

Ridgeway R-V School

*Junior & Senior High Student Handbook*  
*2022-2023*



MISSION STATEMENT

The Ridgeway R-V School District consistently strives for academic achievement by promoting a positive learning environment. We promote citizenship, communicate high expectations, and recognize success.

[ridgewayr5.net](http://ridgewayr5.net)

# Ridgeway R-V

2022-2023

## FACULTY/STAFF

### Board of Education

Scott Billups.....President	Matt Whitaker.....Member
Sydney Craig.....Vice President	Austin Booth.....Member
Amber McFall.....Secretary / Treasurer	Jim Wilson ..... Member
	John Meek.....Member

### Administration:

Jonnie Beavers, Superintendent  
Chris Thomas, Principal/AD  
Marita Casey, Special Services Director

### Office:

April Holcomb, Board Secretary and District Bookkeeper  
Marcia Meek, Secretary  
Rhonda Booth, Counselor

Kindergarten	Devon Kilton	Music/Art	Annette Wilson
1st/2nd Grades	Jandy Whitaker	PE/Health	Tom Hogan
3rd/4th Grades	Penelope Wallace	Computers/Business	Betsy Friesz
5th/6th Grades	Kadie Wagner		
Title I	Ginger Bennett	7-12 English	Patrick Friga
Library / PAT	Shelley Lovitt	7-12 Science	Sharon Reynolds
Preschool	Brandy Cook	7-12 Social Studies	Karl (KJ) Dailey
Special Education	Stacie Foster	7-12 Mathematics	Brooke Hecker

Maintenance/Custodian	Scott Boswell
Custodian	Betty Seymour
Tammy Bennett	Paraprofessional
Camie Vaughn	Paraprofessional
Stephanie Thurston	Paraprofessional
Food Service Director	Kay Meek
Cook	April Vandiver

Approved May 11, 2022

## Ridgeway R-V School District

### 2022-23 School Year Calendar

July							August							September							
					1	2		1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		
31																					
7/4 4th of July- District Closed							8/17- 8-19 Teacher In-Service 8/23 First Day Of School Dismissal 12:45							9/5 Labor Day- No School							
October							November							December							
						1			1	2	3	4	5					1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				
10/14 1st Quarter Ends- 32 days 10/20 12:45 dismissal P/T Conf 2-7pm 10/21 NO School							11/23-25 Thanksgiving Break							12/21 2nd Quarter Ends- 38 days 12/21 First Semester Ends- Dismiss 12:45 12-22-01/3 Winter Break							
January							February							March							
										1	2	3	4					1	2	3	4
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31		
29	30	31																			
1/3 Teacher In-Service 1/16 ML King Day- No School							2/21 President's Day- No School							3/10 End Of 3rd Quarter- 39 days 3/23 12:45 Dismissal P/T Conf 2-7 pm 3/24 No School							
April							May							June							
						1		1	2	3	4	5	6					1	2	3	4
2	3	4	5	6	7	8	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
23	24	25	26	27	28	29	28	29	30	31				26	27	28	29	30			
30																					
4/7- NO School Good Friday NO In-Service this Month  7:42-3:30 Full Day 144x7.4=1065.6 5x4=20 <b>1085.6 Total Hours</b>							5/19 Last Day of School- Dismiss 12:45 5/19 12:45-3:30 Teacher In-Service 5/19 End of 4th Quarter- 40 days 5/19 Teacher Check Out 5/30 Memorial Day							<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 40%; border: 1px solid black; padding: 2px;"> <span style="background-color: #d9e1f2; display: inline-block; width: 10px; height: 10px; margin-right: 5px;"></span> Teacher Inservice No School         </div> <div style="width: 40%; border: 1px solid black; padding: 2px;"> <span style="background-color: #d9ead3; display: inline-block; width: 10px; height: 10px; margin-right: 5px;"></span> Holiday/Vacation No School         </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="width: 40%; border: 1px solid black; padding: 2px;"> <span style="background-color: #fff2cc; display: inline-block; width: 10px; height: 10px; margin-right: 5px;"></span> Early Dismissal 12:45         </div> </div>							
														<b>149 Student Days</b> <b>160 Staff Days</b>							

## FOREWORD

The procedures and guidelines outlined in this handbook have been formulated to provide information to the students and parents of Ridgeway R-V School. These rules are necessary for the effective day-to-day operation of our school and shall be applied in a firm, fair and consistent manner.

**We know that everyone associated with Ridgeway R-V School District wants the best education experience for all of our students. Please read this handbook carefully, then sign and return the attached Handbook Consent Form before the end of the first full week of school.**

## SCHOOL SCHEDULE INFORMATION

**SCHOOL HOURS: 7:45 am to 3:30 pm Tuesday - Friday. NO SCHOOL ON MONDAY.**

Students who walk or are dropped off by parents should enter the building by the North door, into the cafeteria. Students riding the bus will be dropped off at the cafeteria (North) door. Parents are asked to keep the area in front of the north door clear so the buses can navigate without having to work around parked cars. No students should arrive at school before 6:45 am. Students who arrive between 6:45 and 7:45 should go to the cafeteria upon arrival.

Students are not permitted to leave the school grounds during the school day without written or oral parental approval and the permission of the principal/superintendent. EVERY STUDENT LEAVING THE BUILDING BEFORE THE END OF THE SCHOOL DAY WILL SIGN OUT IN THE OFFICE. EVERY STUDENT ARRIVING AT SCHOOL AFTER THE BEGINNING OF THE SCHOOL DAY WILL SIGN IN AT THE OFFICE AND GET A PASS TO GO TO CLASS.

### **Academic Suspension From Extracurricular Activities:**

Student's eligibility is calculated approximately every two weeks, at midterm, and at quarter during each semester by the following:

*Grades will be checked approximately every 2 weeks. If a student has one or more F's during the grade check, the student will be on probation until the next grade check. If a student continues to have one or more F's the subsequent grade check, the student will become ineligible (and remain ineligible) until the next grade check is conducted.*

Ineligible activities include, but not limited to: field trips that are not given a class grade or percent, dances, pep assemblies, being a spectator at all home events unless accompanied by a legal guardian, elementary basketball games, clubs, athletic events, and games.

Ineligible students may continue to practice as long as ineligibility requirements are met. Ineligibility requirements take precedence over all practices. It is the responsibility of the student to communicate with the instructor to schedule tutoring.

Any student who is observed by a staff member or law enforcement official, or admits to, or at a judicial or administrative proceeding is found substantial evidence to have any of the following has violated his/her eligibility to participate in extracurricular activities:

- Possessed alcoholic beverages with knowledge, intent, and control thereof:
- Consumed alcoholic beverages.
- Possessed controlled substance as they are defined by the Code of Missouri, and without legal prescription, and with knowledge, intent and control thereof.
- Used controlled substances, as they are defined by the Code of Missouri, and without a legal prescription.
- Use or possession of tobacco, in any form.
- Committed theft, vandalism, or any other serious offenses, including those which would violate the Missouri Criminal Code, as to make the student unworthy to represent the ideas and standards of this school.

#### **Accidents at School/Emergency Procedures:**

Parents will be notified by phone or in writing in case of an accident or illness to their child. If you cannot be reached to make necessary arrangements, or in a critical emergency requiring medical care, the school will phone the person/persons you listed on your child's enrollment form to authorize treatment. All major and minor injuries will be documented and an accident report will be filled out and sent home with the child explaining the injury. A copy of the accident report will also be given to the principal.

#### **Athletic Event Admission Charges:**

Adults	\$4.00	Students	\$3.00	65 years+	Free
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## ATTENDANCE

#### **Attendance Philosophy:**

Absence from a class can never be fully made up because the student will have missed class discussion, teacher presentation and his own opportunity to participate. In addition, regular attendance in class promotes habits of punctuality, responsibility and self-discipline.

Students with good attendance earn better grades, do better on standardized tests, and have a more positive attitude toward school. Good attendance generally indicates success in school. The State Department of Elementary and Secondary Education (DESE) recognize that

good attendance is necessary for students to receive a good education. Ridgeway R-V School has set 98% as an attendance goal each year.

- A. All Students are allowed six (6) absences for the school year. When the student reaches the sixth absence, any additional absence will be considered unexcused and no make-up work will be allowed, unless the student presents a doctor's note upon return to school.
- B. On the morning of an absence, parents should contact the school office by note or telephone 872-6813 before 9:00 AM and report the absence and the reason for the absence. If contact is not made to the school office by note or phone call by 9:00 AM, the school will call the parents. This early contact also allows for assignments to be collected and ensures the SAFETY OF YOUR CHILD. If parents are not reached, the absence will be recorded as unexcused and students will not be allowed to make up work. **A letter will be sent to the parents at the occurrence of the 3rd and 5th absence. A letter will also be sent to the parents in the event of three consecutive unexcused absences. In such cases a copy will be sent to the Juvenile Court and Children's Division of Family Services for follow-up.**
- C. Parents or guardians are asked to help the school to promote good attendance in students. A student and his/her parents/guardian may appeal the unexcused absences by providing the Appeals Committee with a written appeal within 5 school days of the unexcused absence. Written material may include doctor's or dentist's notes, or court summons. The attendance committee consists of the principal, three teachers, and counselor. Absences that occur during either semester may be appealed during that semester only.
- D. School sponsored activities are not counted as absences. When non-school related absences are known in advance, the student must contact the school so that arrangements can be made with teachers for work to be completed. Students failing to make the necessary contact in sufficient time to arrange for completed work will not receive credit for the work.
- E. Regardless of the reasons for the absence, students are expected to complete all assignments and tests. When students return they will have a minimum of two additional school days to complete their work (the day they return counts as day one and the work is due on the second day). The teacher may allow more time for the work to be completed (i.e. projects, etc.).
- F. In order to be eligible for any school activity, a student must be in attendance the entire day of the activity, unless excused by the principal.
- G. Students attending classes at the North Central Career Center will leave at approximately 11:20 and arrive back at school at 2:45 Career Center students must report to the office upon returning to school or they will be counted absent from school. Excessive absence from the Career Center Program may result in dismissal from the program.

- H. Students above the age of compulsory attendance will be dropped from enrollment after 10 days of unexcused absence. Re-enrollment will be an option at the start of a new semester.
- I. The office will take classroom attendance each period. Students who are late or missing from class without proper consent will be assigned detention or suspension. Parents will be notified of attendance violations.

**Attendance Incentive:**

Ridgeway School recognizes students with outstanding attendance records. Students will be recognized at quarterly awards assemblies. Attendance awards will be given at the assemblies to students with the highest rates of attendance; they will receive pop, gift-cards, cash, or other appropriate rewards for quarter, semester, and year.

**Building and Grounds Security:**

The patrons of the school district have provided the district with facilities for the education of their youth through the support of their tax dollars. It is the responsibility of the Board of Education, administration, professional and support staff members, and students to see that these facilities are cared for, used properly, and treated with respect.

The superintendent and the administrative staff will see that all professional and support staff know and respond to the proper procedures for the use and care of school property, and report correctly when property has been taken or damaged.

Access to school buildings and grounds outside regular school hours shall be limited to authorized personnel. An adequate key control system shall be established, which limits access to buildings to authorized personnel and which will safeguard against the potential of entrance to buildings by unauthorized persons.

**Bulletins:**

To help keep students and faculty informed, daily bulletins will be issued. Information for the bulletin should be given to the secretary before 12:30 the day before the bulletin is issued. Bulletins will be read over the intercom at the beginning of each day and emailed to the district announcements email list.

**Bus Rules:**

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at school. Misconduct will be treated the same as school building misconduct. Students may be subject to loss of bus privileges as a result of disruptive behavior.

1. The driver is in charge of the pupils on the bus. Students must obey the driver promptly and respectfully.

2. Classroom conduct is to be observed by students while riding the bus, except ordinary conversations.
3. The use of tobacco is not permitted on the bus.
4. Loud or abusive language is not permitted.
5. Exit and load from front door of bus, unless directed otherwise by the driver.
6. Students must cross the road in front of the bus in full view of the driver.

*You must keep your vehicle behind the bus and honor the bus stop sign whenever the driver activates it.*

*You **cannot** pass a school bus when the stop sign is activated and the lights are flashing.*

### **Bus to Activities:**

A student riding the bus to a school activity shall ride the bus home unless a parent/guardian signs a sign out sheet provided by the activity sponsor.

### **Hats, Caps and Hoodies**

Students are not permitted to wear hats, caps or have their hoodies up at school. It is recommended that students who have a hat or cap put them in their locker when they arrive at school and take them out of their locker when school is dismissed. The consequences of violating the hat and cap policy are as follows:

1st infraction - warning and instruction to take the item to the students locker.

2nd infraction - confiscation of the item and held at the principal's office for the rest of the day.

3rd infraction and any ongoing infractions- confiscation of the item and held at the principal's office for 4 days, or until the item can be collected by a parent or guardian of the student.

As an incentive for good behavior or as a fundraising effort, Ridgeway administration, Student Council and other School Clubs or groups may (with the permission of the administration) offer specific days when students can purchase or earn the right to wear hats, caps and/or hoodies during school. During these specific days students will have to display a sticker of other identifying object to wear the hat, cap or hoodie.

### **Cell Phones/Electronic Devices/Classroom Phones:**

Cellular phones and smartphones are terrific pieces of technology, they can also be a major distraction in the classroom. Students grade 7-12 are allowed to use cell phone in school before the beginning of school, during passing periods, during lunch and after school. Each teacher will have posted in their room their own individual student cell phone policy, the policies will vary from one teacher to the next, it is the students responsibility to understand and follow the policy and procedures for each individual classroom. The consequences of violating cell phone rules and policies is listed below. These are the MINIMUM consequences.



- 1st Infraction:** Device will be confiscated and delivered to the principal's office. Student may pick up device at the end of the school day.
- 2nd Infraction:** Device will be confiscated and delivered to the principal's office. Student may pick up device at the end of the school day. A 30-minute detention will be assigned by the principal. Parent/guardian will be contacted by the principal.
- 3rd Infraction:** Device will be confiscated and delivered to the principal's office. Student may pick up device at the end of the school day. Student will turn device into the principal upon arrival at school for a period of seven school days. A one-day in school suspension will be assigned by the principal. Parent/guardian will be contacted by the principal.
- 4th Infraction:** Device will be confiscated and delivered to the principal. Parent/guardian may pick up the device at the end of the school day. Student will turn device into the principal upon arrival at school for a period of 30 school days. A three-day in-school suspension will be assigned by the principal. Parent/guardian will be contacted by the principal.
- 5th Infraction:** Device will be confiscated and delivered to the principal. Parent/guardian may pick up device at the end of the school day. Student will turn device into the principal upon arrival for the remainder of the school year. Out-of-school suspension will be assigned by the principal.

At no time will cell phone usage be allowed in restrooms, locker rooms, or other places where people could be recorded in uncomfortable or embarrassing circumstances. In addition, at no time will devices be used to photograph or record other persons without their specific permission, regardless of location. Infractions of these guidelines will result in an acceleration of the penalties described above. **Students are expected to leave their phone in the classroom if they leave the room to go to the restroom.**

Students who use cell phones to harass others will also be subject to an acceleration of the penalties described above. Those individuals may also be subject to civil penalties beyond the scope of school policy. Students should understand the use of electronic devices at school is a privilege not granted by many high schools. Let's all work together to prove the offering of this privilege was not a mistake. In that light, students who are found in violation of the policy should be willing to respectfully adhere to the guidelines and not compound the situation by further disrupting the educational environment. (That includes the use of multiple cell phones and/or devices, arguing, etc.) Those individuals who choose not to cooperate will be subject to an acceleration of the consequences described above.

Security of cell phones and other electronic devices at school is strictly the responsibility of the student. Ridgeway R-V is not responsible for lost, stolen, or damaged devices.

## Electronic Device Agreement

The Ridgeway R-V School District recognizes that with the implementation of a 1:1 initiative there is a need to protect the investment by both the District and the Student/Parent.

School District Protection Plan- (optional)

The school district will charge an annual protection payment for coverage in the amount of \$25.00. The \$25.00 payment is non-refundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year when the device is returned to the district.

The protection plan is NOT a 100% coverage plan. It reduces the expense to the student/parent, according to the schedule on the reverse side, but does not dismiss ALL financial responsibility. \_\_\_\_\_ (initial)

If a student/family chooses to opt out of the Protection Plan coverage, then the student/family **will assume full liability** for any damage or loss of the device and will replace/repair the device at their own expense at current pricing guidelines.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The replacement or repair of the device is covered by the protection plan.

The protection plan will cover **one** full device replacement (with appropriate report) per school year as well as all the minor repairs needed following the deductible schedule (see attached pricing guide).

**Students/Parents are responsible for full payment of intentional damages to devices regardless of optional insurance coverage. \_\_\_\_\_ (initial)**

I have read the Acceptable Internet Usage Policy and Device Procedures and Information provided to me by the Ridgeway R-V School District.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules of personal safety. I understand that my child will use email and the Internet and certify that the information contained in this form is correct.

Student Graduation Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ (Please Print)

Parent Name: \_\_\_\_\_ (Please Print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please circle Yes or No.**

<p><b>YES</b> I am using the school issued device.</p> <p>Device Issued (tech department fills out) : _____</p>	<b>OR</b>	<p><b>NO</b> I am choosing to use my own device and acknowledge that even though I am not using a school owned device I am still required to use my school given account during school hours.</p> <p>Student Print: _____ Student Signature: _____</p>
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**If YES above, please circle YES or NO below.**

If no above, disregard below.

<p><b>YES</b> I wish to enroll in the Ridgeway R-V Device Protection Plan (\$25). Payment must be received by the office no later than <b>September 30th, 2022</b>. Until payment is received you will not be covered in the Device Protection Plan.</p>	<b>OR</b>	<p><b>NO</b> I wish to decline the Ridgeway R-V Device Protection Plan option. I understand that I am responsible for 100% of any damage or loss to the loaned equipment.</p>
<b>Parent Name:</b>		<b>Parent Name:</b>
<b>Parent Signature:</b>		<b>Parent Signature:</b>
<p><b>Payment Method:</b>      <b>Date Paid:</b> _____  <b>Cash:</b> _____  <b>Check:</b> _____      <b>Received by:</b> _____</p>		

**Ridgeway R-V High School  
1 to 1 Handbook**

The focus of the 1 to 1 initiative at Ridgeway R-V High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that that technology is seamlessly integrated throughout the education program. Increasing access to technology is essential for that future. The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To

the contrary, it transforms the teacher from director of learning to a facilitator of learning. Learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

### RECEIVING YOUR DEVICE

Devices will be distributed each fall during 1 to 1 orientations set and publicized by school administration. Parents & students must sign and return the Device Agreement before the device can be issued to their child. The Device Protection Plan outlines two options for families to protect the device investment for the school district. Please review the Device Protection Plan included in this handbook.

Devices will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original Device each year while enrolled at Ridgeway R-V High School.

Protection Plan Deductible Schedule	1st Incident (50% cost)	2nd Incident (75% cost)	3rd+ Incident (100% cost)	<b>*Lost Chargers / Chromebooks are billed at full cost.</b>
Chromebook	\$130		\$260	Missing Case - \$35
AC/Power Adapter	\$15	\$23	\$30	Updated Aug 2022
Screen	\$18	\$27	\$36	Updated Aug 2022
Bezel/Border	\$10	\$15	\$20	Updated Aug 2022
Top Cover	\$13	\$19	\$25	Updated Aug 2022
Keyboard w/touchpad	\$20	\$30	\$40	Updated Aug 2022
Bottom Cover	\$13	\$19	\$25	Updated Aug 2022
Motherboard 4G	\$65	\$98	\$130	Updated Aug 2022
**Charges may vary based upon supplier cost and updates				

### Change of Schedule:

Schedule changes at the beginning of the school year need to be completed during the first week of school, **for the 2022-2023 school year the last day to change schedule is August 26.** Student-requested schedule changes must be completed before the start of each semester. A change generated by a teacher (for sound academic reasons) and approved by the counselor and principal may be made at any time.

**College/Post-Secondary Visits:**

Seniors wishing to attend post-secondary institutions must set up trips in ADVANCE with the Principal or Counselor. Beyond school-sponsored visits, seniors will be allowed two, one-day visits during the school year. Students will be required to bring printed or written documentation, signed by an official of the institution visited.

**Community Service:**

Students will be given opportunities to provide community service as a way to give back to the community and enhance their resumes for work or further education. Examples are tutoring, teacher assistance with programs, or other ideas which can be generated by individuals or groups. These would be before or after school activities. Students participating in the A+ School Program are to perform 50 hours of unpaid tutoring as part of the A+ eligibility requirements. A+ Program participants will be provided the opportunity to offer tutoring from 6:45-7:30 AM and at pre-arranged after school times. Student coordination of the A+ requirement will be conducted by the A+ Coordinator.

**Curriculum, State Mandated Human Sexuality (Policy 6116):**

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate. Parents/guardians have the right to remove their student from any part of the District's human sexuality instruction.

**Clubs:**

Clubs will be organized when there is enough student interest and the goal is in accordance with the school's philosophy. A staff member must act as the advisor. Students must be academically eligible to participate.

**Dances:**

Generally, dances will be limited to 7-12 grade students and their dates. Students younger than 7th grade will not be admitted. The school dress code applies to all dances.

Prom has additional dress code standards:

Dress Code for Young Men: Dress pants, dress shirt and dress shoes that are in good taste. A tie and jacket is strongly recommended but not required. All pants must be securely worn around the waist. "Polo" style shirts are discouraged. Athletic shoe/sneakers should be clean with little wear. Work boots will not be permitted.

Dress Code for Young Women: Must wear a dress, pant suit or gown that is in good taste. The outfit may not be made of see-through material. Strapless dresses are allowed; however, no "open styles" which show the entire stomach area are permitted. Front necklines shall not be lower than a line formed between the right and left armpit. Excess cleavage should not be visible. The dress length and all slits cannot exceed more than six inches above the knee

**Distribution of Non-Curricular Student Publications:**

There are times when students would be permitted to distribute unofficial materials, which are non-curricular in nature. i.e. Race For Life, Ronald McDonald House etc. To be allowed to distribute such materials students must adhere to the following guidelines:

- A. No obscene materials
- B. No materials which could be considered libelous
- C. No indecent or vulgar language or graphics
- D. Nothing advertising products or services not permitted by law to minors
- E. Nothing insulting, intimidating or harassing by its nature
- F. Nothing that would be deemed to cause a disruption of the learning environment

Students wishing to distribute unofficial materials must submit a copy for approval to the administration 24 hours in advance, listing the names, dates, and location of the distribution.

**Dual Credit:**

The Dual Credit Program allows eligible high school students to earn college credit. This credit can also be applied toward high school graduation. High school students must meet the following requirements and the requirements of the accrediting institution.

Student must:

1. Be a Junior or Senior.
2. Have taken the ACT, SAT, ASSET, COMPASS or PLAN Assessment.
3. Meet the prerequisite requirements of the accrediting institution as designed for dual credit courses.
4. Have a core class area teacher recommendation.
5. Follow accrediting institution guidelines for withdrawal from a dual credit course.
6. Pay the initial tuition cost; partial reimbursement will be paid by the Ridgeway R-V School if the following criteria/conditions are met:
  - a. Earn a grade of A or B in the dual credit courses; approximately 30% of the tuition cost may be reimbursed.
  - b. Only courses offered through North Central Missouri College are eligible for reimbursement.
  - c. Online dual credit courses do not receive a reimbursement.
7. Dual credit will not be awarded, placed on the college transcript, nor will reimbursement be paid if full payment is not received by the accrediting institution's deadlines. Making partial payments and not completing full payment by the deadline may result in forfeiture of all or a portion of what was paid.
8. Dual credit course books for in-house courses will be purchased by the District and remain the property of the District. Books for online classes must be purchased by the student. If course is dropped before completion, grade of F will go on the HS transcript and be calculated into GPA/rank if our registration drop/add schedule period is over.

9. All appeals will follow the accrediting institution guidelines.

**Early Graduation (Policy 2540):**

Written notification to the principal is required for early graduation. Graduation will be allowed any time after six semesters of attendance beginning with grade nine and attainment of all requirements as set by the state and local School Board. Early graduation should be part of a cooperative plan arrived at by students, their parent/guardian, and the school. Depending on the situation students may or may not participate in the spring graduation ceremony this will be a determination made as a part of the cooperative plan. These students will not be eligible for participation in the eighth semester senior activities such as the senior trip and consideration for valedictorian and salutatorian.

**Emergency Procedures:**

Procedures are posted in all classrooms and drills are scheduled throughout the school year.

**Exams/Screenings:**

Throughout the school year various non-emergency physical exams or screenings are conducted on students, including but not limited to hearing, vision, scoliosis, and dental. Parents have the right to opt out of such exams/screenings by providing the school with written notice of their wishes. This should be done prior to the start of each year.

**Extra-Curricular Participation:**

ACTIVITIES CONTROLLED BY MISSOURI STATE  
HIGH SCHOOL ACTIVITIES ASSOCIATION

Participating in school activities is a privilege not a right. To take part in school activities good citizenship, good sportsmanship, and academic success are a must. Students participating in activities controlled by the MSHSAA are required to meet the Standards for Eligibility and Participation as defined by the association. Students who fail to comply with these standards if they are already participating will be removed from the activity and will not be allowed to participate in any such activities until the problem has been corrected according to MSHSAA guidelines and board policy. Students must be enrolled in courses which will allow them to earn 3.0 units of credit during semester of participation and students must have earned 3.0 credits the previous semester. Beginning second semester, students must have earned credit and be enrolled in 80% of allowable classes or the 3.0 unit requirement, whichever is greater. In addition, 7th and 8th graders must be promoted and may not have failed more than one course in the last grading period to be eligible next year. Incoming freshmen for their first semester only must have been promoted. For all subsequent semesters they must earn 3.0 units of credit. Students should consider the number of credit bearing classes required for participation when deciding whether or not to drop a class.

Students are not eligible for athletics and extracurricular activities while under disciplinary suspension.

Suspension ends with the start of school the day following the suspension. To be eligible to participate, students must also maintain a "C" average with a passing grade in all required subjects as prescribed in the academic requirements for participation. This, by rule of law, does not apply to students who have an approved IEP.

**Students must be in class all of the school day in order to participate in the extracurricular activities scheduled for that day. The only exceptions are pre-arranged, principal approved cases such as doctor or dentist appointments, funerals or other situations approved by the principal.**

**Fees (Policy and Regulation 6231, Textbook Usage):**

There will be no student fees to cover the cost of textbooks, workbooks, library books, technology or laboratory fees (with the exception of online courses and non-routine curriculum). Normal wear and tear is expected. Malicious damage, writing in or losing a textbook, library book or electronic device is grounds for assessing up to the full replacement cost to the individual student. Grades and credits will be withheld until payment is made.

**FERPA Policies:**

The Family Educational Rights and Privacy Act (FERPA). FERPA, U.S. Code (20 USC 1232g). FERPA requires schools and local education agencies to annually notify parents of their rights under FERPA. Parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them.

FERPA gives both parents, custodial and noncustodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

PERSONAL NOTES MADE BY TEACHERS AND OTHER SCHOOL OFFICIALS THAT ARE NOT SHARED WITH OTHERS ARE NOT CONSIDERED EDUCATION RECORDS. Information about disciplinary actions taken against students may be shared, without prior consent of the parent, with officials in other education institutions. The complete FERPA policy is on file in the superintendent's office. See the Principal for more information on FERPA Policies.

**Grade Point Average (GPA):**

Grade point averages for class rank and cumulative transcripts are figured after each semester. Only semester grades are used in the formula.



*GPA=total number of grade points earned divided by number of semester courses attempted.*

	Regular	Weighted*		Regular	Weighted*
A	4.0000	5.0000	C	2.0000	3.0000
A-	3.6667	4.6667	C-	1.6667	2.6667
B+	3.3333	4.3333	D+	1.3333	2.3333
B	3.0000	4.0000	D	1.0000	2.0000
B-	2.6667	3.6667	D-	0.6667	1.6667
C+	2.3333	3.3333	F	0.0000	0.0000

\*Weighted Classes: The following classes will receive weighted grades: Advanced Biology, Chemistry, Physiology & Anatomy, Physics, College Prep English IV, Spanish II, Algebra II, Pre-Calculus, Calculus, and all Dual Credit or approved Dual Enrollment classes. This means more grade points will be assigned than for a regular class. These classes must be beyond RHS graduation requirements and/or must be an advanced level class.

### **Grading Scale - Grades 1-12:**

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

Teachers may have valid reasons and/or methods of giving credit which do not fit the recommended scale. If so, teachers will inform students of any variations from the recommended grading scale.

### **Graduation Honors:**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest grade point average (not lower than a B+) as computed at the end of eight semesters of high school work.

2. The salutatorian will be the student with the second highest grade point average (not lower than a B+) as computed at the end of eight semesters of high school work.
3. In case of a tie for valedictorian or salutatorian, co-valedictorian or co-salutatorians will be honored-GPA will be calculated for four decimal places (ten-thousandths).
4. To be eligible for valedictorian or salutatorian honors, a student must be enrolled full time within the school district prior to and continuously following the 10 th school day of the second semester of the student's junior year.
5. Students moving into the District in grades 9-12 who have received bonus points, which increase their grade point average by use of a weighted scale, which differs from the Ridgeway R-V scale, shall have their grade point average adjusted to fit the Ridgeway R-V scale.
6. Graduation honor cords shall be presented to all graduates having a GPA of 3.667 or above.

**Graduation Requirements (Policy 2525):**

Graduation requirements of the Ridgeway R-V School District shall be a minimum of 29 units of credit completed during grade nine and above.

Subject	District Minimum Requirements
Communication Arts	4
Mathematics	3
Science	3
Social Studies	3
Fine Arts	1
Practical Arts*	1
Personal Finance	0.5
Health	0.5
Physical Education	1
Electives**	12
Minimum Units Required	29

\*Practical Arts Courses include: Agriculture, Business, and technical skills courses taken at the Career Center.

\*\*Elective Courses include any credits earned above and beyond the required courses and foreign language.

College Prep and Admission Requirements include a rigorous program including math & science with successful standings in communication arts elective courses. Two years of one foreign language is highly recommended by colleges. Other restrictions may apply (i.e. GPA, ACT, and class rank). Please refer to requirements listed specifically by the colleges/universities of the student's choice.

Students interested in participating in collegiate athletics should also be aware of NAIA and NCAA Eligibility Requirements.

Students enrolled in technical skills courses may be eligible for articulation through North Central Missouri College at Trenton, Missouri or other community colleges. One year of college credit toward a 2-year Associate Degree may be earned if the student successfully completes the program at NCMC or other participating schools, within a certain required time, is enrolled in specific courses while in high school, maintains a satisfactory grade point average, and meets other requirements.

In order to graduate a student must have completed all graduation requirements and must have completed 8 semesters of attendance unless released by the board during the second semester of his/her senior year.

Students within 1 or less credits of fulfilling the graduation requirements of Ridgway R-V may participate in the graduation exercise only if s/he is currently enrolled in an appropriate course. The student will not receive a diploma until the school received proof of successful completion of the course. (BOE approved 4/11/00)

### **Guidance Program:**

A Guidance Program is designed to help students acquire competencies in Career Planning and Exploration, Knowledge of Self and Others, and Educational and Vocational Development. The K-12 Guidance Curriculum includes classroom activities, small group sessions, and individual counseling. Students and parents may schedule appointments by contacting the school counselor for assistance with educational planning, assessment interpretation, career/college, study skills, home and/or social concerns, referrals, and other needs.

### **Harassment, Nondiscrimination and Student Rights (Policy & Regulation 2130):**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race,

color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

### **Honor Roll:**

To qualify for the Honor Roll, an individual must be a full-time student and have no grade below a B-. The High Honor Roll requires at least an A- (3.6667) average of all classes for the quarter. The Regular Honor Roll requires a B (3.00) average of all classes for the quarter.

### **Illness:**

Parents are requested to make sure the school is aware of any health condition their child might have. (i.e. asthma, diabetes, heart condition, etc.)

Parents will be called to pick up their child from school when:

1. The student has a temperature of 100 degrees or higher.
2. The student has vomited.
3. The nurse designee and/or administrator determine it advisable.

We do understand that students get sick and we encourage them to stay home if they are ill. Questions about how long a child with a communicable disease (chicken pox, impetigo, etc.) should stay home should be directed to your physician or County Health Department.

Below are some guidelines to follow if your child appears to be ill:

**Fever:** Please keep your child home if he/she has a fever of 99.6 or higher without the intervention of fever reducing medicines.

**Vomiting/Diarrhea:** You should keep your child home if they are vomiting or have diarrhea.

**Strep Throat:** If your child has a sore throat, fever, swollen glands, or a foul odor from the mouth, see a physician. If the diagnosis is strep throat, your child may return 24 hours after the first dose of prescribed antibiotics.

**Ear/Sinus Infection:** These are not contagious. The child can attend school as long as there is no fever, vomiting, or diarrhea.

**Conjunctivitis (pinkeye):** This is very contagious and is spread by the fingers when contaminated from the infected eye.

**Skin Infections:** Impetigo, ringworm, and scabies are spread by direct contact. These conditions are usually treated with topical medications. If a child is diagnosed with scabies, the child may return the day after treatment has started. With impetigo, the child may return if currently under treatment and the lesions are covered. If ringworm of the body is diagnosed, exclusion from school is not necessary if clothing covers the student's lesions. If the ringworm is on the scalp, the student may return 24 hours after the treatment is started. A skin rash may be an indicator of a different contagious disease. A decision will be made by the teacher/administrator regarding dismissal from school and a parent will be notified. In some cases, a doctor's note may be needed to be allowed back into school.

### **Immunizations:**

Schools are required by law to achieve 100 percent compliance with immunizations. You may want to check with your physician or the health department to be sure full protection has been provided. Students must be in 100 percent compliance by the first day of school. Students in noncompliance will not be admitted to class. If your child receives immunizations of any kind, please send a record of this to the school office.

### **Head Lice:**

Students who have been infected with head lice will be sent home and will not be allowed to return for 24 hours. During that time the student should be treated with the proper head lice shampoo, all nits should be removed, clothing (including coats), bedding, and pillows should be washed and dried in a hot drier, and mattresses and furniture should be sprayed with proper sprays. The school will also check all siblings upon returning to school, the child must be accompanied by a parent/guardian or relative and will be rechecked. The student will only be allowed to return to class when they are found to be nit free and evidence of proper treatment has been presented to the school. The student will be reexamined in 6 to 10 days. Accurate records of students infected with head lice will be kept by the school administrators.

Please report any suspected cases to the school so that the school can take the necessary precautions.

The discovery of head lice on students will activate the following policy:

1. When and if head lice/eggs are discovered on any student in the school district, all siblings of the infected student will also be checked.
2. If the nurse designee or a teacher should discover head lice/eggs on a student in the classroom, the parent of that student will be notified, and the student will be removed from the classroom and from school.
3. The nurse designee will instruct the parents concerning various shampoos and sprays that can be purchased for the head lice/eggs, and will also provide information concerning necessary procedures to be taken in the home to ensure that the head lice are eradicated.
4. To be readmitted to school a student must be accompanied by a parent/guardian or relative, and must be examined by the nurse designee. If eggs are still present, the student will be sent home until the eggs are removed from the hair. Students may return to classes only after they are found to be nit free and evidence of proper treatment has been presented to the school.
5. Within six to ten days after being readmitted to school, the student will be examined again by the nurse. If at that time head lice/eggs are found, parents will again be called and re-instructed concerning treatment of the head lice/eggs.
6. The school will keep accurate records of students infected with head lice/eggs. From these records, the school will determine the infected individuals who could possibly be the carriers of the head lice.
7. It will be the responsibility of the nurse to examine a student who is possibly infested with head lice or eggs, and to recommend his or her removal from school, if warranted. The nurse designee is also responsible for recommending readmission of the student after treatment is completed.

**Inclement Weather/Early Dismissal:**

In the event that school is dismissed early, a parent or specified responsible adult will need to pick up your child. Dismissal for inclement weather or school closing will be announced through text alert (free sign up at [www.onlinefarmersbank.com](http://www.onlinefarmersbank.com)) and KAAN radio station.

**Insurance:**

Any student who participates in interscholastic activities, insurance is required. Family insurance plans are acceptable with proof of coverage.

**Juveniles and the Law:**

The state legislature has mandated students must be informed of their rights as juveniles. You will find a copy of the pamphlet Juveniles and the Law that is published by the Missouri Bar at [www.mobar.gov](http://www.mobar.gov).

**Locker Assignments:**

Lockers will be assigned by the principal. Every student will have his/her own personal locker. Students may use their own combination locks for security, but they must provide the combination or a key for the principal. Locker Room storage will be assigned and controlled by the PE Teacher.

**Medication:**

Written permission from a parent/guardian must accompany all medications and herbal supplements, prescription or over the counter, that are administered to our students during school. This includes ibuprofen or acetaminophen. The district will administer prescription drugs upon the written request of the parent, provided medication is brought to school in a prescription bottle that contains the student's name, name of the drug, dosage, frequency of administration, how the medication is to be given and the doctor's name. All medications must be turned over to the office and will be administered from the office. A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life threatening respiratory illness, assume responsibility for his/her own medication as part of learning self-care. The school may permit such a student to self-administer medication by way of a metered-dose inhaler, provided that the conditions set forth in state law have been met. For all medications administered, the school office will maintain a record documenting the student's name, date, time, name of medication, reason for administration, dosage administered, and effect of medication and signature of the individual who administered the medication.

**Ridgeway Honor Society:**

The Ridgeway R-V Honor Society members must have and maintain a grade point average specified in the chapter by-laws (3.33 B+). All students meeting scholastic guidelines will be contacted and evaluated on service, leadership, and character. Each candidate shall be given the opportunity to present the Faculty Council with a personal resume stating evidence of these qualities. Members shall be inducted during first and second semesters of the sophomore (2nd semester only), junior, or senior year. Questions pertaining to RHS membership should be directed to the advisor.

**Every Student Succeeds Act:**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title 1.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **North Central Career Center (NCCC):**

The Career Center offers two certificates based on attendance and grades. They are:

- Program Certificate of Completion (Requires 90% or better attendance and a C average or better).
- Tech Prep Articulation Certificate (Requires 1044 total hours, 90% or better attendance and a C average or better). This certificate articulates with programs at NCMC.

The Career Center stipulates students with less than 90% attendance or less than a C average will not receive any certificate. Therefore, in order to be considered for the Career Center, students must maintain at least 90% attendance each of their freshman and sophomore years at their home school.

All students will ride the bus to the Career Center. The bus will leave approximately 11:20 AM and will load at the north cafeteria door. Career Center students will ride a Cainsville bus. Students are expected to act with dignity and respect the driver and the bus rules. Removal from the Vo-Tech bus will result in removal from the program.

If a student misses the bus, he/she will report immediately to the principal's office. Only ONCE may a student contact a parent or guardian to take him/her to the Career Center with District approval, or the District may take the student. With subsequent occurrences of missing the bus, the student will remain in a study hall until the bus returns. NOTE: For special needs situations, prior arrangements can be made with the principal's office to get your student to the Career Center.

Career Center regulations require that students who must drive for prearranged situations, i.e., working on their vehicle, attending school trips that extend past bus route times, etc., may do so only if they have a permission slip signed by their parent/guardian, principal, and the Career Center AHEAD of time. These would all be pre-scheduled and pre-planned events.



Students who attend the Career Center will be subject to the rules and policies of this handbook as well as those of the Career Center, and punishments issued by either school may be honored by either or both. Any disciplinary action received at the Career Center will be honored by Ridgeway R-V. Ex: A student who receives an ISS at the Career Center will still be in ISS upon return to Ridgeway R-V. The Career Center is an extension of our classroom.

Students with semester grades below C at the Career Center will not be allowed to return the following semester.

Ridgeway students must maintain at least 95% attendance each semester to return to the Career Center the following semester. Parents/guardians are asked to help the school to promote good attendance in students. The school office must be provided written documentation if the student absence(s) are to be considered for an approved absence. A student and his/her parent/guardian may appeal the unexcused absences by providing the Attendance Committee with a written appeal within 5 school days of the unexcused absence. Written material may include doctor's or dentist's notes or a court summons. The Attendance Committee consists of the principal, three teachers and counselor. Absences that occur during either semester may be appealed during that semester only.

### **Open House:**

An Open House will be scheduled prior to the first day of school.

### **Parent-Teacher Conferences:**

Parent Teacher Conferences are scheduled for the end of the first and third quarters. These conferences are to be held between parent and the teacher. The student may be involved in the conferences. The parent or teacher may ask for a conference at any time throughout the year by appointment.

### **Part-time Enrollment (Policy 2320; Regulation 2320):**

Any student seeking part-time enrollment must submit the request in writing. It must have pre-approval of the counselor and principal before being presented to the School Board for approval.

Students must be enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit per semester in order to participate in athletics and extracurricular activities not limited to but including the senior trip.

Student must have at least a C average during the semester preceding the granting of part-time attendance. Student will not be eligible for valedictorian or salutatorian or new membership in the National Honor Society.

### **Pop Machine:**

Pop machines are not to be accessed by students during the school day. Students are not to have pop in the classrooms unless prior approval is given by an administrator for a special event.

**Progress Reports:**

Grade reports will be sent home mid-term and the end of the quarter. Parents may access grades at any time through the Teacher Ease Parent Portal. Parents may contact the office to get a login and password. Mid-terms will be sent home by email to parents email on file

**Promotion and Retention of Students (Policy and Regulation 2520):**

The Board acknowledges that the awarding of marks and decisions relative to promotion or retention of students is the sole and serious responsibility of the teaching staff and administration. It is the policy of this Board to support its professional staff in the execution of this duty. 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. Each case will be evaluated on its own merit. Parents will be counseled about the possibility of retention as soon as conditions for retention appear. 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. School administration and classroom teachers shall make the final determination.

**Repeat Class for Credit:**

A class may be repeated to improve a grade. If a higher grade is attained it will replace the previous grade and only 1 credit will be awarded. Classes taken without permission of the teacher and principal cannot be repeated for credit.

**Restrooms:**

Students are expected to have teacher permission when going to the restroom and are expected to help keep the restrooms clean. Do not loiter in the restrooms. If you are feeling ill, report to the office; do not remain in the restroom. Individual classrooms will have different rules about restroom usage.

**Right of Appeal:**

Students have the right of appeal for any ruling or disciplinary action. The procedure of appeal is from the supervisory personnel to the principal to the superintendent to the school board.

**Searches:**

Parking lots, vehicles, student lockers, bathrooms, and any other areas that may exist are public property. Hence, these locations may be searched. School officials are authorized to conduct searches within reasonable limits.

Any student may be searched if “reasonable suspicion” exists that laws or rules may have been broken. If illegal, unauthorized, or contraband items are found, these items will be removed from the student. In case of drugs, the proper law enforcement will be notified. If the student refuses the search or if the student refuses to present the contents of his/her person or possessions, parents and/or law enforcement will be contacted.

In some circumstances, teachers or other personnel will wish to search a student whom they believe to be in possession of drugs. The Supreme Court has stated that searches may be carried out according to "the dictates of reason and common sense." The Court has recognized that the need of school authorities to maintain order justifies searches. Thus, the courts held in 1985 that school officials, unlike the police, do not need "probable cause" to conduct a search, nor do they need a search warrant.

*Under the Supreme Court's ruling:*

School officials may institute a search if there is "reasonable suspicion" to believe that the search will reveal evidence that the student has violated either the law or the rules of the school. The extent of the permissible search will depend on whether the measures used are reasonable related to the purpose of the search and are not excessively intrusive in light of the age and sex of the student.

School officials are not required to obtain search warrants when they carry out searches independent of the police and other law enforcement officials. A more stringent legal standard may apply if law enforcement officials are involved in the search.

When it is deemed necessary for the school officials to search a vehicle, an attempt will be made to contact a parent or guardian prior to the search.

### **Semester Assessments:**

The Board of Education has approved a final assessment requirement for all students grades seven through twelve. Semester assessments will be required in all seventh through twelfth grade classes. The semester assessment/EOC will count as 10% of the semester grade. These assessments will also be used as one of the major factors in placing students and/or giving credit for classes to those who have previously been home schooled.

### **Senior Trip:**

#### *Planning Guidelines*

To ensure the success of the senior class trip, planning must adhere to the following guidelines:

1. All trips involving travel or overnight accommodations shall require the prior approval of the Board.
2. A senior class trip proposal must be submitted to the Board no later than the October Board Meeting during the Senior year of the participating class.
3. Before seeking Board approval for a trip, the students must have raised 90% of the funds necessary for the entire class to take the trip. Any trip taken the senior year must be approved by the Board no later than the January Board Meeting.

4. All senior trips will be scheduled with the least disruption to the school program. Senior trips will extend no longer than five days and four nights with students returning on the Thursday prior to graduation.
5. Principals or their designees shall ensure that plans are developed that provide for the safety of students and their proper supervision by certified staff on all district-sponsored trips.
6. Travel will be limited to a designated area within the continental US via van, bus or car. No air flight or cruises will be approved.
7. The sponsors and chaperones have the authority to discipline students for misbehavior while on the trip. In addition, students will receive appropriate discipline, as determined by the district, once the student returns to school. However, a student may be sent home by the staff member in charge of the group depending on the severity of the infraction. In the event it is decided to send a student home, the parent will be called and instructed where to meet the student. The student's family must bear all costs associated with non-scheduled trips home.
8. A mandatory meeting with parents, students, administration and chaperones will be held prior to the trip. During this meeting a parental agreement shall be signed as documentation of trip approval. A parent/guardian of each child is required to attend this meeting. If a parent/guardian is not in attendance, the student will not be permitted to participate in the trip unless the absence is due to an emergency or circumstances beyond their control. An individual conference with the parent/guardian will be arranged during the day to accommodate these situations.
9. A committee of administrators and chaperones will review all rules and regulations on an annual basis.

### *Eligibility*

Eligibility for participation on a senior trip shall be determined on the following basis:

1. Each student must be a member of the class. Membership is granted for students enrolled prior to the first day of the school year of their junior year. Membership in the class must be maintained by meeting the fundraising requirements set by the class and sponsor at the start of each year. Juniors who enroll after the first day of school may "buy" membership into the class by contributing money to the class fund equal to the average money raised by a single student since the start of school. The student must then maintain their membership by meeting the fundraising requirements set by the class and sponsor at the start of the year. Any senior who enrolls may "buy" membership into the class by contributing money to the class fund equal to the current class fund balance divided by the number of juniors who finished the school year prior. The student must then maintain their membership by meeting the fundraising requirements set by the class and sponsor at the start of each year. Only students new to the district may "buy" membership. Current students must maintain their membership. Students who un-enroll after the start of their

junior year and then return to the district must contribute money to the class fund equal to the average money raised by a single student since their departure.

2. Each student shall not have had any “Drug and/or Alcohol” offenses with law enforcement, juvenile authorities or school disciplinary actions under these offenses during their last two years of high school.
3. Each student shall not have had any major disciplinary suspensions, defined as been assigned OSS, Out of School Suspension, three or more days during their last two years of high school.
4. Each student shall maintain at least 95% cumulative attendance beginning their junior year unless otherwise exempted from the Board due to extenuating circumstances. Students may request, in writing, a hearing to present their extenuating circumstances to the Board if their attendance for the year is less than 95%. Junior year extenuating circumstances must be requested to be heard prior to the start of the senior year.
5. All graduation requirements must be met.
6. All dues, fines and outstanding balances due must be paid to date prior to February 1 of the student’s senior year. All student expenses must be paid prior to departure.

#### *Disciplinary Actions*

1. Any student who has a serious disciplinary problem on the senior trip will be sent home at his or her parent’s/guardian’s expense, to include all expenses entailed by this action.
2. Any student who is sent home early or should have been sent home early from senior trip but was not due to circumstances, will not be allowed to participate in graduation ceremonies.
3. All student handbook student conduct rules apply. Additionally, students who are found to be in possession of, using, or under the influence of alcohol, or found using a tobacco product while on senior trip will not be allowed to participate in the graduation ceremony.

The Board reserves the right to utilize a police canine team trained in the detection of illegal drugs to check all baggage prior to it being loaded for the senior trip. Any student found to have drugs, alcohol or weapons in his or her luggage will: 1) not be permitted to attend the senior class trip; 2) forfeit all monies paid for the trip; and 3) face disciplinary action per school policy and/or legal authorities.

If for any reason a student does not attend the senior class trip, that student will forfeit all monies deposited into the class account on his/her behalf. The money will be deposited into the District general fund.

#### **Special Services:**

Special educational services are available to students with an approved IEP. Scheduling for such students may include courses taught in the special education room, the opportunity to use these services as a resource for extra help when needed, modified regular education, or any other special service that is stated in the IEP. A team, which includes special services instructors,

classroom teachers, parent/guardians, the student, principals, and guidance counselor, shall be consulted during scheduling procedures.

### **Student Appearance:**

It is an expectation that our students keep themselves well-groomed and neatly dressed at all times. Parents can often be the best determinant of appropriate student appearance. We ask that parents help take responsibility for teaching their students the difference between appropriate and inappropriate social appearance. Teachers and staff members will immediately address inappropriate dress with the student, allowing the student the opportunity to fix the problem.

1. Any form of dress, hairstyle, or body decoration which is judged to be disruptive to the educational process will not be permitted.
2. Clothing that may be considered inappropriate, offensive, threatening or vulgar is not permitted.
3. Apparel combinations of tops and bottoms must be so that midriff, lower-back, and cleavage are not exposed.
4. Spaghetti straps, see-through/opaque tops, and/or any shirt or pants that have been altered, ie: cut-off sleeves, will not be worn unless covered appropriately or appropriate clothing is worn underneath the garment.
5. No portion of a student's undergarments may be exposed.
6. Clothing with holes in inappropriate places is prohibited.
7. Clothing, jewelry and personal belongings that indicate membership in or affiliation with, or support of any gang are not permitted.
8. No heavy chains or swags may be worn.
9. Caps, hats, hoods, bandanas, or other types of headgear are prohibited unless for a pre-approved activity.
10. Sunglasses are prohibited.
11. Heavy jackets and coats should be removed upon arrival and put in assigned locker.
12. Shorts and skirts should reach mid-thigh or longer.
13. Clothing will be kept in the office and may be used in the event a student needs to change.

If you are not sure if your clothing is acceptable, check with the principal or do not wear it to avoid possible consequences.

### **Student Assessment Plan:**

A Comprehensive Assessment Plan includes tests and inventories for Grades PK-12 with results being used for curriculum revision, health referral, education & career planning and college preparation, Individual Educational Plans, and promotion/retention concerns. Academic/Career instruments used and grade levels include the following: Missouri Assessment Program: Grade Level Assessments (Grades 3-8) and End of Course Exams (Grade 9-12), Health

Screenings (PK-12), Missouri Connections & Career Interest Inventories (Grades 4-12), ASVAB (Grades 10-12), PLAN (Grade 10), PSAT (Grades 10-11), ACT (Grades 10-12), SAT (Grades 11-12), STAR Reading Test (Grades 2-12), DIBELS (Grades K-6),. Additional instruments are used for special services and other individualized educational programs. For more information contact the Ridgeway R-V School Test Coordinator.

### **Student Council:**

The Student Council consists of representatives chosen from each class-seven through twelve. The officers will be elected the spring before their term starts in the fall. The sponsor is appointed by the administration. The student council members must commit to a fundraiser prior to the start of the school year to develop an account to pay for school dances, coronation and other STUCO sponsored activities.

### **Student Educational Records (Policy and Regulation 2400):**

Any parent or guardian who wishes to review their child's file may do so. Requests to review should be made through the office of the principal. The release of records to any outside agency will be made only with the authorization of the parent or guardian.

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental

consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

**Surrogate Parent Program:**

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the state if the child is a ward of the state. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person - the person responsible for the district's special education program.

**Telephones:**

The classrooms have telephones for school use and as a safety measure for the school. They are not to be used by students without the specific consent of a school employee. Prank phone calls in the school will result in detention and/or suspension. Students will only be called to the phone during class time in the case of an emergency. Incoming calls from parents will be delivered to the students at the end of their class period. Outgoing calls by students will be limited to important messages only and must be approved.

**Visitors:**

Parents and patrons are always welcome. All visitors must be approved by the school principal and individual classroom teachers. During school hours, 7:30-3:30, all visitors must report to the school office upon entering the building. Parents wishing to speak with a teacher or visit a classroom must make an appointment with the teacher.

**Withdrawal from School:**

Withdrawing students must turn in all books and settle all accounts at the school before records will be forwarded to the new school.



**Lunch/Breakfast Prices:**

<u>Lunch</u>		<u>Breakfast</u>	
Preschool-8th Grade	\$2.25	Preschool-12th Grade	\$2.25
9th-12th Grade	\$2.75	Reduced	\$ .30
Reduced	\$.40	Adults	\$2.50
Adults	\$3.35		

Milk        \$ .40/carton

Breakfast/Lunch money may be paid in the office before or after school. If a student has a negative balance exceeding \$20, he/she may be given an alternate meal.

**A La Carte:**

Guidelines require that every child in an age group receive as near as possible the same meal. For the meals to be balanced for the week, the program does not allow for seconds to be served as part of the regular meal. Second helpings may be served if we charge for them. A la carte will be charged by item. Entrée is \$1.75, Salad Bar “boat” is \$2.00, a side is \$0.75, and milk is \$0.40. These charges apply to all students including those that are in the free and reduced categories. A la carte may be purchased separately at the office. A la Carte items may only be purchased after the purchase of a meal. Students must report to the lunch count supervisor to gain approval for extra purchases of food or milk.

Daily menus may change at times without notice.

**Lunchroom Etiquette:**

The lunchroom is a place for breakfast and lunch as well as a place to develop proper manners. Students are expected to act with acceptable conduct.

1. Observe good dining room manners at the table and in the dining room
2. Leave the tables and surrounding area clean.
3. Replace chairs and put trash in proper containers.
4. Do not leave the cafeteria while eating food or without permission.
5. Students will be dismissed by the supervising teacher to dump trash and return trays and silverware.
6. Students may use the restroom with teacher/supervisor permission.

All students will eat in the lunchroom. Leaving or ordering out will not be allowed except for special events (i.e. Homecoming). Parents are not allowed to deliver take-out food to students. Students will either eat the school lunch or bring a lunch from home. Students are required to remain in the lunchroom during their lunch period.

**Free and Reduced Meals (Policy 5520):**

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines. Information concerning the eligibility standards will be distributed annually at registration. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

## STUDENT CONDUCT

**General Classroom Rules**

1. Only one person may be out of the room at a time and must have a permission.
2. Students should be in their seats when the bell rings.
3. Students should respect school property and other people's property.
4. Students should be responsible and bring necessary supplies to class.
5. No profanity or improper sexual innuendos will be tolerated (verbal, visual, or written).
6. Students shall not throw things in the classroom.
7. Every student's right to learn and the teacher's right to teach will be respected.
8. Restroom and drink breaks shall be taken between classes. Cafeteria restroom will be used during lunch.
9. Do not sit on tables, chair-desks, etc.
10. Only teachers will adjust the thermostat and window blinds.
11. Put chairs back into place as you are leaving the classroom.
12. Do your best!

All students are subject to and can be held accountable for any improper conduct during school hours and at all school activities by any personnel of the school district. Additional classroom rules and discipline policies are determined by the classroom teacher. If a student is sent to the office, the principal will determine the level of discipline. Please review Appendix D for more discipline information.

Profane, threatening, or abusive language toward staff and other students is forbidden. Any student who is guilty of habitual truancy, insubordination, fighting, possessing weapons, willful destruction of school property, as well as the other offenses already stated, will be liable for the consequences listed in the Student Discipline Policies.

Students who deface or damage school property shall be required to pay full damages.

The classroom teacher will deal with students involved in cheating in the classroom. The teacher will inform each class of the rules and punishment for cheating as listed in the Discipline Matrix.

**Discipline (Policy 2600):**

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

**Discipline- Drug Free Schools (Policy 2641):**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide an age-appropriate, developmentally-based drug and alcohol education and prevention program for all students in all grades of the schools operated by the district.

All students and employees may obtain information concerning drug and alcohol counseling and rehabilitation and reentry programs from the Ridgeway R-V Counselor. Other area organizations that are available for counseling, rehabilitation, and additional information are listed in the Resource Directory located at the back of this handbook.

All parents, students, and employees are annually given a copy of the standards of conduct and the statement of disciplinary sanctions. Compliance with the standards of conduct is mandatory for all students and employees of Ridgeway R-V School District

**Discretionary Judgement:**

The Ridgeway R-V Board of Education understands that situations may vary greatly according to exact circumstances, the intent of all parties involved, and the extent of cooperation obtained from both the parents and the students in each disciplinary action. Administrators and teachers are given certain discretionary powers to vary from the policy if circumstances warrant and are empowered to make any additional rules as necessary to ensure good order where no rules exist.

**Detention:**

School personnel may assign a detention for disrupting class, excessive tardiness or other warranted conditions. The length of the detention will be 30 minutes before or after school. Detention will be held 7:00-7:30 AM or after school from 3:30-4:00 PM. Students who fail to serve detention will make up the detention and will be assigned a day of ISS.

1. All detentions will be 30 minutes long.
2. Teachers will monitor students the entire detention period.
3. Detentions will take precedence over extra-curricular activities.
4. Students will work on material given by the detention monitor or on other approved assignments only.
5. A student in detention will not talk, drink, eat, sleep or listen to music during the detention period. Cell phones and other electronic devices will not be used during detention.
6. Parents of students who are assigned detention can request a postponement only one time from an administrator at the time of the phone call.
7. If a student fails to appear for detention they will be assigned an ISS in addition to completing the original detention. Students who miss a second time without consent will be assigned multiple days of ISS.
8. Detention days will be set by the school. Students will be notified of the day to serve when the detention is assigned.
9. After the third detention in a semester an immediate ISS will be assigned.
10. If a detention is not served when assigned, the parent will be called immediately by the principal to set up the corrective detention date and time.

**The detention process will be as follows:**

1. Student is assigned a detention.
2. Detention form will be completed by the referring staff member.
3. Referring staff member will notify parents of detention time and date (morning or after school).
4. Student and referring school staff member will receive a copy of detention form.
5. The detention teacher will get a copy of the form and an email list of students assigned to detention.

6. Detentions served-teacher reports back to office of students served or not served.
7. Students not serving will be re-assigned with an additional ISS and parents contacted immediately.
8. For any re-assigned detention not served, the student will be subject to ISS or other consequences.

### **In-School Suspension (ISS):**

Students' assigned in-school suspension (ISS) shall report to the principal immediately upon arrival at school. In school suspension (ISS) shall consist of complete isolation from the student body for the period of time set by the administrator. Each student placed on in-school suspension shall be responsible for completing assignments from each teacher. Credit shall be given for work completed by a specified time. Those assignments will be given to the principal at each day's end. Students will not be permitted to be in the company of other students throughout the in-school suspension period. Cell phones and other electronic devices will not be used during suspension.

### **Out-of-School Suspension (OSS):**

Students' assigned out-of-school suspension (OSS) are not allowed on school property during the suspension period unless they and their parents have an appointment with the administration. OSS shall consist of removing a student from the school setting. Parental contact should be made to complete the out-of-school suspension process. Students serving out-of-school suspension will receive a grade of zero for all assignments that day.

### **Violations Subject to Discipline:**

#### **ALCOHOL AND DRUGS (USING, POSSESSION, SELLING) ON SCHOOL GROUNDS OR AT SCHOOL SPONSORED ACTIVITIES**

1. Any student participating in an extracurricular activity will be suspended from the said activity if the student is found to be in possession of, using, or under the influence of alcohol, or is found using a tobacco product at a school activity. THE PROPER LAW ENFORCEMENT WILL BE NOTIFIED IN CASE OF DRUG OR ALCOHOL ABUSE.
2. Any student found to be in possession or using a controlled drug or alcohol on school property or at any school-sponsored activity will be liable to suspension. If the said student is using tobacco products on school property or at any school activity the same punishment exists. THE PROPER LAW ENFORCEMENT WILL BE NOTIFIED OF DRUG OR ALCOHOL ABUSE.
3. The use of drugs, alcohol, and tobacco on school grounds and at school-sponsored activities is prohibited.

Parents and proper law enforcement will be notified. Students participating in an extracurricular activity will be suspended from the activity.

Students K-12 are now required by federal law to participate at every grade level in drug and alcohol prevention programs. Information concerning drug and alcohol counseling and rehabilitation may be obtained from the Ridgeway R-V counselor. Area organizations that are available for counseling rehabilitation and additional information are listed in the Resource Directory located at the back of this handbook.

### **Misconduct and Disciplinary Consequences (Policy 2610)**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

#### **Tardy:**

Students must be in their seats by the time the bell rings or be counted tardy. Students are allowed three tardies per semester. On the fourth tardy of the semester they will receive a detention. Subsequent tardies may result in ISS or OSS.

### **NETWORK AND COMPUTING SYSTEMS POLICY**

A copy of the Network and Computing System Policy for students is included at the end of this handbook in Appendix C. The policy will be included in the registration packet. All registration forms including this one must be signed and returned to the school office prior to the first day of school, or the student will not be allowed to use any computer in the district until all enrollment packet documents are signed and received in the school office.

#### **ALL USER ACCOUNTS WILL BE MONITORED**

**AT NO TIME WILL A STUDENT BE ALLOWED ACCESS TO A FACULTY OR STAFF COMPUTER!** Students accessing a faculty/staff computer shall have immediate disciplinary action as outlined in the Network and Computing System Policy. A written administrative reprimand will be issued to faculty members/staff allowing student access to a faculty/staff computer.

#### **Technology Possibilities:**

Access to the Internet will enable students to explore thousands of libraries, databases, and museums around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, inaccurate, or not age appropriate. The purpose for the use of the Internet is for assignments which support learning and teaching, promote the

district's goals and objectives and advance the mission of the district. The school believes the benefits to students from access to the Internet in the form of information and resources and opportunities for collaboration exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources; therefore, we support and respect each family's decision whether or not to apply for access to the Internet.

To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the policy form. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

### **General Computer Usage Rules:**

**Accessing websites such as:** Facebook, SnapChat, TikTok, Instagram, etc... (basically social media) **are prohibited.**

**Inappropriate materials or language and communication** – A student may not locate, transmit, receive, store, or print files or messages that are profane, obscene or that use language that is offensive or degrading to others. Should students encounter such material by accident, they should report it to their teacher. E-mail and chat rooms are not permitted at the Ridgeway R-V School.

**Illegal copying** – Students should never copy, download or install any programs unless they have written permission from the Network Administrator. Students should never copy other people's work or intrude in other people's files.

**Plagiarism** – Plagiarism is illegal and will not be allowed. Punishment is an automatic zero on any material.

**Privacy** – Network storage areas may be treated like school lockers. Network administrators may review activities to maintain system integrity that insure students are using the system responsibly.

**Commercial Use** – Students may not offer, provide, or purchase products or services through the school's computer network.

**Personal Safety** – Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone number, school address, work address, etc.

**System Security** – Students are responsible for their own individual account and should take all reasonable precautions to prevent others from being able to use it. Under no conditions should a student provide their password to another person.

**Illegal Activities** – Students will not attempt to gain unauthorized access to the Ridgeway R-V School computer system. This includes attempting to log in through another person's account or access another person's files.

**Computer Settings** – Students will not change display properties or any computer configurations.

# Appendix A:

## Civil Rights, Title IX, Section 504 (Policy & Regulation 1310)

It is the policy of the District to process all grievances in a fair and expeditious manner, which the intent of resolving them in a mutually agreeable manner. This policy and regulation do not pertain to the identification, evaluation or placement under Section 504. These topics are addressed in Policy/Regulation 2110 & 6250.

Section 504 and Title IX Coordinator: Chris Thomas, Principal  
305 Main Street, Ridgeway, MO 64481  
660/872.6813 phone  
660/872.6230 fax

### GENERAL PROVISIONS

The Coordinator shall receive complaints, actively and independently investigate the merit of those complaints, and assist the parties in resolution of those complaints. The Coordinator may be utilized as a resource by any party at any level of the grievance procedures.

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment with Ridgeway R-V School District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX or Section 504.

Relevant records shall be made available to the grievant to the extent appropriate under the particular circumstances of the specific complaint and as permitted by law.

The grievance procedures herein do not deny the right of the grievant to file formal complaints with other appropriate state or federal agencies, such as the Missouri Human Rights Commission, United States Department of Education office for Civil Rights, or the Equal Employment Opportunity Commission (employees only). Similarly, these procedures do not deny any right of the grievant to seek private counsel for complaints alleging discrimination.

In most instances involving a student under eighteen years old, the student's parent/guardian should participate in the hearing and resolution process.

No student or employee of the District shall intimidate, harass or retaliate against any person filing a grievance or any person participating in the investigation or resolution of a grievance.

If a grievance is taken to the Board of Education for a formal contested hearing, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, to cross-examine witnesses called by the opposing party, and to submit documentary evidence into the record.

### TITLE IX GRIEVANCE PROCEDURE

*Level 1: Principal or Immediate Supervisor-* Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved.



*Level 2: Title IX Coordinator-* If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX Coordinator shall investigate the complaint and attempt to solve it. A written report from the Coordinator to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

*Level 3: Superintendent-* If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

*Level 4: Board of Education-* If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

#### SECTION 504 GRIEVANCE PROCEDURE

The procedures below must be utilized with regard to discrimination claims under Section 504. Claims relating to identification, evaluation, or educational placement must be challenged using the procedures outlined in Policy and Regulation 2110.

*Level 1: Building Administrator (Informal and Optional - may be bypassed by Grievant)-* Many problems can be solved by an informal meeting with the parties and the building administrator. An individual with a complaint is encouraged to first discuss it with the teacher, counselor or building administrator involved, with the purpose of resolving the matter promptly and informally. Similarly, employees with a complaint are encouraged to first discuss the complaint with the building principal or immediate supervisor.

*Level 2: Section 504 Coordinator-* If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance with the Section 504 Coordinator. The written grievance must be filed with the Coordinator within fifteen (15) days of the event or incident giving rise to the grievance, or within fifteen

(15) days of the date the grievant could reasonably have become aware of the event or incident. Extensions of the fifteen- (15) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require.

The written grievance should include the following information:

1. The nature of the grievance - what is the event, incident or circumstance that is the reason for the complaint.
2. The remedy requested - what would the grievant like to see happen if the Coordinator were to sustain the grievance.
3. The grievant's signature and the date of the grievance.

The Coordinator shall have the authority to investigate all written grievances. The Coordinator may request that an independent investigator, who is not an employee of the District, be assigned by the District to conduct the investigation. When possible, the Coordinator shall work toward resolution of the grievance. This resolution shall be reduced to writing and signed by all parties. If the parties cannot agree on a resolution to the grievance, the Coordinator shall complete the investigation and make a determination regarding the merits of the complaint. The Coordinator shall notify the grievant and the Superintendent in writing of his/her determination within fifteen (15) days after receipt of the written grievance. The fifteen (15) days may be extended (1) at the request of the grievant, (2) with consent of all parties, or (3) if the Coordinator is on vacation or is otherwise unavailable during the fifteen- (15) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance have merit, the Coordinator shall make a recommendation to the Superintendent as to the appropriate action to be taken by the District. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be sustained, and the recommended remedial action will be implemented. The Superintendent may sustain the grievance, yet modify the recommended remedial action. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is otherwise unavailable during the five- (5) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance are without merit, the Coordinator shall make a recommendation to the Superintendent that the grievance be denied. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be denied. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is otherwise unavailable during the five-(5) day period due to an emergency or other unforeseen circumstances.

If the Superintendent disagrees with the recommendation of the Coordinator, whether sustaining or denying the grievance, the Superintendent shall state his/her reasons for disagreeing with the recommendation in writing, set out his/her conclusions and the reasons therefore, and notify all parties of the decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is otherwise unavailable during the five-(5) day period

due to an emergency or other unforeseen circumstances. If the Coordinator or Superintendent is alleged to have violated this Policy, the grievant may request to bypass the respective individual.

*Level 3: Board of Education-* Any party aggrieved by the decision of the Superintendent or in disagreement with the proposed remedial action may make a written appeal to the Board of Education. Such written appeal shall be filed in writing with either the Superintendent or the Secretary of the Board of Education. Such written appeal must be filed within ten (10) days of receipt of the decision of the Superintendent. Extensions of the ten- (10) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require. Upon receipt of a written appeal, the District shall place the grievance on the agenda of the next meeting of the Board of Education following the fifth day after the appeal is received, or at such Board meeting thereafter as may be agreed upon by the parties.

At the hearing before the Board, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, cross-examine witnesses called by the opposing party, and to submit evidence into the record.

The Board shall render its decision within thirty (30) days. The Board shall report its decision in writing. All parties shall receive a copy of the decision.

The hearing before the Board of Education shall be considered a contested case for purposes of Chapter 536, Revised Statutes of the State of Missouri.

*Level 4: Circuit Court-* Any party aggrieved by the decision of the Board of Education may appeal the decision to the Circuit Court of the County, in accordance with Chapter 536, Revised Statutes of the State of Missouri, or to the applicable federal court.

*Other Options-* At any time during the grievance process, a grievant may file a complaint with the United States Department of Education, Office for Civil Rights (Kansas City, Missouri) or the Missouri Commission on Human Rights. Employee grievant may also file a complaint with the Equal Employment Opportunity Commission.

## Appendix B:

### 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, highly mobile children, such as migrant and homeless children, 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 Ridgeway R-V School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing 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 Ridgeway R-V 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 Ridgeway R-V 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 or Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Ridgeway R-V School District has developed a Local Compliance Plan for 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 anytime Monday through Friday during school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one (21) that reside in the district. This census is compiled by December 1 each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you

have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Ridgeway R-V School District.

This notice will be provided in native languages as appropriate.

# Appendix C:

## Technology

### **A. Introduction**

Internet Safety Policy (Policy 6320)- It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **B. Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **C. Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).

### **D. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **E. Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any

technology protection measures shall be the responsibility of the principal or designated representatives.

## **Internet Usage (Regulation 6320)**

### **Personal Responsibility**

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. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

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. 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; 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; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide

variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

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 E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

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.

To the maximum extent permitted by law, 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 action.

### **Internet Access**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter



and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software and submit an electronic request for access to a website, or:
2. Submit a request to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. 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.
5. 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 E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. 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 District specifically denies any responsibility for the accuracy of information obtained through Internet services.

### **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to immediately report any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

### **Vandalism of the Electronic Network or Technology System**

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.

### **Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

## Appendix D: Discipline Matrix

<b>Offense</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>	<b>Continuing Violations</b>
Abusive/Demeaning Language to Staff	Conf. w) Coun. / Principal Min. – OSS Max, recommendation for long term expulsion	Conf. w) Coun. / Principal Min. – OSS Max, recommendation for long term expulsion	Recommendation of long term suspension	Recommendation for expulsion
Abusive/Demeaning Language to student	Conf. w) Coun. / Principal Min. – OSS Max, recommendation for long term expulsion	Conf. w) Coun. / Principal Min. – OSS Max, recommendation for long term expulsion	Recommendation of long term suspension	Recommendation for expulsion
Aggressive Behavior	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. / Principal Min. – OSS Max
Alcohol/Drug Possession or Representation Thereof	5-10 days OSS, Authorities notified, Recommended for long term suspension	10 days OSS, Authorities notified, Recommended for long term suspension	Recommended for expulsion, Authorities notified	Recommended for expulsion, Authorities notified
Cellphone Violation	Device confiscated	Device confiscated, Principal detention	Device confiscated, turned in prior to start of school day for one week, 1 day ISS	Device confiscated, turned in prior to start of school day for one month, 3 days ISS
Cheating/Plagiarism	Verbal warning- 0 score	1 day ISS – 0 score	2 days ISS – 0 score	1-5 days ISS – 0 score
Computer/Internet Violation	See Handbook Appendix C: Technology			
Disrespect/ Insubordination to Staff	2-3 days ISS (Parent conference w/ teacher/principal)	3-6 days ISS (Parent conference w/ teacher/principal)	2-5 days OSS (Parent conference w/ teacher/principal)	3-10 days OSS (Parent conference w/ teacher/principal)
Disrespect/ Insubordination to students	1-3 days ISS	2-6 days ISS	1-5 days OSS	2-10 days OSS

Disruptive Behavior	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. / Principal Min. – OSS Max
Drug Distribution	5-10 days OSS, Authorities notified, Recommended for long term suspension	10 days OSS, Authorities notified, Recommended for long term suspension	Recommended for expulsion, Authorities notified	Recommended for expulsion, Authorities notified
Fighting or physical contribution to a fight	3 days OSS, JO notified	5 days OSS, JO notified	7 days OSS, JO notified	8+ days OSS, recommendation for long term suspension, JO notified
Firearms Possession on School Property	Expulsion for calendar year Authorities notified			
Forgery	1 day ISS	3 days ISS	1-3 days OSS	3-5 days OSS
Harassment	1 day ISS	3 days ISS	5 days ISS	2-10 days OSS
Horseplay/pushing	Conference with Principal/Counselor	1 day ISS	3 days ISS	1 day OSS
Inappropriate dress	Verbal Warning-remain in office until clothes are changed	1 day ISS	2 days ISS	3-5 days ISS
Inappropriate public display of affection	Conference with Principal/Counselor	Lunch detention	1 day ISS	2 days ISS
Inappropriate Sexual Behavior	1-3 days ISS or 1-5 days OSS, JO notified	2-10 days OSS, JO notified, long term expulsion	Long Term Expulsion, JO notified	Long Term Expulsion, JO notified
Inciting a Fight	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. / Principal Min. – OSS Max
Indecent Exposure	1-3 days ISS or 1-5 days OSS, JO notified	2-10 days OSS, JO notified	Long term expulsion, JO notified	Long term expulsion, JO notified

Leaving a classroom without permission	Conference with Principal/Counselor	1 day ISS	3 days ISS	1 day OSS
Parking Lot/Driving violations	Conference with Principal/Counselor	5 days–loss of parking privileges-possible 1-5 days ISS	10 days-loss of parking privileges-possible 2-6 days ISS	Loss of parking privileges for quarter, semester, and or year possible, 1-5 days OSS
Pornographic material	1 day OSS	2-5 days OSS	5-10 days OSS	Long Term Expulsion, JO notified
Possession of weapons, i.e. Pocket knives, Clubs, explosive material, (fireworks, etc.)	1-10 days OSS, JO notified permanent expulsion	1-10 days OSS, JO notified permanent expulsion	1-10 days OSS, JO notified permanent expulsion	1-10 days OSS, JO notified permanent expulsion
Profanity	Principal’s detention or 1 day ISS	1-2 days ISS	3-5 days ISS	1-5 days OSS
Profanity to Staff members	3 days ISS	5 days ISS	1-5 days OSS	3-10 days OSS, recommendation for long term suspension
Skipped Detention	1 day ISS, fulfill detention	1-3 days ISS, fulfill detention	3-5 days ISS, fulfill detention	5 days ISS, fulfill detention
Skipping school/class or truancy	1 day ISS	3 days ISS	1 day OSS	3 days OSS
Theft	1-5 day OSS, JO notified	2-6 days OSS, JO notified	2-10 days OSS, JO notified	2-10 days OSS, JO notified
Threats towards Staff	1 day ISS Min. - OSS Max	3 days ISS - OSS Max	1-5 days OSS, JO notified	3-10 days OSS, recommendation for long term suspension, JO notified
Threats towards students	Conf. w) Coun. / Principal Min. – OSS Max	Conf. w) Coun. /Principal Min. – OSS Max	Conf. w) Coun. /Principal Min. – OSS Max	Conf. w) Coun. /Principal Min. – OSS Max
Throwing Objects or food	1 day ISS	3 days ISS	1-3 days OSS	3-5 days OSS

Tobacco:Use or possession	1 day OSS	2 days OSS	2-10 days OSS	10 days OSS/ recommended for long term suspension
Tormenting / Teasing	Conference with Principal/Counselor	1 day ISS	3 days ISS	1-3 days OSS
Uncooperative	Conference with Principal/Counselor	1 day ISS	3 days ISS	1-3 days OSS
Vandalism	1-5 days ISS- pay for damages	2-6 days ISS- pay for damages	1-5 days OSS- pay for damages	2-10 days OSS- pay for damages
Vo-Tech Violation: Driving or riding to/from without permission	1 day ISS	2 days ISS	Removal from program	

It is possible for a student to be moved to a different level of violation if there are more than one infractions that occurred, or if a student shows no remorse or contrition for the violation, or based on the judgment of the administration.