

Richland Junior-Senior High School
714 East Jefferson
Richland, Missouri 65556

Student-Parent Handbook

This handbook is issued in an effort to provide needed information for students and parents. It is arranged according to subject areas. If, after reading the handbook, you still have questions that need to be answered, feel free to ask any staff member for assistance.

Please keep this handbook for reference to questions and situations that may arise during the school year. It is to be used as a guide and is not expected to cover every incident that may occur. Those items not covered specifically in the handbook will be acted on by the administration after consideration of all facts.

In striving to make Richland Junior-Senior High School a top quality school, it will be necessary for all of us (students, parents, and staff) to cooperate with each other. Since a school can only be as good as we want it to be, we all must work together in an effort to provide the best possible educational setting for all students. With this concept in mind, it is hoped that students will come to school with an attitude of wanting to learn and to achieve. If this can be accomplished, it will be a successful year for all.

The staff at Richland Junior-Senior High School is looking forward to working with you.

Administration:

Dr. Tina Turner, Superintendent
Mr. Shane Kardosz, Junior-Senior High School Principal
Mrs. Kristen Sadler, Special Services Director
Mrs. Shelby Carr, Secondary Counselor
Mrs. Kim Latham, Athletic Director

Title IX Coordinator

Kim Latham
714 E. Jefferson
Richland, MO 65556
573-765-3711
titleixcoordinator@richlandbears.us

Richland R-IV School District Phone Numbers

Junior-Senior High School Office – 765-3711
Elementary School Office – 765-3812
Superintendent's office – 765-3711
Fax Number – 573-765-5552
Web Page – www.richlandbears.us

Richland High School Then and Now



Public School Richland, Mo.

Richland School opened Monday, September 1, 1913 with 245 students enrolled.



SCHOOL COLORS

Orange and Black

SCHOOL MASCOT

Bears

MISSION STATEMENT

The mission of Richland R-IV School District is to promote, prepare, and provide for every student, every day.

**RICHLAND R-IV SCHOOL DISTRICT
SCHOOL CALENDAR
2023-2024**

New Teachers Meetings	August 8-10
Teacher Meetings	August 15-17
Open House	August 16
<i>First Day of School</i>	<i>August 21</i>
NO SCHOOL-Labor Day	September 4
Teacher In-Service	September 18
NO SCHOOL-Teacher In-Service	October 9
<i>1st Quarter Ends</i>	<i>October 20</i>
Early Dismissal - Parent/Teacher Conferences	October 26
NO SCHOOL	October 27
NO SCHOOL	October 30
NO SCHOOL	November 10
NO SCHOOL - Thanksgiving Break	November 20-24
<i>End of 1st Semester</i>	<i>December 19</i>
NO SCHOOL—Winter Break	Dec. 20- Jan. 2
NO SCHOOL--Teacher In-Service	January 3
NO SCHOOL—Martin Luther King Day	January 15
NO SCHOOL- Teacher In-Service	February 16
NO SCHOOL-Presidents Day	February 19
NO SCHOOL- Teacher In-Service	March 4
<i>3rd Quarter End</i>	March 15
NO SCHOOL-Spring Break	March 18-22
NO SCHOOL- Good Friday	March 29
NO SCHOOL	April 1
NO SCHOOL- Teacher In-Service	April 15
<i>Last Day of School -Early Release</i>	<i>May 17</i>

**Richland Jr./Sr. High School Faculty Roster
2023-24 School Year**

Administration

Dr. Tina Turner	Superintendent of Schools
Shane Kardosz	Junior and Senior High School Principal
Kristen Sadler	Special Services Director
Kim Latham	Athletic Director

Junior High & Senior High School Teaching Staff

Kim Latham	Special Services
Shelby Carr	High School Counselor/NHS
Katie Henson	English
Claudette Gormley	English/Student Council
James Schwartz	English
Gordan Hasty	Mathematics
Robert Northcutt	Mathematics/Mu Alpha Theta
Becky Douglas	Mathematics
Kenna Ely	Science
Yolanda Overby	Science
Tim Belshe	Social Studies/Baseball Coach
Taylor Jones	Social Studies
Eldon Haun	Social Studies/Academic Team Coach
Drake Rujawitz	Agricultural Education/FFA
Paige Pemberton	P.E./Health.
Brandon Robinson	ISS / Girls Basketball Coach
Tanner White	P.E./Health/Boy's Basketball Coach
Jake Whitle	Business/Personal Finance/Accounting
Cameron Taylor	Instrumental & Vocal Music
Wren Luttrell	Art & Drama

Belyenda Tolbert	Special Services
Eleashea Zeigenbein	Special Services
Libby Poulson	Special Services

Auxiliary Personnel Listing

Lisa York	Secretary to Superintendent & Accounting
Debbie Bailey	High School Secretary
Kim Whittle	Junior High Secretary
Steve Moore	Technology Coordinator
Terry Casebier	Root Ed Counselor
Pauletta Kloeppel	Special Services Aide
	Special Services Aide Special Services
Aide	
Kayla Gan	School Nurse
Julie Ziegenbein	Cook
Shirley Zeigenbein	Cook
Les Fortner	Maintenance Supervisor
Nathan Ogle	Transportation Director
Junior Starnes	Bus Driver
Brenda Crossland	Bus Driver
Lisa Leffert	Bus Driver
Tracy Davenport	Custodian
Danny Paul	Custodian

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ACADEMIC INFORMATION

ALTERNATIVE CREDIT OPTIONS

The Richland R-IV School District strives to provide a diverse range of courses to meet student needs and interests. In addition to traditional course options, the district encourages staff to seek nontraditional methods of instruction to assist students toward graduation and vocational preparation. Staff are particularly encouraged to seek nontraditional alternatives to provide a wider range of courses for students. In addition, the district may utilize diverse instruction options for homebound students, students under long-term suspension or other students the district has determined to be in need of alternative programming.

Nontraditional instruction may include off-campus instruction, virtual instruction or other instructional experiences outside the regular classroom setting. Before arranging for course credit for nontraditional instruction, staff must verify that such instruction is eligible for state aid and is consistent with the instructional goals of the district.

Unless otherwise required by law, participation in nontraditional instruction programs is a privilege. Students who do not succeed in alternative instructional environments may be transferred to other programs, including the district's standard program. Students are subject to district discipline while participating in nontraditional courses. Unless otherwise required by law or approved by the superintendent or designee, students who fail to complete a course, drop out without district permission or are expelled from a course will not be allowed to take another nontraditional course at district expense.

Dual Enrollment/Dual Credit

Dual Credit is taught by RHS faculty on campus and students receive high school and college credit. Dual Enrollment is offered through a college/university either in person or virtual and allows students to receive both high school and college credit. Dual Enrollment is offered for courses NOT offered in a Dual Credit class setting. All college credit comes at the student's expense.

GO CAPS

The district may enter into an agreement with the Greater Ozarks Center for Advanced Professional Studies (GO CAPS) to offer students an educational opportunity that is driven by real-world, career-oriented experiences.

MO Options

The Missouri Option Program is a State Board of Education approved program which permits full-time, public school enrolled students who are at least 17 years of age and at risk of dropping out or not graduating with their cohort group, the opportunity to earn a standard high school

diploma. Missouri Option students who successfully pass the HiSet exam and complete all other program requirements are eligible to receive a high school diploma.

School to Work Program

The district may participate in a program that allows a student to be employed or attend an off-campus college or a technical/career program while still being considered a full-time student of the school district. The program is only open to seniors who have approval from the principal and their parents/guardians. To participate in the program, the student must:

- Attend the district minimum of two instructional hours per school day.
- Pursue a timely graduation.
- Provide evidence of college or technical/career education enrollment and attendance or proof of employment and labor that is aligned with the student's "career academic plan" developed in conjunction with the district.
- Refrain from being expelled or suspended while participating in the program.
- Pursue course and credit requirements for a diploma.
- Maintain a 95 percent attendance rate.
- Must be a senior in good standing and obtain approval of the principal and counselor.
- Must have adequate transportation.
- Because an employer needs the employee to be available to work, students must not be involved in activities which would conflict with work
- If a student is released from the job for any reason, he/she must return to school the following day.
- Work schedules must be provided to the principal. On-site visits may be made at the principal's discretion.
- Employer evaluation sheets must be submitted every two weeks for the student to receive a passing grade.
- Students must work 12 hours per week while participating in the school to work program.
- Students need to be enrolled at the beginning of the semester with approval from the counselor and principal.

Summer Credit

Per Missouri DESE guidelines, students may take up to ONE full credit to be transferred per school year. This credit can not be a required class per the course catalog. . Students who successfully complete only half a credit will receive half a credit. This includes Richland, out-of-district, or college campus summer schools.

Students who receive credit for a class taken at a college campus, during the summer, may transfer that class to Richland High School and receive up to one full credit. Students must have permission prior to enrolling in the summer class from either the building or district administrator to ensure credit acceptance. Students must request the credit be transferred from the attending college. Richland High School will not make the request.

Virtual Instruction

The district does not offer a virtual program at this time. Students who wish to attend a virtual option can find a list of MoCap approved programs on the Department of Elementary and Secondary Education website- dese.mo.gov.

In order for the district to enroll a student in virtual instruction under this policy, the student must currently be enrolled in the district. **Once enrolled in the MOCAP class the student will become an enrolled student of that district.** . A district counselor must approve the course as academically appropriate for the student and must determine that the course will not hinder the student's progress toward timely graduation.

Waynesville Career Center (CTE)

For those students who attend the Waynesville Career Center, it is and should be a decision between the student, his parents, counselor and principal. It is important to remember that the tuition paid by the Richland School District for the student to attend the Waynesville Career Center represents an important investment by this school district on the student's behalf. Many, but not all courses, have embedded credits. Counselors will have the list of embedded courses.

The Richland School District will provide transportation to the Waynesville Career Center. If a student misses the vocational bus, the student is to report immediately to the office and the absence from the vocational school will be unexcused. A Career and Technical Education (CTE) may only drive themselves with approval from RHS Principal and WCC prior to the date of driving. Students MAY NOT drive themselves because they are late or to avoid riding the bus. Grades and attendance will be taken into account to continue in the CTE Program each semester/year.

CURRICULUM - REQUIREMENTS FOR GRADUATION

SOCIAL STUDIES 3	ENGLISH 4	MATH 3	SCIENCE 3
PRACTICAL ARTS 1	FINE ART 1	P.E. 1	HEALTH ½
PERSONAL FINANCE ½	COMPUTERS ½	ELECTIVES 8	

TOTAL OF 25.5 CREDITS NECESSARY FOR GRADUATION

ENGLISH

Creative Writing
Dual Enrollment
English
English I
English II
English III
English IV
Historical Literature
Novels
Public Speaking
*WCC Embedded
English

MATH

Algebra I A & B
Algebra II
Applied Math
Dual Algebra
Dual Calculus
Dual Statistics
Dual Trigonometry
Geometry
*WCC Embedded
Math

HISTORY

American History
Civil War
Dual Enrollment
History
Geography
Government
Modern American
World History

SCIENCE

Anatomy/Physiology
Biology I
Biology II
Chemistry I
Chemistry II
Earth Science
Ecology
Physical Science

PHYSICAL EDUCATION

Physical Ed
Weights
Health

FOREIGN LANGUAGES

Spanish I
Spanish II

FINE ARTS

Art I
Art II
Art III
Art IV
Band
Choir
Graphics
General Music

PRACTICAL ARTS

ACT Prep
Food Science
Ag Science I & II**
Ag Construction
Animal Science**
Computers
Ag Landscaping &
Design**
Personal Finance

***WCC COURSES**

Auto Collision Tech
Auto Technology
Computer Graphic &
Design Illustration
Computer Information
Technology
Computer Maintenance
and Networking
Construction Technology
Cosmetology
Culinary Arts
Health Sciences
Heating&Cooling
Technology (HVAC)
Hospitality & Tourism
Offset Printing
Vocational Agriculture
Welding&Manufacturing
Masonry
JROTC

ADDITIONAL CURRICULUM INFORMATION AND REQUIREMENTS

- Passing of the US and Missouri Constitution tests given in high school
- Passing of the Civics exam given in high school
- *CTE students, who receive a passing grade, will have one credit per year waived from graduation requirements (not to exceed two credits total);
- **Ag students may receive one science credit for completing three of four agriculture education courses (see course listing)

CURRICULUM – Requirements for Top Five Honor Students

The GPA, which is used to determine the Top 5 Honor Students, is to be determined after semester finals of the 8th semester. This calculation will include all weighted and non-weighted classes a student has taken during their high school career. Grades will be averaged to the ten-thousandth place. In circumstances where identical GPA's are achieved, co-positions will be recognized.

To be eligible for the Top 5 Honor Students distinction, a student must be in attendance the 7th and 8th semesters at Richland R-IV School.

Students in attendance at Richland R-IV Schools as a foreign exchange student will receive special recognition for their academic achievement, but will not be considered in the final determination of the Top 5 Honor Student distinction.

Classes completed during Summer School will be assigned a class grade, which will be included in the student's GPA accumulation. In addition, students who desire to receive credit for Summer School classes completed in another district must submit a transcript indicating grade and credit received. Students are only allowed to work ahead for credit in a seated class, they may not take an integrated learning class during summer school to gain credit.

GRADE CARDS

At the scheduled and posted dates grade check will be performed at the high school building. Grades are available for the parents to see via Teacherease, and printed by in person request at the office. This report includes student attendance and progress in academic subjects.

Grade cards are issued using the following system: A – excellent, B – superior, C – average, D – improvement needed, and F – failure.

Grades will determine eligibility for clubs, athletics and all other organizations. If you have a concern about your son or daughter's grades, please call for an appointment.

GRADING SYSTEM

Our grading system is based on the individual achievements of each student, and the letter grades awarded will generally fall in the following range:

A	95-100 percent	4.00 points
A-	90-94 percent	3.67 points
B+	87-89 percent	3.33 points
B	84-86 percent	3.00 points
B-	80-83 percent	2.67 points
C+	77-79 percent	2.33 points
C	74-76 percent	2.00 points
C-	70-73 percent	1.67 points
D+	67-69 percent	1.33 points
D	64-66 percent	1.00 points
D-	60-63 percent	0.67 points
F	59 percent and below	0 points

Incomplete

WEIGHTED CLASSES

Effective with the 2008-2009 school year, Richland High School will use four levels in their curriculum to determine grade point average. The classes will be weighted so the students are awarded additional honor points for taking more difficult classes. We feel this will encourage students to take advanced classes as they progress through their high school education.

Weighted Classes

Level I Classes (1.07)	Level II Classes (1.14)	Level III Classes (1.21)
Algebra II	Anatomy	All Dual
Chemistry I	Biology II	Enrollment/Credit
English IV	Chemistry II	Classes
Geometry	Spanish II	
Spanish I	Upper level Integrated Learning courses	

	<u>Grade Pts.</u>	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
A	4.00	4.28	4.56	4.84
A-	3.67	3.93	4.18	4.44
B+	3.33	3.56	3.80	4.03
B	3.00	3.21	3.42	3.63
B-	2.67	2.86	3.04	3.23
C+	2.33	2.49	2.66	2.82
C	2.00	2.14	2.28	2.42
C-	1.67	1.79	1.90	2.02
D+	1.33	1.42	1.52	1.61
D	1.00	1.07	1.14	1.21
D-	0.67	0.72	0.76	0.81
F	0	0.00	0.00	0.00

DISCIPLINE

I. DISCIPLINE POLICY

All students attending school will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610.

This discipline policy is in place for students in grades 7-12. It is reviewed and adopted by the Board of Education annually, and placed in the Board Policy Manual Appendix.

A consultation with the student and parent will be held on most matters. A letter will be sent to parents on most disciplinary matters.

The Board and Administration believe that discipline is first kept in the individual classroom, so consequently, on the first offense, teachers can assign punishment to activities marked with an * without consulting the principal. A report must be filed with the principal following these actions.

The conference shall include the appropriate school officials, including (1) any teacher employed in the District or directly involved with the conduct that resulted in the suspension or expulsion, (2) the student, (3) the parent/guardian of the pupil, and (4) any agency having legal jurisdiction, care, custody or control of the student.

The District shall notify in writing the parent/guardian and all other parties of the time, place, and agenda of any such conference. However, failure of any part to attend this conference shall not preclude holding the conference.

BUS SAFETY RULES

Classroom behavior is expected of all students that ride a school bus. PLEASE help promote safety by following these additional rules.

1. Be on time at your designated bus stop in the mornings. Stay back from the road or street until the bus door opens.
2. The bus driver is in charge of the bus at all times.
3. Profanity, obscene language or gestures will not be tolerated.
4. Follow the driver's directions when loading. Individual seat assignments will be made if the driver feels it is necessary.
5. Excessive noise will not be permitted. The driver must be able to hear emergency vehicles and normal traffic sounds.

6. Keep everything inside the bus window-this includes head, hands, books, voices,etc. Nothing is to be thrown inside the bus or from a bus window at any time. MAY RESULT IN IMMEDIATE SUSPENSION!!!!
7. Students may not stand up or change seats while the bus is on route. YOU MUST REMAIN SEATED AT ALL TIMES!!!!!!
8. Eating or drinking is not permitted on the bus.
9. No student may bring an item on the bus that is prohibited by school policy. This specifically refers to alcohol, drugs, or tobacco in any form; as well as, radios and all other things banned by school policy.
10. Fighting, or any other conduct that endangers the safety of the other students MAY RESULT IN IMMEDIATE SUSPENSION!!!!
11. Bus routes and stops will be designated by the Director of Transportation. Students will be picked up and returned only to the stop nearest their home. Exceptions will be made ONLY if the parents notify the school or Transportation Office.
12. The aisle of a school bus must be kept free from all objects. Do not stack books, book bags, musical instruments, etc. in the aisle.
13. Live animals, insects, pets, glass containers or weapons of any kind will not be permitted on a school bus
14. Absolute QUIET is required before crossing railroad tracks!
15. In addition, all Discipline Policy Rules and Regulations will also apply.

SAFE SCHOOLS ACT

School administrators are required to report acts of violence to teachers and other school district employees responsible for the student's education or who interact with the student on a professional basis. School administrators must also report to law enforcement agencies certain felonies or acts that would constitute felonies if committed by an adult on school property. School officials will also report any offense which results in out of school suspension for more than ten (10) school days. The following is a list of serious offenses: (1) first or second degree murder; (2) sexual assault; (3) forcible sodomy; (4) first degree arson; (5) distribution of drugs; (6) felonious restraint; (7) property damage/vandalism first degree; (8) kidnapping when classified as a class A felony; (9) First, second and third degree assault; (10) forcible rape; (11) first or second degree robbery; (12) voluntary or involuntary manslaughter; (13) possession or use of a weapon or firearm; (14) threats of violence; (15) possession of under the influence of alcohol or drugs.

The school district will initiate procedures to remove the student. Listed below are the procedures:

- Call law enforcement agency for removal of student
- Contact juvenile officer concerning the situation
- The administration will make a recommendation as to the future educational placement of the student.

Any student under suspension as a result of violating the Safe Schools Act cannot be within 1,000 feet of any school building or activity in the district.

II. DISCIPLINE CODE

- A. Detention(s) will be Lunch Detention or after school detention on designated days.
- B. Detentions can be assigned.
- C. Friday Night School will be scheduled and will run for a duration of four hours, 3:30-7:30.
- D. In School Suspension will be assigned and the teacher will give the students a grade for the day. Students must receive a grade of 12/16 in order for the day of ISS to count, if a student fails to receive this after three days other discipline will be taken.
- E. Out of school suspension will be assigned when warranted. Students who receive OSS will be required to reach out to teachers for work and must turn the work in on the date of return for credit.

Lunch detention - will take place during student's lunch in a designated classroom. Failure to show up will result in ISS.

After school detention- will be on scheduled days for two hour sessions. Failure to attend will result in ISS.

STUDENT DISCIPLINE POLICY (P 2660)

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

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to,

withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education.

BULLYING (P 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context.

Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above 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 District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc.

Reporters of Bullying are to complete a written form available in the office regarding the incident.

- within two (2) school days of receiving a report of bullying and/or cyberbullying, an investigation will be initiated of the alleged incident
- the investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation
- the designated investigator may issue findings and outcomes of the investigation, including recommendations for corrective action, including discipline, as appropriate.

Arson –Intentionally causing or attempting to cause a fire or explosion

- First Offense: 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline file, and restitution if appropriate.
- Subsequent Offenses: 1-180 days out-of-school suspension and recommendation to superintendent for long-term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline file, and restitution if appropriate.
-

Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.
- Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Notification to law enforcement officials.

Bullying— Intentional intimidation or infliction of physical, emotional, or mental harm

- First Offense: Principal/Student conference, parents contacted, loss of privileges, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and notification of authorities.
- Subsequent Offenses: Detention, 1-10 day in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and notification of authorities.
-

Defiance of Authority - Refusal to obey directions or defiance of staff authority

- First Offense: Principal conference, detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension.

Dishonesty, Cheating - Includes forging a names, failing to tell the truth, academic dishonesty, which the student will be given a 0 on assignment and be subject to the following consequences:

- First Offense: Principal conference, detention(s) 1-10 days in school suspension, or 1-10 days out-of-school suspension.

- Subsequent Offenses: Detention(s), 1-10 days in school suspension or 1-10 days out-of-school suspension.

Disruptive Behavior - Conduct which has the intentional effect of disturbing education or the safe transportation of a student

- First Offense: Principal conference, detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension.

Drugs/Alcohol/Controlled Substance

Drugs or any other illegal substances prohibited on school property -including vehicles.

Possession or presence under the influence of alcohol or a controlled substance or substance represented to be a controlled substance while at school, on the school parking lot, a school bus or at a school activity whether on or off of school property. Except for medical prescription (see page 40), no student may have any CBD-based product on school campus. Loss of driving privileges for 365 calendar days in addition to the following consequences:

- First Offense: 1-180 days out-of school suspension, notification of law enforcement officials, and documentation in student's discipline record.
- Subsequent Offenses: 1-180 day suspension and recommendation to Superintendent for long-term suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

- First Offense: 1-180 days out-of-school suspension with recommendation to superintendent for long term suspension or expulsion, notification of law enforcement officials, and documentation in student's discipline record.
- Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to superintendent for long term suspension or expulsion, notification of law enforcement officials, and documentation in student's discipline record.

Prescription Medication

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

- First Offense: Detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension, notification of law enforcement officials, and documentation in student's discipline record.
- Second Offense: 1-10 days in-school suspension, 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion,

notification to law enforcement officials, and documentation in the student's discipline record.

Sale, purchase or distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

- First Offense: 1-180 day suspension with recommendation to superintendent for long-term suspension or expulsion.
- Subsequent Offense: 1-180 day suspension with recommendation to superintendent for long-term suspension or expulsion.

DRESS CODE

Dress code violation - refer to Dress Code on Page 29.

- First Offense: warning and change into appropriate dress.
- Subsequent Offense: Change into appropriate dress and Detention(s), 1-10 Days out of school suspension.

Extortion - Verbal threats or physical conduct designed to obtain money or other valuables

- First Offense: Principal/Student conference, detention, 1-10 day in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: Detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension, with possible referral to superintendent for long term suspension or expulsion, and possible documentation in student's discipline record.

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

- First Offense: Detention, 1-10 days in-school suspension or 1-10 days out-of school suspension. possible notification of law enforcement officials.
- Subsequent Offenses: Detention, 1-10 days in-school suspension or 1-180 days out-of school suspension. possible notification of law enforcement officials.

Gangs - Gang activities, whether verbal, written or symbolic is prohibited. This activity may be reported to law enforcement as well as the following consequences:

- First Offense: Principal conference, 1-10 days in-school suspension 1-10 days out-of-school suspension
- Subsequent Offenses: 1- 10 days of in school suspension, 1-180 days out-of-school suspension. with recommendation to superintendent for long-term suspension or expulsion

Harassment (Includes Sexual Harassment) (Refer to Policy 2130 - Harassment)

- First Offense: Principal/student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible referral to superintendent for long-term suspension or expulsion.
- Subsequent Offenses: Principal/student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible referral to superintendent for long-term suspension or expulsion.

Improper Display of Affection - Consensual kissing, fondling, or embracing

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Principal/Student conference, 1-10 days in-school suspension or 1-180 days out-of school suspension.

Improper Language

Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property.

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, or 1-10 days out-of school suspension. Possible notification to law enforcement officials and documentation in the student's discipline record.
- Subsequent Offenses: 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion. Possible notification to law enforcement officials and documentation in the student's discipline record.

Use of Obscene, Vulgar, or Profane Language- Language which depicts sexual acts, human waste, and blasphemous language

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension or 1-180 days out-of-school suspension.

Disruptive or Demeaning Language or Conduct/Disparaging Damaging Language

Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

- First Offense: Principal/Student conference, detention, 1-10 day in-school suspension, 1-10 days out-of-school suspension.
- Subsequent Offenses: Detention, 1-10 days in-school suspension, 1-180 days out-of-school suspension.

Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals

- First Offense: Principal/Student conference, detention, 1-10 days in-school suspension, 1 - 180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, and documentation in student's discipline record.
- Subsequent Offenses: Principal/Student conference, parents contacted and detention, 1 - 180 days out-of-school suspension with recommendation to the superintendent for long-term suspension or expulsion, and documentation in student's discipline record.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

- First Offense: 1-180 days out-of school suspension with possible recommendation to the superintendent for long-term suspension or expulsion.
- Subsequent Offenses: 1-180 days out-of-school suspension with recommendation to the superintendent for long-term suspension or expulsion.

Theft - Nonconsensual taking or attempt to take the property of another

- First Offense: Return of or restitution for property. Principal/Student conference, detention, 1-10 days in-school suspension or 1-10 days out of school suspension, possible notification to law enforcement officials.
- Subsequent Offenses: Return of or restitution for property. Detention, 1-10 days in-school suspension or 1-180 days out of school suspension with possible recommendation to superintendent for long-term suspension or expulsion. possible notification to law enforcement officials.

Tobacco/Vapes/E-cigs - Possession or use of tobacco or tobacco products, including electronic cigarettes, vapes (containing nicotine)

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

- Subsequent Offenses: Detention, 1-10 days in-school suspension, or 1-10 days out-of-school suspension, notification to law enforcement officials.

Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

- First Offense: Principal/Student conference, detention, 1- 10 days in-school suspension.
- Subsequent Offenses: 1-10 days in-school suspension or 1-180 days out-of-school suspension, notification to law enforcement officials.

Vandalism/Destruction of Property/Failure to return property -

- First Offense: Restitution. Principal/Student conference, detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, possible notification to law enforcement officials.
- Subsequent Offenses: Restitution. Detention, 1-10 days in-school suspension, or 1-180 days out-of-school suspension with possible recommendation to superintendent for long-term suspension or expulsion, possible notification to law enforcement officials.

Weapons and Firearms (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

- First Offense: Referral to superintendent for one calendar year suspension or expulsion. Notification to law enforcement officials, and documentation in the student's discipline record.
- Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Technology Violations - refer to Technology Use on page 55.

Consequences

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

- Suspension of District Network privileges;
- Revocation of Network privileges;
- Suspension of Internet access;
- Revocation of Internet access;
- Suspension of computer access;
- Revocation of computer access;

- Detention
- School suspension;
- Expulsion

Cell Phone Use/Items not intended for academic use (games, video players, etc) -

Students may not use cell phones during academic school time. Cell phones may be used at lunch, before school, and immediately following the end of the school day. No pagers or personal music players or other electronic devices such as game players are to be utilized during the school day.

- First Offense: Principal/Student Conference, 1-10 Days of In School Suspension
- Subsequent Offense: 1-10 Days of In School Suspension, 1-10 Days out of school suspension.

Due to the capability of modern cellular phones to take photos, and the possibility of inadvertent use of this capability to capture inappropriate images, the MSHSAA Board of Directors has established a no-cell-phone-use policy. Preserving the privacy of ALL jr/sr high school students while they are in the restroom, locker room, and dressing room facilities of this venue is important to the host school and member schools of the MSHSAA. Violators will be disciplined.

All discipline records will start new at the beginning of each school year.

Admission of a violation of this policy does not preclude the students from offense and punishment as outlined in the board policy.

GENERAL INFORMATION

A+ PROGRAM

The Richland High School would like to invite your student the Opportunity to participate in the A+ Scholarship Program. The A+ Scholarship Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. *The A+ Program DOES NOT require straight A grades and should be considered the moment a student begins their freshman year.*

To be eligible your student must meet the following requirements:

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ high school for 3 years immediately prior to graduation
- Graduate with an overall grade point average of **2.5 or higher** on a 4.0 scale.
- Have at least a **95% attendance** record overall for grades 9-12.
- Perform at least **50 hours of unpaid tutoring or mentoring**, of which up to 25% may include job shadowing prior to graduation
- Maintain a record of **good citizenship** and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
- Have achieved a score of **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. If students does not score Proficient or Advanced they may still qualify by the Math Scale below

<u>ACT</u>		<u>High School GPA</u>
17 or higher	&	2.5 or higher
16	&	2.8 or higher
15	&	3.0 or higher

If you have any questions please feel free to contact Ms. Proctor at proctor@richlandbears.us or by phone at 573-765-3711.

ATTENDANCE POLICY

A student who finds it necessary to miss school is expected to present a note from his/her parent or guardian to the principal's office. This note should state the reason and time missed from school. Failure to bring a written note concerning absence will result in an unexcused absence.

When a student wants to miss part of a school day, or will be gone the next day because of an appointment or emergency, he/she should bring a note to the principal before school. Then, before leaving school, the student **must** sign out at the office.

ABSOLUTELY NO STUDENT IS TO LEAVE SCHOOL OR RETURN TO SCHOOL WITHOUT CHECKING IN THE OFFICE FIRST.

Absences due to illness, emergencies in the family, medical appointments that cannot be scheduled outside school hours, and school activities with the principal's permission will be excused. Students who have missed one day of school have one day to turn in make up work after receiving the work from the teacher. For each EXCUSED absence student gets that many days. (Example 3 consecutive days, student gets 3 days to make up) Students are responsible for getting missing assignments from the teacher and setting a time to make up tests and examinations. Absences that will be unexcused include: out of school suspension (OSS), skipping school, no note for days missed from school, and any personal days over two.

Students can only miss eight days of school per semester and still receive credit. Any student missing over eight days in any class will NOT receive credit for that class and may be retained at their current grade level. These eight absences include sick days, doctor's appointments, personal days, etc. The principal will notify the parent or guardian at the 4 ½ week grade check if the student has missed more than three days. When the student has missed the 9th class period, he/she will be notified that credit in those classes will be withheld. Exceptions to this policy will be made only in extreme circumstances. Students may appeal this notice to the principal and attendance committee. If the student is not satisfied with the committee's decision, he/she may appeal to the principal and superintendent. If the student is not satisfied with the superintendent's/principal decision, he/she may appeal to the Board of Education.

ATTENDANCE - TARDIES

Richland Junior and Senior High School will be addressing student tardiness with the "Tardy Sweep" plan. The plan simply allows the classroom teacher to immediately start class each period instead of processing late students. When the tardy bell rings each teacher will close and lock their doors. Students who are not in class will be swept by teachers during their conference period to a central location, processed according to the consequences listed below and then returned to class. The time out of class should be minimal. No students will be allowed out of class and into the hallway – even with a pass – during the first 10 minutes of any class period. All tardies will be separate incidents whether on the same day or not.

TARDY CONSEQUENCES:

1st and 2nd Tardy

Warning.

3rd - 5th Tardy

Lunch Detention.

6th + Tardy:

ISS

CAFETERIA INFORMATION

Cafeteria prices for the year:

LUNCH-Students - \$2.90 Extra Milk - \$0.45 Adults - \$3.75

BREAKFAST-Students - \$2.20 Adults - \$2.35

All meals are to be eaten in the cafeteria.

Student Beverage Machine: A beverage machine has been provided for student use. The machines will be on after school only. The machines are computer programmed and cannot be turned on except for the pre-set schedule.

CARE OF SCHOOL PROPERTY (P 2654)

Buildings, buses, books, desks, etc. are all part of school property to be used by the students as a means of aiding in their education. Students who deface or lose school property will be required to pay the cost of repair or replacement. Serious offenders may be suspended or expelled from school depending on the degree of the offense.

CHILD ABUSE AND NEGLECT

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report to the Missouri Department of Family Services, as required by law.

CLASS DUES

Class dues are charged for every year that a student is in attendance at Richland Jr.-Sr. High school. All students will be charged \$10.00 each year at the beginning of the school year. Students are responsible to pay dues in full before they will be allowed to attend the Jr.-Sr. Prom.

CLOSED CAMPUS

The Richland R-IV Schools observe a close campus. This means that students are required to report to campus before school starts and remain on campus until school is dismissed. **No student will be allowed to leave the school campus at noon for lunch.** Once a student arrives on school grounds by car, bus, or walking, he or she becomes the responsibility of the Richland R-IV School District and must not leave the campus without permission.

COMMUNICABLE DISEASES

A student shall not attend classes or school-sponsored activities, if they have been exposed to, an acute or chronic contagious or infectious disease and is liable to transmit the contagious or infectious disease.

COMPLAINT PROCEDURE

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act (ESSA)

- 1. What is a complaint under ESSA?** For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.
- 2. Who may file a complaint?** Any individual or organization may file a complaint.
- 3. How can a complaint be filed?** Complaints can be filed with the LEA or with the Department.
- 4. How will a complaint filed with the LEA be investigated?**
Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.
- 5. What happens if a complaint is not resolved at the local level (LEA)?** A complaint not resolved at the local level may be appealed to the Department.
- 6. How can a complaint be filed with the Department?** A complaint filed with the Department must be a written, signed statement that includes:
 - a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department , and
 - b. The facts on which the statement is based and the specific requirement allegedly violated.
- 7. How will a complaint filed with the Department be investigated?**
The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- a. Record.** A written record of the investigation will be kept.
- b. Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
- c. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- d. Report by LEA.** Within thirty days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

e. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).

f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently? If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

DAILY SCHEDULE

Supervision will be provided from 7:30 a.m. till 3:30. The district will not be responsible for supervising students outside this time frame.

7:55	First Bell
8:00	First Hour Bell
8:00-8:50	First Hour
8:54-9:44	Second Hour
9:48-10:38	Third Hour
10:42-11:02	Fourth Hour -- First Lunch Begins
11:06-11:26	Second Lunch Begins ---- First Lunch to Fourth Hour
11:30-11:52	Third Lunch Begins -- Second Lunch return to class
	Third Lunch Ends --- Fourth Hour Ends
11:56-12:46	Fifth Hour
12:50-1:40	Sixth Hour
1:44-2:34	Seventh Hour
2:38-3:28	Eighth Hour
3:28	School Ends for the day

HALF-DAY SCHEDULE

8:00	First Bell
8:06	First Hour Bell
8:10-9:00	First Hour
9:04-9:54	Second Hour
9:58-10:48	Third Hour
10:52-11:15	Fourth Hour -- First Lunch Begins
11:19-11:42	Second Lunch Begins ---- First Lunch to Fourth Hour
11:46-12:09	Third Lunch Begins -- Second Lunch return to class
	Third Lunch Ends --- Fourth Hour Ends
12:13-12:30	Fifth Hour

DIRECTORY INFORMATION

Please be advised that the school district will release upon request “Directory Information” concerning your child. This will include the following information: the student’s name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. The district will also release names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise. If you do not want this type of information about your child released, please send a note to that effect to your child’s principal. For information concerning parental rights, refer to the Protection of Pupil Rights Amendment.

DISCRIMINATION/HARASSMENT

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the district will foster an educational environment that provides equal educational opportunities for all students. Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status and handicap.

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

DISTRICT ACCOUNTABILITY REPORT

The Richland R-IV Accountability Report can be accessed on our website www.richlandbears.us The link is on the left side under the District Report Card.

DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

- All students must wear shoes, boots or other types of footwear.
- Dress and grooming will not disrupt the teaching/learning process or cause undue attention to be drawn to an individual student.
- Hoods, bandannas, or other types of headgear or sunglasses shall not be worn
- Shirts and T-shirts with markings or insignia that display obscenity, illustrations designed to be immoral and sexually suggestive, advertise alcohol, drugs, or tobacco are not allowed.
- Student tops, blouses, shirts, etc. will be no lower than one inch below the collarbone, must have sleeves and the shirt must be long enough to be tucked in.
- Tops without sleeves and spaghetti strap tops will only be allowed as an accessory item only. They may be worn as an outerwear item.
- See-through clothing and clothing that have excessive rips are not to be worn. Any clothing that exposes the midriff is not to be worn. All undergarments are to be covered at all times.
- Pants must be worn at the waist level, snapped, buttoned, and zipped. Bib overalls are to be worn with straps over the shoulder and correctly fastened.
- Clothes with excessive holes will not be allowed.
- Dresses, skirts, and shorts must be a reasonable length so as not to be a distraction. This is a judgment decision that ultimately resides with the teaching staff and administration.
- Long skirts cannot have slits higher than mid-thigh and mid-thigh skirts cannot have slits longer than (2) inches.
- Chains are not allowed.
- Metal or chain belts or swags can be used as weapons and, thus, shall not be worn. Likewise, dangerous jewelry, such as spiked or studded collars or bracelets are prohibited.
- Class activities, which present a concern for student safety, may require the student to adjust his or her hair and/or clothing during the class period in the interest of maintaining safety standards.
- Additional dress regulations may be imposed upon the students participating in certain extra-curricular activities. When in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety; the student may be required to make modifications.
- Exceptions will be made for current sporting uniforms which have been previously approved by the administration.

DRIVING RESPONSIBILITIES

Students who drive to school drive at their own risk.

Students who drive vehicles on school property do so only with the permission of school authorities and must park immediately in the assigned student parking areas and proceed into the school building.

Students are not to go to the parking area or get into a vehicle for any reason at any time during the school day without getting permission from the principal.

Students driving on school property at any time have the responsibility to drive in a proper manner.

Students attending Waynesville Career Center are allowed to drive their own vehicle to the tech school only after:

- having obtained a permit slip from the tech school;
- having the permit slip signed by their instructor and parent ;
- turning that slip in to the building principal and receiving official permission;
- Students are NOT to take another student with them in the vehicle.

Any violation of driving/parking rules may result in loss of driving privileges from 1 - 365 days.

Example Student Driving Permit (obtain actual permit from office)

The Richland Board of Education requires that students who drive **vehicles and park them on the school grounds must be legally qualified drivers and must carry liability insurance.**

Name of Student _____

Missouri Operator No. _____

License Plate No. of vehicle you will be driving _____

Model _____

Color _____

Year _____

Insurance Carrier _____

Insurance Policy # _____

Signature of Parent _____

Signature of Student _____

All students that drive to school must adhere to the rules as stated in the disciplinary policy.

The Richland R-IV School District adopted a Random Drug Testing Policy in the 2013-2014 school year. All high school students grades 9-12 parking on campus will continue to be required to follow this policy. Parking on campus is a privilege, not a right or entitlement. Therefore, no student is guaranteed participation in this privilege.

DRUG TESTING POLICY

The Richland R-IV School District adopted a Random Drug Testing Policy in the 2013-14 school year. All high school students grades 9-12 involved in any school sponsored activity will continue to be required to follow this policy. Please see Appendix A, in the Athletic/Activities Handbook, for details and explanations.

EARTHQUAKE PREPAREDNESS

At the direction of the Board, the District has established and implemented an earthquake emergency procedure system for each school. In developing and implementing its earthquake emergency procedure, the District has obtained assistance from the Missouri Emergency Management Agency.

The earthquake emergency procedure will include, but not be limited to, the following components:

1. Building disaster plans to monitor the safety and care of students and staff.
2. At least two earthquake emergency preparedness drills in each school per school year.
3. Specific procedures and protective measures to be taken before, during and following an earthquake.
4. Awareness and training for students and staff concerning the District's earthquake emergency procedure system.

The District's earthquake emergency procedure system is available for inspection in the District's administrative offices during normal business hours.

ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION

Additionally, Richland Schools have further requirements for academic eligibility. These are as follows:

- The F list will be checked for students participating in sports and clubs at the end of each mid quarter and quarter by their sponsor.
- Students can have no Fs at the time of mid quarter or quarter grade reports.
- Students with an F will remain ineligible for participation in competitions until they have successfully raised their grade to passing. Students with an F will have their progress checked and reported weekly (Friday or last day of the school week to determine eligibility). For Winter Sports, grades will be pulled for Quarters 2 & 3. For Spring Sports, grades will be pulled for Quarters 3 & 4.
- Students are required to follow rules and regulations set forth in the athletic handbook.

- If on the F list, the student-athlete may not attend events which will result in the student missing any instructional time.

EMERGENCY PROCEDURES

The Board recognizes the necessity for a planned safety program to ensure to the extent possible a safe environment for students, staff and visitors. The responsibility for ensuring safe conditions throughout the District is shared by the Board, Superintendent and staff. The Superintendent/ designee, at the Board's direction will be responsible for the development and implementation of a safety program to include, but not be limited to, weather, fire and civil defense emergencies.

The Superintendent/designee is authorized to dismiss schools, at his/her discretion, because of hazardous road conditions or other conditions which would make the operation of schools impractical or hazardous to students and staff.

At the direction of the Superintendent/designee, building principals will determine areas in each building which, in the principal's opinion, are best suited for the protection of students and staff during civil defense emergencies. School will not be dismissed in the case of civil defense alerts or tornado warnings.

The Superintendent/designee will provide for fire inspections on announced and unannounced bases for each building. The Superintendent/designee will also be responsible for remedying unsafe conditions in school buildings which have been reported by local fire marshals acting in their official capacity. Building principals are responsible for preparing a fire drill and emergency exit plan for their buildings. Exit plans will be posted in each classroom and reviewed with the students on a regular basis. Fire drills will be conducted during the first full week of school and on a quarterly basis thereafter to ensure safe and efficient exit in the event of an emergency.

ENGLISH AS A SECOND LANGUAGE STUDENTS

The Richland R-IV School District is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and

implementation of District programs and services that are offered by the District to and for its student body.

ENTRANCE REQUIREMENTS

Students registering to attend Richland Jr/Sr High School are required to provide copies of:

- *Birth certificates
- *Social security
- *Current immunization record
- *Proof of residence

FAMILY AND EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

FREE AND APPROPRIATE PUBLIC EDUCATION/SURROGATE PARENT

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. Disabilities include: Autism, Mental Retardation, Hearing Impaired or Deafness, Speech or Language Impairment, Visual Impairment or Blindness, Emotional Disturbance, Orthopedic Impairment, Traumatic Brain Injury, Other Health Impaired, Specific Learning Disability, Deaf Blindness, Multiple Disabilities, or Young Child with a Developmental Delay.

The public schools assure 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.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local school district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and the Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of

Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirements of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one (21) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of December 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

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

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for such persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability, you may contact your school district's Director of Special Programs @573-765-3711.

FREE AND REDUCED LUNCH

Richland R-IV Schools participates in the National School Lunch Program. Eligibility for free or reduced priced lunches is based upon federal guidelines with application forms available in the school office.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are

available through the school office. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Eligibility guidelines may be found at:

<https://www.federalregister.gov/documents/2021/03/04/2021-04452/child-nutrition-programs-income-eligibility-guidelines>

You may also contact Richland Elementary School or Richland High School for more information.

GUIDANCE

Richland High School provides a highly qualified counselor whose services are available to all students and their parents. The counselor will assist students in their planning to help them take full advantage of their opportunities to secure an education.

In the counselor's office students can find the following types of services:

1 - Occupational and educational information- A large file of occupational information is maintained and kept up to date so that a student can study almost any occupation in which they are interested.

2 - Self-appraisal - A student will have the opportunity to review, with the counselor, his/her record of achievement in school, test results, and other information, which he/she may need in order to make the best plans for his/her future.

3 - Personal counseling - The counselor is trained and willing to assist a student in working out solutions to many problems with school, class work, friends, etc, which may cause a student difficulty in school. The counselor will hold in strictest confidence the trust placed upon her by individual students. The guidance program is provided for the students. It is the student's responsibility to use this service.

Procedure to see the Counselor: Throughout the year, students will need to schedule appointments to see the counselor. A student needs to see the counselor before school, after school or during lunch to schedule an appointment. The student will then be given a pass to present to his/her classroom teacher. The student will be released at the discretion of the classroom teacher. The counselor will initial the pass after the conference and it should be returned to the teacher.

HALL PASSES

Students who need to leave a class during the class period must have in their possession a hall pass signed by the excusing teacher indicating the purpose of the pass and the time of departure from the classroom. This pass is to be returned to the issuing teacher upon return to the class. The pass will then be sent to the office with the attendance slip. The purpose of the hall pass is to keep faculty and administration informed as to the student's whereabouts at all times. Hall passes are to be used only when absolutely necessary.

HEAD LICE

In keeping with the Richland R-IV School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine schoolwide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student may be permitted to return to school after appropriate treatment has been started and all live bugs are removed.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits $\frac{1}{4}$ inch away from scalp but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services. The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, and parents.

HOME-SCHOOLED STUDENTS

Home Schooled students transferring into the Richland R-IV School district must have approved transcripts in order to receive credit and proper placement.

HOMELESS STUDENTS

Under the McKinney Act, each state is required to:

- *ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
- *review and undertake steps to revise such laws, regulations, practices, or policies having a compulsory residency requirement as component that may act

as a barrier to enrollment, attendance, or success in school of homeless children and youth and to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.

*ensure that homelessness alone should not be sufficient reason to separate students from the mainstream school environment: and

*ensure that homeless children and youth should have access to education and other services that such children and youth need to ensure that such children and youth have an opportunity to meet the same challenging State student performance standards to which all students are held.

INSURANCE

The Richland Board of Education requires insurance for students who are taking subjects in which serious accidents are most apt to occur.

If you already have a type of insurance or medical protection, which would cover such an accident, no further insurance will be required. Otherwise, school insurance or some form of insurance must be provided.

Subjects requiring insurance:

Agriculture Construction and Landscape and Design

Athletics

LATE WORK POLICY

Days late and reduction:

1 Day = 10%

2 Days = 20%

3 Days = 30%

No credit will be given 4 days or later

LEAVING SCHOOL GROUNDS

Students under the age of 18 will not be permitted to leave school grounds without written or verbal permission from the parent/guardian. Parents/guardians wishing to pick up their child from school must sign that child out through the front office.

LOCKERS

Each student will be assigned a locker. Locker numbers will be assigned at the beginning of school. Changing lockers will not be permitted. Lockers should be locked at all times, as the school cannot be held responsible for missing articles. School lockers and desks are the property of the Richland R-IV School District and are provided for the convenience of students and as such, are subject to periodic inspection without notice.

LOST OR STOLEN ITEMS

The Richland R-IV School is not responsible for lost or stolen items.

MEDICATIONS

Over-the-Counter Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the

name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

Storage and Administration of Medication

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

A parent/guardian or other responsible party designated by the parent/guardian will deliver ALL medications to be administered at school to the school nurse or designee.

MIGRANT STUDENTS

For purposes of Board policies and regulations, the phrase *migratory students* shall mean students aged three (3) through twenty-one (21) who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers; and who in the preceding thirty-six (36) months, in order to obtain or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work, have moved from one school district to another.

The District will identify migrant students by including a question on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office for Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students who are enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

School District personnel including secretaries, nurses, counselors, teachers and principals will be advised of the presence of eligible migrant students in their assigned schools to ensure that equal access to all school programs is provided. Complaints concerning the placement of migrant students will be resolved by means of the District's complaint resolution procedure for homeless students.

MILITARY RECRUITERS & HIGHER EDUCATION (HS)

Upon their request, military recruiters and institutions of higher education will be given access to students' names, addresses and telephone numbers. Parents/Guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) must submit a written request not to release the information to the building principal.

MO HEALTHNET PROGRAM FOR KIDS

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. Program Contact 855-373-9994

Opioid Antagonists

NARCON, also known as naloxone, is a medication that can be used to block the effects of opioids. The District shall maintain NARCON at each school in a locked, secure location to administer to any student reasonably believed to be having a drug overdose. The school district will notify the parents/guardian of any student to whom NARCON has been administered. Parents who choose not to have an opioid antagonist administered to their student must notify the district in writing.

POLICY REVIEW STATEMENT

The complete official Board Policy Manual for the Richland R-IV School District is available on file for inspection in administrative offices or seen on our website at www.richlandbears.us under Board of Education.. Any questions concerning policies should be directed to the Superintendent of Schools.

RETENTION POLICY

To eliminate educational deficits, insure the mastery of key learning skills and better meet the individual needs of students, retention may be recommended.

Junior High - The criteria for student retention is the failing of four or more semesters of core subject classes during the 7th or 8th grade years.

(1) Grades and attendance will be reviewed by all their Junior High teachers to decide if promotion is acceptable. (2) Be retained in the current grade level for another year.

High School - Grade Classification

- 9th Grade – recommended from the eighth grade by the principal
- 10th Grade – must have earned 6 units of high school credit
- 11th Grade – must have earned 12 units of high school credit
- 12th Grade – must have earned 18 units of high school credit (Vo-Tech students-16 units)

RIGHTS AND RESPONSIBILITIES

We believe that Richland students have certain rights, which should be recognized and respected. We also believe that along with every right there are certain responsibilities. These student rights and responsibilities are as follows:

Every student has the right to

- have the opportunity for a free and appropriate education in the best possible environment .
- have the opportunity for freedom of speech and of the press so long as the exercise of those freedoms are not disruptive.
- not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- expect to be informed of school rules and regulations.

Every student has the responsibility to

- know and adhere to the rules and regulations established by the local Board of Education and implemented by the school administrators and teachers.
- know and adhere to state and federal laws.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks and obscenity in any form of expression.
- study diligently and maintain the best possible level of academic achievement.
- be punctual and present in the regular school program.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.

- respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
- obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.
- carry only those materials on school property or at school-sponsored activities acceptable under the law and accept the consequences for unacceptable articles stored in one's locker and/or vehicle or found on one's person.

SCHOOL DISMISSAL

In case of inclement weather or situations in which school cannot be held, radio stations KJPW, KJEL, KLWT, KBNN, KCLQ and KTTR and television stations KYTV Channel 3, KOLR Channel 10, KDEB Channel 27, and KSPR Channel 33 will announce school dismissal before 7:00 a.m. Dismissal will also be available on our social media sites (Facebook, Twitter, District Website, and Live Feed.). If school is dismissed early, these same procedures as listed above will be followed. There is never enough time for all students to phone home. All students are required to have an alternative plan for early dismissal.

SEXUAL HARASSMENT

Sexual harassment is strictly prohibited in the Richland R-IV School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Students who witness or are the victims of sexual harassment shall immediately notify their teacher or principal, who is not the subject of the complaint, as may be appropriate under the circumstances. The teacher or administrator receiving such a complaint shall immediately notify the superintendent and transmit a full, written report to the superintendent as soon as possible. The principal shall provide for an investigation of the incident, and shall take disciplinary action where appropriate, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall participate in such an investigation. Students who believe that their complaint has not been satisfactorily resolved may appeal to the superintendent.

SPORTS PHYSICALS

All students in 7th through 12th grades must have a current sports physical on file at school in order to participate in any athletic activities. Students cannot practice with the team until the physical is completed and on file. Sports physical forms can be found in the office. ***See Athletic Handbook

STUDENT ALCOHOL/DRUG ABUSE

The Richland R-IV School District recognizes its share of responsibility for the health, welfare and safety of the students who attend our school. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicles used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as

a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy, a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo. All medications prescribed by a physician, as well as all non-prescribed medication, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instruction, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or some alternative location. Such searches shall be conducted in accordance with board policy 2150.

Any student, who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy, may be suspended from all extracurricular activities for a minimum of ninety (90) school days, regardless of whether such periods may span semesters or school years. In addition, any student violating this policy shall be subject to suspension, expulsion or other discipline as provided in the district's discipline policy. A student may also be referred for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social and health consequences of drug and alcohol use and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy.

STUDENT EARLY DISMISSAL PROCEDURES

The following procedures apply:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent/guardian.
2. Requests shall be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.

3. Children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.

Students shall not be permitted to answer any personal phone calls, except those from the parent/guardian or other persons having legal custody of said pupils. Emergency messages will be delivered to the students.

STUDENT ILLNESS/ACCIDENT

When a student becomes ill at school, the parent will be notified to take their child home, if necessary. All students are REQUIRED to have on file with the office at least one emergency phone number in which a parent can be reached; i.e., home, work, neighbor, family member, etc. All attempts to contact the parent will be made in an emergency situation in which hospitalization is required. If a parent cannot be reached in an emergency situation, an ambulance will be called to take the student to the emergency room of a hospital and the parent/guardian or other custodian must assume responsibility for payment.

STUDENT SEARCHES

School lockers and desks are the property of the Richland R-IV School District and are provided for the convenience of students, and as such, no expectation of privacy should be assumed and are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the

presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. Additional searches of bags, purses, coats, electronics devices, other personal possessions and cars may be performed in accordance with local, state, and federal law.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. 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 is 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, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or some alternative location. Further, the district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. Such searches shall be conducted in accordance with Board policy JFG.

TECHNOLOGY USAGE

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy;

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

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (email) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

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

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted. The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

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

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

been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

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

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

Network Etiquette and Privacy

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

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be

viewed by other users. The system administrators may access and read Email on a random basis.

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

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Privileges

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

Security

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

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

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

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply

with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including; loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Vandalism of the Electronic Network or Technology System

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

Consequences

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

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion

TELEPHONE USE

Students are to use the phone in the office and not in individual teacher classrooms. Students will not be called from class to the phone except in an emergency.

TESTING SCHEDULE

7th Grade Language Arts, Math MAP tests-Spring

8th Grade Language Arts, Math or EOC (if a student is in Alg 1), Science MAP tests-Spring

High school students will take statewide End of Course exams at the conclusion of the following courses: Algebra I, Biology, English II and Government. For students who took Algebra 1 in 8th grade they will be required to take Algebra II in High School. New courses may be added as dictated by DESE. Students must take and pass a Civics Exam and both the Missouri and US Constitution Exams to graduate.

TOBACCO FREE SCHOOL

To promote the health and safety of all students and staff, and to promote the cleanliness of our instructional facilities, the Richland R-IV School District bans the use of all tobacco products in all District buildings, grounds and vehicles. This ban extends to all employees, students, and patrons attending school sponsored athletic events, programs and meetings, as well as all other non-school related activities. The Board of Education issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all. This policy will be posted in convenient places throughout our school buildings. For the purpose of the regulations, “tobacco” will mean all types of cigars, cigarettes, pipes, and chewing tobacco, including all types of smokeless tobacco, vapes, and electronic cigarettes and handmade smoking devices.

TRAUMA-INFORMED SCHOOLS

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the Trauma-Informed School initiative.

Trauma-Informed Schools are that schools that meet the following criteria:

- Realize the widespread impact of trauma and understands potential paths for recovery
- Recognize the signs and symptoms of trauma in students, teachers, and staff.
- Responds by fully integrating knowledge about trauma into policies, procedures, and practice.
- Seeks to actively reset re-traumatization

National Suicide Prevention Lifeline: 1-800-273-8255

Behavioral Health Crisis / Compass Health Hotline: 1-800-833-3915

Child Abuse / Neglect Hotline: 1-800-392-3738

More info regarding the Trauma-Informed School initiative can be found here:
dese.mo.gov/traumainformed

VISITORS

Due to the crowded conditions of our school, it is necessary that visitors be kept to a minimum. Only visitors who have been previously cleared through the office will be allowed to remain at school. Students must get permission from the principal to bring a visitor to school. Visitors should be school age.

ALL visitors and parents must report to the Principal's office before visiting any student.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

WATER BOTTLES

Water drinking fountains in the hallways and classrooms are unavailable until COVID guidelines are removed. Instead, students may use a reusable water bottle for drinking. The bottles will need to be clear, and contain only water. Several bottle fill-up stations are available for students to refill water bottles throughout the school. Students will be allowed to have water bottles in class and on the school bus.

Form A: Notice of Non-Discrimination

The Richland R-IV School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles 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. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service). The following people are designated and authorized as the District's non-Discrimination and Title IX Coordinators to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Title IX Coordinator - Special Services Process Coordinator
714 E. Jefferson, Richland MO 65556
(573) 765-3711
klatham@richlandbears.us

Non-Discrimination Coordinator - Superintendent
714. E. Jefferson, Richland M). 65556
(573) 765-3241
turner@richlandbears.us

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulations 1300 and 1301. Policy and Regulation 1300 and 1301 shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law. Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

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