

Richmond R-XVI



Dear Elementary School

Principal: Dr. Marlaine Boyd

701 E. Main

Richmond, Missouri 64085

Student ~ Parent Handbook

2023- 2024

Students SHOULD NOT be dropped off before 7:25 a.m. due to NO SUPERVISION,

If they are eating breakfast they may enter at 7:25am.

Parents should drop students off between 7:25 and 7:40 a.m. Students are TARDY after 7:45 a.m. and parents MUST COME INSIDE and SIGN IN the student.

SCHOOL HOURS

Monday- Friday 7:45 a.m. - 2:55 p.m.

Office Hours

Monday - Friday 7:00 a.m. - 3:30 p.m.

Telephone: 776-5401 Fax: 776-2110

Web Address <http://richmondspartans.org>

R-XVI BOARD OF EDUCATION 2023-2024

Mr. Jon Dana-President
Mr. Chad Burnine-Vice-President
Mr. Brian Appleberry-Treasurer
Mr. Brad Edwards

Mrs. Karmen Dooley
Mr. Wesley Maxwell
Mrs. Molly Lieberknecht

CENTRAL OFFICE ADMINISTRATION

Dr. Bryan Copple - Superintendent of Schools
Dr. Trey Cavanaugh - Assistant Superintendent of Schools

DEAR ELEMENTARY STAFF 2021-2022

Dear Elementary Principal-Dr. Marlaine Boyd
Administrative Assistant-Chris Bartz
School District Nurses-Jayanna Harrison, Linda Pemburlin
Dear Elementary Nurse-Ashley Miller, Chris Bartz(aide)

KINDERGARTEN

Ashley Cramer
Tiffany Dunkle
Corissa Hamilton
Grace Jones
Amber Opfer
Makaylyn Ryun

FIRST GRADE

Bethany Anderson
Ingrid Bell
Ashley Carnevale
Shelbie Jones
Makayla McNeal
Haley Shelton

EARLY CHILDHOOD

Berinda Fidler -ECSE/Preschool
Laurel Farris & Sandy
Hendricks– ECSE Aides
Preschool:
Peggy Wollard (AM/PM), Cody
Appleberry, Lindsey Clay,
Emily Fitch, Denise Livingston

SUPPORT STAFF

ArtBea Hendrix
Library.....Melissa Steele
Counselor.....Kim Spratt
Gifted & Instructional Support....Tammy Kugler
Music.....Brandon Wehmeyer
P.E.....Jacob Swope
Technology.....Brittany Vest
School Based Social Worker....Sarah Kennedy
Ed. Resource Teacher.....Becky Gore
Parents as Teachers.....Jessica Leeds

STATE & FEDERAL PROGRAMS

Johnna Fifer – Speech Pathologist
Lisa Thacker – T1 Reading
Amy Osborn – SpEd
Mary Pettegrew – Math Interventionist
Brittany Horine – T1 Reading

TECH SUPPORT

Brian Long, Bryce Long, & Garrett Fortner

CAFETERIA

TBA- Head Cook
TBA- Cook

ADVENTURE CLUB:

Marilyn Randle, Courtney Hook, & Tammy Stagner

AIDES/PARAPROFESSIONALS

Amber McCoy, Tracy Koger, & Kassie McGinnis – Paraprofessionals
Kathy Smith - Aide & Cashier

CUSTODIANS

Sheila Ray-Head Custodian
Kaylea McGaugh & Donnie Wiley

Richmond R-XVI Mission Statement
Raising Standards by Educating For Tomorrow, Today

Message from Dr. Boyd

Welcome to the 2023-24 school year at Dear Elementary School, “Where Spartan Pride Begins!” I am eager to begin this next school year together! Thank you for remaining committed to helping your children achieve their highest potential. We will continue to offer support, and utilize all our resources to educate your children to the highest level.

When a child attends Dear Elementary, they have marked the beginning of their educational journey. The faculty and staff strive to ensure that each child experiences learning in a caring and nurturing environment that will lay the groundwork for all their future successes. Our community values caring, cooperation, responsibility, and self-control, to promote life-long learning.

The success of our school community depends greatly on the collaboration, commitment, and involvement of parents, students, teachers, and community members. When we work together, we foster an environment where learning thrives. I encourage you to get involved in your child’s learning community, so that our partnership will yield an environment where every child can learn, and, indeed, wants to learn. We thank you for allowing us the opportunity to guide your child on their educational journey and look forward to a productive school year!

Sincerely,

Dr. Marlaine Boyd, Principal

Statement of Non-Discrimination

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

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

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

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

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CALENDAR OF EVENTS

August	1	Dear Office opens for the year
	10-11	New teacher workshops
	14-22	Prof. Development
	15	Convocation a.m./Building meetings p.m.
	15	Back to School Bash at Richmond High School
	21	Open House at Dear and Sunrise 4-8 pm
	23	First Day of School/Early Release @ 12:55pm
September	4	Labor Day- NO SCHOOL
	7	Fall Pictures
	11	Teacher Prof. Development - NO SCHOOL
	22	Early Release @ 12:55 - Homecoming
October	2	NO SCHOOL
	20	End of 1 st Quarter & Early Release @12:55
	26	No School: Parent Teacher Conferences 8am -8 p.m.
	27 -30	Mini-break/ NO SCHOOL
November	3	Fall Picture Retakes
	6	Teacher Prof. Development - NO SCHOOL
	21	Early Release @ 12:55
	22-25	Thanksgiving Break
December	20	End of 2nd Quarter
	20	Early Release @12:55
	21-31	Christmas Break
January	1- 3	Christmas Break continued
	3	Teacher Workday
	4	Students Return
	15	Martin Luther King Day- NO SCHOOL
February	12	Teacher Prof. Development - NO SCHOOL
	16	Mini-break- NO SCHOOL
	19	President's Day- NO SCHOOL
March	4	Teacher Prof. Development - NO SCHOOL
	6	Spring/Class Pictures
	8	End of 3 rd Quarter
	28-31	Mini-break- NO SCHOOL
April	1	Easter Break - NO SCHOOL
	12-15	Mini Spring Break - NO SCHOOL
May	10	Graduation
	22	Last day of school/Early release/End of 4 th Quarter
	23	Teacher Checkout

Arrival/Departure (Student Drop-off and Pick-up)

******Subject to change due to construction***

School begins at 7:45 a.m. and ends at 2:55p.m. Students should not arrive at school before 7:30 a.m. unless they are bus riders and their bus arrives prior to that time, or they are eating breakfast and report to the cafeteria.. **Student arrival between 7:30-7:40 a.m. is ideal.** As students arrive, they are to report immediately to the gym or cafeteria if eating breakfast and be seated. Students should not leave school before 2:55 p.m. except for doctor's appointments or emergencies. **Parents must come into the school office to sign children in when they arrive late and to sign out for early departures. It is very important that students arrive on time to school.**

Please enter the north parking lot when visiting our building. The west parking lot is reserved for bus traffic and staff parking.

Tardiness to School-

Students should not be late. Parents/Guardians, this is an important life skill to model for your child. Every student arriving at school after 7:45 a.m. is considered tardy to school and an adult **MUST** sign him/her in at the office. Students who are chronically tardy miss the same subject each day and lose out on instructional minutes. Students arriving late to the classroom disrupts the students' focus and can cause the class to lose instructional time as the teacher works to catch up the late student(s).

Students who arrive tardy to school will have those missed minutes deducted from their attendance. Tardy/Late minutes can accumulate to create an entire day or more of absences. These minutes are included in the totals that generate attendance letters.

Attendance Policy and Procedures

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

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Please refer to Board Policy JED for more information regarding attendance. Board policies are available on the district web page: www.richmondspartans.org

Tardiness to School

Every student arriving at school after 7:45 a.m. is considered tardy and **MUST** sign in at the office. Tardies accumulate on a student's attendance record and impacts overall daily attendance.

After School Programs

“Adventure Club the after school child care program is available through the school district. Child care is after school until 6:00 p.m. Adventure Club is located at Dear Elementary. Please call Adventure Club at 776-3075 for more information.

Bus Transportation Services-(EEA & JFCC)

The board, in accordance with state law, may provide free transportation for public school pupils who reside one mile or more from the pupil’s designated attendance center. In an effort to provide safe and reliable transportation to and from the Dear and Sunrise Elementary buildings, all K-5 students are eligible to ride the bus. Buses carrying school children will be considered as extensions of the school environment, and any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her privilege to school bus transportation suspended for such period of time as may be deemed proper by the school principal. Uniform rules of conduct and disciplinary measures will be enforced. Children should not expect to ride to and from a friend’s house for social occasions. Emergency sheets should have information as to where students are picked up and delivered and where they are to go for early dismissal. A one-day change will not be permitted and transportation for 1 day will be a parent responsibility. It is requested they have someone on their check out list to pick them up. Any permanent change to bussing will be made at building level and faxed to the transportation department.

Cell Phones

Cell phones present a disturbance and can also become the object of theft. Cell phones will not be permitted at school. Cell phones seen or heard at school will be confiscated and the owner’s parents will be called to pick up the phone. If you have a legitimate reason your child may need a phone from time to time - please clear this with the office or teacher. We will hold the phone in safe-keeping for the day and return it to the child at the end of the day.

We ask that visitors to our building turn their cell phones off so as not to disturb the classroom teaching environment.

Classroom Parties

Parents and Room Mothers/Fathers attending classroom parties are **NOT ALLOWED** to wear costumes or masks without prior approval by the Principal. This is for the safety of the students.

Parents are **STRONGLY DISCOURAGED** from checking out students after class parties. These absences negatively impact the school district’s average daily attendance, no matter the duration of time. The minutes missed from these early dismissals can accumulate to an entire day or more which does generate an attendance letter.

Commercial Deliveries

The school will not deliver flowers or gifts during class hours. These items should be picked up in the office after school. **Remember that balloons and glass containers are prohibited on the bus.**

Contacting Your School

We invite and encourage all parents and community members to visit us anytime. Please check in at the office. If you would like to request a conference with a teacher, administrator, etc., please call and set up an appointment through the school office.

Counseling Services-(JHD)

A school counselor is available on certain days for individuals, as well as classroom guidance.

Discipline Policy of R-XVI School District students-(JG-R)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in

disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Under the terms of the **Safe Schools Act 1996**, the Richmond R-XVI School District is to do the following with regard to serious violations of school discipline policy. (1) All serious violations of school discipline policy (including but not limited to assault, fighting, possession of a weapon, possession or sale/transfer of alcohol or drugs, theft, etc.) **must be reported to the Richmond City Police and for students 16 and under, the juvenile authorities.** (2) In addition to transcripts and attendance records, student discipline records will be sent to any school district or school that a student may transfer to. Dear Elementary School will receive discipline records from the previous school of transfer students.

****Please see Discipline Policy in its entirety at the back of the handbook.**

Discipline of Dear Elementary students- minor offenses

Building- wide Expectations

- Students will allow the adults to be in charge so that all students will be safe and productive.
- Students will use appropriate speech and body language.
- Students will Keep Hands, Feet and all Other Objects To Yourself (KHFOOTY)
- Students will show respect to others.

Behavior Response:

The Dear Elementary and Sunrise Elementary Schools believe that each classroom needs an orderly, safe and supportive environment for our students to be successful. When a student has a problem, the teacher may have the student use a safe spot to think over the concern and then return to normal classroom activities. A safe spot is defined as a place in the classroom that a student can go to stay in control of his / her behavior. A buddy room in a nearby classroom may be used for further concerns, followed by an alternative location in the building recovery room. A buddy room is a safe spot in another teacher's classroom. The recovery room is a location where the student can receive individual help with his/her problem. Here, the student is responsible for developing a plan for success and for processing with his/her teacher. Plans are implemented for students who have chronic behavior problems. These behavior problems may include: excessive talking out, not following directions, stealing, arguing, inappropriate language, continuous out-of-seat behavior and/or not getting along with others. All these behaviors can inhibit the student and others from learning.

- One redirection is given to the student
- Safe spot in the classroom,
- Buddy room
 - Parents notified by phone and or note
- Recovery room with School Based Social Worker
 - SBSW/Principal notifies parents
- Students involved in fighting, bullying, pushing, shoving, name-calling, or any other behavior of this nature will follow the above protocol unless it is severe in nature and requires a discipline referral.

Consequences for minor offenses

Consequences for breaking school rules will follow this continuum:

1. At least one redirection is given to the student.
2. Safe Spot in classroom.
3. Buddy Room.
 - Parents may be notified by phone call or note. (if no phone)
4. Recovery Room.
 - School Base Special Worker may notify parents by phone call or think sheet.
5. Students involved in fighting, bullying, pushing, shoving, name calling, or any other behavior of this nature will not be considered fight free for the quarter.

Consequences for major offenses

Defiance or Aggressive behavior may result in the following consequences-

1. First Offense - Isolated from class for the rest of the day in the recovery room. If offense occurs at the end of the day, half of the following day will be spent in the recovery room.
2. Second & Third Offenses - One day of In School Suspension (ISS) or Out of School Suspension (OSS) at the discretion of the building administrators.
3. Future Offenses - Up to five days of either (ISS) or (OSS) at the discretion of administrators.
4. Fights, violent behavior, threats, and other above listed behaviors (Policy JGR) will result in up to ten (10) days of In or Out of School Suspension.

Discipline of Students with Disabilities (JGE)

It is the goal of the Richmond R-XVI School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

Disruptive Conduct

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

Dress Code for students-(JFCA and JFCA-AP)

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education.

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear. A gym shoe must be worn to participate in P.E. ("Heelies" or other shoes with wheels are not permitted at Dear Elementary.) High heeled shoes are strongly discouraged for student safety.
3. Dress and grooming will not disrupt the educational environment. (Hair paint or coloring of an unnatural color is not permitted at Dear. Examples: blue, pink, green, etc.)
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

Emergency Dismissals

Inclement Weather: Parents should listen to any of the local television or radio stations for information about school closing during inclement weather. Be sure your child knows where to go if school should close early for any reason.

***Tornado: When the weather warning sirens are sounded, children will be kept at school and cared for until the all-clear signal. Definite emergency procedures are followed. Please, do not call the school office during this time. Phone lines must be kept open to receive information concerning the storm. Please do not attempt to check your child out early during a severe weather event. If students are taking cover in the storm shelter, front office staff will as well and will not be able to release your child until the building is given the "all-clear" from said weather alert.

Emergency or Early Dismissal: Each child should be instructed about where he/she is to go if an early dismissal is necessary. It is impossible for the school to notify each parent if an early closing of school occurs. If a current emergency address is not on record in the school office, the child will be transported to his/her regular bus drop.

Fever/Illness

Students need to be 24 hours fever-free without medication before returning to school. They must also be 24 hours free of vomiting. Illnesses that fall in this category can probably be covered by an excuse from the medical doctor.

School age students may have the opportunity to participate in field trips off campus this year. Preschool students will have field trip-like experiences visiting the building in lieu of leaving the campus. These are an extension of what is learned in class. All students must have a trip form signed by the parents before being allowed to participate in a field trip. Inappropriate behavior on a field trip may result in loss of future field trips. **ALL STUDENTS MUST RIDE THE BUS TO AND FROM THE FIELD TRIP UNLESS IT HAS BEEN APPROVED AT LEAST ONE WEEK IN ADVANCE WITH THE PRINCIPAL.**

Fund-raising-(IGDF)

Only administrative approved fund-raisers will be allowed.

Grading Period-(IK)

The report card represents the best possible estimate of the student's achievement and status in a given class for the grading period. The report card indicates the extent to which the student has met the goals and objectives.

Grading Period- The school year is divided into four nine-week periods (quarters). Two quarters (18 weeks) make one semester. Report cards are distributed to the students after each quarter has ended.

Human Sexuality Curriculum

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

Library

The library houses printed and non-printed materials and also some audiovisual equipment. Printed material is available for checkout. Scheduled library visits are provided. Students may come during open library times with teacher permission. Books are checked out for two weeks and may be renewed once. Students with overdue material cannot check out anything else until the overdue material is returned. Students will be expected to follow the library guidelines on behavior and care of books.

Medications at School (JHCD)

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

Over-the-Counter Medications

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

Prescription Medications

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

Possession and Self-Administration of Medications

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

Emergency Medication (Dear and Sunrise Elementary)

Dear Elementary is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse and 911 will be notified. The stock epinephrine is available for

students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. District stocked epinephrine remains in the nurse's office at all times.

Money at School

Money or other valuables should not be left in or on school desks. Pupils must assume responsibility for safekeeping of valuables. Children should be discouraged from bringing extra money to school.

Open House

Each year the R-XVI schools hold Open House for parents and patrons of the district. The purpose of this open house is to provide an opportunity for patrons to see the schools and meet with school personnel. This is not a time for parent-teacher conferences. If you wish to discuss student progress, please set up a private conference time. You may do this by calling the school office.

Parent Teacher Organization (PTO)

Our PTO promotes a positive educational program for all students. We invite you to become involved in PTO. As a PTO member, you can make a meaningful contribution to our school and your child. Get involved and be part of the team!

Personal Property

Students are not to bring any trading cards, video games, radios, MP3 players, CD players, cell phones or headphones to school. The school is not responsible for personal property brought to school. Any unusual items necessary for classroom assignments must be cleared by the teacher through the office. Any personal article may be removed from the student and held in the principal's office until the end of the school day OR until a parent comes to the school to pick up the item. If repeated problems occur, an item may be held until the end of the school year.

Phone Calls to Office

The office receives many calls each day asking us to deliver messages to students. You can help in the following ways:

1. Please limit phone messages to those of an emergency nature.
 2. When possible, make plans with your child before school and communicate in writing to your child's teacher.
- Thank you for your consideration and help with this problem.

Recess

Please dress students appropriately for the weather. Classes will go outside unless it is 20 degrees or below with a wind chill. In warmer weather, classes will go outside unless the temperature or heat index has reached 90°. Parents are also encouraged to send students in shoes that are conducive to outside play. Flip flops may be comfortable, but tend to break during play and have led to many falls for children at recess.

Recordings by Students- (KKB)

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

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

Release of Students During the School Day-(JEDB)

Students will not be released during the school day except in the company of their parents, guardian, or parent-designated adult. Parent, guardian, or parent-designee will be required to pick up students in the principal's office. To designate an adult to pick up students, a parent must designate the person on the student's emergency form.

Richmond Early Childhood Center-(Preschool)

Dear Elementary is the home of the Richmond Early Childhood Center (RECC). This program offers preschool experiences for children who are three, four or five years of age. The program has two AM sessions (8AM to 11AM) for children ages three and four and two PM sessions (12PM – 3PM) for children ages four and five. The ECSE program is for students who qualify under the state of Missouri Special Needs guidelines and runs 4 days a week, Tuesday, Wednesday, Thursday and Friday. No sessions on Mondays. The Title AM and PM classes run all 5 days of the week and follow the school calendar. There are also 4 classrooms of Full day preschool and is available for children that are three or four years old, potty trained and who qualify. This program runs 5 days a week. Children are assigned to sessions according to their birth date. Questions? Please call Dear Elementary and speak with Dr. Marlaine Boyd (Principal).

Safety Drills and Emergency Preparedness

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

SB291-Physical Activity Requirements-Elementary (RSMo 167.720)

Beginning with the 2010-2011 school year, school districts must ensure that students in elementary schools participate in moderate physical activity, as described in the act, for the entire school year for an average of 150 minutes per week, or thirty minutes per day. Students with disabilities must participate to the extent appropriate.

SB291-Physical Activity Requirements-Recess (RSMo167.720)

Elementary school students must be provided a minimum of one recess period of twenty minutes per day, which may be incorporated into the lunch period.

Student Lunches and School Lunch Program

Fast food (e.g., McDonald's, Taco Bell) will not be allowed to be brought into the school for student consumption until after 3:00 p.m. Neither students nor parents, grandparents, guardians, friends, relatives, or others will be allowed to bring in fast food for student consumption before the end of the school day. Any exceptions must have prior approval by building administration at least 24 hours ahead of time.

Sack lunches packed at home are permissible. Fast food disguised as a sack lunch is not permitted.

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

Each day we serve breakfast and lunch that meet the nutritional guidelines set by the State. Breakfast costs \$1.70 for full price and 30 cents to those qualifying for reduced pricing. Lunch costs \$2.10 for full price and 40 cents for reduced. Milk is 50 cents for breakfast and 50 cents for lunch. An additional tray is \$2.75 for lunch. (Prices Subject to Change).

Breakfast

5-day full price	\$8.50
20-day full price	\$34.00
5-day reduced	\$1.50
20-day reduced	\$6.00

Lunch

5-day full price	\$10.50
20-day full price	\$42.00
5-day reduced	\$2.00
20-day reduced	\$8.00

Lunch deposits may be made daily in the cafeteria, cash or checks shall be placed in an envelope with first and last name, grade, and account number. No change will be exchanged. **A student may charge his meal when needed, but we allow only a few running charges. Once a student's negative balance reaches 10 dollars, phone calls from the principal may be necessary to bring the student's balance current. Lunch accounts can be**

viewed on PowerSchool and notes will be sent home. It is the parent/guardian's responsibility to monitor the balance closely. Parents are welcome to join their children, but we ask that the teacher be informed of this at the beginning of the school day, so she/he, in turn, can tell the cooks. An adult lunch is \$2.85 and breakfast is \$2.35. Please bring exact change as our cashiers do not keep extra currency on hand.

School Property

Students are expected to take good care of school property. Students shall pay for any lost or damaged books, supplies, equipment, or other property. The principal or designated person in accordance with the price of the item lost or damaged shall assess payment. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and may be subject to additional disciplinary action. Failure to pay for damages shall result, after notification of parent or guardian, in the student being ineligible for certain activities or rewards, and/or receiving quarterly progress reports.

Snacks and Treats

Snacks and treats are welcome at school. However, all snacks must be store bought. No homemade treats. **We are also encouraging parents to follow our healthy snack list that is provided at the beginning of the school year or you can pick a copy of the list up in the office. Dear Elementary is strongly discouraging sweets, such as: cupcakes, cookies, etc., for snack time. We ask that you bring cupcakes only for birthday treats. We would also like to encourage room parents to plan to bring mainly healthy snacks from our snack list for parties. Research has proven that too much sugar and dyes are not healthy for our children.** In addition, some classrooms may have students with allergies that could affect snack lists for that particular classroom. Accommodations will be made for students who have medical documentation of food allergies. For more specific details on snack and birthday treats that are acceptable in the building, please contact your child's teacher or the school office. We appreciate your help in keeping all of our children healthy and safe.

Spartan Alert:

The Richmond R-XVI School District is proud to offer Spartan Alert. This is a service to keep parents and community members informed of school cancellations and important information. You may sign up for this service by going to www.richmondspartans.org and clicking on Menu. Next click on Spartan Alert. Follow the prompts to get important information about the Richmond R-XVI schools sent as text messages directly to your mobile phone, wireless PDA, e-mail or pager. In addition to this service, the district also offers a Richmond School District Spartan App available in your cell phone's app store. This app is free and can send notifications as well as house the school meal menus, the school calendar, and other important school information.

Technology

Richmond R-XVI School District 1:1 Technology Information Handbook

Vision

The 1:1 device initiative gives students the tools to have instant access to the world of information and also transforms teaching and learning within the district. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential and one of the learning tools of 21st century students. A device is only the beginning. 1:1 computing aligns with Richmond's mission of "Raising Standards by Educating for Tomorrow, Today". At Richmond R-XVI, we believe the integration of technology enhances learning by increasing knowledge, skills, and the ability to think critically and apply new learning in real-life situations. With this in mind, teachers and students will be using the devices as tools to access content, to meet instructional needs, to collaborate, to communicate, and to assess progress as they move through the Richmond School District. The device's purpose is to give teachers and students a tool to improve learning. It is an exciting time in education and Richmond is committed to meeting the needs of all learners and preparing them for the world beyond our K-12 system.

Frequently Asked Questions

- **What are my responsibilities as a parent/guardian in terms of replacement of the device if it is damaged, lost, or stolen?** The Richmond School District will be responsible for the repair of the device for normal wear of the unit. If the device is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing broken items. The school regards the device as all other materials that are checked out to a student such as library materials, sports and music uniforms, etc. We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced or repaired (outside of any normal wear and tear on the computer, as determined by administration.)
- **What are the replacement costs of the device?** Students will be charged for replacement parts, chargers, etc at the current cost to the district.
- **Does my child have to accept a device?** A device will be checked out to all students. If a parent/guardian does not want the child to take a device home, the parent may submit that request in writing to the office. In this case the student will need to check the device in and out each day.
- **As a parent/guardian, how do I monitor my child's use on the internet?** While your child is using a District issued device, there are filters available. Please see, "Parents' Guide to Safe and Responsible Student Internet Use".
- **What if we don't have wireless internet at home?** Device use is maximized with Wi-Fi. In a recent survey, the vast majority of families indicated they have internet capability at home. If a family does not have Wi-Fi, a student may use the device at school, in school parking lots, or at public areas that have public Wi-Fi (i.e. Ray County Library, restaurants), etc.
- **Can students purchase their own bag?** No, the district has provided a bag and it should be the only bag used with the device.
- **What if a student forgets to charge the device?** Students are responsible for making sure their device is charged before coming to school each day. Charging stations are available in classrooms and in common areas.
- **Will students keep the device for the summer?** Devices and all Richmond R-XVI accessories (charger, bag, etc.) will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. Students will receive the same device the following Fall that they turned in the previous Spring.
- **How is the district paying for the 1:1 initiative?** The district will use funds issued through the CARES Act, as well as, Capital Project/Building Fund and General Fund money to purchase the computers.

Receiving a Device

Students and parents/guardians will be required to attend an orientation session to receive their equipment. Each student will receive a device, carrying case, and AC charger. If the meeting is missed students and parents/guardians will be required to watch a video of the presentation.

Parents/guardians and students must read, sign, and return the user agreement and parent/guardian permission form before a device is issued to the student.

Devices, carrying cases, and AC charges will be labeled and will be linked to the serial number of the device. Users should have no expectation of privacy of materials found on the device or a school supplied or supported email service. The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing email. The administration and the technology director shall have both the authority and right to examine all computers and computer-like equipment and internet activity including any logs, data, emails, and other computer related records of any user of the system. The use of e-mail is limited to district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

Agreements

- I will return the device, power cables, and case on the last day of my enrollment or earlier if requested by the district. I understand that I will be billed for replacement costs if the device is not returned promptly.
- I will treat this device with the same care as if it were my own property.
- I will maintain the device in clean condition.
- I will avoid use in situations that are conducive to loss or damage. Any damage beyond normal wear and tear will be the responsibility of the person it is issued to.
- I will heed general maintenance alerts and advice from school technology personnel.
- I will promptly report any malfunction and/or damage to a teacher or Media Specialist. In case of loss or theft I will inform the building administrator.
- I will always transport the device within the case provided whenever leaving the school building.
- Learning is an anytime/anywhere activity. Students are allowed and encouraged to take their mobile device with them as they see fit. However, **the mobile device is expected to be charged and in working order and with the student during normally scheduled school days.**
- Purchased apps or programs installed by the student outside of the district mobile device management system will not be reimbursed by the school district. This will hold true even if the purchased apps become part of a future standard app package.
- I will adhere to the Richmond School District's Acceptable Use Policy when using this device at all times and locations.

Using the Device

Using a Device at School

- Devices are intended for use at school each day. In addition to teacher expectations for the device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by a teacher.

Charging a Device's Battery

- Devices must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
- In cases where the battery does "run out", students may be able to connect their device to a power outlet in class.

Ear Buds

- The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion.
- Ear buds or corded headphones are the responsibility of the student. No Bluetooth enabled earbuds or headphones are permitted. All ear buds and headphones must connect to the device with a cord.

Device Left at Home

- If a student leaves the device at home, the student is responsible for getting the coursework completed as if the device were present.

Screensavers/Background Photos

- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

Sound, Music, Games, Software/Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own **corded** headphones or ear buds. **No Bluetooth earbuds or headphones.**
- Music is only allowed on the device at the discretion of the teacher.

Legalities

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Media Specialist.
- Plagiarism is a violation of the Richmond R-XVI rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to Richmond R-XVI discipline. Violation of applicable state or federal law may result in criminal prosecution.

Using the Device Camera

- If the device comes equipped with both camera and video capacities. As with all recording devices, permission must be granted before recording an individual or group and the individual or group must be notified if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

General Care

- Treat this device with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen, cover, or plastic casing. If these actions are taken, families will be charged a repair based on the loss. Here are some examples:
 - Keys are ripped off/removed or the charging port is damaged
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep the device clean. For example, don't eat or drink while using the device.
- Do not do anything to the device that will permanently alter it in any way.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the device.
- Close the lid of the device when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open device. This is applicable at school and at home.
- Avoid extended use of the device directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury.
- Do not allow anyone else to use your device other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.
- Keep the device in a safe place.
- The device has the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the Acceptable Use Policy and grounds for disciplinary action.
- Do not attempt to contact the devices service department directly for repair questions. Please contact the school district.
- Avoid leaving the device in environments with excessively hot or cold temperatures, such as a car or another vehicle.
- Avoid sharp objects near the device.

Cleaning

- Device screens show fingerprints and smudges easily, follow proper cleaning procedures to keep your screen looking new. Power down the device before cleaning. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the device. If necessary, the cloth may be dampened slightly to assist in the clearing areas that do not appear to be coming clean with the dry cloth. If damage occurs because of improper cleaning, it will be the responsibility of the student to pay a replacement fee.

Device Undergoing Repair

- Loaner devices may be issued to students when their devices are being repaired by the school. A limited number of “loaner” devices are available so having a “loaner” is not guaranteed.

Student Access & Monitoring

- There is no reasonable expectation of privacy while using Richmond R-XVI devices, networks, or technology. Ultimately the device is the property of Richmond R-XVI, and Richmond R-XVI has the right to determine what is appropriate and to search the device if necessary, at any time.
- Richmond School District’s filtering software allows the District to block websites that are inappropriate for students whether they are accessing the web via Richmond R-XVI wireless network or if they are connected to the Internet at other locations.
- Software also allows for screen monitoring while at school, which makes it possible for appointed Richmond R-XVI personnel to monitor student device screens.
- Students who access inappropriate sites or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

Technical Support and Repair

- The Richmond School District has technical support, maintenance, and repair available during the school day.

Digital Citizenship - A Good Digital Citizen:

1. Uses technology resources in a manner consistent with the district’s educational mission and policies, as well as in compliance with state and federal laws and regulations.
2. Respects the property and privacy of themselves and others by safeguarding personal information, electronic storage, passwords, etc.
3. Remains ever mindful of wise, ethical, and efficient use of resources, refraining from wasteful or unauthorized data transfer or personal use of district technology.
4. Makes every effort to protect all equipment, software and hardware, from physical and electronic damage.
5. Respects the intellectual property of others.
6. Does not use district technology resources to harass, insult, attack, threaten harm, or cause embarrassment to others.

Failure to follow these expectations could result in the discipline outlined below.

First Offense	Second Offense or more grievous offense	Third Offense or offense of a most grievous nature
Restricted computer access for a time to be determined by administration, possible suspension, possible legal action and/or police referral.	Restricted computer access for a more extended time to be determined by administration, possible legal action and/or police referral. Probationary parameters will be established for future computer use.	Suspension and loss of computer access for a time to be determined by administration, possible legal action and/or police referral.

NOTE: The Richmond School District will continue to expand “digital citizenship” in which students are educated on acceptable standards of online behavior. That being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.

Parents' Guide to Safe and Responsible Student Internet Use

The Richmond R-XVI School District recognizes that with new technologies come new challenges to both teachers and parents. Below are suggestions drawn from a wide variety of professional sources that may assist you in effectively guiding your child's use on their device.

- **Take extra steps to protect your child.** Encourage your child to use and store the device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you are there and help teach him/her how to act socially while online.
- **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- **Limit the time your student is on the device.** While the device is very engaging, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.
- **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
- **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the device is cared for and when and where its use is appropriate.
- **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the device.
- **Read and share with your child the Richmond School District 1:1 Technology Information Handbook.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety

- Talk with your child about online behavior, safety, and security continually. Set rules for the internet just as you do on use of all media sources, such as television, phones, movies, and music.
- Monitor your child's device use. Know their passwords, profiles, and blogs. When the device is at home it is strongly recommended that it is used in a common family location.
- Let your child show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for device use.
- Students are allowed to set up wireless networks on their device. This will assist them with device use while at home.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the device and district issued email account, whether conducted at school or off site, is subject to search as District property.

The Richmond R-XVI School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior

notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or

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

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Trauma Informed Website

The Department of Elementary and Secondary Education has created a website to provide information about the Missouri Trauma-Informed Schools Initiative. To access this site use the following URL:

<https://dese.mo.gov/traumainformed>

Visiting

Parents are welcome at school. As a protective measure for children, all visitors MUST check in at the office before visiting a classroom or eating lunch. Children who are not enrolled in this school are discouraged from visiting classrooms because of the potential disruption of the normal routine. *Teachers are required to see an office visitor's pass before admitting visitors to the classroom.*

Volunteers

The Richmond R-XVI School District requires that all volunteers have a background check. The school district's goal is to connect young people with caring adult volunteers at schools to promote success, encourage healthy behaviors and build stronger communities. For information on becoming a volunteer, contact the Dear School office.

R-XVI SCHOOL DISTRICT POLICIES

- Statement of Non-Discrimination
- Family Education Rights and Privacy Act
- Directory Information
- Public Notice to Parents and Students
- Programs for English Language Learners
- Programs for Homeless Students
- Programs for Migrant Students
- Foster Care Point of Contact
- Parents Right to Know
- ESSA Complaint Procedures
- Protection of Pupil Right Amendment (PPRA) Notification of Rights
- Asbestos Hazard Notice
- Assessments
- Virtual Courses (Policy IGCD)
- Safety Drills and Emergency Preparedness
- Bullying (Policy JFCF)
- Bus Transportation Services (Policy EEA & JFCC)
- Child Abuse & Neglect (Policy JHG)
- Corporal Punishment (Policy JGA)
- Counseling Services (Policy JHD)
- Dress Guidelines (Policy JFCA & JFCA-AP)
- Discipline of Students (Policy JG-R)
- Discipline of Students with Disabilities (JGE)
- Documentation in Student's Discipline Record
- Electronic Communications between Staff and Students (Policy GHB)
- Field Trips (Policy IICA)
- School Lunch Program
- Food Service Management-Meal
- Fundraising (Policy IGDF)
- Grading System (Policy IK)
- Medications at School (Policy JHCD)
- Recordings by Students (Policy KKB)
- Release of Students during the School Day (Policy JEDB)
- Prohibited Conduct
- Student Expulsion (Policy JGD)
- Reporting to Law Enforcement
- Distribution of Non- Curricular Student Publications (Policy IGBDA)
- Registered Sex Offenders and Persons Prohibited on or Near District Property (Policy KK)
- Disruptive Conduct Assessments

Statement of Non-Discrimination

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

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

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

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

Richmond R-XVI School District Board Policies

Many of the Board Policies referenced below are abridged versions of the policies. The full text of all Board Policies can be located through the District website, www.richmondspartans.org under the District\Board of Education tab.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION OF RIGHTS

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

DIRECTORY INFORMATION

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Provisions in the *Family Educational Rights and Privacy Act* (FERPA), a Federal law, allows schools to disclose appropriately designated directory information without written consent. The primary purpose of these provisions is to allow the **school or school district** to include student information in a variety of school publications. For example, student names, pictures, and other information may be included in publications such as: school yearbook, honor roll or other recognition lists, graduation programs, school district website, school Facebook page, etc.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended, to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The Richmond R-XVI School District has designated the following information as directory information: student's name; parent's name; address; telephone number; grade level; date of birth; weight and height of members of teams; dates of attendance, honors and awards received; most recent previous school attended; photographs of regular school lessons, events, and functions; and participation in officially recognized activities and sports, including audio-visuals or photographic records of the openly visible activities (e.g. artistic performances, sport contests, assemblies, awards ceremonies, and service projects).

Parents have a right to refuse to allow disclosure of directory information. To refuse disclosure, parents must submit their request in writing to the Richmond R-XVI School District, 1017 E Main St, Richmond, MO 64085, on or before September 1, 2021. If a refusal is not filed, Richmond R-XVI School District assumes parents have no objection to the release of the directory information designated.

Parental requests to not disclose directory information will exclude the student's name and picture from all school publications for the entire school year. Parental requests to not disclose directory information are in effect only for one school year.

PUBLIC NOTICE TO PARENTS AND STUDENTS

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, 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 Richmond R-XVI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Richmond R-XVI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention and services for infants and toddlers eligible for the Missouri First Steps program.

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

The Richmond R-XVI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that the services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at 1017 East North Main Street, Richmond, MO between the hours of 8:00 a.m. and 4:00 p.m.

This notice will be provided in native languages as appropriate.

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district. *For more information, please call District Special Services Director Cindy Naber at 816-776-6912.*

PROGRAMS FOR HOMELESS STUDENTS

The Richmond R-XVI School District recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. There, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. *For more information, please call District Special Services Director Cindy Naber at 816-776-6912*

PROGRAMS FOR MIGRANT STUDENTS

The Richmond R-XVI School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. *For more information, please call District Special Services Director Cindy Naber at 816-776-6912.*

FOSTER CARE POINT OF CONTACT

Cindy Naber
Director of Special Services
1017 E. Main
Richmond, MO 64085
816-776-6912

PARENTS RIGHT TO KNOW

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 the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- Information on the level of achievement and academic growth of the parent's child, if applicable and

available, on each of the State academic assessments required under Title I.A.

- Timely notice that the parent's child has been assigned, or has been taught for four 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.

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs' that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?
For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint?
Any individual or organization may file a complaint.
3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the **LEA** be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department?

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated?
The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
 2. Notification of **LEA**. The LEA will be notified of the complaint within five days of the complaint being filed.
 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
 4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s). **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to nonpublic school children handled differently?
In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated?
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)?
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION OF RIGHTS

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

These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the United States Department of Education:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or 1.8 Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum.

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

Asbestos Hazard Notice

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

Assessments

Sunrise and Middle School:

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

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

High School:

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

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

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

Virtual Courses (Policy IGCD)

Because virtual instruction can be an effective education option for some students, the Richmond R-XVI School District does offer virtual courses through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of student enrollment in MOCAP virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has received approval from the district for enrollment in accordance with this policy;
and
3. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;* and
3. The enrollment is approved by the principal or designee.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

Students and parents interested in enrolling a student in a virtual course should contact the appropriate building principal, preferably two weeks prior to the start of a semester but not later than one week after the start of a semester.

Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future.

Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course.

Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

For more information please see the complete Policy IGCD posted on the District website.

Safety Drills and Emergency Preparedness

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

Bullying (Policy JFCF)

General

In order to promote a safe learning environment for all students, the Richmond R-XVI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Designated Official

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

Bus Transportation Services (Policy EEA & JFCC)

The board, in accordance with state law, may provide free transportation for public school pupils who reside one mile or more from the pupil's designated attendance center. Buses carrying school children will be considered as extensions of the school environment, and any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her privilege to school bus transportation suspended for such period of time as may be deemed proper by the school principal. Uniform rules of conduct and disciplinary measures will be enforced. In an effort to provide safe and reliable transportation to and from the Dear and Sunrise Elementary buildings, all K-5 students are eligible to ride the bus. Children **should not expect** to ride to and from a friend's house for social occasions. Emergency sheets should have information as to where students are picked up and delivered and where they are to go for early dismissal. A one-day change will not be permitted and transportation for that 1 day will be a parent responsibility. It is

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

Child Abuse and Neglect (Policy JHG)

When school officials, including teachers, school nurses, and principals, and other persons with the responsibility for the care of children, have reasonable cause to believe that a child has been or may be subjected to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately.

Corporal Punishment (Policy JGA)

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it will be administered preferably by the principal in the presence of the teacher. Corporal punishment may be administered only by swatting the buttocks with a paddle.

Counseling Services (Policy JHD)

A school counselor is available at all times for individual, as well as classroom guidance.

Dress Guidelines (Policy JFCA, JFCA-AP)

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to learning.

The Board of Education expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear. Gym shoes must be worn to participate in PE. ("Heelies" are not allowed to be worn at Dear or Sunrise Elementary.)
3. Dress and grooming will not disrupt the educational environment. This includes but is not limited to; any type of hats and spaghetti straps on shirts. Shorts and skirts must be visibly below the fingertips of the students' arms held to the side in a relaxed position.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.

5. Additional dress guidelines may be imposed upon students participating in extracurricular activities.

When, in judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. **Consequence:** warning and request to change or turn inside out.

Discipline of Students (Policy JG-R)

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

Discipline of Students with Disabilities (Policy JGE)

It is the goal of the Richmond R-XVI School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Electronic Communication between Staff Members and Students (Policy GHB)

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

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

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

Field Trips (Policy IICA)

If field trips are taken, all students will have the opportunity to participate in them. These are an extension of what is learned at school. Parents will be asked to complete a field trip permission form when student information forms are completed. Parents will be notified with a note prior to field trips. All students must have a trip form signed by the parents before being allowed to participate in a field trip. Inappropriate behavior on a field trip may result in loss of future field trips.

School Lunch Program

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

Food Service Management - Meal

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

Notice

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

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

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

Employees

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

Students

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

Alternative Meals

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

Interventions

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

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

4. Provide other resources as applicable.

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

Working with Parents/Guardians

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

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

Debt Collection

Delinquent Debt

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

Bad Debt

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

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

Records

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

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

Fund Raising (Policy IGDF)

Only administrative approved fund-raisers will be allowed.

Grading System (Policy IK)

The grade represents the best possible estimate of the student's achievement and status in a given class for the grading period. The use of grades is to indicate the extent to which the student has met the goals and objectives.

Medications at School (Policy JHCD)

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

Over-the-Counter Medications

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

Prescription Medications

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

Possession and Self-Administration of Medications

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

activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

Emergency Medication

Sunrise Elementary and Dear Elementary are equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. District stocked epinephrine remains in the nurse's office at all times.

General

The Richmond R-XVI School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognized that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services.

Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Recordings by Students (Policy KKB)

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

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

Release of Students during the School Day (Policy JEDB)

Students will not be released during the school day except in the company of their parents, guardian, or parent-designated adult. Parent, guardian, or parent-designee will be required to pick up students in the principal's office.

To designate an adult to pick up students, a parent must designate the person on the student's emergency form.

Prohibited Conduct (Policy JG)

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

1. Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

2. Assault

- a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

3. Bullying (see Board policy JFCF above)

4. Bus or Transportation Misconduct (see Board policy JFCC)--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. The first two referrals will be handled by the bus company and any referral after that will be handled by the Sunrise Administration.

5. Dishonesty--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

6. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) --Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

7. Drugs/Alcohol (see Board policies JFCH and JHCD)

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

8. Extortion--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

9. Failure to Meet Conditions of Suspension--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

10. False Alarms (see also "Threats or Verbal Assault") --Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

11. Fighting (see also, "Assault") --Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. Hazing (see Board policy JFCF)—Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance, forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

13. Public Display of Affection--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

14. Sexual Harassment (Policy AC and regulation AC-R)

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an

intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

15. **Theft**--Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

16. **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

17. **Tobacco**

a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

18. **Truancy (see Board policy JEDA)**--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

19. **Unauthorized Entry**--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

20. **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

21. **Weapons (see Board policy JFCJ)**

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion

Student Expulsion (Policy JGD)

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. More specific procedures for suspending a student are outlined in Board Policy JGD.

Prohibition against being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless the superintendent or designee grants permission.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Reporting to Law Enforcement

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

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Distribution of Non-Curricular Student Publications (Policy IGBDA)

Guidelines

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

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

Procedures

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

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

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

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

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

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

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

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

Time, Place and Manner of Distribution

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

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

Disciplinary Action

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

Notice of Policy to Students

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

Registered Sex Offenders and Persons Prohibited on or Near District Property (Policy KK)

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

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

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 568.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff

or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board.

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

Disruptive Conduct (Policy KK)

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