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

Student-Parent Handbook

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

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

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

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

Administration:
Mr. Doug Smith, Superintendent
Mr. John McNabb, Junior-Senior High School Principal
Mrs. Brittany Smith, Secondary Counselor
Mrs. Kim Latham, Athletic Director

Richland R-IV School District Phone Numbers
Junior-Senior High School Office – 765-3711
Elementary School Office – 765-3812
Superintendent’s office – 765-3241
Fax Number – 573-765-5552
Web Page – www.richlandbears.us
MISSION STATEMENT
All students can learn given enough time and opportunity.

PHILOSOPHY
It is our belief that the philosophy of education should constitute the underlying foundations on which our school system functions; we believe that each and every individual shall be given the opportunity to learn and develop his or her intellect to the best of his or her capabilities.

The Richland R-IV School District believes that education is both a right and a privilege. An integral part of the educational process, we believe, is the recognition that one’s liberties must be balanced with the rights of others. We believe that it is essential to maintain discipline to protect the learning environment. The district further believes that the foundation for proper discipline at school begins at home.

We believe at the Richland R-IV School District that it is the role of the school to create an atmosphere that is conducive to learning, nurtures and enables the desire in its students to be life-time learners and supplies the resources necessary to achieve that end. Inherent in our philosophy is the belief that the image projected by our faculty and staff is extremely important in relation to student achievement. Both the conduct and the positive attitude of all school employees are essential elements of the learning process.

We believe that each individual must have the opportunity to develop socially, morally, culturally and ethically in order to help perpetuate the best features of the American way of life. The opportunity to survey a wide range of career and vocational professions commensurate with a student’s ability and aptitude will be provided to students of the district. It is our belief that each individual should be made aware of the dignity of work; this premise, we believe, may be nurtured at school, but begins at home.

Learning, we believe, involves the building of relationships. The school shall make every effort possible to instill in each student a sense of responsibility; it is part of the educational process to help each student realize that his or her knowledge, accomplishments and awareness developed during his or her school years are the beginning of the student’s future. The role of the teacher, parent and community should be to inspire, to enlighten, to motivate and to serve as a guide to ensure that each student reaches his or her full potential.

The Richland R-IV School District shall seek to employ all staff, certified and non-certified, of high competence and character to ensure that we provide competent, skilled role models for our students. The employees shall be under the direction of an administrative staff who are competent in management, skillful in leadership and professional in motivation.

We at the Richland R-IV School District believe that every child can learn, given the time and opportunity. We further believe that it is our responsibility to provide a safe, educationally sound environment for the children of our district.
August 6-7            New Teachers Meetings
August 8-10 & 13-14   Teacher Meetings
August 13             Open House
August 15             First Day of School
September 3           No School--Labor Day
September 13          1st Quarter Mid-Term
September 14          Early Dismissal - Teachers Meetings
October 8             No School--Teacher Professional Development
October 12            1st Quarter Ends
October 25            Early Dismissal—Parent/Teacher Conferences
October 26            No School
November 9            Early Dismissal - Teachers Meetings
November 12           No School—Veteran’s Day
November 16           2nd Quarter Mid Term
November 21-23        No School Thanksgiving Break
December 19           End of 1st Semester--Early Dismissal
December 20-Jan 1     No School—Christmas Break
January 2             No School--Teacher Professional Development
January 18            Early Dismissal - Teachers Meetings
January 21            No School—Martin Luther King Day
February 1            3rd Quarter Mid Term
February 15           Early Dismissal - Teachers Meetings
February 18           No School—President’s Day
March 1               3rd Quarter Ends
March 8               Early Dismissal - Teachers Meetings
March 11-15           No School—Spring Break
April 5               4th Quarter Mid Term
April 8               Early Dismissal - Teachers Meetings
April 18              No School—Break
April 19              No School—Break
April 2               No School—Break
May 15                Last Day of School
May 16                Last Day for Faculty and Staff
May 16-17 & 20-24     Inclement Weather Days
Richland R-IV School District Faculty Roster
2018-19 School Year

Administration

Doug Smith  Superintendent of Schools
John McNabb  Junior and Senior High School Principal
Tina Turner  Elementary Principal

Junior High & Senior High School Teaching Staff

Brittany Smith  High School Counselor/NHS
Susan Lindsey  Special Services/Asst Academic Team Coach
Jenny Dougan  Special Services
Kim Latham  Special Services/Athletic Director
Don Hall  Social Studies
Taylor Murray  Family and Consumer Science/FCCLA
Shane Kardosz  Agricultural Education/FFA
Matt Moulder  Alternative Teacher/Boys Basketball Coach
Matthew Smith  Mathematics/Track Coach
Robert Northcutt  Mathematics/Mu Alpha Theta
Alan Fremont  Mathematics/Soccer Coach
Abby Helton  Instrumental & Vocal Music
Mary Evans  Science
Yolanda Overby  Science/NJHS
Cecil Davis  Science/Asst Soccer Coach
Sarah Luttrell  Art & Drama
James Schwartz  Spanish / English
Katie Simon  English
Laurel Rogers  English/Student Council
Rebecca Proctor  English/Yearbook
Eldon Haun  Social Studies/Academic Team Coach/FCA
Matthew Jayne  P.E./ Health /Baseball Coach
Charley Parker  P.E./Health/Girls Basketball Coach
Etta Pickney  Librarian
Tim Belshe  Social Studies
Elementary School Teaching Staff

Alissa Rigsby  Pre-School
Loretta Williams Kindergarten
Ashley McGuire Kindergarten
Shinia Plumb Kindergarten
Susan Heembrock Grade 1
Charlotte Waters Grade 1
Courtney Johnson Grade 1
Brandi Caffey Grade 2
Paula Looney Grade 2
Ashley Braithwait Grade 3
Keith Alexander Grade 3
Susan Hand Grade 4
Rosie Peterson Grade 4
Kelsey Taber Grade 5
Ryan Neal Grade 5
Marty Pickney Grade 6
Rebecca Howe Grade 6
Cherie Peters Art
Mark Schneider Physical Education
Michelle Reid Vocal & Instrumental Music
Bonnie Moore Special Services Teacher
Missy Williamson Special Services Teacher
Carrie Hall Special Services Teacher
Twajana Moss Title I Reading
Sheila Crewse Title I Math
Gina Lemus Reach Program Director/Technology
Avery Gibbs Elementary Counselor
Morgan Hilton Speech & Language Clinician
Etta Pickney Librarian
**Auxiliary Personnel Listing**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Lisa York</td>
<td>Secretary to Superintendent &amp; Accounting</td>
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<tr>
<td>Debbie Bailey</td>
<td>High School Secretary</td>
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<tr>
<td>Kim Whittle</td>
<td>Junior High Secretary</td>
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<tr>
<td>Carrie Poynter</td>
<td>Elementary School Secretary</td>
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<tr>
<td>Brian Payne</td>
<td>Technology Coordinator</td>
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<tr>
<td>Sara Payne</td>
<td>Special Services Aide</td>
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<tr>
<td>Karen Mackney</td>
<td>Special Services Aide</td>
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<tr>
<td>Susan Scott</td>
<td>Special Services Aide</td>
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<tr>
<td>Debra Novak</td>
<td>Special Services Aide</td>
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<tr>
<td>Paulette Kloeppe</td>
<td>Special Services Aide</td>
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<tr>
<td>Donell Quinton</td>
<td>Special Services Aide/Bus Driver</td>
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<tr>
<td>Rachel Alexander</td>
<td>Special Services Aide</td>
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<tr>
<td>Jessica Cruz</td>
<td>Special Services Aide</td>
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<tr>
<td>Susan Whittenburg</td>
<td>Special Services Aide</td>
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<tr>
<td>Amber Hedges</td>
<td>Parents as Teachers</td>
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<tr>
<td>Jennifer Birdsong</td>
<td>Preschool Aide</td>
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<tr>
<td>Brenda York</td>
<td>Paraprofessional</td>
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<tr>
<td>Melissa Douglas</td>
<td>School Nurse</td>
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<tr>
<td>Donna Quick</td>
<td>High School Cook</td>
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<tr>
<td>Laura Hobbs</td>
<td>High School Cook</td>
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<tr>
<td>Vanessa Brown</td>
<td>High School Cook</td>
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<tr>
<td>Julie Ziegenbein</td>
<td>Elementary Cook</td>
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<tr>
<td>Maxine Bartee</td>
<td>Elementary Cook</td>
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<tr>
<td>Shirley Ziegenbein</td>
<td>Elementary Cook</td>
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<tr>
<td>Rex Wall</td>
<td>Custodial Supervisor / Maintenance</td>
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<tr>
<td>Steve Wheatley</td>
<td>Custodian</td>
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<tr>
<td>Dale Case</td>
<td>Custodian / Bus Driver</td>
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<tr>
<td>Tammy Kelley</td>
<td>Custodian</td>
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<tr>
<td>Charley Fritts</td>
<td>Transportation Director</td>
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<tr>
<td>Steven Dominigue</td>
<td>Bus Driver</td>
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<tr>
<td>Carlos Bailey</td>
<td>Bus Driver</td>
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<tr>
<td>Junior Starnes</td>
<td>Bus Driver</td>
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<tr>
<td>Jason Lobland</td>
<td>Bus Driver</td>
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<tr>
<td>Keith Phillips</td>
<td>Custodian</td>
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<tr>
<td>Tracy Davenport</td>
<td>Custodian</td>
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ALTERNATIVE CREDIT OPTIONS

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

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

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

Virtual Instruction

The district may offer virtual courses to enrolled students through district staff or by contracting through a vendor. In addition, the district may pay for a student to enroll in courses provided through the Missouri School Boards’ Association (MSBA) Online Learning Consortium, Mizzou K-12 Online, the Missouri Virtual Instruction Program (MoVIP) or other providers approved by the Board.

In order for the district to enroll a student in virtual instruction under this policy, the student must currently be enrolled in the district and remain enrolled in the district throughout the course until credit is earned. A district counselor must approve the course as academically appropriate for the student and must determine that the course will not hinder the student’s progress toward timely graduation. All grades and credits earned through district-sponsored virtual instruction will be accepted as if earned within the district. The district will collect state funding to the extent possible for resident students enrolled in virtual instruction.
**Dual Enrollment**

In addition to offering dual credit courses, the district may enter into an agreement with a Missouri public community college or university to offer students postsecondary courses on the postsecondary school's campus. Students will receive both high school and college credit.

**School to Work Program**

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

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

**Other Off-Campus Programs**

The district may offer the following off-campus learning experiences to juniors and seniors:

1. **Academic Programs** - The district may offer academic courses that include an off-campus, applied knowledge component. Students will receive elective credit for the course, and no more than two units of credit may be awarded in any school year. Students may not receive payment for their off-campus experience and must be supervised by an appropriately certificated staff member.
2. Career Exploration Programs - The district may offer programs to assist students in career exploration by exposing them to a variety of occupations practiced at the job site.

The program will have a related instructional component at the high school and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded each school year. Students may not be paid for the work performed in association with the program.

3. Cooperative Career Education Programs - The district may design programs to provide structured, off-campus work experiences in a controlled environment along with related vocational and academic instruction. The program will have a related instructional component at the high school and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded during any school year. The student must be considered an employee for the work performed and receive payment for services provided.

4. Work Experience for Students with Disabilities - The district may organize or participate in work experience programs for students who have individualized education programs (IEPs) that indicate the need for work experience. These work experiences may occur through a Cooperative Work Experience Program or a Sheltered Workshop Program. Students may be paid for their off-campus work and will receive no more than two elective credits per year.

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

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

ABSOLUTELY NO STUDENT IS TO LEAVE SCHOOL OR RETURN TO SCHOOL WITHOUT CHECKING AT THE OFFICE FIRST.
Absences due to illness, emergencies in the family, medical appointments that cannot be scheduled outside school hours, and school activities with the principal’s permission will be excused. Students who have missed one day of
school have one day to turn in make up work after receiving the work from the teacher. Students missing more than one day have five days to complete missed work, or no credit will be given. Students will be held responsible for tests and examinations, and material taught during unexcused absences, but will not be entitled to points for the work missed during the unexcused absences. Absences that will be unexcused include: out of school suspension (OSS), skipping school, no note for days missed from school, and any personal days over two.

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

**BULLYING**
The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District’s campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.
Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

**BUS SAFETY RULES**

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

1. Be on time at your designated bus stop in the mornings. Stay back from road or street until the bus door opens.

2. The bus driver is in charge of the bus at all times.

3. Profanity, obscene language or gestures will not be tolerated.

4. Follow the driver's directions when loading. Individual seat assignments will be made if the driver feels it is necessary.

5. Excessive noise will not be permitted. The driver must be able to hear emergency vehicles and normal traffic sounds.

6. Keep everything inside the bus window-this includes head, hands, books, voices, etc. Nothing is to be thrown inside the bus or from a bus window at any time. MAY RESULT IN IMMEDIATE SUSPENSION!!!!!!

7. Students may not stand up or change seats while the bus is in route. YOU MUST REMAIN SEATED AT ALL TIMES!!!!!!
8. Eating or drinking is not permitted on the bus.

9. No student may bring an item on the bus that is prohibited by school policy. This specifically refers to alcohol, drugs, or tobacco in any form; as well as, radios and all other things banned by school policy.

10. Fighting, or any other conduct that endangers the safety of the other students MAY RESULT IN IMMEDIATE SUSPENSION!!!!

11. Bus routes and stops will be designated by the Director of Transportation. Students will be picked up and returned only to the stop nearest their home. Exceptions will be made ONLY if the parents notify the school or Transportation Office.

12. The aisle of a school bus must be kept free from all objects. Do not stack books, book bags, musical instruments, etc. in the aisle.

13. Live animals, insects, pets, glass containers or weapons of any kind will not be permitted on a school bus

14. ABSOLUTE QUIET IS REQUIRED BEFORE CROSSING RAILROAD TRACKS!

15. In addition, all Discipline Policy Rules and Regulations will also apply.

**CAFETERIA INFORMATION**

Cafeteria prices for the year:

- **LUNCH**: Students - $2.40  Extra Milk - $0.30  Adults - $2.70
- **BREAKFAST**: Students - $1.70  Adults - $1.95

All meals are to be eaten in the cafeteria.

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

**CELL PHONES**

Student may not use or possess cell phone during the school day unless given permission by the teacher to utilize the device for academic purposes. Cell phones may be used at lunch, before school, and immediately following the end of the school day. No pagers or personal music players or other electronic devices such as game players are to be utilized during the school day.

Students may use cell phones or pagers or personal music players with earphones or such personal electronic devices while riding in school vehicles unless the students are prohibited by the driver.
Students shall be personally and solely responsible for the security of their personal electronic devices. The district is not responsible for theft, loss or damage of such electronic devices.

Students who violate the policy will have their electronic devices confiscated immediately. The administration will return confiscated devices to the students the first time the violation occurs. After any further violation which leads the confiscation, the administration will return confiscated devices only to a parent or guardian of the offending. Students who repeatedly violate this policy may, at the discretion of the school’s administration, be subject to additional discipline, up to and including detentions and suspensions.

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

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

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

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

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

1. **What is a complaint under NCLB?** For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

2. **Who may file a complaint?** Any individual or organization may file a complaint.

3. **How can a complaint be filed?** Complaints can be filed with the LEA or with the Department.

4. **How will a complaint filed with the LEA be investigated?** Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. **What happens if a complaint is not resolved at the local level (LEA)?** A complaint not resolved at the local level may be appealed to the Department.

6. **How can a complaint be filed with the Department?** A complaint filed with the Department must be a written, signed statement that includes:
   a. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
   b. The facts on which the statement is based and the specific requirement allegedly violated.

7. **How will a complaint filed with the Department be investigated?** The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:
   a. **Record.** A written record of the investigation will be kept.
   b. **Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
c. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

d. **Report by LEA.** Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

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

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

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

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

10. **What happens if a complaint is not resolved at the state level (the Department)?** The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.
### REQUIREMENTS FOR GRADUATION:
- **Computers** ½
- **English** 4
- **Social Studies** 3
- **Practical Arts** 1
- **Personal Finance** ½
- **Health** ½
- **Fine Art** 1
- **P.E.** 1
- **Science** 3
- **Electives** 8
- **Math** 3

- Passing of the US and Missouri Constitutions
- Must have a total of 25 ½; VO-TECH students will have one credit per year waived from graduation requirements (not to exceed two credits total);

### Courses

#### English
- English I
- English II
- English III
- English IV
- Applied Comm.
- Public Speaking
- Dual Enrollment
- English
- Novels
- Short Stories
- *WCC Embedded English

#### Science
- Biology I
- Biology II
- Chemistry I
- Chemistry II
- Astronomy
- Meterology
- Anatomy/Physiology
- Ecology
- Physics
- Sciences (WCC)
- Physical Science

#### Math
- Algebra I
- Algebra II
- Geometry
- Dual Algebra
- Dual Calculus
- Dual Statistics
- Dual Trigonometry

#### History
- American History
- World History
- Sociology
- Government
- Dual Enrollment
- History
- Geography
- Psychology
- Sociology

#### Fine Arts
- Art I
- Art II
- Art III
- Art Foundations
- Chorus
- Band
- Graphics
- Guitar

#### Practical Arts
- Leadership
- Ag Science I & II
- Ag Construction
- Animal Science
- Landscaping & Design
- Family Living
- Family & Cons. Science
- Foods & Nutrition
- Advanced Foods
- Graphics
- Mass Media
- Work Study
- ACT Prep

#### Physical Education
- Physical Ed
- Weights
- Health

#### Foreign Languages
- Spanish I
- Spanish II
- Spanish III

#### WCC Courses
- Auto Collision Tech
- Auto Technology
- Computer Graphic & Design Illustration
- Computer Information Technology
- Construction Technology
- Culinary Arts
- Computer Maintenance and Networking
- Health Sciences
- Heating & Cooling Technology (HVAC)
- Hospitality & Tourism
- Offset Printing
- Vocational Agriculture
- Welding & Manufacturing
- Masonry
- JROTC
The GPA, which is used to determine the Top 5 Honor Students, is to be determined after semester finals of the 8th semester. This calculation will include all weighted and non-weighted classes a student has taken during their high school career. Grades will be averaged to the ten-thousandths place. In circumstances where identical GPA’s are achieved, co-positions will be recognized.

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

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

Classes completed during Summer School will be assigned a class grade, which will be included in the student’s GPA accumulation. In addition, students who desire to receive credit for Summer School classes completed in another district must submit a transcript indicating grade and credit received.
DAILY SCHEDULE
Supervision will be provided from 7:00 a.m. till 3:30. The district will not be responsible for supervising students outside this time frame.

8:00  First Bell
8:06  First Hour Bell
8:10  First Hour Begins
9:00  First Hour Ends

9:04  Second Hour Begins
9:54  Second Hour Ends

9:58  Third Hour Begins
10:48 Third Hour Ends

10:52 Fourth Hour Begins -- First Lunch Begins -- 7th and 8th
11:15 First Lunch Ends

11:19 Second Lunch Begins ---- First Lunch to Fourth Hour
11:42 Second Lunch Ends

11:46 Second Lunch return to class -- Third Lunch Begins
12:09 Third Lunch Ends --- Fourth Hour Ends

12:13 Fifth Hour Begins
1:03  Fifth Hour Ends

1:07  Sixth Hour Begins
1:57  Sixth Hour Ends

2:01  Seventh Hour Begins
2:51  Seventh Hour Ends

2:55 Eighth Hour Begins
3:13 Eighth Hour Ends --- School Ends for the day
DIRECTORY INFORMATION
Please be advised that the school district will release upon request “Directory Information” concerning your child. This will include the following information: the student’s name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. The district will also release names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise. If you do not want this type of information about your child released, please send a note to that effect to your child’s principal. For information concerning parental rights, refer to the Protection of Pupil Rights Amendment.

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

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

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

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

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

The District shall notify in writing the parent/guardian and all other parties of the time, place, and agenda of any such conference. However, failure of any part to attend this conference shall not preclude holding the conference.
1. **OFFENSE**
* Language – Use of obscene or vulgar language

**PENALTY**
1\(^{st}\) offense: 1 Friday night detention
2\(^{nd}\) offense: 2 Friday night detentions
3\(^{rd}\) offense: 3 days OSS
4\(^{th}\) offense: 5 days OSS

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

**PENALTY**
1\(^{st}\) offense: 1 Friday night detention and/or 3 days OSS
2\(^{nd}\) offense: 5 days OSS
3\(^{rd}\) offense: 10 days OSS

3. **OFFENSE**
* Minor Classroom disruption
* Inappropriate display of affection
* Pranks/Horseplay without bodily injury

**PENALTY**
1\(^{st}\) offense: 1 Friday night detention
2\(^{nd}\) offense: 2 Friday night detentions
3\(^{rd}\) offense: 3 days OSS
4\(^{th}\) offense: Up to 10 days OSS

4. **OFFENSE**
* Tobacco Use/ Possession anywhere on campus or any school event. Including electronic cigarettes vapes and any handmade devices for smoking.

**PENALTY**
1\(^{st}\) offense: 1 Friday night detention and 2 days OSS,
2\(^{nd}\) offense: 5 days OSS,
3\(^{rd}\) offense: 10 days OSS, law enforcement notified
5. **OFFENSE**
* Defiance/Insubordination to Staff

**PENALTY**
1\textsuperscript{st} offense: 2 Friday night detention and/or up to 1 day OSS
2\textsuperscript{nd} offense: 3 days OSS
3\textsuperscript{rd} offense: 10 days OSS

6. **OFFENSE**
* Pranks with bodily injury
* Horseplay with bodily injury

**PENALTY**
1\textsuperscript{st} offense: 2 Friday night detentions
2\textsuperscript{nd} offense: 5 days OSS
3\textsuperscript{rd} offense: 10 to 90 days OSS

7. **OFFENSE**
* Use/Possession of weapon on school grounds
  (“Weapon” for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, explosive device and any other tool, instrument, or implement capable of inflicting serious bodily injury)

**PENALTY**
Per Safe Schools Act, LEGAL AUTHORITIES WILL BE NOTIFIED OF ANY OFFENSE, in addition to the following:

1\textsuperscript{st} offense: up to 10 days OSS to 365 days OSS
2\textsuperscript{nd} offense: 30 days OSS to 365 days OSS
3\textsuperscript{rd} offense: 90 days OSS to 365 days OSS
4\textsuperscript{th} offense: Recommendation of Expulsion

8. **OFFENSE**
* Use/Possession/Distribution/Under the influence of controlled substance/alcoholic beverage/paraphernalia on school property (including vehicles) or any school event

**PENALTY**
Per Safe Schools Act, LEGAL AUTHORITIES WILL BE NOTIFIED OF ANY OFFENSE, in addition to the following:

1\textsuperscript{st} offense: 10 to 180 days suspension (Board Policy).
9. **OFFENSE**  
* Theft  

**PENALTY**  
1\(^{\text{st}}\) offense: Return of property/payment and up to 3 days OSS  
2\(^{\text{nd}}\) offense: Return of property/payment and 5 days OSS  
3\(^{\text{rd}}\) offense: Return of property/payment and 10 to 90 days OSS (If property amount involved is in excess of $50.00, police will be contacted)

10. **OFFENSE**  
* Failure to attend assigned class  
* Leaving school grounds without permission/taking another person(s) from school grounds  

**PENALTY**  
1\(^{\text{st}}\) offense: 1 Friday night detention  
2\(^{\text{nd}}\) offense: 2 Friday night detentions  
3\(^{\text{rd}}\) offense: 10 to 90 days OSS and Juvenile officer contacted

11. **OFFENSE**  
* 4\(^{\text{th}}\) tardy per quarter  

**PENALTY**  
4\(^{\text{th}}\) – 7\(^{\text{th}}\) tardy: 1 Friday night detention  
8\(^{\text{th}}\) tardy and subsequent tardies: 3 days of OSS

12. **OFFENSE**  
* Cheating / Plagiarism  

**PENALTY**  
1\(^{\text{st}}\) offense: Loss of credit for test or homework  
2\(^{\text{nd}}\) offense: Loss of credit for test or homework and 1 Friday night detention  
3\(^{\text{rd}}\) offense: Loss of credit for test or homework and 2 Friday night detentions

13. **OFFENSE**  
* Forgery/Falsifying note  

**PENALTY**  
1\(^{\text{st}}\) offense: Unexcused absence (s) and 1 Friday night detention  
2\(^{\text{nd}}\) offense: Unexcused absence (s) and 2 Friday night detentions
3rd offense: Unexcused absence(s) and 3 days OSS

14. **OFFENSE**
   * Assault & Battery
     (Assault & Battery shall include the following: any attempt to commit a violent injury to a student or school employee, any act which places a student a school employee in reasonable apprehension of immediately receiving a violent injury, making physical contact with a student or school employee in a provoking nature, intentionally causing physical harm to a student or school employee)

**PENALTY**
1st offense: 5 days OSS and Law enforcement notified
2nd offense: 10 days OSS and Law enforcement notified
3rd offense: Refer to Superintendent

15. **OFFENSE**
   * Fighting

**PENALTY**
1st offense: 3 days OSS (Law Enforcement notified if age 17+)
2nd offense: 5 days OSS (Law Enforcement notified if age 17+)
3rd offense: 10-90 day’s OSS (Law Enforcement notified if age 17+)
(See Safe School Act H.B. 1301 for further instructions)

16. **OFFENSE**
   * Driving/Parking lot violations

**PENALTY**
1st offense: No driving privileges for 5 school days
2nd offense: Loss of driving privileges for 20 school days
3rd offense: Loss of driving privileges for year

17. **OFFENSE**
   * Defiance/Insubordination to the Administration

**PENALTY**
1st offense: 3 days OSS
2nd offense: 10 days OSS
3rd offense: 30 to 90 days OSS*
18. **OFFENSE**
* Mis-Use of Internet

**PENALTY**
Students violating the Internet usage contract will be disciplined according to the contract assigned by the technology director in addition to the following:

1\(^{st}\) offense: 1 Friday night detention
2\(^{nd}\) offense: 2 Friday night detentions
3\(^{rd}\) offense: 3 days OSS

19. **OFFENSE**
* Gang related activities

**PENALTY**
1\(^{st}\) offense: 5 days OSS, juvenile authority & police will be called.
2\(^{nd}\) offense: 10 days OSS, juvenile authority & police will be called.
3\(^{rd}\) offense: 10-90 days OSS, juvenile authority & police will be called.

20. **OFFENSE**
* Extortion/Hazing of another student(s)
* Sexual Mis-conduct/Harassment
* Indecent Exposure

**PENALTY**
1\(^{st}\) offense: 5 days OSS
2\(^{nd}\) offense: 10 days OSS
3\(^{rd}\) offense: Referred to Superintendent

21. **OFFENSE**
* Disruptive behavior on bus

**PENALTY**
1\(^{st}\) offense: Conference with Principal
2\(^{nd}\) offense: 2-5 days suspended from riding the bus
3\(^{rd}\) offense: 5-10 days suspended from riding the bus
4\(^{th}\) offense: 10-90 days suspended from riding the bus
22. **OFFENSE**  
* False Alarms/Arson/Bomb Threat  

**PENALTY**  
1st offense: 10 – 90 OSS  
Subsequent offenses will be referred to Superintendent Per Safe Schools Act, the Law Enforcement Officers are notified  

23. **OFFENSE**  
* Threats/Assault to faculty and/or staff  
(Threats to faculty and/or staff include but are not limited to any verbal, written, or body language communication that makes others feel unsafe.)  

**PENALTY**  
1st offense: 20 days OSS  
2nd offense: 30-90 days OSS  
3rd offense: 90 days to 1 year OSS  

24. **OFFENSE**  
* Profanity and/or Verbal Abuse of Teacher/Staff Member  

**PENALTY**  
1st offense: 3 days OSS  
2nd offense: 5 days OSS  
3rd offense: 10 OSS  

25. **OFFENSE**  
* Threats to Students/Bullying  
(Threats are not limited to any verbal, written, or body language communication that makes others feel unsafe.)  

**PENALTY**  
1st offense: 1 Friday night school and/or 3 days OSS  
2nd offense: 5 days OSS  
3rd offense: 10 days to 1 year OSS
26. **OFFENSE**
* Destruction of Property
  (which includes all school property; buses, desks, etc.)

**PENALTY**
1\textsuperscript{st} offense: Restitution and/or up to 5 days OSS
2\textsuperscript{nd} offense: Restitution and/or up to 10 days OSS
3\textsuperscript{rd} offense: Recommendation for expulsion

27. **OFFENSE**
* Dress code violation

**PENALTY**
1\textsuperscript{st} offense: Warning and student will change to meet dress code
2\textsuperscript{nd} offense: 1 Friday night detention and change to meet dress code
3\textsuperscript{rd} offense: 2 Friday night detentions and change to meet dress code

28. **OFFENSE**
* Students may not use or possess cell phones during the day unless
  given permission by the teacher to utilize the device for academic purposes.
  Cell phones may be used at lunch, before school, and immediately following
  the end of the school day. No pagers or personal music players or other
  electronic devices such as game players are to be utilized during the school day.

**PENALTY**
1\textsuperscript{st} offense: 1 Friday night detention
2\textsuperscript{nd} offense: 2 Friday night detentions
3\textsuperscript{rd} offense and subsequent offense: 1 Day OSS for each additional offense.

29. **OFFENSE**
* Cyber-bullying
  Inappropriate computer usage intended to harass, intimidate, or threaten
  students(s) and staff. This includes language and written material that is
  disparaging and demeaning-written or symbolic words and gestures meant to
  harass or injure another person; i.e. threats of violence or defamation of a
  person’s race, religion, gender, or ethnic origin. Constitutionally protected
  speech will not be punished.

**PENALTY**
1\textsuperscript{st} offense and subsequent offense: 2 Friday Night detentions and/or up to 180
days of out-of-school suspension, conference with parent/guardian and referral
to authorities, and/or recommendation to the board of education for expulsion.
Other offenses will be handled at the discretion of the administration. The administration has the right to increase the punishment as deemed necessary for the offense occurred.

Each offense will be handled by category; i.e., if a student is sent to the office for a violation of an offense under #5, the penalty will be 5-1. If sent to the office for a different offense but still under #5, then the penalty will be 5-2.

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

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

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

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

**DISTRICT ACCOUNTABILITY REPORT**
The Richland R-IV Accountability Report can be accessed on our website [www.richlandbears.us](http://www.richlandbears.us) The link is on the left side under District Report Card.

**DRESS CODE**
We start the school year under the assumption that every girl is a lady and every boy is a gentleman until the individual proves herself/himself otherwise. We want the student to be worthy of a large amount of trust and freedom. Needless to say, the degree this reaches depends on the students themselves. One of the things that have a definite effect on the quality of the student’s school work and behavior is the manner in which he/she dresses. We are asking that dress and grooming be neat and appropriate. Clothing need not be expensive to be neat and in good taste. Whenever in doubt about an article of clothing or grooming lean, to the conservative side. The principal may send home students who come to school wearing apparel or a personal appearance that distracts from the learning atmosphere in the classroom.
All students must wear shoes, boots or other types of footwear.

Dress and grooming will not disrupt the teaching/learning process or cause undue attention to be drawn to an individual student.

Caps, hats, bandannas, or other types of headgear or sunglasses shall not be worn. **(hats must be left in student’s locker, not carried)**

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

**DRESS CODE/PROM**

All females should wear dressy dresses or formals. All males should wear dress slacks or new jeans, shirt and tie, or suit, or tuxedo. At no time will shorts, hats or other attire that does not complement the above be allowed inside prom. Hats should only be worn for pictures and/or during the dance.
**DRIVING RESPONSIBILITIES**

Students who drive to school drive at their own risk.

Students who drive vehicles on school property do so only with the permission of school authorities.

Students must park immediately in the assigned student parking areas and proceed into the school building.

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

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

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

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

**Example Student Driving Permit** (obtain actual permit from office)

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

Name of Student ____________________________
Missouri Operator No. ____________________________
License Plate No. of vehicle you will be driving ____________________________
Model ______________________________________
Color ______________________________________
Year ______________________________________
Insurance Carrier ______________________________________
Insurance Policy # ____________________________

Signature of Parent ______________________________________
Signature of Student ______________________________________

All students that drive to school must adhere to the rules at stated in the disciplinary policy.
EARTHQUAKE PREPAREDNESS
At the direction of the Board, the District has established and implemented an earthquake emergency procedure system for each school. In developing and implementing its earthquake emergency procedure, the District has obtained assistance from the Missouri Emergency Management Agency.

The earthquake emergency procedure will include, but not be limited to, the following components:
1. Building disaster plans to monitor the safety and care of students and staff.
2. At least two earthquake emergency preparedness drills in each school per school year.
3. Specific procedures and protective measures to be taken before, during and following an earthquake.
4. Awareness and training for students and staff concerning the District's earthquake emergency procedure system.

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

ELIGIBILITY FOR EXTRA-CURRICULAR PARTICIPATION
Richland R-IV School Board has approved a policy for participation in school extra-curricular activities for grades 7 thru 12. The Richland R-IV School District is a member of MSHSAA and abides by its eligibility standards. All students involved in Shop, FFA, Vo-Tech School, Flags, or Athletics must have insurance. All athletes must have a physical before participating in sports. This includes practices. Additionally, Richland School District has further requirements for eligibility. These are as follows:
- The F list will be checked for students participating in sports and clubs at the end of each quarter.
- Students can have no F’s at the time of quarter grade reports.
- Students with an F will remain ineligible for participation until they have successfully raised their grade to passing.
- Students with an F will have their progress checked and reported weekly to determine eligibility.
- Students will become immediately eligible upon obtaining a passing grade.
- To maintain eligibility, students with an F will be required to attend RAP at least once a week for the remainder of the quarter.

EMERGENCY PROCEDURES
The Board recognizes the necessity for a planned safety program to ensure to the extent possible a safe environment for students, staff and visitors. The responsibility for ensuring safe conditions throughout the District is shared by the Board, Superintendent and staff. The Superintendent/ designee, at the Board's direction will be responsible for the development and implementation of a safety program to include, but not be limited to, weather, fire and civil defense emergencies.
The Superintendent/designee is authorized to dismiss schools, at his/her discretion, because of hazardous road conditions or other conditions which would make the operation of schools impractical or hazardous to students and staff.

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

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

**ENGLISH AS A SECOND LANGUAGE STUDENTS**

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

1. **Language Minority (LM)** - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.

2. **Limited English Proficient (LEP)** - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

**ENTRANCE REQUIREMENTS**

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

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

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

The public schools assure that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local school district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and the Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district’s plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

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

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

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

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability, you may contact your school district’s Director of Special Programs: Dr. Pamela Dawson @573-765-3711 Ext. 142 Richland R-IV School District.

**FRIDAY NIGHT DETENTION**

Friday night detention will be held on the last day of the school week between the hours of 3:30 and 7:30 p.m. Each session will be held in the classroom assigned and be under the supervision and instruction of a faculty member of the Richland R-IV school district. Students can bring work that needs to be completed or made up to the detention or teachers may assign work as well. Transportation is the responsibility of the student and parent/guardian. Students serving Friday night detention will not be allowed to attend any extracurricular practice or event the night of their detention.

1. Students must be on time. Students who are late will not be admitted. Students may not leave before 7:30 p.m.
2. There will be no talking during detention. Students must be working, reading a book or just sitting the entire time. No sleeping or lying down.
3. No magazines, newspapers, radios, MP3 players, food or drink will be allowed.
4. No visitors at any time.
5. Detention areas will be inspected and must be left in the condition students found them.
6. There will be no telephone calls made or received at any time.
7. One 10 minute break will be given halfway through the detention. A small snack will be given.
8. All materials should be brought with the student. The student will not be allowed to go to their locker or to the library.

Any student who does not serve an assigned Friday night detention will be suspended out of school for three (3) days. Any student who does not follow the rules stated above will be asked to leave and will have to serve three (3) days OSS.

GRADE CARDS
At the end of each 4 ½ weeks, a report of student progress is sent to parents. This report includes student attendance and progress in academic subjects.

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

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (excellent)</td>
<td>95-100%</td>
<td>4.00 points</td>
</tr>
<tr>
<td>A-</td>
<td>90-94%</td>
<td>3.67 points</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>3.33 points</td>
</tr>
<tr>
<td>B (superior)</td>
<td>84-86%</td>
<td>3.00 points</td>
</tr>
<tr>
<td>B-</td>
<td>80-83%</td>
<td>2.67 points</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
<td>2.33 points</td>
</tr>
<tr>
<td>C (average)</td>
<td>74-76%</td>
<td>2.00 points</td>
</tr>
<tr>
<td>C-</td>
<td>70-73%</td>
<td>1.67 points</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
<td>1.33 points</td>
</tr>
<tr>
<td>D (below average)</td>
<td>64-66%</td>
<td>1.00 points</td>
</tr>
<tr>
<td>D-</td>
<td>60-63%</td>
<td>0.67 points</td>
</tr>
<tr>
<td>F (failure)</td>
<td>59% and below</td>
<td>0</td>
</tr>
<tr>
<td>DL (incomplete)</td>
<td>50% and below</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: Each teacher will provide a grading description for each class to each student at the beginning of the school year.
GUIDANCE
Richland High School provides a highly qualified counselor whose services are available to all students and their parents. The counselor will assist students in their planning to help them take full advantage of their opportunities to secure an education.
In the counselor’s office students can find the following types of services:
1 - Occupational and educational information- A large file of occupational information is maintained and kept up to date so that a student can study almost any occupation in which they are interested.
2 - Self-appraisal - A student will have the opportunity to review, with the counselor, his/her record of achievement in school, test results, and other information, which he/she may need in order to make the best plans for his/her future.
3 - Personal counseling - The counselor is trained and willing to assist a student in working out solutions to many problems with school, class work, friends, etc, which may cause a student difficulty in school. The counselor will hold in strictest confidence the trust placed upon her by individual students. The guidance program is provided for the students. It is the student’s responsibility to use this service.

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

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

HEAD LICE
The Richland School District has a “nit-free” policy. All students must be free of all nits and head lice. Head lice is a contagious disease and will be treated under the guidelines of “communicable diseases” according to state recommendations/mandates. Therefore, the Richland Board of Education maintains that continued reinestation or lack of response in caring for and eliminating an infestation problem a neglectful environment to the student body as a whole. Students found to have head lice/nits will be removed from school. Students will be allowed three days excused absence from school for head lice. If they have not returned to school on the fourth day, the Division of Family Services will be contacted.
Before a student will be readmitted to class, he/she must be brought to school by an adult for a recheck by school personnel to determine a lice/nit-free condition. When a lice/nit-free determination has been made, bus services will again be available. To best serve the individual student’s needs and those of the student body as a whole, the Division of Family Services will be contacted regarding students who continue to have lice/nits totaling three consecutive head checks.

**HOME-SCHOOLED STUDENTS**
The Richland R-IV School District reserves the right to require an individual achievement testing for those students entering the school from a homeschooling situation or a non-accredited parochial school. Grade placement will be determined by the results of this achievement test.

**HOMELESS STUDENTS**
Under the McKinney Act, each state is required to:

* ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth.
* review and undertake steps to revise such laws, regulations, practices, or policies having a compulsory residency requirement as component that may act as a barrier to enrollment, attendance, or success in school of homeless children and youth and to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
* ensure that homelessness alone should not be sufficient reason to separate students from the mainstream school environment: and
* ensure that homeless children and youth should have access to education and other services that such children and youth need to ensure that such children and youth have an opportunity to meet the same challenging State student performance standards to which all students are held.

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

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

Subjects requiring insurance:
Agriculture
Athletics
General Shop
Mechanics
Cheerleaders
Color Guard (Flags)
LEAVING SCHOOL GROUNDS
Students under the age of 18 will not be permitted to leave school grounds without written or verbal permission from the parent/guardian. Parents/guardians wishing to pick up their child from school must sign that child out through the front office.

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

LOST OR STOLEN ITEMS
The Richland R-IV School is not responsible for lost or stolen items.

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

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

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

Over-the-Counter Medication
The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.
Storage and Administration of Medication

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

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

MIGRANT STUDENTS

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

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

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

POLICY REVIEW STATEMENT

The complete official Board Policy Manual for the Richland R-IV School District is available on file for inspection in administrative offices or seen on our website at www.richlandbears.us under Board of Education. Any questions concerning policies should be directed to the Superintendent of Schools.
RETENTION POLICY
To eliminate educational deficits, insure the mastery of key learning skills and better meet the individual needs of students, retention may be recommended.

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

If the student meets the criteria for retention, they will (1) be tested for special needs classes. If they qualify, they could be promoted to the next grade level. (2) Grades and attendance will be reviewed by all their Junior High teachers to decide if promotion is acceptable. (3) Be retained in the current grade level for another year.

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

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

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

Every student has the responsibility to
- know and adhere to the rules and regulations established by the local Board of Education and implemented by the school administrators and teachers.
- know and adhere to state and federal laws.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks and obscenity in any form of expression.
- study diligently and maintain the best possible level of academic achievement.
- be punctual and present in the regular school program.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
• refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
• respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
• obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.
• carry only those materials on school property or at school-sponsored activities acceptable under the law and accept the consequences for unacceptable articles stored in one’s locker and/or vehicle or found on one’s person.

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

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

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

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

SCHOOL DISMISSAL
In case of inclement weather or situations in which school cannot be held, radio stations KJPW, KJEL, KLWT, KBNN, KCLQ and KTTR and television stations KYTV Channel 3, KOLR Channel 10, KDEB Channel 27, and KSPR Channel 33 will announce school dismissal before 7:00 a.m. If school is dismissed early, these same stations will be notified. There is never enough time for all students to phone home. All students are required to have an alternative plan for early dismissal.
SEXUAL HARRASSMENT

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

SPORTS PHYSICALS

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

STUDENT ALCOHOL/DRUG ABUSE

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

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

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

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

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

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

STUDENT EARLY DISMISSAL PROCEDURES
The following procedures apply:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent/guardian.
2. Requests shall be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.
3. Children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

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

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

Students shall not be permitted to answer any personal phone calls, except those from the parent/guardian or other persons having legal custody of said pupils. Emergency messages will be delivered to the students.
STUDENT ILLNESS/ACCIDENT
When a student becomes ill at school, the parent will be notified to take their child home, if necessary. All students are REQUIRED to have on file with the office at least one emergency phone number in which a parent can be reached; i.e., home, work, neighbor, family member, etc. All attempts to contact the parent will be made in an emergency situation in which hospitalization is required. If parent cannot be reached in an emergency situation, an ambulance will be called to take the student to the emergency room of a hospital and parent/guardian or other custodian must assume responsibility of payment.

STUDENT SEARCHES
School lockers and desks are the property of the Richland R-IV School District and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

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

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in
any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

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

**TECHNOLOGY USAGE**

**Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication. One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work. These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

**Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity. Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students
or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

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

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

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

**Internet Access**

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

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District’s filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District’s filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District’s Superintendent/the Superintendent’s designee.

3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.

4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District’s Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.

5. In case of an appeal, the Board of Education will review the contested material and make a determination.

6. Material subject to the complaint will not be unblocked pending this review process.

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

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

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

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

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.

2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.

3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.

4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.

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

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

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

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System
Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.
Consequences
The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:
1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion

TELEPHONE USE
Students are not to use the phone in the office or individual teacher classrooms. Students may use the phone located in the hallway across from the high school office before and after school. Students will not be called from class to the phone except in an emergency. Important information will be taken and delivered to the student. Only in emergency situations will students be allowed to use the phone in the office.

TESTING SCHEDULE
7th Grade  Language Arts, Math MAP tests-Spring
         Missouri and US Constitution tests-2nd Semester

8th Grade  Language Arts, Math, Science MAP tests-Spring

High school students will take statewide End of Course exams at the conclusion of the following courses: Algebra I, Biology, English II and Government. New courses may be added as dictated by DESE.

TOBACCO FREE SCHOOL
To promote the health and safety of all students and staff, and to promote the cleanliness of our instructional facilities, the Richland R-IV School District bans the use of all tobacco products in all District buildings, grounds and vehicles. This ban extends to all employees, students, and patrons attending school sponsored athletic events, programs and meetings, as well as all other non-school related activities. The Board of Education issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all. This policy will be posted in convenient places throughout our school buildings. For the purpose of the regulations, “tobacco” will mean all types of cigars, cigarettes, pipes, and chewing tobacco, including all types of smokeless tobacco, vapes, and electronic cigarettes and handmade smoking devices.
VISITORS
Due to the crowded conditions of our school, it is necessary that visitors be kept to a minimum. Only visitors who have been previously cleared through the office will be allowed to remain at school. Students must get permission from the principal to bring a visitor to school. Visitors should be school age.

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

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

WAYNESVILLE CAREER CENTER
For those students who attend the Waynesville Career Center, it is and should be a decision to attend between the student, his parents, counselor and principal. It is important to remember that the tuition paid by the Richland School District for the student to attend the Waynesville Career Center represents an important investment by this school district on the student’s behalf.

The Richland School District will provide transportation to the Waynesville Career Center. If a student misses the vocational bus, the student is to report immediately to the office and the absence from the vocational school will be unexcused. A vocational-technical student is NEVER to drive or ride to the tech school without prior approval of the tech school, parents, and the high school principal. There can be no exceptions to this procedure.

1st occurrence – one day suspension from school
2nd occurrence – withdrawal from program

Good attendance is essential to continued enrollment at the vocational school.
WEIGHTED CLASSES

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

### Weighted Classes

<table>
<thead>
<tr>
<th>Level I Classes</th>
<th>(1.07)</th>
<th>All Dual Classes</th>
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</thead>
<tbody>
<tr>
<td>Accounting II</td>
<td>(1.14)</td>
<td>All Dual入学</td>
</tr>
<tr>
<td>Chemistry I</td>
<td></td>
<td>Spanish II</td>
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<tr>
<td>Algebra II</td>
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<td>Biology II</td>
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<tr>
<td>English IV</td>
<td></td>
<td></td>
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<tr>
<td>Geometry</td>
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<tr>
<td>Spanish I</td>
<td></td>
<td>Level III Classes</td>
</tr>
<tr>
<td>Level II Classes</td>
<td>(1.21)</td>
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<table>
<thead>
<tr>
<th>Grade Pts.</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
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<tbody>
<tr>
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<tr>
<td>A-</td>
<td>3.67</td>
<td>3.93</td>
<td>4.18</td>
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<tr>
<td>B+</td>
<td>3.33</td>
<td>3.56</td>
<td>3.80</td>
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<td>B</td>
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<td>2.86</td>
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