are required to complete the assignment and turn it in for ½ credit. After School Detention dates are not excused due to conflict with jobs, school activities, or transportation problems. Prior arrangements can be made with and approved by the Principal should a student have a conflict. Acceptable excuses are: doctor's appointment already scheduled, probation or parole appointments already scheduled, family emergency. Should a student miss his/her assigned ASD two additional days of ASD will be given to said student.

Dance Procedures

The following rules apply to dances at Richland High School:

1. RHS students may be permitted to invite one guest.
2. All students who invite out-of-school guests must be signed up in the principal's office (by completing an Out of School Dance Form) by the date and time specified by school officials.
3. Jr. High students and individuals who have dropped out of school (until after projected graduation date) may not attend high school dances.
4. Once you leave the dance, NO MATTER THE REASON, you may not return. When you leave the activity you are required to leave the school premises.
5. All school regulations governing conduct will be enforced for RHS students and guests.
6. Any person(s) suspected of tobacco, alcohol, or drug use will be removed from the dance and parents notified immediately. In severe cases, legal authorities will be

notified. School disciplinary action will be enforced on the next day school is in session.

7. Guests whose actions are considered inappropriate will not be allowed to attend social events at the RHS.
8. Each organization will determine the types of dress desired at their dance. These must be approved by the sponsor and principal. If there are questions about dress attire, they should be addressed to the principal prior to the dance.
9. The cost of admission to each dance shall be determined by the members and sponsor of the appropriate club, with approval of the administration.
10. Students who do not attend school on the day of a dance or the preceding Friday, before a Saturday dance, will not be permitted to attend the dance unless prior approval of the principal has been given.
11. Students who are currently in OSS, Alternative School or assigned to Saturday School for disciplinary reasons, on the day of the dance or the Friday before the dance, will not be allowed to attend the dance.
12. All guests should be high school students, or graduates, and under the age of 21 (no exceptions for age limit). Unless it is a Junior High dance then must be attending a Junior High School (no High School students allowed at Junior High dances)
13. The principal has the authority to make exceptions to these rules.
14. Inappropriate dancing, including "bumping and grinding", is prohibited and will result in the offenders being removed from the dance. PDA or public displays of affection will also result in offenders being removed from the dance.
15. The Junior-Senior Prom is considered a formal dance and formal wear is required to attend. Formal attire must be worn during the entirety of the dance. Any student wearing questionable attire may be asked to leave the dance. If there are questions about dress attire, they should be addressed to the principal prior to the dance. A dress approval process may be utilized by the administration, and all dresses /suits deemed inappropriate will be prohibited from being worn to PROM.

Dress Code and School Regulations

The Board of Education expects high standards. It is the responsibility of the individual student and parent/guardians for student dress and grooming to be neat, clean, and well-groomed at all times. Since it is impractical to list every possibility of dress and grooming, final decisions concerning what is acceptable are left to the building administrator.

Following are some general guidelines for student appearance and attire:

1. Students may not wear clothing which illustrates or represents with words or symbols the condoning of alcohol, tobacco or drug use, sexual representatives or issues, violence, profanity or other provocative and inflammatory issues.
2. Shorts/skirts finger tip length.
3. Shorts/jeans/skirts may not have holes larger than a credit card or above fingertips length
4. Students may not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, mark or item which evidences membership or affiliation in any gang, cult or hate group.
5. Shorts/jeans/skirts must be worn at waist and securely fastened.

6. Tops must have straps at least 2 inches wide. No spaghetti straps, strapless tops, backless, or bare midriffs.
7. Shirts or blouses must be worn so that completely cover the midriff-no skin showing—when arms are raised above head. Short sleeve shirts must have appropriately hemmed sleeves and may not have oversized arm holes.
8. Students are not permitted to wear clothing which allows the inappropriate revealing of body anatomy due to the fit and/or nature of the material of the garment. Shorts or slacks made of lycra or spandex material are not permitted.
9. Leggings/Yoga pants must be worn with the appropriate skirt or other covering to thigh length.
10. Clothing that is sleepwear or significant of sleepwear is prohibited (pajama bottoms/pants).
11. Footwear must be worn at all times. House shoes are not considered appropriate footwear.
12. Headwear (other than appropriate uniform wear) is prohibited in the school buildings. This included (but is not limited to) hats, caps, handkerchiefs, etc.
13. Trench coats or duster style coats are not allowed.
14. Tattoos which are vulgar, obscene or inappropriate, visible body and facial piercing (earrings excluded), and unusual hairstyle or unusual hair coloring are deemed inappropriate and disruptive. Visible body & facial piercings must be covered at **ALL** times or removed(no matter what type or size of the item)
15. If in DOUBT, dress BETTER!

Health Standards

Students are required by Missouri Law to have all immunizations up to date before they are allowed to attend school. The Board of Education will provide for the health and physical well being of students through the establishment of a district-wide student health services program of which the purpose is to help each student attend school in optimum health, and to benefit from the school experience.

Illness and accidents

If a student is absent from a class because of illness, they must report directly to the nurse's office, not to a restroom. Students will not be taken home or permitted to go home unless an adult is at home to supervise. Students are not permitted to leave school without permission of the office or the nurse. When going to the nurse during class times, be sure to have permission from the teacher. If a student needs to go between periods, they must have permission from the teacher of the class from which they will be absent. Absence from class for health reasons must be satisfactory accounted for. **In case of an accident, the principal must be notified, and the nurse's office contacted immediately.**

Children with communicable diseases, head lice or nits, or temperature of 100 degrees or above are to be excluded from school. Children with HEAD LICE, or any NITS will be allowed to return to class when we are assured of proper treatment, and upon inspection by school personnel that they are lice & nit free.

Medications at School

The giving of medicine to students during school hours is discouraged and restricted to medication that cannot be given on an alternative schedule. NO STUDENT is allowed to have medication in his/her possession for self-administering. This includes medicines such as Aspirin, Tylenol, Ibuprofen, Tums, and Midol. The only exception to this rule is Asthma inhalers and Epi-pens. PRESCRIPTION MEDICATIONS must be brought to the nurse by parent or guardian with a written order from the Doctor/Dentist before the medications can be given. Medicine must be in the original prescription container. OVER THE COUNTER MEDICATIONS must be brought to the nurse by the parent or guardian with a written order from the Doctor/Dentist before the medication can be administered. Medication must be in the original container. All medications will be stored in the nurse's office.

BULLYING POLICY

The District is committed to maintaining learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying occurs when a student: Communicates with another by any means including telephone, writing, cyber bullying or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included. Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of students(s), degree of harm, severity of behavior, number of incidences, etc. Consequences of violation can include: Loss of privileges, detention, conference with teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted. District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy. All board approved policies regarding bullying are strictly enforced.

CAFETERIA

The school cafeteria is operated for the convenience of the students. All food must be eaten in the cafeteria. Students should act in a quiet orderly manner when using the cafeteria. Students are expected to return trays and dishes to the appropriate place and leave the table and floor area clean. Students owing more than \$100.00 dollars in breakfast and/or lunch charges may be stopped from charging additional lunches.

Insurance

School insurance is offered at the beginning of each school year.

Class Pass

No students are to be allowed to leave class to go to another class, gym, shop, cafeteria, band room, etc. The only exception is if they have a class pass from a staff member which includes the time you left class and where you are going.

Student Obligations

Student obligations include but not limited to materials checked out to students, disciplinary obligations, outstanding fundraising money, etc. Students may be suspended from participation and attendance of field trips and extracurricular activities if student obligations are not fulfilled.

Clubs

The students at Richland have numerous opportunities for personal interests through the clubs and other organizations sponsored by various teachers in the school.

Class Organizations

Each class is organized with faculty sponsors to advise. All students are urged to maintain good standing in their group as this is often required to attend social functions sponsored by that class and for membership in other school groups. All activities planned by any class, club, etc., must be approved first by sponsors, who in turn will check with the administration as to the feasibility of the activity.

Dues

Some department/organization charge dues and/or fees for breakage, equipment, paper, etc. These are to be paid in the central office and must be paid in full each year.

Athletics

Athletics at Richland High School consists of boys' basketball and baseball, golf, cheerleading, girls' softball and volleyball. Junior High athletics include boys' baseball, basketball, cheerleading, and girls' volleyball. To be eligible, students must meet state requirements and to tryout or participate, students must have a complete physical as well as insurance through school or show proof of having family insurance.

School Sponsored Events (all grade levels)

All team members will ride the bus to their respective activities due to legal recommendations for insurance. Students are also to ride the bus back unless **BOTH VERBAL AND WRITTEN notification** from the parent or guardian is given directly to the sponsor in charge, **BEFOREHAND**. Each sponsor is expected to develop strong consequences related to their area for failure to fully comply with bus riding requirements. Also, on trips to and from activities, males will ride in the back of the bus for male activities; females will ride in the front. Females will ride in the back of the bus for female activities, males in the front. For coed activities, the sponsor in charge will have the discretion to alternate assignments. Students in attendance of school activities are expected to view and/or participate in the function-taking place since this was the purpose for coming to the school activity. **RUNNING LOOSE IN THE HALLWAYS OR ON THE BLEACHERS, LOITERING IN THE HALLWAYS AND SIMILAR TYPES OF BEHAVIOR WILL NOT BE TOLERATED**. Additional restrictions may be placed on students when deemed necessary by school authorities regardless of whether the parent/guardian is in attendance.

School Trips

A faculty member will ride the bus to and from all out of town activities. This teacher is to check attendance before leaving both places. Only prior **VERBAL AND WRITTEN** agreement between parent and sponsor would a student be able to return by means other than the school bus. Written permission is required before a student is permitted to go on the bus to any destination. The sponsor has the same responsibility and authority on a trip as in the classroom.

No Pass/No Play

Any student failing a class runs the risk of not being allowed to participate in sports or any extra-curricular activities including dances, field trips, or club activities.

Bus Riding Rules

- Sit in your seat at all times
- Talk in a quiet manner
- Obey the school bus driver
- Help keep the bus clean
- Do not argue or fight with others
- Keep all body parts inside the bus

Bus drivers are instructed not to let young students off the bus unless a parent or responsible adult is present. This safety procedure protects you and your child as well as the school. Please ensure someone is at home to receive the child (ren). If no parent is home, students will be returned to the school office.

Student Vehicle and Parking Lot

Students who drive vehicles to school must have a valid driver's license stating they are 16 or older. If you drive to school, park your car immediately, lock your doors and go in the building. Students are not to sit in cars at anytime during the school day. If these rules are violated, privileges may be denied. When school is out, leave the parking lot directly and carefully. Do not drive around the lot or at speeds over 10 mph. All vehicles brought on school grounds will be searched by school officials as necessary. Students will be required to register their vehicle in the High School office.

Closed Campus for Lunch

Students are not allowed to leave the school campus during lunch. Students are permitted to have lunch delivered to them if delivered by their parents/guardian. All lunch items should be dropped off at the office.

Lockers and Locks

Lockers are provided for the students for the necessary school items. Abuse of the use of the locker or its immediate area may result in loss of privileges. The storing of edible items in lockers is a cause for loss of locker privileges. Abuse of a school locker can mean the loss of the use of a locker. The school administration reserves the right to search the lockers in case of suspected violations of school policy. Students are responsible for care of their locker. Locks are available with a refundable deposit with the return of an undamaged lock. Only school issued locks may be used on lockers. "Doubling" with a friend is not allowed.

School Districts must create a climate in the school which assures the safety and welfare of all students. School authorities may search a student's locker, desk, personal belongings including vehicles, or make a personal search and seize any illegal contraband, dangerous weapons, or stolen property. A search may be conducted if there is reasonable belief that a controlled substance, gun, stolen property, or other contraband is present. The school is not responsible for lost or stolen articles.

Notification of Rights under FERPA For Elementary and Secondary Schools

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. These rights are: (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal, or appropriate school official, a written request that identifies the record(s) they wish to inspect. The School official 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, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student’s educational records, except to the extent the 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 School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. {NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.} (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Richland R-I School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, disclosures to the parent or eligible student, 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student – To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests.

This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (99.31(a)(1)) To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 99.34. (99.31(a)(2)) To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirement of 99.35, in connection with an audit or evaluation of Federal-or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (99.31(a)(3) and 99.35) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (99.31(a)(4) To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to 99.38. (99.31(a)(5)) To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (99.31 (a)(6)) To accrediting organizations to carry out their accrediting functions. (99.31(a)(7)) To parents of an eligible student if the student is a dependent for IRS tax purposes. (99.31(a)(8)) To comply with a judicial order or lawfully issued subpoena. (99.31(a)(9)) To appropriate officials in connection with a health or safety emergency, subject to 99.36. ((.31(a)(10)) Information the school has designated as "directory information" under 99.37. (99.31(a)(11))

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Richland R-I School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the Richland R-I School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Richland R-I School District to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the Richland R-I School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days after the annual public notice is provided. The Richland R-I School District has designated the following information as directory information:

- Student's name
- Parent's name
- Participation in officially recognized activities and sports
- Address
- Weight and height of members of athletic teams
- Electronic mail address
- Degrees, honors, and awards received
- Grade level
- Artwork or coursework displayed by the District
- Photographs, video, digital images, and recorded Sound of students on school property or at activities
- Enrollment status
- The most recent educational agency or institution attended
- Dates of attendance

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S. C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: 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 U.S. Department of Education (ED)- 1. Political affiliations or beliefs of the student or student’s parent; 2. Mental or psychological problems of the student or student’s family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of – 1. Any other protected information survey, regardless of funding; 2. 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 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Inspect, upon request and before administration or use – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Richland R-I School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Richland R-I School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Richland R-I School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Richland R-I School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Complaint Resolution Procedure for Federal Programs

Complaint resolution procedure applies to all federal programs in which the Richland R-I School District participates.

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with the Richland R-I Public Complaints Policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

Anyone needing more information about the complaint resolution policy and procedure may contact Mr. Frank Killian at Richland R-I (283-5332).

Parent's Right to Know

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

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

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

In addition to the information that parents may request, districts must provide to each individual parent: Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

504 Public Notice

The Richland R-1 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and /or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Richland R-1 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Richland R-1 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the office of the Director of Special Services by appointment anytime during the regular school day. For an appointment, contact Mrs. Cindy Rhodes-Director of Special Services at 573/283-5333, ext. 219.

This notice will be provided in native languages as appropriate.
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Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The **Richland R-1 School District** assures that it 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, mental retardation/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 **Richland R-1 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 **Richland R-1 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 **Richland R-1 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 office of the Director of Special Services by appointment anytime during the regular school day. For an appointment, contact Mrs. Cindy Rhodes- Director of Special Services at 573/283-5333, ext. 219.

This notice will be provided in native languages as appropriate.

Technology and Internet Acceptable Use Policy

Introduction:

Richland R-1 School District relies heavily upon instructional technology as a way of enhancing the mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community. It is the goal of RSD to utilize this technology to enhance collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st century skills, RSD will allow personal devices on our network and school grounds for students in grades 7-12 who follow the responsibilities stated in this Acceptable Use Policy.

Responsibilities:

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication. One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; circumvention of school content filters & firewalls(example: VPN apps on mobile devices); placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; and using another person's name/password/account to send or receive messages on the network.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District Email system is designed solely for educational and work related purposes. E-mail files are subject to review by District and school personnel.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary actions.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette.

System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.

System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.

System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, other individuals during E-mail transmissions, or display a photograph of themselves or others.

System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.

System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read Email on a random basis.

System users may not copy, sell or distribute copyrighted material without the express written permission of the author or publisher.

Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Internet Safety

Students under the age of eighteen should only access District accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use.

All photographs or work of students on the District website will only display first names if name is used at all. Parents/guardians have the right to opt out of having their children on the website.

Students shall not meet in person anyone they have met only on the Internet.

Students must abide by all laws, this Acceptable Use Policy, and all District Security Policies.

Disclaimer

The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The RSD administration has the authority to take action and discipline on an individual case basis at their discretion.