

# **RICHMOND MIDDLE SCHOOL**

Grades 6, 7, and 8

**“Teachers can open the door, but you must enter by yourself.”**



## **HANDBOOK**

### **2021-2022**

715 S. Wellington Street  
Richmond, Missouri 64085  
School Phone: (816) 776-5841  
Fax: (816) 776-2788

**Principal: Jana Fleckenstine**  
**Assistant Principal: Kelley Logan**  
**Counselor: Jayneen Stigall**

**This School Handbook/Planner belongs to:**

**Name** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Advisement Teacher** \_\_\_\_\_

**Bus Number** \_\_\_\_\_ **Locker Number** \_\_\_\_\_

*Richmond R-XVI School District, Richmond, Missouri, does not discriminate against any student because of race, creed, sex, religion, or handicapping condition in its programs and activities.*

## WELCOME TO RICHMOND MIDDLE SCHOOL

We pride ourselves on providing students a great atmosphere for learning and professional teachers who take learning very seriously. We believe strongly that every student can be successful. We have respect for you as an important member of our learning community and we will honor your individuality. Meeting the unique needs of each student is the educational challenge our staff accepts with serious commitment.

This handbook is built on rules and procedures specifically designed to provide safety, respect, responsibility, and SUCCESS. Never hesitate to use it, to ask questions of teachers and staff, and to seek help from staff members. We are all here to help you find SUCCESS.

For more RMS information-[www.richmondspartans.org](http://www.richmondspartans.org)

### VISION STATEMENT

**Richmond R-XVI Middle School is a safe, nurturing, stimulating educational environment that empowers students to be successful.**

### MISSION STATEMENT

**Raising Standards by Educating for Tomorrow, Today.**

### STATEMENT OF BELIEFS

We believe:

Students, parents, community members, and staff cooperate to create a safe, nurturing, and intellectually stimulating educational environment.

All students can learn and enjoy celebrating the successes of others and themselves.

All students can accept academic, physical, and emotional responsibility throughout middle school and beyond.

All students will experience opportunities of happiness, self-motivation, self-confidence, and well being during their years at Richmond R-XVI Middle School.

All students can be responsible, productive citizens in their community and in their world.

**NOTE: Please read this handbook carefully. Changes have occurred in wording and procedures since last year's handbook. New discipline policies and procedures have been updated and changed from 2020-2021 handbook.**

### STATEMENT OF NON-DISCRIMINATION

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

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

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

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

## **RICHMOND R-XVI SCHOOL DISTRICT BOARD POLICIES**

Many of the Board Policies referenced hereafter are abridged versions of the policies. The full text of all Board Policies can be located through the District website, [www.richmondspartans.org](http://www.richmondspartans.org) under the < Menu then District > tab.

### **DIRECTORY INFORMATION**

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

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

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

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

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

### **R-XVI BOARD OF EDUCATION**

Mr. Jon Dana	President	<a href="mailto:jdana@richmondspartans.org">jdana@richmondspartans.org</a>
Mr. Chad Burnine	Vice-President	<a href="mailto:cburnine@richmondspartans.org">cburnine@richmondspartans.org</a>
Dr. Jonathon Renfro	Treasurer	<a href="mailto:jrenfro@richmondspartans.org">jrenfro@richmondspartans.org</a>
Mr. Brian Appleberry	Member	<a href="mailto:bappleberry@richmondspartans.org">bappleberry@richmondspartans.org</a>
Mrs. Karmen Dooley	Member	<a href="mailto:kdooley@richmondspartans.org">kdooley@richmondspartans.org</a>
Mrs. Molly Lieberknecht	Member	<a href="mailto:mlieberknecht@richmondspartans.org">mlieberknecht@richmondspartans.org</a>
Mr. Wesley Maxwell	Member	<a href="mailto:wmaxwell@richmondspartans.org">wmaxwell@richmondspartans.org</a>

1ST SEMESTER						
S	M	T	W	T	F	S
AUGUST						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
SEPTEMBER						
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
OCTOBER						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
NOVEMBER						
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
DECEMBER						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Student Contacts	Contract Days	Hours
	0	
0.0	3	0
3.7	5	24.79
5.0	5	33.5
4.0	4	26.8
4.0	5	26.8
4.7	5	31.49
4.0	4	26.8
1.0	1	6.7
4.0	5	26.8
5.0	5	33.5
3.5	4	23.115
4.0	4	26.8
5.0	5	33.5
4.0	5	26.8
5.0	5	33.5
3.0	3	20.1
4.0	5	26.8
5.0	5	33.5
3.0	3	18.09
76.6	85	512.89

## Richmond R-XVI School Calendar 2021-2022

Aug 11-12 New Teacher Workshop  
 Aug 18 Convocation a.m. / Building Meetings p.m.  
 Aug 18 Back to School Night  
 Aug 19 Bldg Mtgs a.m. / Professional Dev p.m.  
 Aug 19 Back to School Night  
 Aug 20 Professional Dev / Professional Dev No School  
 Aug 23 Professional Dev / Professional Dev No School  
 Aug 24 First Day of School / Early Dismissal (12:55)  
 Sept 6 Labor Day / No School  
 Sept 13 Professional Dev / Professional Dev / No School  
 Sept 24 Early Dismissal Homecoming (12:55)  
 Oct 4 Professional Dev / Professional Dev / No School  
 Oct 15 End 1st Quarter - 35 Days  
 Oct 19 Parent / Teacher Conference 4pm - 7pm  
 Oct 21 Early Dismissal (11:15) / Parent Conferences  
 Oct 22-25 Fall Mini-Break / No School  
 Nov 8 Professional Dev / Professional Dev / No School  
 Nov 24-26 Thanksgiving Break / No School  
 Dec 22 Early Dismissal (12:55) - Dec 23 - Jan 1 Christmas Break  
 Dec 25 Christmas  
 Jan 3 Building Meetings / Teacher Work Time / No School  
 Jan 10 Professional Dev / Professional Dev / No School  
 Jan 4 Students Return  
 Jan 7 End 2nd Qtr / First Semester - 45 Days  
 Jan 17 Martin Luther King Day - No School  
 Feb 7 Professional Dev / Professional Dev / No School  
 Feb 18 Spring Mini Break / No School  
 Feb 21 President's Day / No School  
 March 11 End 3rd Quarter - 40 Days  
 March 17 Professional Dev / Parent Conferences / No School  
 March 18-21 Spring Mini Break / No School  
 April 4 Professional Dev / Professional Dev / No School  
 April 15-18 Easter Spring Mini Break / No School  
 May 15 Graduation  
 May 19 End 4th Qtr / 2nd Semester - 43 Days  
 May 19 Early Dismissal (12:55) / Last Day of School  
 May 20 Teacher Walk Day / Checkout  
 May 30 MEMORIAL DAY

**Weather Make-up Hours (36):**  
 Aug 27, Sept 30, Oct 29, Nov 23, Dec 17, May 3  
 Snow Days Feb 18, March 21, April 15, April 18

Student Contacts	Contract Days	Hours
4.0	5	26.8
4.0	5	26.8
4.0	4	26.8
5.0	5	33.5
5.0	5	33.5
4.0	5	26.8
4.0	4	26.8
1.0	1	6.7
4.0	4	26.8
5.0	5	33.5
3.0	4	20.1
4.0	4	26.8
4.0	4	26.8
1.0	1	6.7
4.0	5	26.8
4.0	4	26.8
4.0	4	26.8
5.0	5	33.5
0.0	0	0
5.0	5	33.5
5.0	5	33.5
3.7	5	24.79
86.7	93	580.89

2ND SEMESTER						
S	M	T	W	T	F	S
JANUARY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
FEBRUARY						
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
MARCH						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
APRIL						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
MAY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
JUNE						
		1	2	3	4	
5	6	7	8	9	10	11

- Holiday / No School
- Professional Dev Day / No School
- Parent-teacher conferences
- End of Quarter
- Half Day
- Built in Snow Days
- Makeup Snow Days

\* see district web site for dismissal times

approved by Board of Education 03/11/21

# RMS SCHEDULES: 2021-2022

## Full Day

**6:30** Jump Start Tutoring  
 (teachers on duty by 7:20)  
**7:40** 5 minute bell  
**7:45-8:41** 1<sup>st</sup> hour  
**8:46-9:35** 2<sup>nd</sup> hour  
**9:39-10:29** 3<sup>rd</sup> hour  
**10:33-11:23** 4<sup>th</sup> hour  
**11:26-1:12** 5<sup>th</sup> & 6<sup>th</sup> hours  
     **Lunch- 8th 11:26-11:47**  
             **7th 11:58-12:19**  
             **6th 12:51-1:12**  
**1:16-2:06** 6<sup>th</sup> hour  
**2:10-3:00** 7<sup>th</sup> hour  
**3:00** Bell for Bus Riders  
**3:04** Bell for Walkers  
  
**11:25-11:55** 6<sup>th</sup> & 7<sup>th</sup> Grade Spartan Time  
**11:50-12:16** 8<sup>th</sup> Grade Spartan Time

## P-T Conference 11:18

**6:30** Jump Start Tutoring  
 (teachers on duty by 7:20)  
**7:40** Students released to halls  
**7:45-8:10** 1st hour  
**8:13-8:38** 2nd hour  
**8:41-9:06** 3rd hour  
**9:09-9:34** 4th hour  
**9:37-10:02** 6th hour  
**10:05-10:30** 7th hour  
**10:33-10:57** 8th hour  
**10:57-11:18** Lunch  
 (School Sack Lunches)

## Early Release 12:57

**6:30** Jump Start Tutoring  
 (teachers on duty by 7:20)  
**7:40** Students released to halls  
**7:45-8:19** 1<sup>st</sup> hour  
**8:23-8:57** 2<sup>nd</sup> hour  
**9:01-9:35** 3<sup>rd</sup> hour  
**9:39-10:13** 4<sup>th</sup> hour  
**10:17-10:50** 5<sup>th</sup> hour  
**10:54-12:17** 6<sup>th</sup> hour  
     **Lunch - 8th 10:54-11:15**  
             **7th 11:25-11:46**  
             **6th 11:56-12:17**  
**12:21-12:57** 7<sup>th</sup> hour  
**12:57** Bell for Bus Riders  
**1:01** Bell for Walkers

## Morning (A.M.)

### Assembly Schedule

**6:30** Jump Start Tutoring  
 (teachers on duty by 7:20)  
**7:40** 5 minute bell  
**7:45-8:28** 1<sup>st</sup> hour  
**8:31-9:21** ASSEMBLY  
 (students called by grade level)  
**9:25-10:08** 2<sup>nd</sup> hour  
**10:11-10:54** 3<sup>rd</sup> hour  
**10:57-12:23** 4<sup>th</sup> hour  
     **Lunch - 8th 10:57-11:18**  
             **7th 11:28-11:49**  
             **6th 12:02-12:23**  
**12:27-1:09** 6<sup>th</sup> hour  
**1:13-1:55** 7<sup>th</sup> hour  
**1:59-3:00** 8<sup>th</sup> hour  
**3:00** Bell for Bus Riders  
**3:04** Bell for Walkers

## Afternoon (P.M.)

### Assembly Schedule

**6:30** Jump Start Tutoring  
 (teachers on duty by 7:20)  
**7:40** 5 minute bell  
**7:45-8:28** 1<sup>st</sup> hour  
**8:32-9:15** 2<sup>nd</sup> hour  
**9:19-10:01** 3<sup>rd</sup> hour  
**10:05-10:49** 4<sup>th</sup> hour  
**10:53-12:16** 6<sup>th</sup> hour  
     **Lunch - 8th 10:53-11:14**  
             **7th 11:24-11:45**  
             **6th 11:55-12:16**  
**12:20-1:02** 7<sup>th</sup> hour  
**1:06 - 1:54** 8<sup>th</sup> hour  
**1:58- 3:00** ASSEMBLY  
 (students called by grade level)  
**3:00** Bell for Bus Riders  
**3:04** Bell for Walkers

## ADMINISTRATION

Mr. Greg Darling - Superintendent of Schools  
Dr. Ginger Jones. - Assistant Superintendent  
Ms. Jana Fleckenstine, Ed. S. – Principal  
Mrs. Kelley Logan – Assistant Principal  
Mr. Matt Habermehl – Activities Director  
Mrs. Staci Maddux – Assistant Activities Director

## SUPPORT STAFF

Mrs. Ashley Draisey- Principal's Secretary	Mrs. Janet Daugherty- Attendance Secretary
Ms. Jayanna Harrison – Nurse	Mrs. Jayneen Stigall - Counselor
Mr. Jon Corwin - Head Custodian	Mr. Robert Pettigrew – Librarian
Mrs. Tiffany Griffin - Cashier/ Aide	Mr. Mike Youger - Aide
Mrs. Linda Seitz – Aide	Mrs. Marsha Clemens - Aide
Ms. Betsy Gromowsky - Aide	

## FACULTY

### Grade 6

Mr. Luke Sidebottom – Language Arts  
Mr. Brett Higgins - Social Studies  
Mr. Joshua Fellers - Math  
Ms. Mallory Cole - Science  
– Reading

### Exploratory/Electives

Ms. Cara Magruder - Art  
Mrs. Staci Maddux - P.E./Health  
Mr. Murray Dennis – P.E./Health  
Mr. Nicholas Joint – P.E/Health

### Grade 7

– Language Arts  
Mrs. Courtney Trusler – Social Studies  
Mr. Brett Terry - Math  
Mr. Shawn Calhoun - Science

Mr. Jeff Clymore - Instrumental Music  
Mrs. Jeanette Long - Computers  
– Vocal Music  
Mr. Rob Bowers – Physical Conditioning  
Mrs. Shari Donaldson - Home Economics  
Mr. Chuck Foreman - AG

### Grade 8

Ms. Sara Dalle – Language Arts  
Mr. Andrew Frerking – Social Studies  
Mrs. Brenda Hamm – Math  
Mrs. Lynette Morris - Science

### Special Education

Ms. Jamie Appleberry - EMH  
Mr. Dustin Smith - Life Skills  
Mrs. Tammy Kugler - EH  
Mrs. Dawn Davis- Process Coordinator

\*\*Administrators and teachers can be contacted at 776-5841 and/or through e-mail by using the first initial of their first name followed by their last name.

e.g., John Doe – [jdoe@richmondspartans.org](mailto:jdoe@richmondspartans.org)

**RICHMOND R-XVI MIDDLE SCHOOL  
SPARTAN CARD PROGRAM**

The Richmond Middle School Spartan Card Program has been designed to reward student attendance, academic success, and good behavior at school. Our goal is to increase student success in school. Spartan cards are given out quarterly based on the previous quarters' performance and expectations.

Spartan cards will be issued to students each quarter if they meet the following requirements:

- **The student does not miss more than 2 days per quarter.**
- **The student cannot have any referrals during the quarter.**
- **The student cannot have any grade lower than a "C-" on their report card for the quarter.**

Students can use Spartan cards to get into Richmond Middle School athletic events for free. There will be other incentives offered to Spartan card recipients such as: free homework pass, front of the lunch line, giveaways, etc.

**Richmond Middle School Student of the Month Program**

Recognizing excellence in student achievement has become a priority at RMS. Each month, teachers will nominate and vote on outstanding student performance in the categories of academics, citizenship, behavior and overall performance. Students who earn the Student of the Month status will be featured in the RMS monthly newsletter and Richmond News, and picture displayed in the commons.

**RICHMOND R-XVI MIDDLE SCHOOL  
STUDENT EXPECTATIONS**

At Richmond R-XVI Middle School, student achievement and success are our goals.

Therefore, we **DO** expect students to be **respectful, responsible,** and to:

1. **Take pride and ownership in academic studies.**
2. **Respect yourself by wearing appropriate clothing.**
3. **Arrive at each class on time and be seated when class begins.**
4. **Bring necessary books and materials to class.**
5. **Take care of school property.**
6. **Follow school and classroom rules.**
7. **Walk to the right in the hall; avoid physical contact and obstruction of hall traffic.**
8. **Keep noise levels at an appropriate level.**
9. **Keep backpacks and personal belongings in lockers.**
10. **Secure your locker with locker lock.**

We **DO NOT** expect students to:

1. **Wear inappropriate clothing in school.**
2. **Publicly display affection (kissing, embracing, putting arms around one another or holding hands).**
3. **Put stickers or mark inside or outside of lockers.**
4. **Run or "roughhouse" in the building, on buses, or at bus stops.**
5. **Be in possession of or use any tobacco products, including lighters, matches, etc.**
6. **Use inappropriate or vulgar language at school.**
7. **Be in possession or under the influence of a controlled substance or a substance represented to be a controlled substance.**
8. **Fight at school. Conflict mediation is a positive alternative.**
9. **Bully, harass or disrespect others.**
10. **To have energy drinks in school.**
11. **Be in possession of fidget items such as finger fidgets, spinners, etc....unless included in an IEP.**

# RICHMOND R-XVI MIDDLE SCHOOL GOALS FOR ACADEMIC SUCCESS

## BELIEVE IN YOURSELF

- *“To succeed, we must first believe that we can.”* Michael Korda

In order for you to succeed in school, you have to believe in yourself and in your abilities. Think positively, be confident, and tell yourself, **“I can do this!”** If you think you can’t succeed, or if you allow past failures to keep you from trying, your chances for success are not as great.

**My Goals Are:**

---

---

**My 1<sup>st</sup> Quarter Goal is:** \_\_\_\_\_

---

**My 2<sup>nd</sup> Quarter Goal is:** \_\_\_\_\_

---

**My 3<sup>rd</sup> Quarter Goal is:** \_\_\_\_\_

---

**My 4<sup>th</sup> Quarter Goal is:** \_\_\_\_\_

---

---

**I am committing myself and my actions to the expectations of Richmond R-XVI Middle School.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## ARRIVAL AND DEPARTURE

All students are expected to report immediately to school. Do not wait or gather on any property off school grounds. According to school policy, once students have arrived at school (by bus, their own transportation, or walking), they are not to leave school grounds without permission from the school office.

The Commons area opens daily at 7:00 a.m. for students. Students are not allowed inside the building before 7:20 a.m. without teacher or administrative consent. Any students desiring to eat breakfast may do so at the tables in the Commons. Students are not to be in any other part of the building prior to the 7:45 a.m. bell than their 1st hour classroom without permission.

**The front circle drive of the school is for buses only from 7:10-7:40 a.m. and from 2:35-3:15 p.m. When dropping students off for school or picking students up, parents are advised to use the south or north parking lots. If picking or dropping students in the bus lane after the buses have left, please form one single line at the curb next to the building. For our students' safety please do not pick them up from the curb opposite of the building.**

## ASSEMBLIES

School assemblies are recognized as an important part of the total educational program. The term "assembly" is used to designate any organized program conducted during the school day, either by or for students, primarily for educational purposes. **Assemblies are a privilege.** A study hall will be provided for those students who prefer not to attend a particular assembly or for students removed from the assembly. **Students removed from the assembly may be assigned to study hall for all assemblies for the remainder of the year,** or receive other school consequences.

## ASSESSMENTS

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

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

## VIRTUAL COURSES (POLICY IGCD)

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

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

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

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

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

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

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

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

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

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

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

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

## ATHLETICS AND ACTIVITIES

The following activities are a part of RMS: 7-8th Interscholastic Football, Volleyball, Wrestling, Basketball, Track (**must follow MSHSAA guidelines and rules**), 6-8 Academic Clubs, 6-8 Student Council, 7-8 National Junior Honor Society. Other activities may be organized with proper teacher sponsorship.

**Citizenship** - Students MUST be good school citizens as judged by proper school authority. Conduct shall be satisfactory in accordance with the standards of good discipline and students shall not reflect discredit on themselves or on the Richmond R-XVI Schools. **A student shall be ineligible while under suspension (OSS) or if absent from classes on the day of participation, unless excused by the principal IN ADVANCE. This includes games, contests, practices, and meetings.**

**Academic Eligibility Standards** - students must have been promoted to a higher grade at the close of the previous year. However, any student who failed more than one scheduled subject at the end of the previous grading period shall not be eligible the following semester regardless of promotion to the higher grade (see Missouri State High School Activities Association by laws at <https://www.mshsaa.org>). For more details, consult the **Athletic Handbook**.

**Academic Athlete Award** - one eighth grade boy and one eighth grade girl who show exemplary performance in the classroom and in the field of athletics are awarded the academic/athlete award each year. Requirements are: 1) the student must display good school citizenship; 2) the student must have lettered in two sports during his/her eighth grade year; 3) the one girl student and one boy student who has the highest G.P.A. and meet the above criteria will win the awards. In the event of a tie, a citizenship evaluation conducted by the sponsor and the Principal to determine the winner. The names of the winners will be permanently displayed on a nameplate at the Richmond Middle School and they will also each receive a personal trophy.

## SCHOOL DANCES

All dances held for RMS students are to be attended by RMS students only. Students with 2 failing grades will not be allowed to attend. School Board Policy and the Student Handbook will be followed including dress code.

**\*\*Students receiving a discipline referral the week of a school dance may not be allowed to attend the dance.**

## ATTENDANCE (Policy JED)

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

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

Parents and guardians are asked to make every effort to have students on time every day that school is in session. If a student is not able to attend because of illness or for some other reason, parents and guardians are asked to contact the school before 8:30 a.m.

Please refer to Board Policy JED for more information regarding attendance on our webpage: [richmondspartans.org](http://richmondspartans.org).

## Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

## Tardiness to School and Class

Tardiness is a disturbance and can become a habit, which is not in the best interest of the class or the student. Students should arrive at school no later than 7:30 to have time to get to class. The tardy bell rings at 7:45. A student is considered late to school or tardy to class, if he/she is not in the assigned classroom at the time the bell rings.

**Tardy to school** - the late student must sign in the office. Students will be allowed two tardies with no consequence per semester. On the third tardy or more, detentions and/or ISS will be assigned.

**Tardy to class-** Teachers will issue warnings to students receiving their first and second tardies to class per semester. Building administration will assign a date for a one-hour detention on the 3rd and 4th tardies per semester to each class and a two-hour detention for the 5<sup>th</sup> and 6<sup>th</sup> tardies per semester. A 7<sup>th</sup> tardy and all tardies thereafter, a referral will be sent to the office and ISS will be assigned to the student. Hall restrictions may be given at the Principal's discretion if a student accumulates an excessive number of tardies.

### **Release of a Student During the Day**

Students shall not leave the school or grounds during school hours without permission from the principal. Any written requests for a student to leave school must come from the parent/guardian and must be approved by the principal.

The school recommends that appointments be scheduled outside school hours whenever possible. After the parent/guardian has requested that the student be released from school, the student will be notified. Parents/Guardians are to sign the student out when leaving and sign the student back in when returning to school.

### **HALL PASSES**

Every student moving from one place to another in the building during class time must have a hall pass from the teacher's classroom they are scheduled in or a pass from the office. Detentions may be assigned to students without passes or for abusing the purpose of the hall pass and the amount of time allowed.

### **BUS TRANSPORTATION SERVICES (Policy EEA & JFCC)**

The board, in accordance with state law, may provide free transportation for public school pupils who reside one mile or more from the pupil's designated attendance center. Buses carrying school children will be considered as extensions of the school environment, and any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her privilege to school bus transportation suspended for such period of time as may be deemed proper by the school principal.

Uniform rules of conduct and disciplinary measures will be enforced. In an effort to provide safe and reliable transportation to and from the Dear and Sunrise Elementary buildings, all K-5 students are eligible to ride the bus. Children **should not expect** to ride to and from a friend's house for social occasions. Emergency sheets should have information as to where students are picked up and delivered and where they are to go for early dismissal. A one-day change will not be permitted and transportation for that 1 day will be a parent responsibility. It is requested they have someone on their check out list to pick them up. Any permanent change to bussing will be made at building level and faxed to Fowler transportation department.

### **CARE OF SCHOOL PROPERTY**

Students are expected to take good care of school property. Students shall pay for any lost or damaged books, supplies, equipment or other property. Payment shall be assessed by the principal or designated person, in accordance with the price and condition of the item.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and be subject to additional disciplinary action. Failure to pay for damages may result, after notification of parent or guardian, in the student being suspended from school.

### **CELL PHONES/ELECTRONIC DEVICES/HEADPHONES**

Student cell phones are not allowed to be used at school during the school day without permission from the designated teacher. Due to the increase in cheating and privacy violations, students are asked to keep cell phones out of sight of others and on *silent* mode to reduce the chances of distractions. The use of any electronic devices are not allowed to be used in any class, unless specifically approved by the class room teacher.

Electronic devices are allowable before school, after school, and during lunch while students are in the commons area. Cell phones used without permission during school will be confiscated and after one warning, a parent/guardian must pick it up after any subsequent violations. If the problem persists the student could face detention, ISS, or OSS. Parents needing to contact students may contact the office to leave a message. If an emergency arises the student will be called to the office.

### **RECORDINGS BY STUDENTS (Policy KKB)**

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

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

## ELECTRONIC COMMUNICATION BETWEEN STAFF MEMBERS AND STUDENTS (Policy GBH)

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

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

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

### Richmond R-XVI School District 1:1 Technology Information Handbook 2020-2021

#### Vision

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

#### Frequently Asked Questions

- **What are my responsibilities as a parent/guardian in terms of replacement of the device if it is damaged, lost, or stolen?** The Richmond School District will be responsible for the repair of the device for normal wear of the unit. If the device is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing broken items. The school regards the device as all other materials that are checked out to a student such as library materials, sports and music uniforms, etc. We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced or repaired (outside of any normal wear and tear on the computer, as determined by administration.)
- **What are the replacement costs of the device?** Chromebook and Carrying Bag: \$250, Chromebook: \$220, Bag: \$30, Cracked LCD Screen: \$25, Broken Shell: \$30, Keyboard: \$50, Charger: \$40, Strap \$10, Broken Headphone Jack: \$30.
- **Does my child have to accept a device?** A device will be checked out to all students. If a parent/guardian does not want the child to take a device home, the parent may submit that request in writing to the office. In this case the student will need to check the device in and out each day.
- **As a parent/guardian, how do I monitor my child's use on the internet?** While your child is using a District issued device, there are filters available. Please see, "Parents' Guide to Safe and Responsible Student Internet Use".
- **What if we don't have wireless internet at home?** Device use is maximized with Wi-Fi. In a recent survey, the vast majority of families indicated they have internet capability at home. If a family does not have Wi-Fi, a student may use the device at school, in school parking lots, or at public areas that have public Wi-Fi (ie. Ray County Library, restaurants), etc.
- **Can students purchase their own bag?** No, the district has provided a bag and it should be the only bag used with the device.
- **What if a student forgets to charge the device?** Students are responsible for making sure their device is charged before coming to school each day. Charging stations are available in classrooms and in common areas.
- **Will students keep the device for the summer?** Devices and all Richmond R-XVI accessories (charger, bag, etc) will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. Students will receive the same device the following Fall that they turned in the previous Spring.
- **How is the district paying for the 1:1 initiative?** The district will use funds issued through the CARES Act, as well as, Capital Project/Building Fund and General Fund money to purchase the computers.

## Receiving a Device

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

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

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

## Agreements

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

## Using the Device

### Using a Device at School

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

### Charging a Device's Battery

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

### Ear Buds

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

### Device Left at Home

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

### Screensavers/Background Photos

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

### Sound, Music, Games, Software/Apps

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

## **Legalities**

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

## **Using the Device Camera**

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

## **General Care**

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

## **Cleaning**

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

## **Device Undergoing Repair**

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

## **Student Access & Monitoring**

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

## **Technical Support and Repair**

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

**Digital Citizenship - A Good Digital Citizen:**

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

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

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

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

**Parents’ Guide to Safe and Responsible Student Internet Use**

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

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

**General Tips for Parents for Internet Safety**

- Talk with your child about online behavior, safety, and security continually. Set rules for the internet just as you do on use of all media sources, such as television, phones, movies, and music.
- Monitor your child’s device use. Know their passwords, profiles, and blogs. When the device is at home it is strongly recommended that it is used in a common family location.
- Let your child show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for device use.

- Students are allowed to set up wireless networks on their device. This will assist them with device use while at home.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the device and district issued email account, whether conducted at school or off site, is subject to search as District property.

## **Richmond R-XVI School District Technology Policy**

## **Policy EHB**

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

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

### **Definitions**

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

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

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

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

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

### **Authorized Users**

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

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

### **User Privacy**

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

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



### **Technology Administration**

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

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

### **Content Filtering and Monitoring**

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

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

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

### **Online Safety, Security and Confidentiality**

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

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

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

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

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

### **Closed Forum**

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

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

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

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

### **Damages**

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

### **No Warranty/No Endorsement**

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

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

\* \* \* \* \*

### **COUNSELING SERVICES (Policy JHD)**

The purpose of guidance and counseling at the Richmond Middle School is to assist students in personal adjustments, assessing abilities, aptitudes, interests, and educational needs; and in understanding their educational and career opportunities through the formulation and achievement of realistic goals. A school counselor is available at all times for individual, as well as classroom guidance. Parents wishing to make an appointment with the counselor should call 776-5841.

### **AT-RISK HELP NUMBERS**

Synergy 24 hr Crisis Line.....1-888-233-1639	Ray County Health Dept.....776-5413
Child-Abuse Hotline.....1-800-392-3738	Ambulance.....(911) .....470-3030
Tri-County Mental Health .....468-0400	Fire.....(911) .....776-2121
Tri-County 24-hr Crisis Hotline.....470-7275	Police (Richmond)..... (911). ....776-5826
MO Division of Children's Service...776-6964	Sheriff (Ray County).. ....(911). ....776-2000
Bulimia/Anorexia Crisis Line.1-800-931-2237	

### **Trauma Informed Website**

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

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

### **CHILD ABUSE AND NEGLECT (Policy JHG)**

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

### **DAILY BULLETIN**

The daily bulletin is the main source of information to the students. It will be posted in the commons on the large digital screen. If students do not see the bulletin in the commons, it is their responsibility to find out the information stated in the bulletin. Parents can request automated emails that include daily announcements through Power School.

### **DRESS CODE (Policy JFCA, JFCA-AP)**

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

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

Student dress and grooming will be the responsibility of the individual and parents/guardians within guidelines. The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention this interferes with the learning process. Teachers may report students to the building administrators who are in violation of the dress code. The building administrators will use their discretion and ask the student to make necessary changes. Students may be sent home to change into appropriate school clothing.

- **Students are not to wear clothing with exposed mid-riff, or articles with spaghetti-straps, backless, or non-compliant tank-top.**
- **No mini-skirt, mini-skorts or short shorts unless leggings are worn underneath. The length must be no more than 2 inches above the knee. Bermuda style shorts only. Shorts are highly discouraged except for the warmer months of August, April, and May. Middle School is an air-conditioned building.**
- **No oversized sagging jeans. All jeans and/or pants must be worn on the waist or held up with a belt.**
- No pajamas or sleepwear.
- All students are to use footwear such as shoes, boots, and sandals. No house shoes, except on "special days."
- No clothing with vulgar, profane, obscene, suggestive, double entendre or multiple meaning messages or pictures cannot be worn.
- No clothing that advertises alcohol, drugs, or tobacco cannot be worn.
- No mesh see-through shirts.
- No sleeveless shirts with loose fitting arm holes.
- No sunglasses.
- No gloves will be worn.
- No "furry" tails or headbands will be worn.
- No clothing that displays or makes a sexual reference.
- No head coverings or hats.
- No articles of jewelry, or articles of clothing which are potentially hazardous, such as chains, studded bands, looped rings, or spiked bracelets and rings.
- No backpacks are to be carried to class. All personal belongings belong in a secured locker.
- No bulky coats are to be worn to class.

Students will be asked to make necessary changes immediately. Students may be sent home to change if feasible. Students who show disrespect, defiance and/or who have repeated violations of the dress code will be dealt with according to the discipline code.

### **BULLYING (Policy JFCF)**

#### *General*

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

#### *Designated Official*

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

#### *Reporting Bullying*

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

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

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

#### *Consequences*

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

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

### **HAZING**

All forms of hazing and bullying are prohibited at Richmond Middle School. Hazing is defined as any activity, on or off school grounds that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or discomfoting position for the purpose of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. This may include but is not limited to sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity or various acts of physical abuse.

### **DISCIPLINE OF STUDENTS (Policy JG-R)**

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

### **DISCIPLINE OF STUDENTS WITH DISABILITIES (Policy JGE)**

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

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

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

## CONSEQUENCES

**SPECIFIC OFFENSES-** At the discretion of the administrator a student may be assigned to an alternate academic setting and/or In School Suspension, if available, instead of Out of School Suspension. Please be aware a 2 hour Friday night detention or a four hour Saturday morning detention may be assigned instead of ISS.

- 1. Fighting, instigating a fight, or physically abusing another student-**
  - a) First Offense-Three Days Out-of-school suspension (OSS), parent conference with Principal and possible police contact
  - b) Second Offense- 5 days OSS, parent conference and police contact.
  - c) Third Offense- 10 days OSS, parent conference, police contact and possible recommendation for long term suspension and/or expulsion.
- 2. Student verbally threatens teacher or staff member**
  - a) First Offense- Up to 10 days OSS, parent conference with principal and police notification.
  - b) Second Offense- 10 days OSS and recommendation for long-term suspension and/or expulsion with police notification
- 3. Student hits or attempts to hit teacher or staff member (Battery)**
  - a) 10 days OSS and recommendation for long-term suspension and/or expulsion with police notification.
- 4. Possession of dangerous or illegal weapons, arson, explosive devices, or bomb threats.**
  - a) Up to 10 days OSS, confiscation of unauthorized items, notification of police and parents, recommendation for long term suspension and/or expulsion. Restitution if appropriate
- 5. Unauthorized use of fire alarm, science emergency shower, or fire extinguisher**
  - a) 10 days OSS and recommendation for long term suspension and/or expulsion, Police notification
- 6. Willful destruction, damaging, or theft of property**
  - Of Student**
    - a) 1 day ISS/OSS, restitution, clean up, parent conference, possible police notification.
    - b) 3-5 days ISS/OSS and above
    - c) Up to 10 days OSS and recommendation for long-term suspension and/or expulsion, Police notification
  - Of Teacher, Staff, or School**
    - a) 1-5 days ISS/OSS depending on severity of act, restitution, clean-up, parent conference, possible police contact
    - b) Up to 10 days OSS and recommendation for long term suspension and/or expulsion. (Police contact)
- 7. Use, under the influence of, or possession of controlled substances, drugs, inhalants, or any substance represented by doctor prescription to be a medication or alcohol on school grounds, buses, or at school activities**
  - a) Up to 10 days OSS and notification of parents and police possible requirement for school counseling.
  - b) Up to 10 days OSS, notification of parents and police, and recommendation of long term suspension and/or expulsion.
- 8. Transmission, distribution, or sale of controlled substances, drugs, any substance represented by doctor prescription to be a medication, or alcohol on school grounds, buses or at school activities**
  - a) Up to 10 days OSS, notification of parents and police, and referral to Superintendent of Schools for possible long-term suspension or expulsion.
- 9. Use, possession, transmission, or sale of any tobacco product on school grounds, buses or at activities.**
  - a) 1-5 days OSS and confiscation of tobacco product
  - b) 10 days OSS and confiscation of tobacco product
- 10. Student possession, distribution, or the access of pornographic material and/or the representation of such materials on school grounds including bus stop and bus.**
  - a) Consequence dependent upon severity of offense and at the discretion of administration. Minimum 3 days ISS/OSS, parent contact, possible police notification.
- 11. Student threatens, bullies, and/or humiliates another student per internet, texting, notes, in which it occurs at school or carries over into school and interferes in the learning process of another student or students during the school day.**
  - 1<sup>st</sup> Offense: 3 days ISS/OSS, parent conference, possible police notification
  - 2<sup>nd</sup> Offense: 5 days ISS/OSS, parent conference, possible police notification
  - 3<sup>rd</sup> Offense: 10 days OSS and recommendation for long-term suspension

- 12. Bullying- (repeated and systematic intimidation, harassment, and attacks on a student or multiple students. May include, but not limited to: physical roughness, verbal taunts, name calling, put downs, extortion or theft, or damaging of property.**
- Warning-if determined to be a minor issue and visit with the guidance counselor
- 2-hour detention
  - 1-3 days ISS
  - 3-5 days ISS
  - 3 days OSS
  - 5-10 days OSS
  - 10 day OSS w/ recommendation for long term suspension. Superintendent's hearing to be held
- 13. Harassment, Racial Discrimination and/or Sexual Harassment-(persistent bullying, teasing/questioning of a student's sexual preference and/or unwelcome sexual advances or other physical conduct of a sexual nature that interferes with a student's educational performance or well-being).**
- Each matter will involve an investigation and information regarding legal implications. Disciplinary action will depend upon the investigation and severity of the concern. Consequences for those found guilty will be minimum 3 days ISS/OSS. Maximum- recommendation for long term suspension and/or expulsion.
- 14. Student threatens, either verbal or written, to harm other students**
- Warning- if determined to be a minor issue
- 2-hour detention
  - 1-3 days ISS
  - 3-5 days ISS
  - 3 days OSS
  - 5-10 days OSS
- 15. Energy Drinks:** Consumption and distribution of energy drinks/ energy shots on campus is prohibited. This would include any dietary supplement or energy mix. Student health and safety are our main concern and many of these ingredients can be harmful to young people.
- Warning- Documented
  - 1-hour Detention
  - 2-hour Detention
- 16. Violation of dress code**
- Warning-documented
  - 1-hour detention
  - 2-hour detention
  - 1 day ISS
- 17. Defiance of school personnel (Refusing to obey the request of the school personnel)**
- 2-hour detention
  - 2-hour detentions
  - 1 -5 days ISS
  - up to 10 days OSS and recommendation for long-term suspension and/or expulsion by Superintendent.
- 17. Disrespect toward others classroom interruption/disruption of the teaching process, name-calling, threatening others, excessive talking during class, not keeping hands to self, lying, etc.**
- 1-hour detention
  - 2-hour detention
  - 2-hour detentions
  - 1 day ISS
  - 3-5 days ISS/OSS
  - up to 10 days OSS and recommend long-term suspension
  - Review at end of Semester One to determine progress toward correction of inappropriate behavior. Appropriate modification of consequences will be applied at the discretion of the principals.
- 18. Cheating (Taking OR giving the schoolwork of another person.) This includes copying or giving to the teacher the work of another person to be used as your own, using answers written or anything to help you on a test or quiz, plagiarism, or unauthorized use of the teacher's textbook)**
- Zero on the assignment and notification of parent.
  - Zero on the assignment and a 2-hour detention.
  - Zero on the assignment and a successful student teacher, parent, principal conference to determine consequence.

- 19. Undesirable behavior (This includes many problems including: throwing rocks, snowballs, food, paper or other objects; public display of affection; running or yelling in building, spitting, tripping, horse playing, dangerous actions, etc.)**
- a) 1-hour detention after school
  - b) 2-hour detentions after school
  - c) 2-hour detentions after school
  - d) 1-3 days ISS
  - e) 3-5 days ISS/OSS
  - f) Review at end of Semester One to determine progress toward correction of inappropriate behavior. Appropriate modification of consequences will be applied at the discretion of the principals.
- 20. Profanity, obscenity, abusive and/or inappropriate language, writing or gestures:**
- Not directed to School Personnel
- a) 1-hour detention after school
  - b) 2-hour detention after school
  - c) 2-hour detentions after school
  - d) 1-3 days ISS/OSS
  - e) 3-10 days ISS/OSS
- Directed toward school personnel
- a) One day ISS
  - b) 2-3 days ISS
  - c) 3-5 days ISS/OSS
  - d) Up to 10 days OSS
- 21. Truancy (skipping or leaving class without teacher permission OR leaving school grounds without office permission during school day OR just not coming to school without prior parent knowledge)**
- a) Principal/Student conference, detention, or 1-3 days in-school suspension.
  - b) Detention or 3-10 days in-school suspension, and removal from extracurricular activities.
- 22. Truancy (Leaving School Grounds)**
- a) One day ISS/OSS and referral to the juvenile office for review
  - b) 2-3 days ISS/OSS and referral to the juvenile office for review
  - c) 5 days ISS/OSS and referral to the juvenile office for review
  - d) Up to 10 days OSS and referral to juvenile officer
- 23. Missed Detention in Detention Hall (Detentions will NOT be rescheduled except for a family emergency, court appearance, or doctor's excuse. A note from the parent is required IN ADVANCE of the detention. If a student is absent on the day of an assigned detention, the detention will automatically be rescheduled for the next available Detention Hall)**
- a) Double the length of the original detention
  - b) 1-3 days ISS/OSS
  - c) 3-5 days ISS/OSS
- 24. Extortion-Threatening or intimidating any person for the purpose of obtaining money or anything of value**
- a) 2 hour detention and parent notification
  - b) 3-5 days ISS and report forwarded to SRO
  - c) 3-5 days OSS and report forwarded to SRO
- 25. Cell phones (parent/guardian must pick up cell phone each time it is confiscated)**
- a) 1-hour detention and confiscation of cell phone
  - b) 2-hour detention and confiscation of cell phone
  - c) 1 day ISS
  - d) 3-5 days ISS
- 26. Tardies-to school and/or class**
- a) 1-hour detention for 3<sup>rd</sup> and 4<sup>th</sup> tardies per class per semester
  - b) 2-hour detention for 5<sup>th</sup> and 6<sup>th</sup> tardies per class per semester
  - c) 1 day ISS for 7<sup>th</sup> and 8<sup>th</sup> tardies per class per semester
  - d) 2-5 days ISS for 9+ tardies per class per semester
- 27. Bus or Transportation Misconduct (see Board Policy JFCC)**
- a) Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. The first two referrals will be handled by the bus company and any referral after that will be handled by school administration.

**28. False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.**

- a) 1-10 days of OSS with recommendation for Superintendent’s hearing for long term suspension, expulsion, restitution

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

- a) Principal/Student Conference with recommendation for ISS or OSS depending on severity
- b) 1-10 days OSS with recommendation for Superintendent’s hearing for long term suspension, expulsion

#### **DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD**

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

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

#### **SCHOOL TO HOME DISCIPLINE PLAN**

Discipline consequences are most effective when the parents and school cooperate. All referrals for discipline, with the consequence assignments, are written and a copy of each is sent home with the student. Efforts will be made to involve parents in working out solutions to behavior problems. Alternative consequences may be used if the parent and administration agree to the plan.

#### **DETENTION HALL**

After-school detentions [**one hour (3:00-4:00)**, or **two hours extended (3:00-4:55)**] may be assigned by an administrator for disciplinary reasons. A teacher assigned detention for academic reasons will be supervised by the teacher who gave the academic detention. Students are required to attend the detention on the date assigned. A discipline referral will be sent home with the student on the day(s) prior to the detention date for the student to make arrangements for transportation. **It is the responsibility of the student to give parents a copy of consequences for minor infractions.** The principal/assistant principal will notify parents of major infractions or multiple minor infractions. If the student is absent on the assigned date of the detention, it will be reassigned to the first day available upon the return of the student.

Academic or disciplinary detentions may be held in a teacher’s room or detention hall assigned by the teacher. Students who miss/skip academic detentions will have the detention doubled and will serve that detention in regular detention hall.

#### **IN-SCHOOL SUSPENSIONS**

ISS is the removal of a student from the regular school environment. ISS is used for major offenses and/or excessive discipline referrals. Any student whose conduct is prejudicial to good order and discipline, or which tends to impair the morale, good conduct or learning of other students, may receive the consequence of ISS by the principal or assistant principal for short term. ISS will be held at the Middle School, or arranged by a building administrator. Parents will be notified by phone prior to students serving ISS.

**\*\*Middle School students** may be assigned a Friday night detention (3:05 pm-5:05 pm) or a Saturday morning detention (8:00 am to 12:00 pm) instead of ISS at the principal/assistant principal’s discretion.

#### **OUT-OF-SCHOOL SUSPENSION (Board Policy JGD)**

OSS is the removal of a student from the regular school environment, not allowing the student to come to school. The suspension could be for a short-term (1-10 days) or long-term (more than 10 days). Any student whose conduct is prejudicial to good order and discipline, or which tends to impair the morale, good conduct or learning of other students, may be suspended by the principal or assistant principal for short-term. Long-term OSS may occur with the approval of the Superintendent of Schools. Parents will be notified of the suspension before the student will be allowed to leave the building, except in extreme situations.



Students are not allowed to be on or around any of the school grounds unless permission is obtained through the principal's office. This also pertains to all activities sponsored by the middle school or high school, and includes any athletic event (participant or spectator). Re-admission to school will be made by the principal **after** a parental conference has occurred.

Students on OSS, for up to 10 days, will be allowed to make-up work. Make-up work cannot be made-up until the OSS is completed. Students will make-up all work within a reasonable time as determined by the teacher.

### **STUDENT EXPULSION (Policy JGD)**

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

#### *Prohibition against being on or near School Property during Suspension*

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

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

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

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

#### *Reporting to Law Enforcement*

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

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

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

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

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

### **DUE PROCESS**

Students have the right to due process concerning disciplinary actions: (1) to be given oral or written notice of the charges against them; (2) to be given oral or written explanation of the facts which form the basis of the proposed disciplinary actions; (3) to be given the opportunity to present their version of the incident of the incident; (4) to appeal staff members' actions to the building administration. Following the above steps, an appeal may be made to the Superintendent of Schools, the Board of Education, and finally the Circuit Court (in that order).

### **SAFETY DRILLS AND EMERGENCY PREPAREDNESS**

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

### **EMERGENCY SCHOOL CLOSING**

Should it become necessary to cancel school in the morning or if an early dismissal is necessary, the following radio and television stations will be notified as early as possible: Channels 4, 5, 9, 41, KMZU FM, KAOL-1430 AM, and KCMO-810AM. Students should know before leaving home each morning what they should do in case school is dismissed early. Parents are strongly encouraged to sign-up for the Spartan Alert text and email notifications through the Richmond R-XVI website: [www.richmond.k12.mo.us](http://www.richmond.k12.mo.us)

### **FIELD TRIPS (Policy IICA)**

If field trips are taken, all students will have the opportunity to participate in them. These are an extension of what is learned at school. Parents will be notified with a note and a field trip permission form prior to any scheduled field trip. All students must have a trip form signed by the parents **before the day of the field trip** to be allowed to participate. Inappropriate behavior on a field trip may result in a loss of future field trips.

### **FUND RAISING (Policy IGDF)**

Only administrative approved fund-raisers will be allowed.

### **HUMAN SEXUALITY CURRICULUM**

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

### **MESSAGES**

Messages to students are discouraged unless they are of an emergency nature. All messages are delivered to students at the end of the school day unless they are of an urgent nature. Daily routines, such as when the student is to go after school, should be clear to the student prior to arrival to school. There will be circumstances when a parent may need to reach their child; however, all messages cause an interruption to the classroom. **Flowers and balloons delivered to the school are also discouraged.** Please have them delivered to the home. Balloons and glass flower vases are not allowed on the school buses.

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is an organization at RMS designed to recognize and honor academic achievers with strong qualifications in the areas of character, leadership, service and scholarship. Membership is offered to any seventh and eighth grade student who maintains a 3.5 grade average or above, and meets the qualifications outlined in the constitution of the NJHS. This is a national organization which recognizes outstanding students.

### **STUDENT COUNCIL**

Student leadership and involvement is a part of the social aspect of school. Richmond Middle School's Student Council encourages everyone to become a part of the school. Student Council plans activities such as dances, community and school service projects, contests and assemblies. Representatives and alternates are elected from the student population. Those who would like to become an officer must have had student leadership training from attending the state workshop and have been student council representatives in sixth grade. If you are interested in being part of RMS Student Council please see the Student Council Sponsor, Mr. Brandon Stevenson.

### **RELEASE OF STUDENTS DURING THE SCHOOL DAY (Policy JEDB)**

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

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

## **VISITORS**

Parents and guardians are encouraged to visit school during school hours. Parents are to report to the office before going into any other area of the building. Those persons of school age and under will not be allowed as guests during regular school hours.

### **DISRUPTIVE CONDUCT (Policy KK)**

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

### **GRADING SYSTEM (Policy IK)**

The grade represents the best possible estimate of the student's achievement and status in a given class for the grading period. The use of grades is to indicate the extent to which the student has met the goals and objectives. The semester grade is the permanent grade for the course. Credit is granted for each course in which the student receives a grade above an F.

### **GRADING PERIOD**

The school year is divided into four quarters. Grades are given for each quarter and for each semester. Therefore, at the end of the second and fourth quarter, the student will receive two grades for each course, one for that quarter and one for the semester.

### **REPORT CARDS**

Report cards are distributed to the students at the end of each quarter. If a student owes a fine the report card may be held until the fine is paid. It is the responsibility of the student and parent to pay the fine. A parent may meet with the Principal to find out grades until the fine is paid. At the end of the year, parents or students may pick up their report card from the office.

### **GRADING SCALE**

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

### **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, the assistant principal, or the principal by telephoning the Middle School office and requesting a time. Conference times must be approved by the teachers in order to avoid conflicts with their schedules.

### **HEALTH SERVICES**

The health office is located in the office. The nurse will determine if a student needs to go home, and she will make the necessary arrangements with parents when she is in the building. Students are to go the principal's office if needing to see the nurse. No student is to go home without permission given by the nurse, principals or other authorized personnel. Prior to attending school, all state required immunizations MUST be documented in the health office. If a student has been running a fever of 100 degrees F or above, please have them stay at home until they have been fever free for 24 hours without medication.

### **EXCLUSION FROM SCHOOL**

If, in the opinion of the principal and the nurse, a student may have a contagious disease, he/she may be excluded from school until examined by a doctor and written release is provided to the school.

## **MEDICATIONS AT SCHOOL (Policy JHCD)**

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

### Over-the-Counter Medications

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

### Prescription Medications

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

### Possession and Self-Administration of Medications

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

### Emergency Medication

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

### General

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

Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy.

Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law.

Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

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

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

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

### Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion.

Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

## INSURANCE

Students may purchase low-cost insurance, which is made available to all students through an independent agency. Insurance information may be obtained in the office.

## LOCKERS

Students are assigned a locker in their appropriate grade area each school year. Because we often need to find books for a parent, it is imperative that the office know where each student's locker is located. Therefore, students are not allowed to change lockers without permission from a principal. Students are responsible for all items in their lockers. To discourage opportunity for theft and other inappropriate behaviors, locks have been placed on every student's locker, where they are given the combination the first day of school. Students are not to share the combination with any other student. It is especially important to lock your valuables in the P.E. areas as well. For emergency purposes students will be allowed to use only school-purchased locks. Locks will be available for purchase at \$7 per lock. This will be returned to the student at the end of the school year when the lock is returned.

Students should try to go to their locker as few times as possible during the day to reduce confusion and tardies. No student may go to the locker during class time without a hall pass. **No open drinks or open snacks may be kept in the lockers (because of the attraction of insects.)** Students are responsible for their locker and its appearance. Lockers remain under the jurisdiction of the school district. Inspections may be done by the administration at any time.

## SCHOOL LUNCH PROGRAM

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

Breakfast and lunch are available for RMS students. Breakfast is served from 7:20-7:45 am each morning. Meal prices are set by the Board of Education at the beginning of each school year. A regular tray lunch with three entrée choices is provided for students. Lunch cards containing the student's lunch number and picture ID are provided to the students during first quarter. **Free or reduced lunch prices are available. Please contact the office for the proper forms for this federal program or to determine your eligibility. No food or drinks are allowed outside the commons area.**

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

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

RMS is proud to promote healthy eating habits and healthy ingredients for learners. To ensure our students health and safety, students cannot bring energy drinks to school, practices or activities.

BREAKFAST		LUNCH	
Student Grade K-12 Full Price	1.60	Student Grade K-5 Full Price	2.00
Student Reduced	0.30	Student Grade 6-12 Full Price	2.10
Adult	2.25	Student Reduced	0.40
Double/Second Tray	2.25	Adult	2.75
Milk	0.40	Double/Second Tray	2.75
		Milk	0.40

### EF – API FOOD SERVICE MANAGEMENT (Meal Charges)

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

### **Notice**

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

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

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

### **Employees**

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

### **Students**

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

### **Alternative Meals**

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

### **Interventions**

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

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

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

### **Working with Parents/Guardians**

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

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

### **Debt Collection**

#### **Delinquent Debt**

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

#### **Bad Debt**

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

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

#### **Records**

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

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

### **OBLIGATIONS**

A list of students owing fines for textbooks, library and lunch fines, fundraiser, etc., will be kept in the office. Students with obligations and their parents may be denied access to Power School grades until all fines over \$10 are paid. Students may not be allowed to participate in clubs, athletics, dances, etc., until the obligations have been met.

### **PERSONAL PROPERTY**

**The school is not responsible for personal property brought to school.** Any unusual items necessary for classroom assignments must be cleared by the teacher through the office. Any confiscated personal article may be held in the principal's office until the end of the school day OR until a parent comes to the school to pick up the item. Students are allowed to use mp3 players, iPods, etc., before 7:45 am and after 3:00pm. Students are expected to leave personal items in their lockers during the school day. Therefore, students are encouraged to keep a lock on their lockers. Theft from lockers and P.E. lockers has occurred in the past, and students are strongly encouraged not to bring valuables onto school property.

### **SEXUAL HARASSMENT AND RACIAL DISCRIMINATION (Policy JBA)**

Sexual harassment of students by students or adults is strictly prohibited in the Richmond R-XVI School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

Racial Discrimination is strictly prohibited in the Richmond R-XVI School District. Racial discrimination is defined as words that are spoken solely to harass or injure other people that include threats of violence or defamation of a

person's race, religion, or ethnic origin. We all are from an ethnic background. All in the school are to treat each other with full respect and dignity.

Students who believe they have been victims of or have witnessed sexual harassment-racial discrimination should report the incident(s) to any teacher, guidance counselor or school administrator. This may be either verbal or in writing.

**1<sup>st</sup> Offense:** Investigation and information regarding legal implications. Disciplinary action will depend on the investigation and the severity of the concern.

**2<sup>nd</sup> Offense:** Long term Out-of-School Suspension

#### **VIOLATIONS AGAINST HEALTH/SAFETY**

Any drug with potential for abuse is referred to as a controlled substance. Alcohol and Marijuana are considered to be controlled substances. Accordingly, any student found to be in possession, distributing, or selling a controlled substance or a counterfeit (fake) controlled substance will be in violation of the policy. Teachers have the authority and responsibility to confiscate related items and to deliver them to the administration.

**A. POSSESSION** – Any student apprehended with alcohol, drugs, inhalants or narcotics in his/her possession or who is incriminated of such possession by sufficient evidence or who is charged of such possession by a reasonable number of witnesses.

**B. USE** – Any student who uses alcohol, drugs, or narcotics and admits to such action or who is incriminated of such use by sufficient evidence or who is charged of such use by a reasonable number of witnesses.

**1<sup>st</sup> Offense:** 10 day OSS and recommended long term suspension rehabilitation

**2<sup>nd</sup> Offense:** 10 day OSS and recommended EXPULSION.

**C. DISTRIBUTION** – Any student who distributes alcohol, drugs, inhalants or narcotics and admits to such action or who is found to have distributed any of them through evidence or is accused of such action by the testimony of a reasonable number of witnesses.

**School safety** has become a concern in recent years. Threats of violence cannot be taken lightly, and all accusations of these threats will be investigated fully. Part of our school mission is to provide a safe and secure climate, and we have to work together to accomplish this. If a threat at school is made, the following events will happen:

- Incident is reported to administrator
- Investigation will be made by administrator and/or school resource officer
- Parents informed
- Juvenile Officer informed if the threat is considered “legitimate”
- Superintendent will be informed

Please discuss this area of concern at home. The best plan of action is to educate each person and eliminate any incidents by prevention rather than having any incident occur. We believe, with the help of parents and students, we can continue to keep our schools safe and accomplish the ultimate goal of a quality education.

While the consequences described above are associated only with those actions taken on or about the Richmond School District R-XVI school property or at any school sponsored activity at any location, the superintendent and/or the Board of Education may take action against the student if they conclude that the student, even though not associated with school activities, was prejudicial to good morale or good conduct of other pupils. The proper legal authorities will also be notified in the event that any of the above policies are violated. **The interpretation of this discipline policy is left to the discretion of the building administration.**

#### **EVERY STUDENT SUCCEEDS ACT OF 2015 COMPLAINT PROCEDURES**

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



<b>Missouri Department of Elementary and Secondary Education</b> <b>Complaint Procedures for ESSA Programs</b> <b>Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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

**The following activities will occur in the investigation:**

  1. Record. A written record of the investigation will be kept.
  2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
  3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to

- first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
  5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
  6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION OF RIGHTS**

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

These include the right to:

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

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

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

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

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

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

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

#### **ASBESTOS HAZARD NOTICE**

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

#### **DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS (Policy IGDBA)**

##### Guidelines

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

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

##### Procedures

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

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

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

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

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

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

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

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

*Time, Place and Manner of Distribution*

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

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

*Disciplinary Action*

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

*Notice of Policy to Students*

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

**REGISTERED SEX OFFENDERS AND PERSONS PROHIBITED ON OR NEAR DISTRICT PROPERTY  
(Policy KK)**

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

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

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

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board.

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

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
NOTIFICATION OF RIGHTS**

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

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

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

**PUBLIC NOTICE TO PARENTS AND STUDENTS**

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

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

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

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

Provision Act (GEPA). This plan may be reviewed at 1017 East North Main Street, Richmond, MO between the hours of 8:00 a.m. and 4:00 p.m.

This notice will be provided in native languages as appropriate.

### **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

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

### **PROGRAMS FOR HOMELESS STUDENTS**

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

### **PROGRAMS FOR MIGRANT STUDENTS**

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

#### **FOSTER CARE POINT OF CONTACT**

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

### **PARENTS RIGHT TO KNOW**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

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

The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.

The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); Students in possession of inappropriate electronic pictures or texts will be disciplined in the same manner as students in possession of inappropriate hard-copy pictures or messages.