

RICHMOND HIGH SCHOOL

STUDENT / PARENT HANDBOOK *Information, Rules and Policies*



“Raising standards by educating for tomorrow, today.”

presented to the Richmond R-XVI Board of Education on 6-8-2023
approved by the Richmond R-XVI Board of Education on 7-7-2023

revised 7/7/23

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The **Richmond R-XVI School District** assures that 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 disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

Richmond R-XVI School District Central Office
1017 E Main St.
Richmond, MO 64085
Between the hours of 8 a.m.-3:30 p.m.

This notice will be provided in native languages as appropriate.

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SECTION 1: GENERAL INFORMATION

Introduction

Welcome to Richmond High School. The staff at Richmond High School is committed to fulfilling our mission of “Raising standards by educating for tomorrow, today” while providing a safe and challenging environment for all students. Our expectations are set high for students and staff so that students become problem solvers and innovative thinkers, ready for the twenty-first century. High standards for each student in regard to academic performance, extracurricular participation, and responsible citizenship are the foundation of the school.

The following information is presented to help students and parents/guardians understand the regulations and policies in place at Richmond High School. Please use this handbook as a reference guide to help answer questions that may arise throughout the school year.

Richmond High School Administration

Mr. Brandon Quick, Principal

bquick@richmondspartans.org

Mr. Matthew Habermehl, Assistant Principal/Anti-Bullying Coordinator

mhabermehl@richmondspartans.org

Mr. Josh McCray, Activities Director

jmccray@richmondspartans.org

Richmond High School

451 E. South Street

Richmond, MO 64085

(816) 776-2226

www.richmondspartans.org

Twitter - @Rise_Above_RHS

Facebook - Richmond High School

Affiliations

The Richmond R-XVI School District is an accredited district through the Missouri Department of Elementary and Secondary Education.

Richmond High School is a cooperating member of the Missouri State High School Activities Association (MSHSAA) and the Missouri River Valley Conference (MRVC). As a member of both, we are committed to adhere to the rules and regulations of the MSHSAA and the MRVC.

Missouri River Valley Conference (MRVC)

MRVC East: Carrollton, Holden, Knob Noster, Lafayette County, Lexington, Richmond

MRVC West: Center, Clinton, Harrisonville, Oak Grove, Odessa, Pleasant Hill, Warrensburg

Counseling Services *(Board Policy JHD)*

Richmond High School’s counseling services provided are directed at assisting students in many ways such as personal growth, transitions beyond high school, course decisions, and personal concerns. Various services may be provided on an individual basis or in small and large groups, utilizing the supportive skills of counselors and other personnel. Parents/guardians, students, peers, and staff may refer a student to his/her school counselor or other personnel to arrange assistance and referrals to other community agencies when necessary.

Counselor Assignments

Mrs. Chelsea Kropp, students last names A-K

ckropp@richmondspartans.org

Mrs. Jayneen Stigall, students last names L-Z

jstigall@richmondspartans.org

Daily Bell Schedules

7:45 - 3:05

Period 1	7:45 – 8:33	
2nd chance breakfast	Grab & Go	
Period 2	8:37 - 9:25	
Period 3	9:29 - 10:17	
Period 4	10:21 - 11:09	
Period 5 <i>Lunch</i>	11:13 - 12:32	Lunch 1 - 11:13-11:37
		Lunch 2 - 11:40 - 12:04
		Lunch 3 - 12:08 - 12:32
Period 6 <i>Rise Above</i>	12:36 - 1:16	
Period 7	1:20 - 2:08	
Period 8	2:12 – 3:00	Buses @ 3:00 / Car Riders-Walkers @ 3:05

Special Schedules

Standard Early Dismissal 7:45 - 1:00

August 23, 2023 - First Day

September 22, 2023 - Homecoming

October 25, 2022 - Parent Teacher Conference

December 20, 2023 - Christmas Break Begins

May 22, 2023 - Last Day

2023 – 2024 Academic Calendar

First Semester (Aug 23 – Dec 20)

Aug. 10 - 11	New Teacher Workshop
Aug. 14	Staff Professional Development / Staff Meetings
Aug. 15	Staff Professional Development / Staff Meetings
Aug. 16	Staff Professional Development / Staff Meetings
Aug. 17	Staff Professional Development / Staff Meetings
Aug. 18	Staff Professional Development / Staff Meetings
Aug. 21	Staff Professional Development / Staff Meetings
Aug. 22	Staff Professional Development / Staff Meetings
Aug. 23	First Day of School / Early Dismissal
Sept. 4	Labor Day / No School
Sept. 11	Staff Professional Development / No School
Sept. 22	Homecoming / Early Dismissal
Oct. 2	No School
Oct. 20	End of First Quarter
Oct. 25	Early Dismissal
Oct. 26	Parent Conferences 8am-8pm

Oct 26 – 30	Fall Mini-Break / No School
Nov. 6	Staff Professional Development / No School
Nov. 22 – 24	Thanksgiving Break / No School
Dec. 21 – Jan 2	Christmas Break / No School
Jan. 3	Staff Professional Development / No School

Second Semester (Jan. 4 – May 22)

Jan. 4	Second Semester Begins
Jan. 15	Martin Luther King Day / No School
Feb. 11	Staff Professional Development / No School
Feb. 16 - 19	Spring Mini-Break / No School
Mar. 4	Staff Professional Development / No School
Mar. 8	End of the Third Quarter
Mar. 28 – 29, Apr. 1	Spring Mini-Break / No School
Apr. 12 - 15	Spring Mini-Break / No School
April 20	Prom
May 8	Spring Awards Assembly
May 8	Seniors' Last Day
May 8	Senior Graduation Parade 1:00 p.m.
May 8	Baccalaureate
May 9	Senior Awards Night 6:30 p.m.
May 10	Graduation Practice 9:30 a.m.
May 10	Graduation 6:30 p.m.
May 22	End of Second Semester / Early Dismissal
May 23	Staff Work Day

SECTION 2: ACADEMICS

Grade Classifications *(Board Policy JECC-1)*

Freshman (Grade 9) = 0-5 Credits Earned

Sophomore (Grade 10) = 5.5 Credits Earned

Junior (Grade 11) = 12 Credits Earned

Senior (Grade 12) = 19 Credits Earned

Grading Scale

A	93-100%	(4.0)	C+	77-79%	(2.33)
A-	90-92%	(3.66)	C	73-76%	(2.0)
B+	87-89%	(3.33)	C-	70-72%	(1.66)
B	83-86%	(3.0)	D+	67-69%	(1.33)
B-	80-82%	(2.66)	D	63-66%	(1.0)
			D-	60-62%	(0.66)
			F	59% and below	(0)

Incomplete Grades

Students who fail to complete a course within the grading period may receive an “IC” on their grade report until such work is completed. An incomplete grade on a semester grade report counts the same as an “F” according to MSHSAA rules.

Graduation Requirements *(Board Policy IKF)*

The class of 2023 and successive classes will complete at least 26 credits for graduation. The Board of Education will establish subject areas and/or specific courses required for graduation. A student must pass proficiency exams concerning Civics and the Missouri and United States Constitutions. No student shall graduate without having successfully completed a course of instruction on the institutions, branches and functions of the government of the state of Missouri, including local governments; the United States government; and the electoral process. Training in the areas of CPR and choking must also be completed. Students must also take all required End of Course Exams.

Only those students who have met all requirements can participate in the graduation ceremonies. Students will not walk or receive their diploma until all requirements are met. Students should meet with their counselor to make sure they are meeting these requirements.

**Graduation requirements and grading scales for a student with a disability may be determined according to the student's Individualized Education Program (IEP).*

Curricular Area	Credits Required
ELA (English Language Arts)	Requirements: 4 Credits ELA 10 EOC Exam
Social Studies	Requirements: 3 Credits Pass the US and MO Constitution Exams Government EOC Exam Must Include: American History (1 Credit) World History (1 Credit) American Government (1 Credit)

Mathematics	Requirements: 3 Credits Algebra 1 EOC Exam Must Include: Algebra 1 (1 Credit)
Science	Requirements: 3 Credits Biology EOC Exam Must Include: Physical Science (1 Credit) Biology (1 Credit)
Fine Arts	Requirements: 1 Credit
Practical Arts	Requirements: 1 Credit
Physical Education	Requirements: 1 Credit
Personal Finance	Requirements: 0.5 Credit
Health	Requirements: 0.5 Credit
Electives	Requirements: 8.5 Credits
Total	Requirements: 26 Credits

Graduation Information *(Board Policy IKFB)*

All students who have successfully completed the graduation requirements for a Richmond High School diploma and are in good standing (the student has paid fees, fines, or all financial obligations, and fulfilled all disciplinary obligations) may participate in graduation exercises.

Class Rank

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

Graduation Day Speeches *(Board Policy INC)*

The senior class president and valedictorian will be eligible to submit a speech for graduation day. A faculty committee **may** choose the speeches entered, and the speeches **may** be presented to the class at the graduation ceremony.

Graduating Early (Board Policy IKFA)

As per the Missouri State Department of Elementary and Secondary Education graduation requirements, students are to complete eight semesters of high school. Students may request a waiver of this requirement if all requirements and paperwork have been completed with the counseling office. Per Richmond R-XVI School District policy IKFA, a written notification must be delivered to the principal by November 1. Students who graduate early may participate in commencement ceremonies pending administration approval, but will be considered alumni for all other activities.

In addition:

- A student's eligibility to receive Social Security benefits may be affected by an early release, since the student may no longer be considered a full-time student.
- Students enrolled as part-time students are ineligible for early release.
- Students leaving after the seventh semester may be eligible to receive their high school diplomas with their graduating class. Graduating seniors who choose not to participate in commencement activities may pick up their diplomas in the high school office on the first school business day following the graduation ceremony. By the end of a student's junior year, a student must present a graduation plan and a letter of documentation to the high school principal for approval by the Board of Education.
- Students may not participate in activities regulated by the Missouri State High School Activities Association unless enrolled in at least 6 of 7 classes.
- Students on an 8th semester early release or part-time status will not be eligible for Spartan Reward Cards.
- It is the student's responsibility to stay in touch with the school in regard to important semester events (e.g., graduation rehearsal, pictures).
- Students and parents may want to check with their health insurance company concerning coverage since the student may not be considered full time.
- Students leaving after the 7th semester will forfeit any possible Valedictorian status or 4.00 and Above GPA recognition awards.

Grade Cards / Progress Reports

Grade reports are available to parents/guardians at parent conferences, the end of the semester and/or upon request. Students and parents can access current grades online through the Parent Portal by using an ID and password.

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

Parent Portal

PowerSchool Parent Portal is offered to allow parents to securely access unofficial information about their child's schedule, attendance, report cards and transcripts.

Multi-Tiered Systems of Support

Richmond High School believes that all students can be successful. To help ensure the success of our students, Richmond High School has implemented a Multi-Tiered Systems of Support (MTSS) program with required interventions. All students are supported at RHS. It is important that all students feel they have a support network while at Richmond High School, and our MTSS system helps ensure this process. Appropriate interventions are determined by classroom teachers. These interventions may include but are not limited to:

- Rise Above Homeroom Referrals
- Study Tables
- Mentoring
- Classroom Pullouts
- Before and After School Contracts
- Other interventions based on student needs

If these interventions are not successful more intensive interventions may be required which include:

- At-Risk Program
- Online Learning
- Tutoring
- Alternative Schedule and/or Placement

Assessments / Standardized Tests / End of Course Exams *(Board Policy II)*

Exams are given each year to evaluate growth the student has experienced and also to continually evaluate the Richmond R-XVI School District's curriculum. Final exams are given to all students in all courses. For students enrolled in an EOC tested course, 10% of the student's grade in an EOC course will be determined by the student's performance on the EOC exam.

Grades 9-12	Final Exams (all courses)
Grades 9 -12	Missouri End of Course Exams (EOC courses only)
Grade 9	ACT Aspire
Grade 10	Pre-ACT
Grade 11	The PSAT (optional)
Grade 11	ASVAB
Grade 11	ACT (required by all juniors)
Grade 11-12	Work Keys (optional)

College Entrance Exams Options

ACT Information, 2023-2024 (<http://www.act.org>) or see your school counselor.

Advanced Studies

Several special programs are designed to meet the needs of academically talented students, providing intellectual challenge through curricula which are designed to improve competitive advantages for college admission or other advanced study and to increase scholarship opportunities. Dual-enrollment courses are weighted in the student's grade point average (GPA) with a .50 value. AP courses are weighted with a 1.00 value. Weighted values for AP and dual credit courses will be awarded at the end of each semester to students with a 75% or higher average in these courses.

These programs include:

- Advanced Placement (AP)
- Dual Credit Courses
- Articulated Credit

All students who take an AP exam must pay the examination fee. AP exams must be taken for weighted credit. All students who take courses for dual credit must pay college tuition. Students and their parents should meet with a guidance counselor to investigate all opportunities and options available through the programs. Please be aware that acceptance of credit through these programs is determined by individual colleges. Students and parents will also find the following brief explanations of each program helpful.

Advanced Placement (AP)

The Advanced Placement Program is essentially a way for schools to provide their stronger students with courses of study appropriate to their abilities and interests, with reasonable assurance that these studies will not be repeated at college. RHS offers several AP courses to juniors and seniors. All AP courses culminate with a comprehensive AP examination created by and administered through the College Board, a non-profit organization that administers the program. Typically, a score of 3.0 or better (out of 5.0) is required for college credit to be awarded. Most colleges will accept successful completion of the exam for either advanced placement alone or for both dual credit and advanced placement. Up-to-date information concerning university recognition policies can be found on the College Board's website.

Students enrolled in AP courses are required to take and pay for the corresponding examination to receive the 1.0 weighted credit. Failure to take the AP exam will result in a reduction of the weighted credit from 1.0 to .50.

Dual Credit Courses

The criteria for students to be eligible for dual credit is set by the Missouri Coordinating Board for Higher Education (CBHE). To be eligible to take dual credit courses, students must meet or exceed the minimum grade point average requirements, satisfactory scores on subject matter tests, and recommendation of the high school principal or counselor.

Dual credit course offerings are subject to change each year pending teaching assignments and university requirements. A tuition fee charged to the student per credit hour. Students and parents are responsible for paying tuition fees.

Course Requirements for both AP and Dual Credit Courses:

- Finals will be comprehensive.
- Oral, written, or other major projects are to be expected.
- Taught at an advanced and academically rigorous level.
- A cumulative score of 75% or higher must be earned in order for any weighted value to take effect at the end of the semester.
- High School freshmen and sophomores who wish to enroll in dual credit or AP courses must have scored in the 90th percentile or higher on the SAT or ACT exam.
- AP and Dual Credit courses may have additional college-specific requirements that must be met for enrollment. Please consult the course description located in this guide beginning on page 16.

Students enrolled in dual credit courses will follow the guidelines set forth in the dual credit instructor's syllabus regarding standards, deadlines, grading policies, attendance, etc. Students will receive a high school grade that will follow the high school handbook and a college grade that will follow the college syllabus.

Articulated Credit

Articulated credit is awarded when a student earns college credit after completing a state approved occupational program or course that addresses the same competencies as its "articulated" college program or course. The student is not enrolled at the college when the credit is offered. The student does not need to have a given GPA, test score or demonstrated proficiency to enroll in the articulated course. The students must, however, demonstrate an 80% mastery upon completion of the course or program in order to earn credit. No weighted credit is given for any course in which articulated credit is awarded.

Career Education (Board Policy IGAD-2)

Career education is a developmental process designed to help students prepare for life roles in the family, the community, occupations and avocations. Career education enables students to examine attitudes, interests, aptitudes and abilities in order to relate them to career opportunities, and make valid decisions regarding further education and future endeavors. At the secondary level, it will incorporate career exploration, career guidance, and vocational training opportunities, with the latter designed to equip students to enter post-secondary training for occupational areas, and/or enter specific occupations directly out of high school.

Virtual Education (Board Policy IGCD) (Board Policy IGCD-API)

The Missouri Course Access Program (MOCAP) provides a catalog of online courses. MOCAP's mission is to offer Missouri students equal access to a wide range of quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. MOCAP is not run through the Richmond School District. Any student that chooses the MOCAP program will be enrolled through another school district not affiliated with the Richmond School District.

Vocational Education *(Board Policy IGAD-2)*

Vocational training programs shall be an integral part of the comprehensive high school concept in the District. These programs shall provide students with the basic skills to enter the world of work, to obtain additional vocational skills and/or to continue their formal education. Vocational education, as a core component of comprehensive education, will share with other aspects of the high school curriculum in the development of character, attitudes and work skills.

Junior and senior students have the option to enroll in a vocational education program at the Lex-La-Ray Vocational School in Lexington. Students may apply to attend during the normal enrollment process. Students must ride school transportation to and from the vocational schools.

Academic Awards

Richmond High School's foundation is built on a strong academic program that challenges students to achieve more than they thought they could previously. When students have high expectations placed upon them, they strive to meet the expectation. When students achieve at a high level, it is our responsibility to recognize their achievements for what they have accomplished. To do this, students will be recognized at Academic Awards Assemblies.

Honor Roll

Honor rolls are computed and published at the end of each semester. The Honor Rolls will reflect the academic achievement of students for the semester and will be computed on the basis of GPA.

- Honor Roll with Distinction - Earn at least a 3.8 GPA with no grade below a C
- Honor Roll - Earn at least a 3.2 GPA but less than a 3.8 GPA with no grade below a C

Academic Letter

The RHS Academic Letter will be presented to each student during the fall of the following school year with the exception of seniors who will receive their letter at their Senior Awards Night. In order for a senior to receive a letter at the Senior Awards Night, he/she must earn a letter during his/her senior year and be in attendance the entire year. A first year qualifying student will receive the academic letter. Each subsequent qualifying year, the student will receive a pin/bar.

Academic letters will be awarded to students who meet the following criteria:

- Must be enrolled in at least six credit hours of graded classes with two of them being in a core area (English, Math, Science, Social Studies, or Foreign Language)
- Must maintain a 3.5 GPA (weighted classes included) for the entire year (two semesters)
- Earn a grade of a "C" or better in all current courses
- Credit earned through summer school or through credit recovery is not applicable to the academic letter

Spartan Awards

The purpose of Richmond High School's Spartan Incentive Awards Program is to develop a culture of high expectations and positive teacher-student relationships in an environment conducive to learning where students are actively working and thinking.

- ***Spartan Cards:*** The Spartan Card is an incentive card that is earned through positive behavior, attendance and grades. Students can reap the benefits of a Spartan Card for the entire semester. To earn a Spartan Card, students must meet certain criteria during the previous semester.

Spartan Card Criteria:

- Grades of 75% and above in all classes

- Owe no fines, fees, and/or other financial obligations
- Absent 3 or less full days
- Tardy 3 or less times
- No Tier 2, 3, 4, or 5 discipline referrals/consequences

Spartan Cards may be revoked due to violations of the student code of conduct. The administration may revoke a student's Spartan Card for reasons such as but not limited to:

- Tier 2, 3, 4, or 5 discipline referrals/consequences
- Unverified absences
- Truancy
- Tardiness
- Unsportsmanlike conduct in athletics
- Disrespectful behavior/
- Other

Spartan Card Benefits:

- Free admission to all athletic events (excludes tournaments and post-season contests)
- 1 free tardy pass per semester
- Upperclassmen have the option to leave the campus for their lunch period (students may not bring in outside food or drinks when they return)
- Invitation to designated Spartan Rewards Assemblies throughout the semester
- T-Shirt / School Apparel
- Other

George Washington Carver Certificate

The George Washington Carver Certificate recognizes seniors who graduate in the top ten percent of their graduating class. The award is made possible by the Governor and the Missouri Department of Elementary and Secondary Education in an effort to honor the outstanding achievement of Missouri's high school seniors in both public and private schools.

President's Award for Educational Excellence

The award will be awarded as follows:

- Cumulative GPA of a 3.5 or better after the 7th semester
- During a student's junior or senior year, score in the 85th percentile in reading and/or math on the ACT/SAT

ACT/SAT Award

Students who have received a composite score of a 30 or higher on their ACT and/or a composite score of a 1400 or higher on the SAT will receive the award.

National Honor Society

Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is by a majority vote of the faculty council and is based on outstanding scholarship, character, leadership, and service. The faculty council consists of five faculty members as chosen by the advisers and principal.

Membership

To be eligible for membership, the candidate must be a member of either the junior or senior class and must have a cumulative grade point average of 3.5 or higher. Academic Eligibility does not ensure induction. Candidates will also be evaluated on the basis of service, leadership, and character. Once selected, members have the responsibility to continue to demonstrate the above qualities.

Obligations of Membership

With induction into the National Honor Society, a member assumes certain obligations as outlined by the local chapter. First and foremost, all members are expected to maintain the standards that were used as the basis for their selection. Membership responsibilities include:

Dismissal

Members who fall below the standards that were the basis for their selection are warned in writing by the adviser and given a reasonable time to correct the deficiency. In the case of a flagrant violation of school rules or the law, the student shall be considered for dismissal.

The Faculty Council in compliance with the rules and regulations of the National Honor Society shall determine the procedure for dismissal. Failure to meet deadlines may result in a faculty council meeting and could lead to dismissal from NHS.

In conclusion, it is important for parents and students to remember that membership in the National Honor Society is both an honor and a responsibility. Membership is not granted to everyone. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

A+ Program

Recognizing the great benefit to our students, and to our school as an educational institution, Richmond High School has joined other Missouri High Schools in having A+ status. The high school A+ program offers students a rigorous program of academic and technical education that prepares them for the workplace, post-secondary vocational-technical training or college.

As an incentive for students and a means to build a strong Missouri workforce, the state offers free tuition and fees to a Missouri Community College or Technical School for students who complete the A+ program.

Richmond High School recognizes the great impact of Missouri's A+ Schools, not only as a means of financial assistance for post-secondary education, but also as an outstanding educational model for Missouri High Schools.

Student Benefits

Students win with A+ Schools because all students participate in a rigorous program of academic and technical education that will prepare them for their future educational and career goals.

The Missouri State Board of Education has designated Richmond High School as an A+ School. Graduates meeting the requirements are eligible for state reimbursement for the cost of tuition and fees while attending any Missouri Public Community College or Post-Secondary Vocational or Technical School as a full-time student.

Eligibility Requirements

To be eligible for the financial incentives of the A+ Program, a student must be certified as an A+ student by Richmond High School. To qualify for certification, the student must meet the following criteria:

- Enter into a written agreement
- Attend an A+ high school prior to graduation
- Graduation from high school with a cumulative GPA of 2.5 or higher (no rounding numbers)
- Have at least a 95% cumulative attendance record
- Perform 55 hours of unpaid tutoring to other students in the Richmond R-XVI School District
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12
- Apply for non-pay back scholarships by completing a FAFSA
- Males must register for Selective Service at age 18

A+ Tutoring Requirements

- Students must choose a school building and a teacher in which to complete their tutoring hours
- Students must complete their tutoring hours in a core course at all levels (English, Math, Science, Social Studies, or Foreign Language)
- Principal approval

Cadet Teaching Program

Cadet teaching is a School-to-Career program that provides students with an opportunity to work with and for professional teachers in order to gain a realistic insight into the teaching profession. The cadet teacher will perform duties under the direction of a Richmond R-XVI School District teacher at one of the elementary schools or the middle school.

Cadet Teaching Program Requirements

- Students must choose a K-8 school building and teacher in which to complete their program;
- Students will complete their program during either period 1, 2, or 3 of the semester in which they are enrolled (school transportation will be provided);
- Teacher and/or principal approval;
- Cadets will submit a portfolio as a requirement for the course;
- Cadets will complete an interview as a requirement for the course.

Spartan Success Program

The Spartan Success Program is a small educational community where students, parents, teachers, and staff work together to ensure student success. Many of the students have dealt or are dealing with challenges, but together with the support of parents/guardians, we can all make a difference. Our goal is to use the challenges of the past as stepping stones to success. It is imperative that students engage in a collaborative way to deepen their own understandings. Student attendance and engagement is vital for academic success.

Program Admittance

There is an application process for admittance to the at-risk program. Students will be chosen for this program on a case by case basis. Specific criteria exist that might indicate a student will be best served by the at-risk program, but there may be other factors involved in selecting students for the program such as available resources and services.

Courses, Progress, and Graduation

The Spartan Success Program is designed to offer core classes for grades 9-12 as well as access to electives, work experience, and community service. Students will have the opportunity to work in a variety of settings; traditional classroom, online and project-based learning, co-curricular courses, and a blended model that offers online learning with classroom support. Students who are able to successfully work ahead in coursework may be able to accelerate their graduation progress. Graduation requirements for the at-risk program students are the same. Students who do not take advantage of at-risk program's opportunities may be dropped from the program and placed on the waiting list for readmission.

SECTION 3: ATTENDANCE

Purpose & Philosophy (Board Policy JED)

Encouraging and emphasizing regular school attendance is one of the biggest things you can do to help set your student up for success in high school and in life. It is important to us at Richmond High School that your student be in regular attendance to class. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school.

In the instances where attendance is not at par, figuring out the reason(s) for your student's absences is crucial. By figuring out the reason(s) for your child's absences, whether they're physical or emotional, and taking advantage of support services such as meeting with a teacher before and/or after school, and various after-school activities, you can help set your child on the path to success.

Types of Absences

There are multiple kinds of absences from school.

- **Verified Absence** - Absence from school with the knowledge and consent of parents/guardians. A parent/guardian contacts the school attendance office to verify the reasons their student is absent from school.
- **Unverified Absence** - Absence from school that may or may not have the knowledge and consent of parents/guardians. The student's parent/guardian has not contacted the school attendance office to verify the reason their student is absent from school.
- **Truancy/Tardiness:** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the District.

For reporting purposes, there is no distinction made between an excused or unexcused absence. An absence is either verified or unverified by the parents/guardians. RHS requires parents to verify absences with the school attendance office. School activities will not be counted as an absence. Absences that are not verified will be marked as truant.

At Richmond High School, here are some of our other top reasons for encouraging positive student attendance:

- **Achievement:** students who attend school regularly are more likely to pass reading and math assessments than students who do not attend.
- **Opportunity:** For high school students, being in school every day gives them a chance to learn more about college and scholarship opportunities and to learn important information to build a successful academic record.
- **Involvement:** Being a part of the school community is huge. Just by being present at school, your student is learning how to be a good citizen by participating in the school atmosphere, learning valuable social skills and developing a broader world view.

As a parent or guardian, here is what you can do to help your student:

- **Keep us informed:** Follow the school's guidelines and attendance policies and report any absence immediately.
- **Ask Questions:** Check with your student each night to see what they are understanding in school and what they need assistance with. Ask your student about their daily experiences at the school and then listen carefully to what your child shares, both success and struggles.
- **Be Aware:** Locate potential sources of anxiety. If your child frequently appears upset or reluctant to go to school and cannot tell you why, schedule an appointment with his or her teacher or a member of your student's school support team to talk about possible sources of anxiety.
- **Stay Updated:** Keep up on school events and announcements. Knowing your student's schedule at school can help avoid absences due to doctor and dentist appointments and family vacations.

Responsibilities of Student

- Come on time and be prepared for every class with the proper materials and with your ID available.
- If you must leave for an appointment, pick up an **Appointment Form** from the attendance secretary and bring this form back to the attendance secretary signed by the doctor's office.
- If ill, check out with the school nurse and secretary before leaving the building.
- For planned absences, obtain a **Planned Absence Form** from the main office, prior to your absence. As you obtain the signatures from each of your teachers, make arrangements with each teacher for obtaining and completing the assignments or tests you will be missing.
- Students are responsible for making up all missed work/assessments.

Responsibilities of Parents/Guardians/Caregivers

- Check the parent portal regularly to track your student's attendance and contact the counseling office and attendance office if there is an extended absence.
- Call (816) 776-2226 when your student is absent and indicate the reason for the absence.

**Students may be requested to provide written verification from a doctor, dentist, or legal appointment indicating the reason for an absence.*

Students are not allowed to leave the campus during the school day for any reason without the permission of parents/guardians and the administration. All students leaving the campus for any reason must follow the proper building

check-in/out procedures which include signing in/out with the office. Failure to do so will result in disciplinary consequences.

Attendance at Student Activities

No student will be allowed to participate in an activity, athletic event or practice unless he/she was in attendance for all periods of that school day, except in cases of medical appointments, family emergencies or prior approval of the administration. This rule also applies for the day prior to an event scheduled on a weekend. Furthermore, the student may not be certified eligible to participate on any subsequent date until the student attends a full day of classes. It is important to be in attendance the full day following an event. Students should not use activities as an excuse to miss school.

Attendance at Field Trips

A student must be in good attendance and academic standing to participate in school sponsored field trips.

Tiered Attendance Interventions

An absence is an absence. There is NO distinction made between a verified vs. unverified absence for the tiered attendance interventions. Attendance interventions will reset at the end of each semester.

Tier 1 (3 absences in a given class)

- Administrator conference;
- Attendance contract developed that will include making-up class time missed;
- Contact parent/guardian.

Tier 2 (5 absences in a given class)

- Previous Tier 1 interventions;
- Administrator conference with student and parent/guardian;
- Consequence issued (mandatory Friday Night School).

Tier 3 (7 plus absences in a given class)

- Previous Tier 1 and Tier 2 interventions;
- Consequence issued (mandatory Saturday School);
- Additional absences beyond 7 will be subject to discretion of the administration including, but not limited to, the student receiving an “Incomplete” grade for the course.
- On the student’s 12th absence in a given class, the student will be referred to the Ray County Attendance Court.

Potential Attendance Contract Interventions

Administration action may include, but is not limited to, the following interventions:

- After-School Detention
- Friday Night School
- Saturday School
- Making-up of class time missed
- Potential loss of credit
- Check-in procedure with administrators and/or counselors
- Placement in a different setting
- Exclusion from participation in or attendance of extracurricular events and activities if class time still needs to be made up
- Request by administration that local authorities revoke the student’s school permit or driver’s license
- *Referral to local authorities for Truancy Mediation:

**Truancy Mediation is a meeting with the school, family, and the county attorney’s office in order to put a plan in place to assist in making sure the student attends regularly. The parent will receive written notice of the time and date of the mediation meeting and must be in attendance to avoid prosecution. The county attorney’s office has the discretion to determine whether additional mediation hearings shall take place or to proceed to prosecution.*

Compulsory Attendance *(Board Policy JEA)*

While the Board seeks to provide educational services beyond the mere minimum requirements of the law, the law requires all children within the compulsory attendance age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. The compulsory attendance age is between 7 and 17 years of age or, if under 17, until the student successfully completes 16 credits toward high school graduation.

Once enrolled in the District, the District expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the District regarding the student's absences. Because the Richmond R-XVI School District Board and District staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires District staff to report all instances of abuse and neglect, including educational neglect, the District will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents/guardians regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

Part-Time Attendance

Although the District believes that all students will benefit from attending the Richmond R-XVI School District full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school. The superintendent or designee will create procedures on enrollment of part-time students to ensure that such enrollments do not jeopardize the discipline, health and academic standards of the district. The Board also directs the superintendent to annually analyze the number of students attending school part-time and to create vocational, dual-credit, advanced placement or other programs and incentives to encourage these students to attend school full-time. Eligible students may also participate in the School Flex Program per District policy.

Students Withdrawing from or Dropping Out of School

Once enrolled, the student will be considered a District student until the District is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after several absences. The District will encourage all families and students to consult with District staff prior to withdrawing a student.

Any student age 16 years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office.

Tardiness

If a student is tardy, they will be counted absent by their teacher. Students must report to the main office to obtain a pass from a main office secretary. The secretary will then change the student's absence to a tardy. If students do not report to class in a timely fashion, they will be counted absent for the remainder of the day and will not be allowed to class until they report to the office. Discipline will follow for repeat offenders.

Tiered Tardy Interventions

Tardy interventions will reset at the end of each semester.

Tier 1 (5th tardy per class)

- Administrator conference;
- Contact parent/guardian.
- One hour after school detention.

Tier 2 (7th tardy per class)

- Previous Tier 1 interventions;
- Consequence issued (1 After-School Office Detention);
- Attendance contract developed that will include making up the class time missed.
- One hour after school detention.

Tier 3 (9th plus tardy per class)

- Previous Tier 1 and Tier 2 interventions;
- Mandatory parent/guardian meeting with the administration;
- Consequence issued (Friday Night School on 9th tardy);
- Additional tardies beyond 9 will be subject to the discretion of the administration.

SECTION 4: STUDENT CODE OF CONDUCT (*Board Policy JG*)



Students are encouraged to follow the **Spartan Code** at all times. Failure to follow the Spartan Code will result in interventions and consequences.. All interventions and consequences are at the discretion of the administration. The maintenance of good discipline is essential to the educational process and is the dual responsibility of home and school. To ensure maximum educational benefits for all students, each student has the responsibility to know and abide by the rules and procedures of the school. Unacceptable behavior infringes upon the rights of each student to learn. Therefore, to help students grow toward self-discipline, to accept responsibility for themselves, and to learn to appreciate the rights of others, patterns of appropriate behavior must be practiced. All rules and procedures not specifically covered in this handbook will be addressed on a case by case basis by the administration. Conduct that materially and substantially interferes with the educational process will be considered a breach of discipline. This may include but is not limited to:

- Conduct which interferes with the orderly, efficient, and disciplined atmosphere of all school activities.
- Documented conduct detrimental to the best interest of the School District.
- Refusal to conform to school policies, rules, or regulations.
- Refusal to comply with directions from teachers, administrators or other school personnel.
- Major offense consequences are tiered.

School-Wide Discipline Procedures

The Richmond R-XVI School District has jurisdiction over its students during the regular school day and while students are traveling to and from school by District provided transportation. This jurisdiction includes any activity during the school day held on school grounds, attendance at any school related activity, and regulations concerning eligibility for extra-curricular activities regardless of time or location. Incidents of student behavior, which occur off school property and do not grow out of school-sponsored activities and are not related to eligibility policies, are not the responsibility of the school or its authorities, but the school may counsel and assist with students who are in difficulty in whatever way possible. However, if school administrators can show the student's actions have a direct immediate effect, either on school discipline or the general safety and welfare of students or staff, a student may be disciplined for behavior, which occurred away from school. Areas in which disciplinary control of pupils is to be exercised are as follows:

- While on school premises;
- While on school-owned and operated school busses or on chartered buses supervised by school personnel;
- Student actions that occur away from school and that can have a direct immediate effect on the school climate and or create a disruption to the instructional day. The school must be able to show that discipline in such cases is reasonably related to the goals and objectives of the Richmond R-XVI School District.

Parents or legal guardians of students are responsible for the actions and conduct of their children on and off school premises. Other agencies, such as the Police Department, Juvenile Department, and the courts have responsibilities, either defined by law or by purpose of the agency, to assist juveniles whenever possible.

Right of Due Process

No handbook can contain policies or exact consequences for every eventuality. Any action, circumstance or violation not specifically listed in the handbook, but contrary to the mission of the school, will be reviewed by the building principal and may result in disciplinary action.

Students have the right to due process concerning disciplinary actions. This means that no action will be taken against a student until everyone involved has presented the facts, and a judgment has been made.

- To be given oral or written notice of the charges against them;
- To be given oral or written explanation of the facts which form the basis of the disciplinary actions;
- To be given the opportunity to present their version of the violation;
- To be given an appeal process within 5 days of disciplinary action.

Suspension of Students with Disabilities *(Board Policy JGE) (Board Policy JGE-AP1) (Board Policy JGE-AP2)*

The building principal may suspend special education students out of school for up to ten school days. Suspension of up to ten days does not constitute a formal change in placement for a student with special needs. All regular education procedural safeguards apply to students with special needs when a short-term suspension is being considered.

During the student's suspension, the principal or designee may arrange a meeting with the student's parents or guardians, the student's teacher(s), other appropriate special education personnel, and the student. If held, the purpose of this meeting shall be to discuss the student's suspension, review the student's I.E.P., and if necessary, develop or modify a behavior management plan for the student's I.E.P. The plan shall include a description of the means by which undesirable behaviors will be managed and decreased, including crisis management techniques and planned disciplinary procedures, if necessary.

If an immediate suspension is deemed necessary in situations such as the student posing a danger to self or others or substantially interfering with the proper functioning of the school, the principal or designee may suspend a student by giving oral reasons for suspension and providing the student an opportunity to respond to the allegations, if appropriate.

Teacher/Staff Authority

Each teacher has the responsibility and the authority to establish a classroom atmosphere which is conducive to learning. Whenever a student is creating a disturbance, the teacher should make every reasonable attempt to correct the student's behavior. If the student fails to respond to the teacher's directives, the student will be sent to the administrative office to confer with the administration. Failure to report to the office will result in mandatory assigned discipline. If a student is asked to leave class, it is his/her responsibility to go directly to the principal's office. Students have a responsibility to follow the instructions of all teachers and staff, even if they do not have a class with that teacher or staff member.

Types of Violations and Progressive Interventions/Consequences

Violations (not limited to the following)	Tier 1 Intervention	Tier 2 Intervention	Tier 3 Intervention	Tier 4 Intervention	Tier 5 Intervention
Tier 1 Violations Classroom Rules Student is Not Prepared Student is Not Participating/Sleeping	X				
Tier 2 Violations		X	X	X	X

Bus Behavior Cell Phone / Electronic Device Violations Cheating / Forgery / Plagiarism Disruption Dress / Apparel Failure to Serve Consequences Food and/or Drink Violations Inappropriate Affection Inappropriate Language or Profanity Insubordination Physical Contact Student Misconduct Wrong Location					
Tier 3 Violations Closed Campus Violation False Alarms Harassment and /or Bullying Student Misconduct Theft Trespassing Verbal or Written Threat to Student			X	X	X
Tier 4 Violations Alcohol Controlled Substances Fighting Gang-related Activities Hazing Physical Assault on Student Sexual Assault or Harassment to Student Tobacco Vandalism Verbal or Written Threat to Staff Weapons / Look-A-Like / Explosives Discrimination				X	X
Tier 5 Violations Harassment of Staff Physical Assault on Staff School Safety Threat (arson, bomb, etc.) Sexual Assault on Staff					X

Explanation of Progressive Violation Intervention Tiers

Tier 1 - Options for Progressive Interventions / Consequences *(depending on severity and the number of violations)*

- Teacher redirect
- Teacher logs violation in the student information system
- Teacher contacts parent/guardian
- Teacher issues an After-School Detention (served with the teacher in the classroom and the teacher notifies parent)
- Privileges revoked
- Other

****Tier 2 - Options for Progressive Interventions / Consequences** *(depending on severity and the number of violations)*

- Administrator conference
- Confiscation
- Restitution
- Privileges revoked
- Contact parent/guardian
- Behavior contract developed
- Office After-School Detention
- Friday Night School Detention
- Saturday School Detention
- ISS

****Tier 3 - Progressive Interventions / Consequences** *(depending on severity and number of violations)*

- Any Tier 2 consequence
- Spectator suspension from activities (if participating, may sit on bench, not in uniform)
- Reassignment
- Community service
- Activities Code-of-Conduct
- OSS (up to 10 days)
- Re-entry meeting

****Tier 4 - Progressive Interventions / Consequences** *(depending on severity and number of violations)*

- Any Tier 3 consequence
- Long-Term Suspension

****Tier 5**

- Any Tier 4 consequence
- Expulsion

***Administration may escalate interventions/consequences based on intent, severity and the number of each violation. All Tier 2 - Tier 5 interventions/consequences will be logged in the student's permanent file. Charges may also be filed against a student to the Richmond Police Department. Restitution may also be sought. In each offense listed above, community/school service, outside and/or in-house counseling may be included at the expense of the family.*

Tier 1 Violations

Classroom Rules

Student is Not Prepared

Student is Not Participating/Sleeping

Tier 2 Violations

Bus Misconduct (Board Policy JFCC) (Board Policy JG-R1) (Board Policy JFCC-API)

The school buses, bus stops, and all other forms of transportation provided by the District or provided incidental to a school activity are considered school property. Students are subject to District authority and discipline while waiting for, entering and riding District transportation.

Cell Phone

In an attempt to teach proper cell phone etiquette, students will be allowed to use cell phones and other electronic devices before and after school, in the halls between classes, and during lunch as long as the usage does not interfere with the learning environment.

In the classroom, cell phones should not be used during instructional time. Any cell phone use in the classroom will be at teachers discretion. The first time a student violates the classroom policy the teacher will redirect and could issue classroom consequences that may include confiscating the phone until the end of the class period and/or a teacher detention. Subsequent policy violations will result in an office referral.

To protect privacy, electronic communication devices shall not be used in restrooms, locker rooms, dressing rooms, or any other similar situations or locations at any time during school hours, practices or competitions. This prohibition also includes the use of camera phones, either still or video. This applies to all persons except law enforcement personnel or school administrators and faculty.

Any student in violation of the above policy shall be deemed to have created a disruption to the learning environment and is subject to disciplinary action including suspension. In case of family emergencies, please notify the office and arrangements can be made.

Cheating/Forgery/Plagiarism (Board Policy JG-R1)

Students found in violation of cheating, whether giving or receiving information, may receive a penalty of zero for the work. Teachers will inform the administration of the incident, notify parents, and may arrange a conference to include the student, parents, teachers, counselor and administrator. The conference will establish goals of behavior and consequences should incidents be repeated or goals not accomplished.

As students write a paper, they should keep in mind the five basic types of plagiarism and consistently check their work to make sure they have documented the source of the ideas in their paper. The five types are:

- Copying a source word-for-word without quotation marks/crediting the author, regardless if this is specifically identified by the instructor.
- Substituting just a few words/phrases for the original text.
- Copying a major word/phrase without quotation marks/crediting the author.
- Paraphrasing/summarizing without crediting the author. You must always give credit to your source, even when you put the idea into your own words.
- Taking an author's idea without crediting the source.

Plagiarism is considered to be academic theft and will not be tolerated in any class. Specific classroom consequences could include:

- A "0" on the assignment, project or test.
- A deduction from the points given to the student.
- Requiring the student to re-do the assignment.
- Conference with the student and parents.
- Other appropriate actions as necessary.

Disruption

Behavior that disrupts the learning environment or jeopardizes the safe and orderly operation of the school will not be tolerated at RHS.

Dress and Apparel (Board Policy JFCA) (Board Policy JFCA-API)

The RHS staff believes that our dress code standards must encourage respect, character, and reasonable levels of modesty in our school environment. Any items that cause or could cause a substantial disruption to the academic environment may be reported to the administration for further review. Footwear and shirts must be worn at all times. Clothing worn should conform to a standard of dress which reflects respect for the institution and educational environment and should in no way be provocative or disruptive.

***Unacceptable clothing/apparel for school includes but is not limited to:**

- Any item that disrupts the learning process
- Tank tops, “short” shorts, mid-cut shirts, sleeveless shirts
- Items that expose excessive skin, or inappropriate areas of the anatomy
- Items that advertise or promote Items that are sexual or obscene in content
- Items that promote violence, racism, gang affiliation, drugs, alcohol, or tobacco
- Headwear, including hats, hoods, wave caps, bandanas, and sunglasses
- Long coats or trench coats
- Visible undergarments

****In all cases of unacceptable clothing for school, students will be required to change.***

Failure to Serve Consequences

Failure to serve consequences as assigned by teachers or administration by the deadline.

Inappropriate Affection (Board Policy JG-R1)

Public Displays of Affection (PDA) is kissing or making bodily contact with someone in a manner that make others feel uncomfortable. It will be a violation of conduct for students to demonstrate overt displays of affection on school grounds or at school activities. This includes but is not limited to embracing, caressing, groping, kissing, or other inappropriate physical contact.

Inappropriate Language

The school environment is a professional learning community therefore professional behavior is expected. Language used in classrooms, hallways, and at school activities must be appropriate. This is important to the orderly and efficient operation of the school and preparing students for the real world. Words can hurt and can be offensive to others. Students at RHS have the right to attend school and school activities without being subjected to words that show disrespect for race, color, religion, disability, gender, sexual orientation, or ethnicity.

Insubordination

Insubordination is specifically defined as a refusal to follow directions from a person in authority. In situations involving conflict, students are expected to comply with the directions of the faculty and staff. In those situations where students feel they have been treated unfairly, they may discuss the situation with an administrator. In all cases, students are expected to conduct themselves in a courteous and respectful manner. Inappropriate and disruptive items will be considered insubordination. Failing to serve assigned consequences will be considered insubordination.

Physical Contact (Horseplay)

Student engages in non-serious, but inappropriate physical contact. Horseplay or play-fighting fall into the category of physical contact.

Student Misconduct

Tier 3 Violations

Closed Campus

Richmond High School is a closed campus at all times unless you are using a Spartan Incentive Card or have permission to leave the campus. This means that students are not allowed to leave during the day for any reason, including the lunch hour (unless you have permission or are utilizing the Spartan Incentive Card). Once a student leaves the building, their day has ended. If a student needs to leave, they must get permission from the main office.

Harassment/Bullying (Board Policy JFCF) (Board Policy JG-R1)

Harassment is considered to be words and/or actions directed toward an individual that intimidates, degrades, and/or fails to respect a person's dignity. Missouri anti-bullying laws include the following definitions of harassment and bullying:

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with a student’s academic performance; and
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Steps to follow if you are being harassed or bullied:

- Tell the harasser to stop;
- Report to a school authority (staff member or administrator);
- Keep a record of what happened, when, where, who, what you said, and how they responded;
- Submit an online report form.

Other appropriate actions may include mediation or filing a formal complaint in which the student may get a written warning or consequences if it has happened more than once. Any student who files a false claim may be subject to consequences.

Sexting (Board Policy JG-R1)

Sexting is the sending of sexually explicit/obscene photos, images, text messages, or emails by using a cell phone or other electronic device. Sexting will be considered as student misconduct.

Student Misconduct

Theft (Board Policy JG-R1)

Theft is the action or crime of stealing.

Trespassing

Trespassing is entering or remaining on school property without permission after being notified by a staff member. The presence of non-authorized person(s) either in the building or on the school premises without authorization of the building administrator shall be considered trespassing. Students are obligated to inform the staff of any intruders.

Tier 4 Violations

Alcohol, Controlled Substances, Nicotine, Tobacco, Vaping (Board Policy JFCH) (Board Policy JG-R1)

Possessing, distributing, or consuming/using alcohol, tobacco controlled substances or drug paraphernalia, or being under the influence of such a substance is not allowed at Richmond High School. Students present at school or school related activities whose use of illegal substances are evident, will be subject to suspension from school, removal from that activity, and referred to the school resource officer. If a student is thought to be under the influence of drugs or alcohol they may be asked to take a breathalyzer administered by a school administrator or police officer. Missouri law prohibits the purchase, use or possession of vapor products and paraphernalia by students while in or on school properties or under the school’s jurisdiction, during school hours or while participating in a school-sponsored event. Students in violation will be subject to suspension and referred to the school resource officer for charges.

Direct involvement or participation in the sale/distribution of any unauthorized substance, including look-alikes, prescription drugs, or paraphernalia associated with illegal substances which has a direct effect on the operation of the school may result in severe consequences. The school has an equal responsibility to discipline those who are offenders and/or sell or distribute unauthorized substances.

Fighting/Physical Assault (Board Policy JG-R1)

Physical contact (battery) between two or more persons is fighting. Fighting in school or on the way to and from school is not acceptable, and is a part of the school day. All students physically or verbally involved may be subject to disciplinary actions which may result in suspension and/referral to the school resource officer. Assault is one person striking another. **Students that videotape fights will receive the same tiered discipline as a student involved verbally and/or physically in the fight.** Students are encouraged to bring conflicts which they need help resolving to a counselor, teacher, or administrator.

Gang-Related Activities

Evidence of being involved in a gang or wearing any apparel or sign that would be attributed to any gang is not tolerated at Richmond High School. If after investigation a student is determined to be involved with gang activity, the administration will take appropriate action to ensure the safety and well-being of the student and students of Richmond High School.

Hazing ***(Board Policy JFCG) (Board Policy JG-R1)***

Hazing is defined as any activity, on or off school property, 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 District sponsored activity.

Sexual Harassment/Assault ***(Board Policy AC) (Board Policy JG-R1)***

A form of discrimination, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Student Misconduct

A verbal or written threat against a staff member will be considered student misconduct.

Vandalism ***(Board Policy JG-R1)***

An action involving deliberate destruction of or damage to public or private 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 in the student becoming ineligible for certain activities or rewards and/or the student will not receive their quarterly progress reports. Additionally, at the discretion of the principal, and/or after notification of parent or guardian, the student may be suspended from school until the parent/guardian has attended a reentry meeting for the student with administration.***

Weapons ***(Board Policy JFCJ) (Board Policy JG-R1)***

The possession of weapons/look-alike weapons on school grounds or at a school related activity is a serious violation of our discipline policy. A weapon is any object, which could be used with the intent to harm someone. Such articles may

include, but are not limited to, belts, combs, pencils, files, compasses, scissors, chains, etc. Weapons may include, but are not limited to, knives of all types, guns, firearms, metal pipes, chains, nunchucks, throwing stars, metal knuckles, blackjacks, fireworks, explosives or other chemicals, or simulated/look-alikes.

Tier 5 Violations

Harrassment of Staff (Board Policy JG-R1)

Physical Assault on Staff (Board Policy JG-R1)

School Safety Threat (arson, bomb, etc.)

Sexual Assault on Staff

Definition of Disciplinary Actions

Conference

A formal conference is held between the student and one or more school officials.

Parent/Guardian Contact/Involvement

School officials make contact with the parent/guardian through a telephone call, personal contact, email, or a letter.

Re-Entry Meeting

The building principal or designee may request a meeting with a student and/or parent/guardian before the student can return to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Privileges Revoked

Behavior Contract

Administrators may develop a behavior contract with students to ensure that violations do not keep occurring.

Confiscation

Administrators and staff may confiscate student personal property if the student is using the personal property against the school policy and/or if the property is illegal.

Restitution

Action intended to teach students that when they behave inappropriately, it is their responsibility to repair the harm. Examples include but are not limited to: being ordered to pay back money to cover the costs of the property that was stolen or damaged.

Community Service

Reassignment

Reassignment of a misbehaving student to a separate supervised environment away from usual activities within the school. Examples may include but are not limited to: a referral to counseling, a schedule change, and/or optional work assignment around the school.

After-School Teacher Detention

A teacher may require a student to serve a detention after-school with them in their classroom for a Tier 1 violation.

Students will be informed of the detention and will be given a minimum of 24 hours to arrange transportation unless the student is able to serve it sooner. Students must keep their cell phones in their school locker and are not allowed to bring a cell phone into the detention room. Students who fail to attend detention or follow detention rules will result in further discipline assigned to the student.

After-School Office Detention

A building administrator may require a student to serve a detention after-school from 3:05-4:05 p.m. on Tuesdays or Thursdays. Students will be informed of the detention and will be given a minimum of 24 hours to arrange transportation unless the student is able to serve it sooner. Students must keep their cell phones in their school locker and are not allowed to bring a cell phone into the detention room. Students who fail to attend detention or follow detention rules will result in further discipline assigned to the student.

Friday Night School Detention

A building administrator may require a student to serve a Friday Night School Detention on select Fridays from 3:15-5:30 p.m. Students will be informed of the detention and will be given a minimum of 24 hours to arrange transportation. Students must keep their cell phones in their school locker and are not allowed to bring a cell phone into the detention room. Students who fail to attend detention or follow detention rules will result in further discipline assigned to the student.

Saturday School Detention

A building administrator may require a student to serve a Saturday School Detention on select Saturdays from 8:00 a.m. - 12:00 p.m. Students will be informed of the detention and will be given a minimum of 24 hours to arrange transportation. Students must keep their cell phones in their school locker and are not allowed to bring a cell phone into the detention room. Students who fail to attend detention or follow detention rules will result in further discipline assigned to the student.

In-School-Suspension (ISS)

Assignment to the in-school suspension room. Students must surrender all cell phones to the office prior to admittance to ISS. Phones will be returned at the end of the school day.

Out-of-School Suspension (OSS)

The student is excluded from school and all school related activities for a period of 1-10 school days. A referral for a suspension of up to 180 days could be made to the superintendent. Parents/guardians will be notified of the action taken. Students who receive OSS cannot be on school property until the suspension is complete or otherwise notified by administration.

Expulsion

The student is informed that he/she is immediately suspended from school and that a recommendation for expulsion will be made to the superintendent and the Board of Education. An expulsion includes the removal of a student from school, from school activities, and all related school functions. The student and his/her legal guardian will be notified of the pending expulsion and information about his/her rights under due process will be explained.

***Search and Seizure* [\(Board Policy JFG\)](#) [\(Board Policy ECD\)](#)**

School District property is held in public trust by the Board. School District authorities may, without a search warrant or prior notice, search a student, student lockers, desks, work areas, personal effects, and vehicles based on a reasonable suspicion that a School District policy, rule, regulation or law has been violated. The search shall be reasonable in scope and conducted in a manner that maintains order and discipline in the schools, promotes the educational environment, and protects the safety and welfare of students, employees, and visitors. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in a search conducted pursuant to this policy. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, firearms, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on School District property or on property within the jurisdiction of the School District; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the School District.

Possession of illegal, unauthorized or contraband items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials and guardians. Any illegal, unauthorized and/or contraband items discovered in the course of a student search will not be returned to the student and shall be turned over to law enforcement authorities without delay.

Locker Searches (Board Policy JFG)

The student's locker and its contents may be searched when a school administrator has reasonable suspicion or just cause the locker contains illegal or contraband items. Such searches will be conducted in the presence of another adult witness.

SECTION 5: STUDENT INFORMATION/SERVICES

Announcements

The primary means of communication with students about school related activities is through announcements. Announcements will be read daily. If you have something to put in the announcements it must be approved by one of the administrators and then turned into the activities secretary before the start of the school day on the day that you would like it to be announced. All other announcements must be submitted by an activity sponsor or faculty member.

Arrival, Departure and Supervision

It is recommended that students not arrive at the building before 7:30 a.m. Students should leave the building by 3:15 p.m. unless they are being supervised by a staff member.

Assemblies

Assemblies are an opportunity for staff and students to gather, learn, and build school spirit. Students are expected to conduct themselves in a considerate, respectful, and responsible manner. All assemblies are required and students will sit in an assigned area of the gym. Students who fail to attend assemblies will be subject to the discipline policy.

College Visits

Students with Junior and Senior status may take a total of three college visits (1 as a junior and 2 as a senior) if the student completes the **Planned Absence Form** prior to the visit and provides proof of the visit to the school counselor once they return. Pre-approved college visits do not count against attendance contracts.

Commons

Students eating in the commons have several food options available to them daily. Breakfast is available each morning. To maintain a pleasant environment in the commons, students are asked to return all trays, and make sure their table is clear of garbage. Students are also expected to exercise polite, courteous behavior at all times. Students may be asked by the supervisors to help clean the area where they are eating. Students are expected to cooperate and provide assistance when asked. Students are not allowed to leave the building without permission.

Dances and Special Events

School dances and special events are limited to Richmond High School students with the exception of Homecoming and Prom. A RHS student may bring a high school student from another school by filling out the dance request form and

turning it in by the due date. RHS students must also fill out a dance request form when bringing a RHS graduate. The out of school date must be less than 21 years of age (20 years old or younger) and provide a photo ID. In order to attend dances at RHS, you must be a high school student in good standing.

Good standing may include:

- Attendance and grades
- No major discipline offenses
- Not under suspension
- All fines and fees paid
- All discipline served
- Must be signed up by the deadline

Deliveries

All deliveries for students may be held in the main office until the end of the school day. Students are not allowed to have food delivered to the school.

Driving Permit and Parking Permit *(Board Policy ECD)* *(Board Policy JG-R1)*

Students who would like a school driving permit must see the high school principal to obtain permission. Parking on the school property is a privilege, not a right. The fee for the school driving and parking permit is \$10 per semester.

Requirements for a school driving and parking permit:

- Student must have proper licensure
- Student must have paid the fee in full for each semester
- Student must register the vehicle and license plate information with the office
- Student must have the permit displayed in the front window of their vehicle
- Students are only allowed to park on the approved student-level lot
- Driving of vehicles in a careless or reckless manner is strictly forbidden (privileges may be revoked)
- Speed limits on school property shall not exceed 10 miles per hour (privileges may be revoked)

At various times during the school year, reserved student parking may be disrupted because of early morning community activities or district in-service activities. **Students with repeated violations and/or unpaid fines may have parking privileges revoked.**

The school retains the authority to conduct routine patrols of any vehicle parked on the school property. The interior of a student's vehicle on school property may be searched if the school administration has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or School District policy *(Board Policy JFG)*.

Fees/Fines/Waiver of Fees

All students are expected to pay various fees. A schedule of fees is included in the registration packet. Those students whose families are eligible for a fee waiver may apply for a reduction or waiver of required fees. This waiver does not carry over from year to year, but must be completed annually. Waiver forms are available in the main office. Students will be assigned fines for situations such as damage or loss of textbooks, overdue materials from the library, damage to school property, or general vandalism.

Food and Drinks

Energy drinks are not allowed to be consumed or brought into RHS. This is to promote a healthy lifestyle of all students. Reasonably sized water bottles are permitted. Outside food and drinks are not allowed to be brought in the building. Students are not allowed to order food and have it delivered to the school.

Fundraising *(Board Policy IGDF)*

Students may raise funds for school-sponsored events on school grounds following approval from the school's administration. Fundraising by students on school grounds for other than school-sponsored events organizations is not allowed. All money raised in the name of the school becomes the property of the school club, organization, or District. The administration will coordinate all fundraising activities. The club sponsor and the bookkeeper must account for all fundraising money. Students failing to turn in money earned in the name of the school will have their names turned over to the School Resource Officer for appropriate action that may include charges being filed by the County Attorney.

Hall Passes

Students in the halls during class time must have a valid hall pass. A student in the halls during class time without a pass and appropriate identification will be subject to the school's discipline plan.

Library Media Center

The purpose of the Library Media Center is to support student learning. Many different services are offered including computers, printing, research materials, and calculators.. The LMC is a place for collaborative group work, testing, and independent study. Students must follow the expectations and procedures when using the LMC.

Lockers

Academic lockers, PE lockers, and athletic lockers and combination locks will be issued to students at the beginning of the year. **Students are to remain in their assigned lockers.** Lockers should be kept locked at all times. Students are cautioned against giving their combination to other students because of the increased probability of lost or stolen items. Each student is responsible for keeping his/her assigned locker clean. Damages caused by misuse of tape, etc. will be charged to the student. Any locker malfunction shall be reported to the main office. At the conclusion of the school year all lockers will be cleaned by the student and all materials will be removed immediately. If materials are left after the conclusion of the school year, they will be donated to a charitable cause. Students will return their combination locks to the main office at the end of the year during locker clean-out. A \$20 fine will be charged to any damaged or missing combination locks.

Lost and Found

A lost and found service is maintained in the Library Media Center. Students with lost or found articles should immediately report to the LMC to report an item that is missing or to turn in an item found. Immediate response is necessary due to the limited space available for accumulated items. Unclaimed items will be donated at the end of each week.

Schedule Changes

Students may request a schedule change by completing the Schedule Change Request Form online during the first 3 days of the semester (provided the course desired is not full). Once the form is completed and submitted, students are required to schedule an appointment with their counselor to determine if a schedule change will be made. Schedule changes will not be automatic, approval of schedule changes will be determined on an individual basis. Priority will be given to students who are missing or failed prerequisite courses, computer error, graduation requirement make-ups, and new students to the District. Changes after the first 4 days must be approved by the principal. Students must maintain their current schedule until meeting with their counselor to process this change.

Student Leadership

The Student Council is a representative organization that meets specific needs of students through service, free discussion, and communication. The Student Council promotes student participation in the solution of problems that affect the student body.

The student body will elect 19 positions that make up the officers of the Student Council. Elections will be held in the spring. Officers are expected to take the Student Leadership course.

Elected Positions

Student Body President
Student Body Secretary / Communication Director
Student Body Treasurer
Class President for Each Grade Level
Class Vice-President for Each Grade Level
Class Secretary for Each Grade Level
Class Treasurer for Each Grade Level

Executive Council

The Executive Council will meet each month with the administration and sponsors to conduct the Council's business.

Executive Council
Student Body President
Student Body Secretary / Communication Director
Student Body Treasurer
Senior Class President
Junior Class President
Sophomore Class President
Freshman Class President

Summer School (Board Policy IGC)

Courses taken for credit going into the 9th grade year in an approved summer school program will be recorded on the student's permanent transcript. Students grades 9-12 can attend summer school to complete credit recovery.

Transcripts

Semester marks are recorded on the student's permanent record card. The semester marks represent the grade earned by the student for the entire semester's work. Students who wish to have transcripts (copy of permanent record card) sent to colleges for admission purposes should submit the online Transcript Request Form.

Visitors

All visitors must enter through the front doors of the building and report to the office. No visitors are allowed without the permission of the administration.

SECTION 6: TECHNOLOGY

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 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 (ie. 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, 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.

Earbuds

The uses of earbuds in class and/or during study times are at the teacher/supervisor's discretion. · Earbuds or corded headphones are the responsibility of the student. No Bluetooth enabled earbuds or headphones are permitted. All earbuds 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 can provide their own **corded** headphones or earbuds or use the ones provided by the school. **No Bluetooth earbuds or headphones will be allowed.** 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.
- Backup 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 and 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:

- 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.
- Respects the property and privacy of themselves and others by safeguarding personal information, electronic storage, passwords, etc.
- Remains ever mindful of wise, ethical, and efficient use of resources, refraining from wasteful or unauthorized data transfer or personal use of District technology.
- Makes every effort to protect all equipment, software and hardware, from physical and electronic damage.
- Respects the intellectual property of others.
- 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.

1st Violation	2nd Violation or More Severe Violation	3rd Violation or a Violation of a Most Severe Nature
Restricted computer access for a time to be determined by administration, possible suspension, possible legal	Restricted computer access for a more extended time to be determined by	Suspension and loss of computer access for a time to be determined by

action and/or police referral.*	administration, possible legal action and/or police referral. *	administration, possible legal action and/or police referral.*
	Probationary parameters will be established for future computer use.	

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 school work 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.

Richmond R-XVI School District Technology Policy *(Board Policy EHB)*

SECTION 7: ATHLETICS

Introduction

Taking advantage of our athletic programs will be educational, rewarding, and challenging. The Richmond High School encourages you to take advantage of as many programs as your time and talent will permit. We encourage students to experience a variety of athletics and activities, rather than specializing in one program. Naturally, due to conflicts in seasons, practice times and schedules, some choices will have to be made by you. Good luck to you as you strive to grow emotionally, mentally, socially and physically through athletics.

Philosophy

We believe that interscholastic athletics supplement the secondary curricular program, and as such, become a vital part of a student's total educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable students to make maximum use of their education. Student participation in any of the athletic programs is a privilege which carries with it a responsibility to the school, to the sport, to the student body, to the community and to the students themselves.

It is our belief that the ultimate purpose of interscholastic athletics is to provide a maximum number of high school students an opportunity to grow as young adults within the structure of organized and disciplined programs. Interscholastic athletics offer a positive and meaningful experience that will enhance the growth and development of all students who participate.

It is our philosophy that we will take the best prepared student participants and represent Richmond to the highest degree. We believe that "winning" and "successful" programs are a product of commitment, fundamental skill, training, preparation and strength of character. We will strive for success and to win by developing these traits.

Goal Statement

Student activities are an integral part of the total secondary educational program, providing experiences not otherwise attainable, which will help students to acquire knowledge, skills, and emotional patterns necessary as attributes of good citizenship.

Sport Registration

The Richmond R-XVI Athletic Department in accordance with the MSHSAA, requires that all students meet the specific requirements and obtain a Practice Card from the school office before the athletic season begins to be able to register for an athletic program.

Requirements to receive a Practice Card:

- Parental Permission
- Physical Examination
- Health Insurance Requirements

- Review of Concussion Information
- Review of the R-XVI Athletic Handbook
- All required documents signed and on file in the school office

Sport Registration

The Richmond R-XVI Athletic Department in accordance with the MSHSAA, requires that all students meet the specific requirements and obtain clearance through PRIVIT before the athletic season begins to be able to register for an athletic program.

Requirements to receive a clearance through PRIVIT:

Parental Permission

Physical Examination

Health Insurance Requirements

Review of Concussion Information

Review of the R-XVI Athletic Handbook

All required documents signed and on file in the school office

Multi-Sport Student-Athletes

The athletic department and the Head Coaches' Council HIGHLY RECOMMEND that our students participate in multiple sports. All students should take advantage of everything that the athletic programs have to offer. All students will reap the benefits of becoming a multi-sport student-athlete for Richmond High School.

Spartan Multi-Sport Student-Athlete Award

This award is given to any student-athlete who participates in multiple sports at Richmond High School each year. This award will be given annually at the spring sports' awards banquet.

Preparation for Sport

Preparation for sport consists of two distinct aspects; training and practice. Training refers to enhancing the physical and mental condition of the athlete. Practice refers to the process of perfecting the technical and fundamental skills demanded by a particular sport. The athletic programs of the Richmond R-XVI School District will utilize both aspects in order to improve preparation for sport and to help student-athletes prevent injuries and improve on their individual performance.

Training

Strength training and conditioning is intended to help student-athletes be both safe and successful during their respective athletic season(s). Training the mental and physical condition of student-athletes will improve individual performance and help to prevent injuries.

Strength training and conditioning will produce the following benefits to student-athletes:

- Helps reduce the incidents and severity of injuries
- Improves individual athletic performance
- Improves flexibility, strength, speed, explosiveness, coordination, body composition, self-esteem, metabolism and overall health
- Develops life-long healthy habits

Strength training and conditioning is part of all coaches' practice expectations for their sport. Student-athletes must meet one of the two coaches' criteria below to complete the coach's practice expectations for the week.

Criteria 1

Student-athlete is enrolled and participates in a strength training and conditioning class during the school day. Coaches will count this towards that part of their practice so that the student-athlete will not have to complete a strength training workout twice (recommended by coaches).

Criteria 2

If a student-athlete is not enrolled in a strength training and conditioning class, then as part of the coach's practice schedule, the student-athlete will attend two training sessions per week at the offered times (students already in a class are exempt). The strength training coach will sign-off that the student-athlete completed two sessions with the Athletic Director and Coach.

Student-athletes who do not meet one of the two criteria during their season, have not fulfilled the expectations of the coach's practice plan for that sport. The coach will not play the student-athlete in contests starting the next week and until the practices are made-up (the Head Coaches' Council will make decisions on exemptions on a case-by-case basis).

Summer and Off-Season Strength Training and Conditioning

The Richmond R-XVI Athletic Department's summer and off-season strength training and conditioning program is HIGHLY RECOMMENDED to student-athletes of ALL SPORTS by the Head Coaches' Council. All student-athletes will reap the benefits of the program.

Iron Spartan Award

This prestigious award is given to student-athletes who participate in 100% of the summer strength training and conditioning sessions. Student-athletes who need to miss any sessions due to attending other sports camps or other school activities will not be excluded from this award (the Head Coaches' Council will make decisions on exemptions on a case-by-case basis).

End-of-Season Award Ceremony

Students who participate in the athletic programs of the Richmond R-XVI School District and/or earn any end-of-season honors, will be recognized when applicable at an award ceremony at the end of the season.

Richmond High School "R" Club

Richmond High School's "R" Club is a prestigious club for varsity-level student-athletes that reach and/or exceed the expectations of the R-XVI Athletic Department and the Head Coaches' Council. Each sport's head coach will recommend to the Head Coaches' Council the student-athletes they feel are deserving of the R-XVI Athletic Department's Varsity "R" Letter Award for their sport. The Head Coaches' Council has the ultimate authority in the granting of the Varsity "R" Letter Award. Following the Head Coaches Council's decision on recipients, the varsity-level student-athletes will be inducted at the awards banquet at the end of each season.

"R" Club Criteria

Student-athletes must meet the following criteria in any sport to be eligible for membership into the "R" Club.

- Criteria 1 – Student-athletes must "suit-up" for at least 75% of the scheduled varsity contests.
- Criteria 2 – Student-athletes must meet all practice expectations, including strength training and conditioning during the sport season.
- Criteria 3 – Subjective criteria such as, but not limited to, the factors of sportsmanship, citizenship, good team membership and having a constructive and positive attitude are integral criteria for the Varsity "R" Club membership.
- Criteria 4 – Individual coach's criteria that is approved by the Head Coaches' Council.

(Exceptions to any of the four criteria will be made on a case-by-case basis by the Head Coaches' Council)

Parent Communication

When your child becomes involved in the Richmond R-XVI School District's athletic programs, they will experience some of the most challenging and rewarding moments of their lives. The R-XVI Athletic Department realizes that both parenting and coaching can be difficult, challenging and ultimately rewarding experiences. By establishing an understanding of each position, we are able to accept the actions of the other and provide a greater benefit to your child. As parents, when your child becomes involved in an athletic program, you have a right to be informed of the expectations that will be placed on your child as a participant. This will begin with clear communication from the coach.

It is important to understand that there may also be times when things do not go the way you or your child wish. At these times, the expectation is that the student-athlete will initiate a discussion with the coach about their concerns. We believe this approach is both the most likely way to a positive resolution, and it is a valuable learning experience for the student-athlete. R-XVI athletic coaches have been instructed to encourage this type of dialogue and to promptly set aside time for individual, private appointments when requested. Below are reminders for parents.

Follow the Communication Chain

- Student-athlete to coach
- Parent to coach
- Parent to athletic director and coach
- Parent to principal, athletic director and coach

Parents are not allowed in a locker room, dugout, bench sideline, etc. before, during or after practices and/or contests.

Appropriate concerns for parents to discuss with coaches:

- The treatment of your child
- Ways to help your child improve
- Concerns about your child's progress, behavior and/or grades

Issues not appropriate to discuss with coaches:

- Team strategy
- Play calling
- Other student-athletes

Steps to follow if a concern arises:

- Discuss the issue with your child
- Follow the communication chain
- Encourage your child to discuss the issue with their coach
- Set up an appointment with the coach by emailing them or calling the school office

Transportation to School Events

The athletic director is responsible for travel arrangements for all athletic contests. Athletic trips are educational trips and are considered an important part of the total educational program. The conduct of the traveling team is the responsibility of the head coach. Transportation will be provided by the R-XVI for all games away from home. Students are required to ride the school transportation with the team to all school events. It is also the expectation that students will ride the school transportation with the team home from school events. We understand that special circumstances arise in which the parent(s) and/or guardian(s) need to transport their OWN student home from an event. In this special circumstance, the student's parent/guardian would be allowed to do so by following these procedures:

- Email the athletic director prior to the event to explain the special circumstance.
- Only the parent/guardian can transport their OWN child home from an event.
- After the event, the parent/guardian will sign out directly with the coach responsible (face-to-face conversation and signature).

School-Issued Uniforms and Equipment

Each student is responsible for the use and care of the uniform and equipment issued to them for each sport. School - issued athletic equipment shall not be used at any time other than at authorized practices and contests, unless the coach and athletic director give special permission. All uniforms equipment must be returned at the end of each season in good condition. At the end of each season, the coach is responsible for providing the athletic director with a list of students who have not returned all of the uniform or equipment issued to them and/or if the returned uniform or equipment is not in good condition. The athletic director will add a fine for all costs needed to replace the uniform and/or equipment to the student's school debtor list. Students will not be eligible to participate in another sport until all uniforms and equipment have been returned in good condition and/or until the debt is paid.

Prospective College Athletes

Students who want to participate in athletics at the collegiate level, should be aware that the NCAA and the NAIA require students to meet certain high school course and eligibility requirements as well as become registered through the clearinghouse and/or eligibility center. Students should speak to their high school counselor as early as their freshman and sophomore years for more information.

Inclement Weather

If school is dismissed early because of inclement weather, there will be no practices, contests, events or other activities. If school is not in session because of inclement weather, there will be no practices, contests, events or other activities unless the conditions improve later in the day and the athletic director, principal and superintendent make an exception (any exceptions would be for varsity-level programs only). In the event that an exception is made, attendance will be nonmandatory by students. Coaches will not pressure or assess consequences to students who do not attend.

Heat Schedules

All R-XVI athletic programs will follow the heat acclimation schedules as set forward by the Missouri High School Activities Association. In addition, whenever the heat index is predicted to reach 100 degrees or higher, coaches will meet with the athletic director and athletic trainer to determine when practices will be held and what accommodations (e.g. water breaks) will be made.

Home Athletic Events

The R-XVI Athletic Department takes pride in hosting athletic events in each sport. We welcome all spectators from Richmond and other visiting schools. Good sportsmanship and behavior is expected by all students, parents and fans. Designated seating is marked for the home crowd and visitors crowd. We take pride at our sporting events through our efforts and sportsmanship. Members of Spartan Nation do not heckle, yell at, argue with or participate in other negative interactions with game referees, coaches, event staff and/or administrators. The R-XVI Athletic Department event staff will be present to assist and supervise the athletic -event crowds. Any spectator who behaves inappropriately or engages in a negative interaction with a referee, coach, event staff or administrator will be removed from the R-XVI property.

Athletic Event Admission

Varsity Events

- Adults \$5.00
- Students Free
- Senior Citizens Free

Sub-Varsity Events

- Adults \$3.00
- Students Free

- Senior Citizens Free

Tournament Events

- Adults \$5.00
- Students Free
- Senior Citizens Free

Athletic Passes

Passes are available for purchase by all individual spectators and/or families. Purchasing an athletic pass will give you free admission to all home games excluding tournaments. Athletic passes may be purchased at the RHS school office or by printing the order form off of the R-XVI Athletic Department's website and mailing your check to the R-XVI Athletic Department mailing address.

- Family Pass \$105.00
- Adult Pass \$65.00
- Student Pass \$50.00

Student Guidelines for Participation

Representing the R-XVI in interscholastic athletics is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through the Missouri High School Activities Association and the additional standards set by the R-XVI for its own students.

MSHSAA By-Law 2.1.2 Participation

In order to represent Richmond R-XVI School District in interscholastic athletics, participants must:

- Be a bona fide student;
- be 18 years old or younger on June 30th;
- meet all academic eligibility requirements, and;
- be a creditable citizen.

Students who turn 19 years of age prior to July 1 are ineligible for the next school year.

Academic Eligibility

For a RHS student to be academically eligible to participate in a MSHSAA sponsored or MSHSAA sanctioned event, the student must:

- Have passed at least 6 of 7 classes taken in the previous semester;
- be currently enrolled in and regularly attending 7 classes;
- be passing all classes during the current semester.

Grade Checks

Grades will be checked every other week on Wednesdays during the season. Students who have an "F" when grades are checked, will be placed on academic probation. While on probation, the student can still practice and compete in contests, but the student will be expected to bring up all grades of an "F" by the next grade check cycle. At the time of the next grade check, any students who were on academic probation that has not brought up all grades of an "F" will be ineligible to compete in contests for the next two-week cycle.

Basic Guidelines for Attendance and Participation

- If it is necessary to be absent from practice, the student is expected to obtain permission from the coach prior to the scheduled practice.
- Students are expected to be in school all day to be eligible to practice or participate in an event or contest that day. Unless students have pre-approval from the building principal or his/her designee, they are expected to be in attendance for all classes both the day of and the day after events.
- Doctor and dentist appointments are examples of absences eligible for pre-approval. Documentation of the visit must still be provided upon return to school even if pre-approval has been arranged.
- Calling in sick or “running late” in the morning does not constitute pre-approval.
- Exceptions to the rule about being in school all day to be eligible to practice or participate can be granted only by the building principal or his designee.
- Any student who skips class or is absent from any class without obtaining prior approval from the building principal or his/her designee may not participate in practice, events, or contests on the day that he or she is absent.
- In the event that a student is assigned an after-school detention because of a classroom problem, he/she is not allowed to use the excuse of “I have practice, so I can’t stay.” The classroom obligation always comes first. The student is responsible for notifying the coach that he or she will be absent from or late to practice.
- Any student who is assigned to Out of School Suspension (OSS) will not be allowed to practice or participate in any event or contest or attend any school activity until the suspension has been served and the student is reinstated by the building principal or his/her designee. Typically, the student will not be reinstated until the start of the next school day following the last day of the OSS (a student who is suspended out of school on Tuesday and Wednesday would not be reinstated until the start of the school day on Thursday). Likewise, if a student is suspended Thursday and Friday, the student would not be reinstated until the start of the school day on Monday and would therefore not be able to participate in any Friday practice or activity or any weekend practice or activity.
- Any student who is assigned to In-School Suspension (ISS) will practice and/or compete on days that the student serves ISS. Students who are assigned to ISS will be issued discipline from the head coach on the day the student serves the ISS. The head coach will determine the level of the discipline from the following tiers:
 - 1st Offense: Extra conditioning will be issued by the head coach on the same day the student serves ISS. The student will still be required to complete the normal scheduled conditioning that all other athletes completed as well.
 - 2nd Offense: The head coach will issue a suspension to the student. The student will be suspended from participating in practice and/or competitions. Suspensions will be counted as an unexcused absence.
 - 3rd Offense: The head coach will refer the student to the athletic director who will issue a suspension from practices and a set number of contests and/or dismissal from the program.

Creditable Citizen

To be a creditable citizen means that the student is in good standing. Students whose conduct and character are satisfactory to the school and district administration would be considered creditable citizens. Students whose character or conduct brings discredit to themselves or to the school are not considered creditable citizens.

Students who are suspended are not considered creditable citizens during the term of the suspension, this includes in-school and out-of-school suspensions, long term and short-term suspensions. Students who are arrested by the police for violations of municipal ordinances or state statutes are not considered creditable citizens. This includes charges for misdemeanor and felony offenses. See the sections on “Alcohol, drugs and substance abuse” and “Other violations of law” in this handbook for additional information on citizenship expectations.

MSHSAA Rule 2.2.1 Citizenship

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered “credible citizens.” Conduct shall be satisfactory in accordance with the standards of good discipline.

MSHSAA Rule 2.2.2 Law Enforcement

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (jail time, fine, court costs) or special conditions of probation (restitution, community service, counseling) have been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

MSHSAA Rule 2.2.4 Student Responsibility to Self-Report

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school’s discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

Tobacco, Alcohol, Drugs and Look-alikes

To maintain status as a creditable citizen in the R-XVI, students shall not possess, use, consume, sell, distribute or be under the influence of any beverage containing alcohol, any controlled substance, any imitation controlled substance, any steroid or any substance defined by law as an illegal drug; nor shall students possess any drug paraphernalia. These restrictions are in place from the first day of summer vacation to the last day of school for all students enrolled in grades 7-12.

Consequences

All suspensions will carry over to the next athletic season in which the student participates or to the next school year as necessary.

Tobacco, Nicotine, Vape Paraphernalia

- 1st Violation: Loss of eligibility for 10% of events
- 2nd Violation: Loss of eligibility for 30% of events
- 3rd Violation: Loss of eligibility for 365 days

Alcohol

- 1st Violation: Loss of eligibility for 40% of events (20% if an alcohol/drug counseling/rehab program is completed)
- 2nd Violation: Loss of eligibility for 365 days

Drugs (also includes illegal use of prescription drugs)

- 1st Violation: Loss of eligibility for 40% of events (20% if an alcohol/drug counseling/rehab program is completed)
- 2nd Violation: Loss of eligibility for 365 days

Distribution of Drugs

- 1st Violation: The student shall be removed from the team and will be ineligible to practice or participate in all activities for a 365 days.

Other Violations of Law

To maintain status as a creditable citizen in the R-XVI, students shall not violate municipal ordinances or state laws. In addition to the MSHSAA by-law on law enforcement shown below, students in violation of municipal ordinance or state laws will face possible suspension and loss of eligibility. These restrictions are in place from the first day of summer vacation to the last day of school for all students enrolled in grades 7-12.

MSHSAA Rule 2.2.2 Law Enforcement

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (jail time, fine, court costs) or special conditions of probation (restitution, community service, counseling) have been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

MSHSAA Rule 2.2.4 Student Responsibility to Self-Report

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

Consequences

All suspensions will carry over to the next athletic season in which the student participates or to the next school year as necessary.

Theft or Vandalism

- 1st Violation: Loss of eligibility for 10% of events
- 2nd Violation: Loss of eligibility for 30% of events
- 3rd Violation: Loss of eligibility for 365 days

Misdemeanor

- 1st Violation: Loss of eligibility for 10% of events
- 2nd Violation: Loss of eligibility for 30% of events
- 3rd Violation: Loss of eligibility for 365 days

Felony

- 1st Violation: Loss of eligibility for 40% of events
- 2nd Violation: Loss of eligibility for 365 days

SECTION 8: ACTIVITIES

Co-Curricular and Extra Curricular Activities

These two terms are quite similar in nature. Co-curricular activities refer to those activities which are typically connected to a course or courses offered during the school day. The co-curricular activities complement what the students learn in class. Typically, students do receive grades for the courses in which they are enrolled, and students fall under both academic class guidelines and MSHSAA guidelines. Co-curricular activities include Band, Choir, FFA, FBLA, and Speech and Debate Team.

Extra-curricular activities are activities in which any student may participate. Typically, these activities are not connected to any course and students do not receive a grade. Extra-curricular activities include National Honor Society, Scholar Bowl, and Math Team. Students in co-curricular and extra-curricular activities must meet MSHSAA guidelines in order to participate in MSHSAA-sponsored or MSHSAA-sanctioned activities.

Philosophy

We believe that interscholastic activities supplement the secondary curricular program, and as such, become a vital part of a student's total educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable students to make maximum use of their education.

Student participation in any of the activities programs is a privilege which carries with it responsibility to the school, to the activity, to the student body, to the community and to the students themselves. This participation will help to develop students physically, mentally, socially, and emotionally.

Goal Statement

Student activities are an integral part of the total secondary educational program, providing experiences not otherwise attainable, which will help students to acquire knowledge, skills, and emotional patterns necessary as attributes of good citizenship.

Student Guidelines for Participation

Representing the R-XVI in interscholastic athletics is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through the Missouri High School Activities Association and the additional standards set by the R-XVI for its own students.

MSHSAA By-Law 2.1.2 Participation

In order to represent Richmond R-XVI School District in interscholastic athletics, participants must:

- Be a bona fide student;
- be 18 years old or younger on June 30th;
- meet all academic eligibility requirements, and;
- be a creditable citizen.

Students who turn 19 years of age prior to July 1 are ineligible for the next school year.

Academic Eligibility

For a RHS student to be academically eligible to participate in a MSHSAA sponsored or MSHSAA sanctioned event, the student must:

- Have passed at least 6 of 7 classes taken in the previous semester;
- be currently enrolled in and regularly attending 7 classes;

Creditable Citizen

To be a creditable citizen means that the student is in good standing. Students whose conduct and character are satisfactory to the school and district administration would be considered creditable citizens. Students whose character or conduct brings discredit to themselves or to the school are not considered creditable citizens.

Students who are suspended are not considered creditable citizens during the term of the suspension, this includes in-school and out-of-school suspensions, long term and short-term suspensions. Students who are arrested by the police for violations of municipal ordinances or state statutes are not considered creditable citizens. This includes charges for misdemeanor and felony offenses. See the sections on “Alcohol, drugs and substance abuse” and “Other violations of law” in this handbook for additional information on citizenship expectations.

MSHSAA Rule 2.2.1 Citizenship

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered “credible citizens.” Conduct shall be satisfactory in accordance with the standards of good discipline.

MSHSAA Rule 2.2.2 Law Enforcement

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (jail time, fine, court costs) or special conditions of probation (restitution, community service, counseling) have been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

MSHSAA Rule 2.2.4 Student Responsibility to Self-Report

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school’s discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

Basic Guidelines for Attendance and Participation

- If it is necessary to be absent from a scheduled band or choir rehearsal outside of the school day, the student is expected to obtain permission from the sponsor prior to the scheduled rehearsal.
- Students are expected to be in school all day to be eligible to practice or participate in an event or contest that day. Unless students have pre-approval from the building principal or his/her designee, they are expected to be in attendance for all classes both the day of and the day after events.
- Any student who skips class or is absent from any class without obtaining prior approval from the building principal or his/her designee may not participate in practice, events, or contests on the day that he or she is absent.
- In the event that a student is assigned an after-school detention because of a classroom problem, he/she is not allowed to use the excuse of “I have practice, so I can’t stay.” The classroom obligation always comes first. The student is responsible for notifying the sponsor that he or she will be absent from or late to practice.
- Any student who is assigned to Out of School Suspension (OSS) will not be allowed to practice or participate in any event or contest or attend any school activity until the suspension has been served and the student is reinstated by the building principal or his/her designee. Typically, the student will not be reinstated until the start of the next school day following the last day of the OSS (a student who is suspended out of school on Tuesday and Wednesday would not be reinstated until the start of the school day on Thursday). Likewise, if a student is suspended Thursday and Friday, the student would not be reinstated until the start of the school day on Monday.

and would therefore not be able to participate in any Friday practice or activity or any weekend practice or activity.

- Any student who is assigned to In-School Suspension (ISS) will not be allowed to practice or participate in any event or contest until he/she has fulfilled all the disciplinary requirements set forth in the ISS assignment.
- Students who accumulate more than 5 days of ISS during a school year will not be eligible to practice or participate in an event or contest until the start of the next school day following the last day of ISS.

Tobacco, Alcohol and Drugs

To maintain status as a creditable citizen in the R-XVI, students shall not possess, use, consume, sell, distribute or be under the influence of any beverage containing alcohol, any controlled substance, any imitation controlled substance, any steroid or any substance defined by law as an illegal drug; nor shall students possess any drug paraphernalia. These restrictions are in place from the first day of summer vacation to the last day of school for all students enrolled in grades 7-12.

Consequences

The following are minimum guidelines. School discipline may also apply. The events below will be jointly determined by the Activities Director and sponsor of the activity.

Tobacco, Nicotine, Vape Paraphernalia

- 1st Violation: Loss of eligibility for 1 event
- 2nd Violation: Loss of eligibility for 2 events
- 3rd Violation: Loss of eligibility for up to 365 days

Alcohol

- 1st Violation: Loss of eligibility for 2 events
- 2nd Violation: Loss of eligibility for up to 365 days

Drugs (also includes illegal use of prescription drugs)

- 1st Violation: Loss of eligibility for 2 events
- 2nd Violation: Loss of eligibility for up to 365 days

Distribution of Drugs

- 1st Violation: The student shall be removed from the team and will be ineligible to practice or participate in all activities for 365 days.

Other Violations of Law

To maintain status as a creditable citizen in the R-XVI, students shall not violate municipal ordinances or state laws. In addition to the MSHSAA by-law on law enforcement shown below, students in violation of municipal ordinance or state laws will face possible suspension and loss of eligibility. These restrictions are in place from the first day of summer vacation to the last day of school for all students enrolled in grades 7-12.

MSHSAA Rule 2.2.2 Law Enforcement

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (jail time, fine, court costs) or special conditions of probation (restitution, community service, counseling) have been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility

will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

MSHSAA Rule 2.2.4 Student Responsibility to Self-Report

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

Consequences

The following are minimum guidelines. School discipline may also apply. The events below will be jointly determined by the Activities Director and sponsor of the activity.

Theft or Vandalism

- 1st Violation: Loss of eligibility for 1 event
- 2nd Violation: Loss of eligibility for 2 events
- 3rd Violation: Loss of eligibility for up to 365 days

Misdemeanor

- 1st Violation: Loss of eligibility for 1 event
- 2nd Violation: Loss of eligibility for 2 events
- 3rd Violation: Loss of eligibility for up to 365 days

Felony

- 1st Violation: Loss of eligibility for up to 365 days

Equipment

- Each participant is responsible for the use and care of the uniforms, equipment, and materials (e.g., sheet music, music folders, scripts, and binders) issued to him/her by the school. Participants are expected to keep uniforms and equipment, and materials in good condition.
- Participants are not allowed to use uniforms or school owned equipment for summer activities that are not sponsored by the school.
- Participants are not allowed to borrow, exchange, or loan equipment or uniforms to another teammate. If an exchange is needed, such exchange should be handled by the sponsor or director to make sure that all records of equipment and uniforms issued are kept current.
- Participants are responsible for reporting to the sponsor or director any protective equipment that does not fit properly or has any defective parts should be reported.
- It is the responsibility of the participant to turn in all uniforms and equipment issued to him / her at the end of the season, on the day(s) set by the sponsor.
- It is the responsibility of the participant to notify the sponsor of any lost or stolen uniforms or equipment as soon as practicable once it is discovered that the uniform or equipment is missing. Participants should not wait until the end of the season to report missing uniforms or equipment.
- Any uniform or equipment that is not turned in at the end of the season must be paid for by the participant to whom the equipment was issued.
- Any uniform or equipment that is not returned in good condition at the end of the season must be paid for by the participant to whom the equipment was issued.
- At the end of the season, the sponsor or director is responsible for providing the activities director with a list of students who have not turned in all of the uniforms or equipment issued to them. The activities director is responsible for providing to the principal a list of all students who have not turned in all of the uniforms or

equipment issued to them. The names of students who have not turned in all of the uniforms and equipment issued to them will be added to the school debtor list.

- Participants will not be eligible to participate in another sport or activity until all uniforms and equipment have been turned in or until the debt is cleared.

SECTION 9: SCHOOL SAFETY

Building Security

Everyone shares the responsibility of ensuring the safety of the school building and grounds. Students and staff should never block open doors. Students should never open doors or allow anyone into the building if the person(s) have not signed in at the main office. Students should report any concerns to a staff member immediately.

Emergency Drills ([*Board Policy EBC-1*](#))

Drills for fire, weather, and other emergencies are conducted periodically throughout the school year. Please evacuate the building in an orderly manner by following the directions posted in each classroom. Attendance will be taken by the classroom teacher at the designated destination point.

School Resource Officer (SRO)

A School Resource Officer (SRO) is on staff at RHS. This officer is a sworn police officer. The SRO reports to school administrators on school-related matters and to the Chief of Police on law enforcement matters.

The goal of the SRO program is to provide a school based police officer to serve as a resource and advocate working with school personnel on matters of delinquency prevention; enhancing the relationship between law enforcement, students, parents, and community; and facilitating a team approach to the delivery of community services to families and children at risk.

Security Cameras

Inside and outside school premises are protected and monitored 24 hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts.

Student Identification (ID)

Students are required to have in their possession their ID badge. Students are required to present their ID badge when asked to do so by a school official. Students who refuse to present their ID badge will be subject to the code of conduct policy.

Visitors

All visitors must enter through the front doors of the building and report to the office. No visitors are allowed without the permission of the administration.

SECTION 10: HEALTH SERVICES

Health Services

The goal of the health services provided by the District is to help each student protect, improve, and maintain physical, emotional, and social well-being. Nurses, other medical personnel, or other health services personnel employed by or requested to conduct services for the District shall hold and maintain a current Missouri license.

In addition to the health services provided in the curriculum, the District will provide the following health services:

- Emergency care for the ill and injured;
- Prevention of illness and promotion of optimal health;
- Screening programs, i.e. annual vision and/or hearing screening, lice screening, and scoliosis;
- Communication with the medical community, parents, school staff, and central office;
- Reporting of communicable diseases;
- Reporting and maintenance of student immunization records;
- Reporting of child abuse observed by certified personnel; and

The school nurse maintains all current health records. A student needing to see the nurse may obtain a pass from a teacher and go directly to the nurse's office. When the nurse is not available, the student must check in with the secretaries in the main office.

Communicable Diseases *(Board Policy EBB)*

The Richmond R-XVI School District recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The District also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Immunizations

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Medical Excuses for PE

If medical restrictions are needed for physical education class, written recommendations must be obtained from a physician and will be kept on file in the nurse's office. The student must see the school nurse to get the medical excuse which the student will then give to their physical education teacher and/or coach. Current medical research and practice supports the concept of students with temporary or permanent handicaps/illnesses being allowed to modify their movement activities to suit their individual needs. Generally, students healthy enough to be in school should be able to participate at some level. This may be a modification of the class activity or it may be completely individualized and parallel to the class activity.

Administering Medicines to Students

The administration of medications, including over-the-counter medications, is a nursing activity that must be performed by a registered professional nurse or a licensed practical nurse. A registered professional nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medications.

Students are not to have any type of medication, including over the counter medications with them. All medications are to be left in the nurse's office. Students who are found with medications in their possession without approval from the office will be referred for disciplinary action. The school nurse or designated personnel will be allowed to dispense some over-the-counter medications with a signed permission form from the parent/guardian. These medications include Tylenol, Ibuprofen, Midol, Tums and cough drops. A complete list of medications to be dispensed can be found on the permission form. All prescription medications must be brought to the nurse's office and will be dispensed by the nurse or the nurse's designated personnel. All medication must be transported to and from school by an adult. No medication is permitted on District school buses.

Emergency Medication

Richmond High School, Middle School, Sunrise Elementary and Dear Elementary are all 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.

Richmond High School, Middle School, and Sunrise Elementary are all equipped with Narcan, which is the emergency medication for opioid overdoses.

SECTION 11: PUBLIC NOTICE

Non Discrimination Policy

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:

Assistant 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.