

**Rich Hill R-IV School District
703 North Third Street
Rich Hill, MO 64779
Phone: 417-395-4191**

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**STUDENT HANDBOOK 2021-2022
BOE Adopted:**



MISSION STATEMENT

The mission of the Rich Hill R-IV School District is to empower lifelong learners.

EDUCATIONAL PHILOSOPHY

The Rich Hill R-IV School District's first priority is to ensure that all students are given opportunities to acquire the knowledge, experience, and skills to be productive citizens.

The Rich Hill School District believes:

1. Every student has the ability to learn.
2. All students should accept responsibility for themselves by maintaining good social skills, healthy lifestyles, and respect for the law.
3. Parents, teachers, and community are responsible for guiding and motivating all students to strive for personal success and academic achievement.
4. All student and staff have the right to be accepted and treated with respect in a safe and secure environment.
5. All academic disciplines are necessary and have value in education.
6. When individuals are held to higher expectations, they will produce greater results.

The Rich Hill R-IV School District provides an educational environment for all children, which will foster and accelerate their intellectual, physical, and emotional growth and lead to productive and satisfying lives as adults.

THIS HANDBOOK BELONGS TO: _____ **Grade**_____

FOOD SERVICE MANAGEMENT
(Nondiscrimination in School Nutrition Programs)

All information materials and sources, including websites, used by the district to inform the public about the district's food service program will contain the following information:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information(e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;
2. Fax: 202-690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Student Expectations & General Information

The Rich Hill R-IV School District has as its goal the development of each student

- Intellectually
- Physically
- Socially

Accordingly, the district supports developing students with positive attitudes and strong group interaction abilities.

The student handbook establishes rules, regulations, and consequences in order to create an atmosphere where orderly learning is possible and encouraged.

School officials are authorized to hold students accountable for misconduct (1) in school, (2) on school property, (3) during school-sponsored activities, (4) in non-school activities which affect school discipline, and (5) through the use of electronic sources which affect school activities or discipline.

The legal basis for these disciplinary regulations is found in the Public School Laws of Missouri. Section 171.011 establishes the Board of Education's authority to adopt rules and regulations about organizing, grading, and government in the school district. Sections 167.161 and 167.171 establish the authority of the principal and superintendent to suspend students and provide for due process on the part of the student. Building principals have the authority to invoke punishment *different from* what is stated in the handbook as consequences.

ESSA – Parents Right To Know

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any

school that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

Whether the student's teacher—

- Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

Grievance Procedures

Students, parents/guardians of students, or employees have the right to file a formal complaint with the school district alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title X of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. If any person wishes to pursue such a grievance, he/she will be provided a copy of the procedure policy by the high school principal's office.

Notice Concerning Discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment with the Rich Hill R-IV School District are hereby notified that

this institution does not discriminate on the basis of race, color, nation of origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities.

Any person having inquiries concerning the Rich Hill R-IV School District's compliance with the regulations implementing this policy is directed to contact the Superintendent at 703 North Third Street, Rich Hill, MO 64779, 417-395-2418. The Superintendent has been designated to coordinate efforts to comply with regulations implementing Title VI, Title IX, and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, US Department of Education, regarding the institution's compliance with the regulation implementing Title VI, Title IX, or Section 504.

General Classification of Students

Classification of students will be determined at the end of each school year after final grades. Students will be classified in high school as follows:

FRESHMAN	0 credit units
SOPHOMORE	6 credit units
JUNIOR	12 credit units
SENIOR	18 credit units

Students will be allowed to graduate if they were classified as juniors for lack of having the required 18 units and during the year meet the graduation requirements.

Credits

Full year classes may not be dropped at the end of the first semester unless special permission is granted. Students will

receive ¼ credit of electives for Study Skills for each semester.

Students (grades 9-12) are required to retake any specific course needed for graduation if they fail the course. The credits and classes as needed for graduation in the Rich Hill School District are

<u>Subject</u>	<u>Credits</u>
Communication Arts	4
Social Sciences	3
<i>(1 unit in American History and 1 unit of Government required)</i>	
Mathematics	3
<i>(1 unit of Algebra I required)</i>	
Science	3
<i>(1 unit of Biology required)</i>	
Fine Arts	1
Practical Arts	1
Physical Education	1
Health	.5
Personal Finance	.5
<u>Electives</u>	<u>7</u>
Total Credits:	
Class of 2022	25
Class of 2023	26
Class of 2024	27
Class of 2025 and on	28

*A student who attends Vo-Tech for two years **may** receive one unit of core credit and must determine that class before attending Vo-Tech.

*Students are required to pass the Missouri Constitution, United States Constitution and American Civics tests for graduation.

*A minimum of 30 minutes training in Cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking.

*All Graduates must have taken all required end-of-course (EOC) exams.

*Students may not take the same class twice (for example Biology, Algebra I) with the exceptions assigned through the counselor.

*Full year classes may not be dropped at the end of the first semester unless the principal and the counselor have granted permission.

*Semester classes may not be dropped after the first class changing period at the beginning of the semester unless the counselor and the principal have granted permission.

*Credits are earned on a semester basis.

Credit Recovery

Students that have failed to receive credit in a course are eligible for credit recovery. A student may receive up to one full credit online each semester through an approved school vendor. If summer school is available, then a student is eligible to recover one full credit. All credit recovery must be approved through the counselor and principal. Junior high students may recover one full year of an individual course or one semester of two courses.

Dual Credit

In support of more rigorous coursework, RHHS provides opportunities for **freshman through seniors** to earn college credit and high school credit while attending classes at RHHS. Dual credit classes will be weighted with an additional .5 value for any grades above an "F." Students must meet the criteria required by the credit-granting institution.

Dual Enrollment Courses

Dual Enrollment, attending classes on a college campus, is an option for **juniors** and **seniors**. Earning high school credits through a pre-approved accredited

college is another avenue for acceptable credit in the Rich Hill School District upon **approval of the principal and counselor**. All dual enrollment plans are to be pre-approved during the previous semester (November 1st or April 1st). Dual Enrollment classes will be weighted with an additional .5 value for any grades above an "F." All expenses for alternative course work are to be the student's responsibility.

Virtual Course

Eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. The district has established the enrollment periods as the first full week of December for spring semester and the first full week of May for the fall semester. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the counselor before enrollment to ensure that the course is consistent with the student's academic and personal goals. The district is not required to provide students access to courses beyond the equivalent of full-time enrollment.

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

Junior High Retention (Sixth, Seventh & Eighth Grades)

Students must pass 75% of the core subjects (Math, English, Science, History) for the school year. Students will be assigned to summer school to make up failed classes. The student will be retained if the student fails to attend or obtain a passing grade in the course or courses.

Grading System

Printed reports of grades will be provided at mid-term (approximately four weeks after the beginning of each quarter) and at the end of each quarter.

The Grading Scale and GPA

<i>A</i>	<i>95-100 (4.00)</i>
<i>A-</i>	<i>90-94 (3.67)</i>
<i>B+</i>	<i>87-89 (3.33)</i>
<i>B</i>	<i>83-86 (3.00)</i>
<i>B-</i>	<i>80-82 (2.67)</i>
<i>C+</i>	<i>77-79 (2.33)</i>
<i>C</i>	<i>73-76 (2.00)</i>
<i>C-</i>	<i>70-72 (1.67)</i>
<i>D+</i>	<i>67-69 (1.33)</i>
<i>D</i>	<i>63-66 (1.00)</i>
<i>D-</i>	<i>60-62 (.67)</i>
<i>F</i>	<i>0-59 (0.0)</i>

Honor Roll

Two honor rolls exist at RHHS to promote excellence in scholastic endeavors. They are

1. **The Principal's Honor Roll** for those earning 3.5 to 4.0 as their semester GPA.
2. **TIGER Honor Roll** for those earning 3.0 to 3.49 as their semester GPA.

Early Graduation

The student and parents/guardians will consult with high school guidance personnel and the High School Principal to develop a new graduation plan. A student who graduates early must complete all graduation requirements established by the Board of Education. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies although, in all other school activities, the early graduate will be treated as a graduate student and will not be able to participate.

Early Graduation Petition Procedure

The student and parent must:

1. Notify the counselor and principal in writing before October 1. (This will include a meeting with the principal and counselor to discuss early out benefits)
2. Provide to the principal, a letter for the superintendent, no later than November 1, the letter must be signed by the student and the parents/guardians asking for early graduation.
3. If all requirements are met, the principal will present the names of these students for the approval of the Rich Hill R-IV School Board during the regular November meeting.
4. Students granted early graduation will no longer be eligible for school activities (athletics and activities, etc.), but they will be allowed to participate in commencement exercises.

Valedictorian and Salutatorian

The valedictorian will be the graduating senior with the highest weighted cumulative grade point average for the

four years in high school. The salutatorian will be the graduating senior with the second highest academic average for the four years in high school. All semester grades for the grading periods will be used to compute averages. All semester grades will be averaged using the four-point grading system described above in weighted classes. If there are co-valedictorians, there will be no salutatorian selected.

***Only graduating seniors who have completed at least the final four, full time (8 hr./day) semesters of their high school experiences in the Rich Hill R-IV School in person will be eligible for these honors.**

A+ Program for Students Of Rich Hill Schools

The Rich Hill School District has been a designated A+ School since the spring semester 2013. As such, it supports more challenging coursework, postgraduate education, and model behavior during a student's high school years.

All A+ policies are included in the "A+ Student Handbook," which can be attained through the A+ Coordinator or the School Counselor.

A Brief Summary of the A+ Program

Incentives:

- Tuition and general fees provided to attend any public community college, state certified vocational, or technical school in the state of Missouri for two years..
- Financial need is not a factor in determining eligibility for the A+ Program.

Requirements:

- A written agreement before the end of their freshman year of high school and attended an A+ designated school for at least two

consecutive years immediately before graduation.

- A graduate from high school with a cumulative un-weighted grade point average of 2.5 or higher.
- Have at least a 95% cumulative attendance record. (There is no distinction between excused and unexcused)
- Perform 50 hours of unpaid tutoring or mentoring of younger students through a school-sponsored program.
- Complete the FAFSA and a Student Aid Report by May 1st of their graduation year.
- Have parents' signatures on required forms.
- Score proficient or advanced on the Algebra I end of course exam, or a higher level DESE approved end-of-course exam in the field of mathematics.
- Be a US Citizen or Permanent Resident

Human Sexuality Curriculum Notification

Human sexuality curriculum may be delivered through courses in Family and Consumer Sciences, Biological and Life Sciences, and Health and Wellness. The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. When parents prefer that their child not receive instruction in the human sexuality curriculum, a written notice must be provided to the classroom teacher. The district is required to make all curriculum materials used in the district's

human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Intervention Strategies

With the goal of successful learning for all students, the school district has developed various methods for the student who is having difficulties in his/her scholastic endeavors. These strategies are meant to intervene and change at-risk behaviors that place a student in a position of failure. A brief description of the most often used strategy follows.

After-School Tutoring

- Students will have the option to attend after-school tutoring at least three days a week. These tutoring sessions will be from 3:00-3:30 PM.
- Teachers have the right to assign after-school tutoring if they believe tutoring will help students be successful.
- Grade checks will determine if a student must participate in mandatory tutoring utilizing the following criteria.
 - A. Students with a D+ or lower will be required to attend academic tutoring twice a week until their grade is raised to a minimum of a C-. Students who fall into this category can continue to participate in extra-curricular activities if tutoring requirements are met.
 - B. Students with at least one F will be required to attend academic tutoring twice a week until their grade is raised. Students who fall into this category can continue to practice in extra-curricular activities if tutoring requirements are met but cannot compete in events other than practices.

- Note: A student who raises their grades from the F range to the D range will be able to resume participation in events, but mandatory tutoring will still be required until student raises all grades out of the D range.

Attendance Policy General

- A student should not exceed seven (7) **total** days (56 hrs.) of absenteeism in each semester. If a student exceeds the (7) day (56 hrs.) limit of absents, then that student would go before the School Attendance Committee.
- Arrive no earlier than 7:35 a.m.
- 6th, 7th, and 8th grade students will remain in the cafeteria until 7:55 a.m.
- Freshmen through senior students will remain in the auditorium until 7:55 a.m.

Returning after Absence

- If a student is absent, parents or guardians are asked to call the office to give a reason for the absence.
- Missed homework can be picked up in the high school office at 3:00 PM.
- A student will have one school day for each school day of absence to make up work. (If a student has missed two school days, all work should be turned in within two school days.)
- A verified excuse from a physician or clinic must be turned in to the office within **48 hours** to provide proof of eligibility for activities.
- It is the responsibility of the student to verify their absences.
- The single-day Dr. appointments will count against the seven days/semester allotment

- The doctor ordered absences, will not count against the seven days/semester allotment. (They still count against A+ hours)
- All attendance discipline is based on a semester basis.

Absenteeism Regulations

Under federal law, all students must attend an accredited school until they are seventeen (17) years of age. Under Missouri Law 167.061, **any parent or guardian who allows their child to be in non-attendance to an educational institution before their seventeenth (17th) birthday is subject to a fine or imprisonment or both.**

In order to promote attendance for the school district as well as for the student's instructional time, a High School Attendance Committee has been created.

High School Attendance Committee

1. Consists of (a) the building principal, (b) the superintendent, (c) two teachers selected by the high school principal, (d) the principal's secretary in charge of entering data for attendance, (e) the counselor, and **may** include an honorary board member
2. Meets and decides outcomes for students with over seven (7) days (56 hrs) absent per semester.
3. Develops a student contract that outlines student make-up time and credit recovery on an individual, class-by-class basis.
4. Attendance letters will be sent to parents/guardians when a student accumulates 4(32 hrs.) absences, 6(48 hrs.) absences, and over 7 (56 hrs.) absences.
5. The attendance committee will allow for a max of 5(40 hrs.) days to be made up according to school

policy unless the committee feels like it is what is best for the student.

Attendance for Transfers

- A student transferring from another district/educational facility will be accepted any time during a school year.
- RHHS will honor any suspension or expulsion from an in-state or out-of-state school district.

Extracurricular Activities

Much of a student's life at RHHS is related to extra-curricular activities. From organizations (FFA, FBLA, FCCLA, NHS, etc.), to small groups (Cheerleaders, Relay for Life Members, etc.), and teams and competitors (Sports, Quiz Bowl, and Musical Contest groups), all students must meet MSHSAA guidelines:

- The Activities handbook outlines all guidelines for activities.
- Grades 9-12 eligibility is determined on semester basis.
- Grades 6-8 eligibility is determined quarterly.
- A student must be in attendance for all seven instructional hours when he/she is participating in an extracurricular activity that day. Exceptions can be made by special arrangement and must be addressed in advance with the principal or athletic director. Failure to make prior arrangements for any missed minutes will result in non-participation for the event occurring on that day. If a student misses class(es) without being excused by the principal or athletic director, the student shall not be considered eligible on any

subsequent date until the student attends a full day of classes.

- Any team, organization, or group may also maintain additional rules for participation which the school district recognizes and supports.

Do not Forget

- Participation is a privilege, not a right.
- Students must value and demonstrate good citizenship.
- Students must be scholastically eligible.
- Students need to demonstrate good attitudes toward coaches or instructors, other teammates or group members, opponents, and judges or referees.
- Students need always to have personal conduct which will reflect favorably on the school and the community.

Candidates for extra-curricular events must have attire checked by the sponsor of the event, one week before the event. Appropriate dress is required and reflects on the school. Events include but are not limited to Barnwarming, Homecoming, Courtwarming, or Sweethearts' Dance. If more than one outfit is to be worn for the entire event (including parades, crowning's, and dances), *all* clothing outfits must be pre-approved.

School Dances and Social Activities

School dances and other similar activities are held for the benefit of the student body. Students are expected to adhere to the school's disciplinary rules. Violations of school rules will result in immediate removal from the activity and may result in restriction from other dances and activities for the remainder of

the school year. The following rules will also apply

- Students are not to leave the building once they have entered. If a student leaves, he/she may not return to that event.
- Any student that is bringing an out of school date must fill out and return a school dance request form.
- These rules, along with others, apply to Prom. Additional information about prom can be obtained from the class sponsors.

Student Withdrawal

Students withdrawing from school are withdrawn when the high school office receives a request for records from another school district.

Cell Phones/Electronic Devices

During the school day, cell phones and other personal electronic device usage is limited to passing periods and lunchtime. Use of cell phones or other personal electronic devices in the classroom will result in disciplinary action. Each teacher will have an area assigned to place devices during the duration of the class.

Florist Delivery

Distribution on deliveries will be at the close of the school day.

Glass: As a safety precaution, glass containers are not allowed on the school bus. When placing an order, plan for an alternative way of transporting flowers in a glass container after school.

Balloons: Balloons may cause problems on a school bus by impeding the vision of the driver. If a balloon is delivered, the driver has the authority to give or deny permission to have the balloon(s) on his/her bus.

Bookbags/Backpacks

Book bags and Backpacks are up to individual teacher discretion. If a teacher has an assigned area, then the student must store a backpack in that assigned area.

Lockers

- Lockers will be assigned during enrollment.
- Do not keep valuables or cash in your locker.
- A student may bring a lock for their locker. If utilized, an extra key or the combo must be provided to the office.
- Lockers are the property of the school district and may be searched by staff at any time.
- Locker doors are to remain shut between hours.
- Students **may not** change lockers without the approval of the principal.
- Lockers need to remain neat and clean.

Lunches

Students may pay for lunch or breakfast in the principal's office before or after school.

Meal prices are as follows for grades 6-12:

Breakfast:	\$1.30
Lunch:	\$2.50
Extra milk:	\$0.50
Adult Breakfast:	\$2.35
Adult Lunch:	\$3.60

- Students may not leave campus for lunch.
- Students may not "order in" food from restaurants for themselves or their friends. A parent may bring lunch for their child.

- Lunches are to be delivered to the high school office, and they will be kept there until the students allotted lunch shift.
- Food and drinks are not allowed in the classroom except with teacher approval.

***According to BOE Procedure EF-API" A student may not accumulate more than ten unpaid meals. An excessive amount will result in an alternative lunch choice and no breakfast options.**

Drink/Snack Machines

- Machines are located in the hallway by the cafeteria's entrance and are on timers.
- Students may purchase *before school, during breakfast, during lunch, and after school.*
- The office does not provide change.
- If a student loses money in the machines, he/she should contact the sponsoring organization (FBLA-drink, FCCLA-snack).

Cafeteria Behavior

- Students must report to the cafeteria immediately after being dismissed for lunch.
- Seniors have the exclusive privilege of going to the front of the line.
- Students bringing their lunches may purchase milk.
- Students *may not* refuse other students the right to sit at a table.
- Students are not allowed to wander and are to remain seated during the breakfast/lunch shift.
- Teachers *may* assign seating and will be responsible for deciding the order of dismissal from the cafeteria.

- Students are responsible for returning trays and silverware to the dish window and throwing paper products in the trash.
- Students may use their cellular devices during lunch. (not for phone calls)

Student Charges

At the beginning of each month, parents will be notified, in writing, about any student charges that have incurred. Charges that will be included on their student account include:

- Lunch balances
- Library/technology fines
- Lost/damaged textbooks
- Damages to school property
- Curricular materials

All extra-curricular charges will be maintained by the respective organization or activity. These bills may be sent out with the student account bill on a monthly basis, but will not be included in the student account kept at the office. Activities and organizations will be in charge of collecting their own respective funds and sanctions if funds are not collected.

Parking Lot Provisions

The only approved area for student drivers to park during school hours is located north of the high school.

- The first two rows closest to the building are reserved for teachers, visitors, and staff.
- Drivers must park in a north-south direction and in a manner that does not block other vehicles.
- Students should take all needed belongings from their vehicles upon arrival in the morning since there are **no visits to vehicles**

during school hours.

Administration may permit with supervision.

- Upon arrival at school, students must come directly into the school's west entrance and must **not** linger in or near vehicles in the parking lot.

When leaving school: Drivers may not turn left from the parking lot on Third Street between 7:40 a.m. and 3:05 p.m. This allows time for buses to get cleared from the school.

**Walkers and bicycle riders will exit through the Dome and travel on Fourth Street.*

BELL SCHEDULE

<u>1st Hour</u>	8:00-8:47
<u>2nd Breakfast</u>	8:47-8:53
<u>2nd Hour</u>	8:53-9:40
<u>3rd Hour</u>	9:43-10:30
<u>4th Hour</u>	10:33-11:20
<u>5th Hour</u>	11:23-12:35

Lunch Schedule

HS Lunch	11:23-11:45
JH Lunch	12:13-12:35

5th Hour Class Schedule

HS Hour	11:48-12:35
JH Hour	11:23 – 12:10

<u>6th Hour</u>	12:38-1:25
<u>7th Hour</u>	1:28-2:15
<u>8th Hour</u>	2:18-3:05

Technology Use Agreement

The Rich Hill R-IV School District is pleased to offer a multitude of technology resources, including electronic mail, the Internet, and Web 2.0 networking tools used to enhance student learning.

Families have the right to restrict the use of Internet and e-mail by completing a form available in the school library. **Opt-Outs remain in effect for the current school year. If no documentation is on file, it will be assumed that permission for Internet, e-mail and web site usage has been granted.**

Expectations

Responsible use of the School Department's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system following the School Policy.

Access is a privilege—not a right—and entails responsibility.

Publishing to the Internet

A student's work may be considered for publication on the school's web site. The work would appear with a copyright notice prohibiting the copying of such work without express written permission.

Photos of students may be published on school/district websites, illustrating **student projects and achievements**. One may Opt-Out on the form received with the enrollment packet.

Unacceptable Network Use

Unacceptable use includes but is not limited to:

- Cyber-bullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks;
- Sending, storing or displaying offensive messages or pictures;
- Using obscene language;

- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian;
- Damaging or modifying any computer, computer system, or computer network—downloading, installing and using games, audio files, video files or other applications including shareware or freeware without permission to do so;
- Violating copyright laws;
- Sharing or using others' logins or passwords or other confidential information;
- Trespassing in others' folders, work, or files;
- Intentionally wasting limited resources;
- Posting information, sent or stored, online that could endanger others;
- Employing the network for non-academic purposes, financial gain, fraud, personal/commercial purposes, or political gain
- Attaching any unauthorized equipment to the district network.

Violations may result in temporary or permanent loss of access. Additional disciplinary action may be determined at the building level. When applicable, law enforcement agencies may be involved.

Speakers At District Events

Some district events, such as graduation, classes, assemblies, and professional development meetings, include the use of student speakers or speakers from outside the district. The purpose of this policy is to establish the parameters for such speakers.

Rules for All Speakers

Regardless of the type of speaker or the event, the speaker is required to follow all district policies and procedures including, but not limited to, the following:

- The topic of the presentation must reflect the mission of the district and be directly related to the curriculum or the purpose of the event.
- The presentation must be appropriate for the age level of the students attending and must also be appropriate for any parents/guardians and children who may attend or for a professional environment, when applicable.
- Speakers will be given a general topic or theme upon which to speak. The speech must be consistent with that topic or theme.
- Obscene, vulgar, lewd, or indecent speech is not permitted.
- Speakers will not plagiarize, will correctly attribute material authored by another person and will respect copyright, trademark, and other applicable state or federal laws.
- Speakers may not advertise or promote any product, practice, or service not permitted to minors by law or district policy.
- Insulting or fighting words, the very expression of which injures, or harasses other people (e.g., threats of violence, defamation of character or a person's race, religion or ethnic origin), are not permitted.
- The district does not permit speech that, because of its

content, presents a clear and present likelihood that it will cause material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures.

*A student speaker may be required to submit a copy of his or her presentation to determine whether it meets the rules or intended purpose of the event. Students may not be disciplined based on the viewpoint expressed, including religious viewpoints, for otherwise permissible speech. Under the law, the following disclaimer shall be read aloud and printed on any written materials distributed at graduation: Student speakers are speaking as individuals, and their speech does not reflect the endorsement, sponsorship, position or expression of the district.”

Harassment

General Definition:

- Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

- Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

Reporting Procedures

A student or staff member who has been a victim of harassment as described herein is encouraged to report such acts to a teacher or the building principal. Upon the receipt of such a report, the district shall conduct an investigation, take appropriate action to stop the violations, issue consequences to individuals found to violate the regulation, and issue a response.

Consequences

Students found to violate this regulation shall receive appropriate consequences. Such consequences may include but are not limited to counseling, awareness training, parent-teacher conference, warning, suspension, and expulsion. Employees found to violate this regulation shall be subject to appropriate consequences under employee policies. In the event the evidence suggests that the harassment as the issue is also a crime in violation of a Missouri criminal statute, the results of the investigation shall be reported to the appropriate law enforcement agency charged with the responsibility for handling such crimes.

Anti-Retaliation Statement

Submission of a good faith complaint or report of discrimination or harassment as defined herein will not affect the complainant or reporter's grades, learning or working environment, future employment, or work assignments. The district will discipline or take appropriate action against any student or district employee who retaliates against any person who makes a good faith report of an alleged act of discrimination or harassment as defined herein. Retaliations include but are not limited to, any form of intimidation, reprisal, or harassment. Note: "Good Faith" is defined as "honest, fair, and lawful: absent of any attempt to defraud, act maliciously, or take unfair advantage."

Immunizations

Parents and legal guardians of each student shall furnish satisfactory proof that the student has been adequately immunized against poliomyelitis, rubella, and diphtheria. Also, records must show all other immunizations required by the school district.

- Meningococcal conjugate vaccine (MCV) will be required for all incoming 8th-grade students
- Tdap is required for students enrolled in the 8th, 9th, and 10th grades who have completed the recommended childhood DTaP/DTP vaccination series and have not received a Td booster dose within the past two years.
- For 11th and 12th grade students, a Tdap or Td booster is required ten years after the last dose of DTaP, DTP, or DT.
- All incoming 12th-grade students would be required to have two doses of MCV unless the first

dose was administered to a student who was 16 years of age or older, in which case only one dose shall be required.

Students receiving inoculations from a family doctor or in an emergency room must attain a doctor's statement (with month, day, and year of inoculation) to present to the school nurse. The school nurse will record and amend the student's permanent record. **No student shall be allowed to enroll or attend school without the proper immunizations.**

Medication Procedures

Parents must present written documentation stating that medication is necessary during school hours.

- All medication must be in the *original* bottle with the name of the medication, the dosage, the time of day medication is to be given, and the doctor's name on the container.
- If the needed medication requires refrigeration, only a daily dose should be brought to school.
- Prescriptions are kept in a locked cabinet in the office.
- Students are not to carry any medication with them at school unless authorized by the building principal.
- Students who are required to carry an inhaler/epi-pen/etc. with them at all times must have a written doctor's note on file in the high school office and the nurse's office.
- The school nurse may provide pain relief medication to students before 11 am if authorized by the student's legal guardian.

School Visitors

Anyone not enrolled in school must report to the Principal's Office upon their arrival in the building. This office is located directly inside the main entrance on the west side of the building.

Even parents bringing items to school for students and picking students up for appointments during the school day are considered **visitors**.

Visitors are NOT ALLOWED to go to classrooms during regular school hours until they have signed in at the office. Students MAY NOT bring guests to the school.

Personal Data

Student personal data is kept in a hard-copy file in the principal's office and the current STI system.

A student is required to have a current address, phone number, parent's work phone number, and the names of two people the school can contact in case of emergency on file.

- If a student's address or phone changes during the school year, the office needs to be notified immediately to update the file.
- Parental information is imperative for the school to have in case of an emergency.

The building principal has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has incomplete information or has reason to suspect that false or incomplete information has been provided to the school district.

Searches By School Personnel

Lockers and Desks

Lockers and desks are the property of the Rich Hill R-IV District and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant.

Lockers and desks may be searched by a school administrator who has a reasonable suspicion that the lockers or desks may contain drugs, drug paraphernalia, alcohol, material of a disruptive nature, stolen property, items posing a danger to the health or safety of students and school employees, weapons, or evidence of a violation of school policy.

Automobiles and the Parking Lot

Students are permitted to park on school premises as a matter of privilege, not a right. Thus, the school retains the authority to conduct routine patrols of the student parking lots.

The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy are contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime. Law enforcement officials will also be called upon when a student refuses to allow a search or where the search cannot safely be conducted.

Students who refuse to submit to searches may be disciplined appropriately for

insubordination and behavior by school officials. The student does not need to be present to search.

Bus Rules

It is a privilege to be transported to and from school or an activity. Safety is a primary concern for all on a bus.

STUDENTS MAY NOT GET OFF THE BUS ANYWHERE EXCEPT AT THEIR DESIGNATED STOP *UNLESS* THEY HAVE TURNED IN WRITTEN PERMISSION FROM THEIR PARENT OR GUARDIAN.

All students will follow the state regulations for pupils who ride school buses in the Rich Hill School District.

- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
- The driver can assign a seat for which the student will be held responsible.
- Pupils must be on time; the bus cannot wait for those who are tardy.
- Never stand in the roadway while waiting for the bus.
- Conversation with the driver is prohibited.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Pupils must not throw waste paper or other rubbish on the floor of the bus.
- Pupils must not at any time extend body parts out of the bus windows.
- Pupils must not try to get on or off the bus or move about within the bus while it is in motion.

- When leaving the bus, pupils must observe the direction of the driver.
- Any damage to the bus is to be reported at once to the driver.
- Buses are drug, alcohol, and tobacco free and fall under the Safe Schools Act.
- No animals will be permitted on the bus.
- Pupils, who must cross the road after leaving the bus, must cross in front of the bus, and only upon the signal given by the driver.
- Students should not run from the building to catch the bus. While boarding the bus, students should not crowd or push. It is the driver's responsibility to supervise loading and unloading.
- Students should cooperate in all safety measures.
- Students are prohibited from using obscene and unacceptable language, gestures, remarks, or signs.
- Combustible items such as matches/lighters are not allowed on the school bus.
- Weapons or firearms are not allowed on the school bus.

Bus Trips for Extra Curricular Activities

A student involved in an activity is expected to ride the bus to and from the activity. A student who misses the bus and arrives at the activity by other transportation **MAY NOT PARTICIPATE** unless prior permission was obtained from the principal or athletic director. In some circumstances, if the **student's residence is en-route**, the student may be picked up or released at his or her residence if prior arrangements have been made..

Participants may leave events with parents/guardians only after the student's parent/legal guardian signs the Activity Release Form with the sponsor/coach. Other arrangements for student release must be approved by administration before the event. Students will not be allowed to sign out with other students or anyone under the age of 18. (All exceptions must be presented to the principal or athletic director 24 hours in advance.)

Coaches/sponsors are responsible for student safety at all school-sponsored activities.

Bus Use for Vo-Tech/Alternate Schooling

Students attending classes at the area vocational school are required to ride the bus to and from those locations, except when transported by a parent with prior notification (before 8 a.m.) to the principal. Students *may not* drive themselves or ride with another student unless both schools have granted prior permission. Violation of this rule may result in the student being removed from Vo-tech classes.

Crisis Management

A crisis is any critical situation that creates an emotional and physical impact on those involved. Examples of crises include, but are not limited to, bomb threats, child abuse, intruders, violent behavior, suicide, auto accidents, weapons on campus, death, and severe weather.

School personnel will make students aware of the seriousness of a particular situation and will provide the instructions necessary to deal with the crisis in the best way possible.

General Discipline

Students can forfeit their right to public school education by engaging in conduct prohibited in the district's discipline policy. Disciplinary consequences include, but are not limited to withdrawal of school privileges (**athletic, intramurals, student clubs and activities, and school social events**). Students may be punished under the terms of the district policy including

- after-school detention
- lunch detention
- in-school detention
- out-of-school suspension

An out-of-school suspension by a principal may extend to 10 school days. The superintendent may suspend up to 180 days. The Board of Education may expel the student.

Discipline

The student code of conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a specific disciplinary action. Any conduct not included herein, any aggravating circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent or Board of Education. In extraordinary circumstances where the superintendent or designee judge the minimum consequence may reduce the consequences listed in this policy, as

allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

School Violence Hotline: 866-748-7047

***The administration of the school district may increase or decrease consequences, based on the individual case.**

Rights to Due Process

In each case or instance of unacceptable behavior, the student will:

- Be informed of the offense/problem area.
- Be allowed to respond to the charge.
- Have a right to appeal and a hearing for suspensions over ten days.
 - Discipline appeals are to be handed to the superintendent in writing within five days of the discipline being handed out.
- Be given a written statement of the charge if requested.

Level One Offenses & Consequences

Threats or Verbal Assault

Verbal, written, pictorial, electronic, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

1st Offense

- 1 day ISD or
- 1-3 Days OSS

2nd Offense

- 3 days OSS

3rd Offense

- 5 days OSS

Assault

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

1st Offense

- 1-10 Days OSS
- Possible Juvenile Referral
- Possible Referral to Law Enforcement

2nd Offense

- 10-180 Days OSS
- Possible Expulsion
- Possible Juvenile Referral
- Possible Referral to Law Enforcement

Assault of Staff

This also includes the *threat* of assault or any violence against staff/employees.

- Immediate expulsion for 10 to 180 days as set by the Superintendent
- Referral to Juvenile Office
- Law enforcement will be notified

Fighting

Fighting occurs when both parties are actively (verbally or physically) engaged in an activity to cause injury to the other party.

1st Offense

- 1-10 Days OSS
- Possible Juvenile Referral
- Possible Referral to Law Enforcement

2nd Offense

- 1-10 Days OSS
- Possible Juvenile Referral
- Possible Referral to Law Enforcement

Alcohol/Drugs

A student shall not buy, sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, mood-altering chemicals, inhalants, intoxicant of any kind, dietary supplement, or steroids while on school property, school buses, or school-sponsored activities/trips. The possession of drug paraphernalia is also prohibited.

Use & Possession

1st Offense

- 10 days OSS
- Law enforcement will be notified
- Any contraband will be turned over to law enforcement
- Referral to Superintendent for OSS for 11-180 days

2nd Offense

- Law enforcement will be notified
- Any contraband will be turned over to law enforcement
- Automatic expulsion for one semester

Return to school for first and second offenses requires a conference with building principal, student, parent or

guardian before being reinstated into school.

False Alarm

Making a false report which is disruptive or a threat to health, safety, and good order (i.e., *fire alarm or bomb threat*) is a level one offense. This includes tampering with emergency equipment or setting off false alarms.

1st Offense

- 1-10 Days OSS
- Possible Referral to Superintendent for OSS greater than 10 days
- Possible Referral to the Juvenile Office
- Possible Referral to Law Enforcement

2nd Offense

- Referral to Superintendent for greater than 10 days
- Possible Expulsion
- Referral to Juvenile Office
- Referral to Law Enforcement

Weapons

Students are forbidden to bring any item that is generally considered a weapon onto school property. Examples include, but are not limited to: **knives, chains, clubs, metal knuckles, matches, lighters, explosives (including standard fireworks), shocking devices,** or any item which might be used as, represented as or perceived to be a weapon. Any item used with the intent to inflict physical harm will be considered a weapon.

Possession Only

1st Offense

- Confiscation
- 1-10 Days OSS

- Referral to Superintendent for OSS greater than 10 days
- Referral to Juvenile Office
- Referral to Law Enforcement

2nd Offense

- Confiscation
- Referral to Superintendent for OSS greater than 10 days
- Referral to Juvenile Office
- Referral to Law Enforcement

3rd Offense

- Confiscation
- Expulsion for a Semester

Possession and Use

1st Offense

- Confiscation
- Notification of law enforcement and the criminal justice system
- Referral to Superintendent for not less than **school year** OSS

Use or Possession of Firearms

Students may not bring to school or onto school property an item that is ordinarily or generally considered to be a firearm. A firearm, according to Section 921 of Title 18 of the U.S. Code, is defined as

- any weapon which will or is designed to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive incendiary or poisonous gas
 1. shells/bullets
 2. bomb
 3. grenade
 4. Rocket having a propellant charge of more than four oz.
 5. Missile having an explosive or incendiary charge of more than ¼ oz.

- 6. mine
- 7. other similar devices
- any weapon which will, or which may be readily converted to expel a projectile and which has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into a destructive device as described in the two preceding examples, and from which a destructive device may be readily assembled.

1st Offense

- Confiscation of weapon
- Referral to Superintendent for suspension of not less than one year
- Notification of the criminal justice system or juvenile system

Use or Possession of Tobacco/E-Cigarette & Tobacco Use

The possession or use of smoking or smokeless tobacco products on school grounds, school buses, before, during, or after school or at school-sponsored activities (at home or away) is prohibited.

1st Offense

- Confiscation and 3 days OSS

2nd Offense

- Confiscation and 10 days OSS

3rd Offense

- Confiscation
- Referral to Superintendent for OSS for 11-180 days

Sale, Distribution, or Possession of Obscene or Pornographic Material (Includes Sexting)

The sale, distribution, or possession of obscene or pornographic material shall be a violation of school policy. Material

shall be considered obscene or pornographic if it is primarily devoted to description or representation in whatever form of nudity, sexual conduct, sexual excitement or sadomasochistic abuse or (1) its predominant appeal is to prurient interest in sex or (2) it is patently offensive or (3) it lacks serious literary, artistic, political, or scientific value for minors.

1st Offense

- Confiscation and 1 day ISD or 1-3 days OSS

2nd Offense

- Confiscation and 1-10 days OSS

3rd Offense

- Confiscation
- 10 days OSS
- Referral to Superintendent for OSS greater than 10 days

Use of Profane, Abusive, or Obscene Language

The use of vulgar, obscene, or profane language, whether spoken, gestured, or written is considered a violation of school policy. Also, the use of words which are considered inappropriate for use in school and words which are used to demean or disparage or hurt other students or staff is a violation. Also, conduct or speech, verbal, written or symbolic, which disrupts classroom work, school activities, or school functions is a violation.

Addressed to a Person

1st Offense

- 1 day ISD

2nd Offense

- 3 days OSS

3rd Offense

- 5 days OSS

Not Addressed to a Person

1st Offense

- After School Detention

2nd Offense

- 1 day ISD

3rd Offense

- 3 days OSS

Theft

Stealing or attempting to steal property which belongs to the school or other persons is subject to the following consequences.

1st Offense

- Restitution (payment for)
- 2 days ISD

2nd Offense

- Restitution
- 5 days OSS

3rd Offense

- Restitution
- 10 days OSS

The school district will notify the criminal justice or juvenile system when the theft value exceeds \$50.

Bullying, Cyber Bullying

"Bullying" means intimidation or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; **substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school.** Bullying may consist of, **but is not limited to**, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. **Bullying by students is prohibited on school property, at any school function, or on a school bus.**

"Cyberbullying" means bullying as defined in this subsection through the transmission of a communication

including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager."

*The counselor or administrations are the student's contacts for any issues with bullying.

1st Offense

- 1-10 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

2nd Offense

- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

3rd Offense

- Referral to Superintendent for OSS for 11-180 days
- Conference with the student, parent or guardian, principal, Superintendent, and a representative School Board member
- Notification of the criminal justice or juvenile system

Harassment, Including Sexual Harassment

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name-calling;

or threatening, intimidating or hostile acts based on a protected characteristic.

Verbal

1st Offense

- 1-10 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

2nd Offense

- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

3rd Offense

- Referral to Superintendent for OSS for 11-180 days
- Conference with the student, parent or guardian, principal, Superintendent, and a representative School Board member
- Notification of the criminal justice or juvenile system

Physical

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

1st Offense

- 1-10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

2nd Offense

- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

3rd Offense

- Referral to Superintendent for OSS for 11-180 days
- Conference with the student, parent or guardian, principal, Superintendent, and a representative School Board member
- Notification of the criminal justice or juvenile system

Hazing

Any activity 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 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. Hazing may occur even when all students involved are willing participants.

1st Offense

- 1 Day ISD
- 1-10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Possible Referral to the Juvenile Office
- Possible Referral to Law Enforcement

2nd Offense

- 1-10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Possible Referral to the Juvenile Office
- Possible Referral to Law Enforcement

Extortion

Threatening or intimidating any person to obtain money or anything of value.

1st Offense

- Restitution
- 1 to 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS

2nd Offense

- Restitution
- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS

3rd Offense

- Restitution
- Referral to Superintendent for OSS 10 or more day

Vandalism, Arson, or Careless Destruction of School, Staff, or Student Property

Any student who willfully causes damage or attempts to cause damage to any property, real or personal, belonging to the school, the staff, or the students violates school rules.

1st Offense

- Restitution
- 1 to 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS

2nd Offense

- Restitution

- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS

3rd Offense

- Restitution
- Referral to Superintendent for OSS 10 or more day

Any student who willfully causes substantial damage (\$50) will also be turned in to the criminal justice system and the juvenile system.

Level Two Offenses & Consequences

Inappropriate Physical Action

Any physical act by a student that is not appropriate for the classroom, lunch, or hallways but does not rise to the level of bullying, extortion, fighting, or assault. Examples: horseplay, throwing things, making a mess at lunch, etc.

1st Offense

- 1 day ASD

2nd Offense

- 1 day ISD

3rd Offense

- 3 days OSS

Academic Dishonesty/Cheating

Copying other students' work, cribbing, representing other work as their own, the unauthorized possession or distribution of teachers' tests or material and other forms of cheating violates school rules.

1st Offense

- Zero on assignment or
- 1 day ASD

2nd Offense

- Zero on assignment or
- 1 Day ISD

3rd Offense

- Zero on assignment or
- 1-3 days OSS

Bus Conduct Violations

1st Offense

- 1 day ASD

2nd Offense

- 1 day ASD
- 5 days bus suspension

3rd Offense

- 1 Day ISD
- 10 day bus suspension

Exception: Violating bus rules 12, 17, and 19 will result in disciplinary action concerning those specific offenses as given under those categories.

Defiance of Authority

Defiance of authority is a student's refusal to obey directions from a teacher or staff member.

1st Offense

- 1 day ASD

2nd Offense

- 1 day ISD

3rd Offense

- 3 days OSS

Disrespectful and Disruptive Behavior

This offense includes speech and conduct which interferes with the orderly operation of the school, the classroom, or school activity. This also includes offensive behavior directed at a staff member.

1st Offense

- 1 day ASD

2nd Offense

- 1 day ISD

3rd Offense

- 3 days OSS

Inappropriate Public Display of Affection

Contact beyond holding hands is considered inappropriate while on school property.

1st Offense

- 1 day ASD

2nd Offense

- 1 day ISD

3rd Offense

- 2 days OSS

Lying/Falsifying Information

Misrepresenting the truth to school authorities in the proper conduct of their duties, or intentionally concealing, or providing false information to school officials is a violation of school policy. This includes information on student records, forged notes, and misuse of passes.

1st Offense

- 1 day ISD

2nd Offense

- 2 days OSS

3rd Offense

- 5 days OSS

Parking Lot and Driving Violations

1st Offense

- 1 day ASD

2nd Offense

- 1 day ISD
- Loss of parking lot privileges for 5 days

3rd Offense

- 1 day OSS
- Loss of parking lot privileges for 10 days

Personal Dress Policy

Personal cleanliness, grooming, and modesty are fundamental values in the educational process at RHHS. Appearance does affect the learning atmosphere of a school. Neatness,

decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. Students **will not** be permitted to wear clothing that school officials deem to be improper for health reasons, safety purposes, of questionable decency, or disruptive nature. **The dress code applies to all school activities.**

1. All attire will be free from violent, gang-related, obscene, or suggestive writing, and the advertising of alcohol, tobacco, or drug usage.
2. Dresses, skirts, skorts, and shorts that are at fingertip length at any part of the wearer is permissible. The principal will make the final determination.
3. All tops, both for male and female, must have sleeves.
4. All shirts must be long enough to cover the midriff, back, cleavage, stomach even when seated. Shirts or blouses must be opaque and have no plunging necklines.
5. No wallet chains or any chain of that fashion may be worn at school. Dog collars worn as chokers will not be permitted. Any attire with spikes will not be allowed.
6. All students must wear some footwear.
7. Jeans or other items of clothing with cuts or holes in them above fingertip length will not be allowed.
8. Jean pants or shorts must be worn in proper position on the waist. No sagging,

bagging pants will be allowed.

9. Students may not wear decorative gloves, mittens, etc. in the school building.

*Class and organizational activities that present a concern for student safety may require the student to adjust hair and clothing or remove jewelry during the class period in the interest of maintaining safety standards and protecting school properties.

***The principal shall have discretion in dealing with all questionable clothing or accessories.**

Personal Dress Violation

When the type of clothing worn or how it is worn conflicts with any of the rules under “Personal Dress Policy,” the student will face the following consequences.

1st Offense

- Immediate change of attire

2nd Offense

- Immediate change of attire
- 1 day ASD

3rd Offense

- Immediately change of attire
- 1 day ISD

Phones and Communication Devices

The uses of personal telecommunication devices such as beepers, androids, pagers, cell phones, laser pointers, etc. are restricted **during class time**. These devices are not to be seen in classrooms and should never disrupt the class.

1st Offense

- Confiscation of device
- The device will be turned into the principal’s office. Student can pick-up device at the end of the school day following dismissal bell.

2nd Offense

- Confiscation of device
- 1 day ASD
- Parent/guardian must pick up the device at the end of day or beginning of the following day

3rd Offense

- Confiscation of device
- 1 day ISD
- Parent/guardian must pick up the device at the end of day or beginning of the following day

4th Offense

- Confiscation of device
- 1 day OSS
- Parent/guardian must pick up the device at the end of day or beginning of the following day

5th Offense

- Confiscation of device
- 2 days of OSS
- The phone will not be allowed with the student (Check into the high school office daily)

Skipping Assigned ASD's

Any time a student skips an assigned ASD, he/she will violate school rules.

1st Offense

- 1 day ISD

2nd Offense

- 1 day OSS

3rd Offense

- 3 days OSS

Tardies

A tardy will be given and recorded for any student who arrives late to class without a pass. This is determined on a semester basis.

1st Offense on the **third** Tardy

- 1 ASD

2nd Offense on the **sixth** Tardy

- 1 ASD

3rd Offense on the ninth Tardy and for every 3 tardies past

- 1 day ISD

Truancy, Skipping Class(es), Leaving School Without Permission

Any time a student is absent from a class without the knowledge or permission of the student's parents and/or the school administration, the student is considered to be truant. Truancy may be for a full day or any part of a school day. A student does not necessarily have to leave campus to be considered truant.

1st Offense

- 1 day ASD

2nd Offense

- 1 day ISD

3rd Offense

- 2 days OSS

Technology Misconduct

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

1st Offense

- 1 day ASD
- Possible loss of user privileges
- Confiscation of school-issued computer
- Restitution
- Possibly ISD or OSS

2nd Offense

- I day ISD
- Loss of user privileges
- Confiscation of school-issued computer
- Restitution
- Possibly OSS or Expulsion

***The administration of the school district may increase or decrease consequences as based on the individual case.**