

Community R-VI High School

Student/Parent Handbook

2019-2020



*Approved by the Board of Education
June 19, 2019*

In cases where Board policy conflicts with this handbook, the Board policy takes precedence. Board Policies are available in the office and online at

<http://www.moconed.com/district/CommunityRVI/district.php>

District Web Site: <http://www.cr6.net/>

COMMUNITY R-VI SCHOOL DISTRICT

Cheryl Mack

Superintendent

Tammy Angel
Elementary Principal

Bob Curtis
MS/HS Principal

Dear Students and Parents:

Each year we review the handbook and take proactive measures to address the current student and school needs. Make sure that you become familiar with the grading policy, code of conduct, the attendance policy, random drug testing, substance abuse and/or possession or distribution penalties, parking expectations, graduation requirements, dress code, academic integrity and the discipline guide. In addition, strict observance of the non-smoking policy is expected. Failure to follow the code of conduct will result in stiff penalties as indicated in the discipline guide. Handbooks will be distributed during the first weeks of school and will be reviewed in class as well as student assemblies. You are required to read the handbook and are encouraged to ask questions of any administrator or teacher.

Community High School is a dynamic learning community that focuses on providing you with lifelong skills. The schedule is demanding and truly requires a student to be in school every day, on time to each class, and be current with assignments, projects, tests and quizzes. In addition, students will have opportunities to take courses on-line and pursue coursework at local colleges. Students are expected to be responsible and respectful to themselves and others. Any type of bullying will not be tolerated. This handbook has been developed to provide a better understanding of the expectations and opportunities for the 2019-2020 school year. We suggest that each student discuss the rules and regulations in the handbook with his/her parents or guardian. The student is directly responsible for all content in this handbook. We believe that a school that expects excellence and fosters self-worth and self-reliance will produce confident, responsible, and productive adults in the twenty-first century.

Sincerely,

Middle School/High School Staff

FORWARD

This handbook outlines what is expected of you. The administration, faculty and staff desire the best for you and want you to succeed. Success will depend upon you. We will be here to answer any questions or to assist you along your journey at Community High School. The friends and experiences you have here will provide an everlasting imprint upon your life. Work hard and enjoy the benefits of a “Community” experience.

TABLE OF CONTENTS

| | | |
|------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| <u>Introduction: pages 4-6</u> | Accident Insurance | Vocational Technical School |
| Board of Education | School Attendance Policy | Dual Credit Programs |
| Community R-VI Educational Goals | Six-Day Absence Policy | <u>Discipline: pages 21-27</u> |
| Administrative Officers Teaching; | Truancy | Change of Schedule |
| Non-Certified Personnel | Out of School Suspension | Code of Student Conduct |
| Sponsors | Arrival Time | Disciplinary Alternatives Discipline Code |
| Alma Mater | Sign-In/Sign Out | of Conduct Due Process Rights |
| Fight Song | | <u>Emergency Procedures: pages 28-29</u> |
| <u>Student Information: pages 7-12</u> | | Earthquake |
| Drug Testing Policy | Hall Passes/Tardies | Fire and Tornado |
| Class Schedule | Part Time Attendance | Bomb Threat Procedure |
| Student Personal Appearance Code | Withdrawal from School | Intruder Procedure |
| Care of Building, Equipment, and | <u>Academic Information: pages 16-20</u> | <u>General Information: pages 29-37</u> |
| School Property | HS Graduation | Public Notice |
| Lunch Period | Requirements | Family Rights and Privacy |
| Soda/Snack Machine Use | MS Promotion Requirements | Nondiscrimination |
| Parking Privileges | Course-Unit Credit Requirement | Health Standards Communicable |
| Bus Transportation | Attendance Certificate | Disease |
| Telephone | Graduation- IEP or Handicapped | Sexual Harassment Surveying, Analyzing, |
| Lockers | Students | Evaluating Students |
| Textbooks | Graduation Honors | Notification of Teacher Qualifications |
| Library Media Center | Guidance Department | Computer Data Security |
| Daily Bulletin | Student Grading | Student Contract for Internet use |
| Newsletter | Grades/Grade Reporting | Acknowledgement Concerning Use of |
| Visitors | Grading Periods | Lockers |
| Assemblies | Grade Placement | Student Directory Information |
| Electronic Devices | Honor Roll Academic | Justice For All-Discrimination, Retaliation, |
| <u>Attendance Regulations: pages 12-15</u> | Letter Award | Harassment Information |
| | Testing Information Recognition | Student Handbook Acknowledgement |
| | of Achievement Awards | |

**MISSION STATEMENT . . .
COMMUNITY HIGH SCHOOL,**

THROUGH THE USE OF ITS RESOURCES
WILL FACILITATE LEARNING
NURTURE INDIVIDUALS POTENTIAL
ASSIST STUDENTS TO BELIEVE IN
THEMSELVES, THROUGH SUCCESSFUL
LEARNING EXPERIENCES AND
CHALLENGE THEM TO BECOME
PRODUCTIVE CITIZENS OF THE FUTURE.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT SLOGAN...

So all CommUnity MS/HS students can learn and achieve
in a safe and caring learning environment.

We are SAFE, RESPECTFUL, and RESPONSIBLE.

This makes us OUR best!

VISION... WE BELIEVE THAT,

*ALL STUDENTS CAN LEARN, AND WILL BE GIVEN THE
OPPORTUNITY, TO REACH THEIR FULL POTENTIAL.*

BOARD OF EDUCATION

Greg Fort.....President

*Amy Brooks, Rhonda Curtis, Daniel Schafer, Linda Gastler, Scott Sims and Bonnie
Wilson.....Members*

ADMINISTRATIVE OFFICERS:

Cheryl Mack, Superintendent

Bob Curtis, MS/HS Principal

Tammy Angel,, Elementary Principal

Jennifer Gilman, High School Counselor

MacKenzie Chism, Elementary School Counselor

Matt Thomas, Athletic Director

Sandy Gastler, MS/HS Secretary

Joyce Gastler, Superintendent's Secretary

Kristi Brooks, Elementary Secretary

Marcia Becker, Bookkeeper

TEACHING STAFF:

Dewey Fennewald – Middle School Social Studies
Eva Eikel - Business Education
Stacie Carroz – Health/Physical Ed.
Bethany Curtis - Middle School Language Arts
Matt Thomas– Physical Ed.
Darla Deimeke - Art
Stacy French/Britton Francis - Vocational Agriculture
Carey Thomas- Special Education
Jennifer Gilman-School Counselor
Kim Hart - FACS
Matt Jensen - Technology Coordinator
Caitlyn Cunningham– Middle School Science
Missy McCoskey –MS Math, Rosetta Stone Supervisor
Elizabeth Cody – High School Math
Missy Carter – Librarian
Alisha Glasgow – PAT
Bronc Woodruff – High School Social Studies
Melanie Utterback – High School Science
Haley Nobis – High School Language Arts
Brad Smith - Instrumental Music/Band
Jessica Young- High School Language Arts
Katie Loyd-Choir

NON-CERTIFIED PERSONNEL:

Custodians: Mike McGrew, & Tyler Kobush

Maintenance: Chris Jung

School Nurse: LeeAnn Meador

ISS/ITV Room: Joel Krato

Cafeteria Staff: Tracie Johnson and Jessica Reichers,

Bus Drivers: Carylle Ann Folta,, Debbie Carline, Kevin Dubbert, Gabe Duncan and Dewey Fennewald

Sponsors:

Bronc Woodruff – JH Boys Basketball Coach, Asst. Boys Basketball Coach
Dewey Fennewald – Asst. JH Track
Joel Krato - HS Baseball, Asst. Football, JH Asst. Basketball Coach
Elizabeth Cody- Sophomore Sponsor, Quiz Bowl
Bob Curtis – HS Girls Basketball, Asst. JH Girls Basketball
Stacie Carroz - JH Girls Basketball, Asst. HS Girls Basketball, Senior Sponsor
Darla Diemeke - Art Club
Eva Eikel – Freshman Class Sponsor, FBLA
Madison Henke - HS Student Council
Kim Hart—FCCLA
Stacy French/Britton Francis - FFA
Missy McCoskey – MS Cheer
Melanie Utterback - STRIVE, Envirothon, NHS, Senior Class Sponsor
Brad Smith - Pep/Marching Band
Matt Thomas- Activities Director, HS Boys Basketball
Haley Nobis- Yearbook, Junior Class Sponsor, Asst. HS Cheer/Girls Basketball
Caitlynn Cunningham- HS Cross Country, Head MS Track, MS Student Council
Jessica Young-Junior Class Sponsor, HS Cheer
Matt Jensen-Technology Director
Carey Thomas-SpEd./504 Director, Asst. Softball Coach, Head HS Track Coach

ALMA MATER

How we love you R-VI High School, and your red and white,
Fondest memories ever linger of our high school days.
R-VI High School, R-VI High School, see her colors fly.
Sure success and noble victory, dear old R-VI High.

TROJAN FIGHT SONG

(To the tune of “On Wisconsin”)

Onward Trojans, Onward Trojans, win this game tonight.
Show the world Community High School gives them all a fight.
Rah, Rah, Rah!

Onward Trojans, Onward Trojans win your rightful fame,
Come on Trojans, Knock ‘em dead,
We’ve got to win this game!

Community R-VI School District
Student Drug Testing Policy

(Adopted in 2012)

Statement of Purpose and Intent

Illegal drugs lead to serious and far reaching consequences not only for the student, but their families, communities, and society in general. Illegal drugs can have an impact on students' education, their relationships, their choices, and can prevent students from reaching their full potential. For safety, health, and well-being of the students of the Community R-VI School District ("District"), the District has adopted this Student Drug Testing Policy ("Policy") for students in grades 7-12, who participate in any Extracurricular Activity, as the term is defined below.

It is the desire of the Community R-VI School District's Board of Education ("Board"), administration and staff that every student in the District refrains from using, possessing, or distributing Illegal Drugs. Substance abuse prevention programs have been utilized throughout the District in all grades, kindergarten through grade twelve. Instruction is provided for drug abuse prevention in health, counseling and science classes as appropriate for various grade levels. The key component of this program is to open the lines of communication between students and parents about the serious matter of Illegal Drug abuse and to offer support for those who may need it. District students need to have assistance in dealing with the peer pressure associated with Illegal Drugs. This process will help give them another way to say "NO" to those things.

Participation in District sponsored Extracurricular Activities is a privilege. Accordingly, students in Extracurricular Activities carry a responsibility to themselves, their fellow students, their parents, and the District to set the highest possible examples of conduct, which include avoiding the use or possession of Illegal Drugs. It is the belief of the Board, administration, staff, and community that this Policy will assist the District's efforts to reduce the use of Illegal Drugs and promote safety in the District. This policy is intended to complement and supplement all other policies, rules, and regulations of the District regarding the possession or use of Illegal Drugs.

The policy's sole purpose is to limit the opportunity of any student in violation of this Policy to participate in Extracurricular Activities. There will be no suspension from school for violation of this Policy, except when the District's discipline policy is also violated. Students will be subject to the penalties of this Policy as deemed appropriate.

Throughout the year students will be provided with the information contained in the Policy during club and team meetings. Teachers will also cover this information in the classroom, and Coaches and Sponsors will share Policy information with parents at the beginning of each season, and we will also provide Policy information at parent/teacher conferences.

At the start of the school year each student will be given a copy of the District's Drug Policy and students and parents will need to read and then complete and return the forms at the back of the Policy packet.

STUDENT INFORMATION

CLASS SCHEDULE

| | |
|------------------------|---------------|
| Warning Bell | 7:47 |
| 1st Period | 7:50 - 8:46 |
| 2nd Period | 8:49 - 9:45 |
| 3rd Period | 9:48 - 10:44 |
| 4 th Period | 10:47 -12:07 |
| Middle School Lunch | 11:19 -11:43 |
| High School Lunch | 11:43 - 12:07 |
| 5 th Period | 12:10 – 1:06 |
| 6th Period | 1:09 – 2:05 |
| 7th Period | 2:08 – 3:04 |
| 8th Period | 3:07 - 3:40 |

VO-TECH BUS LEAVES AT 7:45

STUDENT PERSONAL APPEARANCE CODE

Students need to use good judgment in deciding their attire for the day or activities. An article of clothing that may be deemed as proper in your own private setting may not be appropriate for school or school functions. If any staff member feels that the mode of dress by a student is disruptive to the educational process and/or is against the school dress code, the student will be asked to change. Parent(s)/guardians(s) may be asked to bring alternative clothing to school. If you have any doubts that an outfit may not be appropriate for school, do not wear it. This includes all extra-curricular activities, dances, or other school functions. Students must adhere to the following guidelines:

1. All students must wear shoes or sandals.
2. All shirts must be kept buttoned, except when worn over another shirt as a layered look.
3. All shirts must be able to be tucked into pants—no bare midriffs.
4. No clothing will be worn advertising alcohol, tobacco, or controlled substance.
5. No clothing will be worn with writing, drawings, or emblems that are obscene, derogatory, or racially offensive. Shirts and clothing with questionable hidden meanings are not allowed.
6. Halters, backless clothing, swimsuits, or see through garments will not be permitted at school. Two-piece garments must overlap sufficiently so that, during normal movement and sitting the midriff is not exposed.
7. Tank tops will not be allowed unless worn over appropriate garments. Tops that are excessively low below the neckline or armpits will be considered tank tops. Tops that do not hang excessively low in these areas will be considered appropriate sleeveless tops.
8. Extremely short or revealing shorts will not be permitted. Short and skirt lengths must be no greater than 6 inches from the knee.
9. Tight fitting shorts or pants (such as bike shorts, exercise pants, or stretch pants) may not be worn except as a layered look.
10. In green zones such as the hallway and cafeteria a hat may be worn in passing. Classroom is teacher preference in regards to this rule. Nothing may cover the face at any time while in the building as a student must be able to be identified. No bandanas or hoods on a jacket/hoodie should be worn in the building.
11. Students are not permitted to wear gang-related apparel or insignia—including design on belts.

12. Trousers, pants, and jeans must be pulled to an appropriate level, zipped, and fastened. All clothing must be worn in the manner intended by the manufacturer. Undergarments (bra, underwear, boxers, etc.) may not be visible at any time. Clothing that has holes (whether they are designed by the manufacturer or by the individual) that reveal undergarments or skin that is not appropriate for school will not be permitted.
13. Class activities, which present a concern for student safety, may require the student to adjust his/her clothing, hair, or jewelry.
14. Students are required to leave Backpacks, Book bags, etc. in his/her locker. These items are not allowed in the classroom. Fidget spinners, handheld video games, and toys not needed for improving the learning environment can be taken from a student and returned at the end of the day.
15. Pillows and blankets do not need to be brought to school. If you are cold due to air conditioning adjust your attire to fit the climate indoors at school or wear a jacket.
16. Fidget spinners, handheld video gaming devices, and toys can be collected by teachers for the school day if they are visible at school and serve no educational purpose.

Students who do not conform to this code will be asked to make modifications, are subject to sitting in ISS as to not disrupt the learning environment, or will be sent home until proper changes are made. Any absence during this time will be unexcused.

CARE OF BUILDING, EQUIPMENT, AND SCHOOL PROPERTY:

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault.

CARE OF GYM:

1. Students will not be allowed to use the floor in either gym for any activity unless they are wearing gym shoes or are in stocking feet and have a sponsor (teacher in charge) present.
2. Students need permission to use the gym before or after school.
3. Drinks, chewing gum, and candy are not allowed at any time.
4. Trash should be placed in trash cans, and not be left in the gym.

LUNCHROOM:

The lunch line will be shut down at approximately noon each day. Students are to stay in the cafeteria during the entire lunch period. Students should not leave unless given permission. All food and drink is to stay in the cafeteria at all times- no open or closed containers are allowed to leave the cafeteria.

Community R-VI continues to have a closed-lunch policy. Students are not permitted to leave the building for any reason. No one is allowed in any other area of the building, including outside. Students needing to use the restroom must use the ones by the elementary office.

Charges for student meals are as follows: \$1.95 per day; extra milk-.45 cents. A student who owes money on his/her lunch account will not be allowed to eat a second lunch. If your student's lunch bill has a negative balance of \$12.00, they will be served a cheese or peanut butter sandwich with milk.

Students are not allowed to bring any drink or drink container into the building.

No visitors are allowed during lunch period. Students are not to order food to be delivered or food to be picked up before, during or after lunch. Exceptions may be made with prior permission from the principal.

Breakfast is served from 7:35 a.m. – 7:52 a.m. Breakfast price for students is \$1.35. Students are not to enter the cafeteria unless eating breakfast. Middle school students who are not eating in the cafeteria are to report to the new gym. High school students who are not eating in the cafeteria are to report to the old gym.

Lunch Shifts

| | |
|---------------|---------------|
| Middle School | 11:19 - 11:43 |
| High School | 11:43 - 12:07 |

Breakfast Program

Breakfast will be served from 7:30 – 7:47 a.m.

Breakfast price: \$1.30

VENDING MACHINE/SNACK MACHINE USE

Vending machines for diet soda/bottled water and snacks are located in the hallway in front of the principal's office.

Students are allowed to use machines before school, between classes, and after school. **STUDENTS ARE NOT TO HAVE VENDING MACHINE DRINKS OR FOOD IN THE HALLWAYS.** Students with vending machine drinks, snack or food in the halls during this time will be asked to discard it and will be subject to disciplinary action. The vending machines will be set on a timer. Due to new dietary regulations the vending machines will contain diet soda, bottled water, juices, ice tea, and sports drinks and healthy snacks.

PARKING PRIVILEGES

Use of the school parking lot by a student is a convenience provided by the Board of Education. It should be noted that parking privileges can be revoked denying a student the use of the parking lot if proper driving and procedures are not followed. **AT NO TIME SHOULD YOUR CAR BLOCK SOMEONE IN.** **Students will be required to submit vehicle information and proof of insurance to obtain a parking permit. The parking permit must be displayed at all times.** High school student parking is located on the east side of the school building. Students are to create two rows of vehicles facing east or west. Students are to take extra precaution while driving to and from school and while near school buses. The consequences for careless driving on or around school property are:

- First Offense- Warning to Driving privileges revoked for the remainder of the school year
- Second Offense- Driving privileges revoked for one week to rest of year
- Third Offense - Driving privileges revoked for one month to rest of year
- Fourth offense- Driving privileges revoked for remainder of the school year to forever ***While on school property cars are subject to search at any time.***

BUS TRANSPORTION:

The Board of Education has the right, by State Law, to determine where the student will be picked up for transportation in regard to safety factors and road conditions. Students who ride the bus are expected to observe the following rules.

1. All students riding buses on regular routes or on school sponsored trips are under the supervision of the driver and/or sponsor. Students must obey the driver promptly without arguing.
2. Students must be on time, the bus cannot wait for those who are late.
3. Never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Outside of ordinary conversation, classroom conduct is to be observed. The driver is required to report improper language or conduct.
6. Students must not throw paper or other trash on the floor of the bus.
7. Students must not at any time extend arms or heads out of the bus window.
8. Students must take their seats upon entering the bus and under no circumstances will they move about the bus while it is in motion.
9. Any damage to the bus is to be reported at once to the driver.
10. When leaving the bus, students must observe any directions given by the driver.
11. Students will not be permitted to board or leave the bus at any point except the destination.
12. Students are not to sit in the driver's seat or tamper with the bus in any way.

13. It would be helpful to let the driver know when there is someone who will not be picked up. This may be done days in advance. You may also call the driver or notify any child who boards the bus ahead of you.
14. Drivers have no authority to deliver students to any place other than the school or home without a signed bus pass from the office.

15. Students are to stay in their assigned seat only.

Any violation of these rules may result in being suspended from riding the bus. If a student is suspended from riding a bus, it is the responsibility of the parent to see that the student gets to school.

TELEPHONE

The office telephone is to be used by students only in emergency situations with approval by office personnel. IMPORTANT calls will be accepted and messages delivered as soon as possible without disrupting classes.

LOCKERS

A locker is assigned to each student at the beginning of the year. This is the only locker the student is to use during the year. Each student is responsible for his/her own locker and possessions. The lockers are the property of the Community R-VI School District and are subject to inspection/search by authorized school personnel. Students are not required to use locks. However, if a student provides his/her own lock, a key/combination must be provided for the office. **The school is not responsible for loss or theft of any articles.**

TEXTBOOKS

Textbooks are to be kept clean and handled with care. Each student is responsible for the books checked out to him/her and will be expected to pay for any damages. Charges for damaged/lost books by students are as follows:

80% replacement cost for a new book

60% replacement cost for a two year old book

40% replacement cost for a three year old book

Slight marking or one page torn... \$ 10.00 for books 1 or 2 years old

Slight marking or one page torn... \$ 5.00 for books 3 or 4 years old

Dirty, cover bent, binding loose or other serious damage will be figured on the replacement cost schedule above.

LIBRARY MEDIA CENTER

NO BOOKS, REFERENCE BOOKS, PERIODICALS, ETC. MAY BE TAKEN FROM THE LIBRARY WITHOUT FIRST BEING CHECKED OUT.

1. General circulation library books may be checked out for two weeks.
2. Reference books (encyclopedias and dictionaries) may be checked out overnight.
3. Back issues of periodicals are available upon request to the librarian.
4. Current issues of periodicals are in the magazine rack and may be checked out overnight.
5. Articles checked out in your name will be your responsibility. If you lose or damage these, you will be expected to pay for their replacement. Books not returned and/or fines not paid by the end of the school year will carry over to the next school year. Students are not allowed library privileges until all missing items are returned and/or all fines are paid.

BULLETIN

The daily bulletin will be read at the beginning of fourth hour. The bulletin will be posted outside of the office daily. If needed, any additional announcements will be read over the intercom during the day. The office will approve all items for the bulletin.

ANNOUNCEMENTS AND POSTERS

Announcements and posters to be placed upon bulletin boards or anywhere else in the high school building must be cleared with the office.

NEWSLETTER

On Friday of each week, both the high school and the elementary school issue a newsletter to the patrons. If you have a news item you would like to have in the newsletter, have the news item in the respective principal's office by Wednesday afternoon at 3:00 p.m.

VISITORS

Parents are always welcome to visit the school. Visitors who come to school are required to park west of the school in designated parking lot, check in at the principal's office, make their business known to the principal, and sign in. This rule applies to visitors who appear on the premises of the school as well as within the building. Any student, teacher or employee of R-VI is asked to contact the high school principal if they see anyone suspicious or unfamiliar on campus.

ASSEMBLIES

Throughout the year a variety of assemblies will be held. At all times, a student's conduct should be courteous. Students will sit with their respective classes in designated areas.

ELECTRONIC DEVICES

PERSONAL ELECTRONIC DEVICE USAGE (Includes Cell Phones)

The School District understands and acknowledges that personal electronic devices are a necessity for many students and parents. However, these devices are now creating and posing many problems for the District and for the safety of our students. For example, in the event of an emergency situation, personal electronic devices used by students could jam the air waves and emergency personnel would not be able to make the necessary calls to address and resolve the situation quickly. The use of personal electronic devices can frequently cause disruptions to the educational process and quality of education for our students.

Personal electronic devices can be used to bully and harass; to spread false information; to make threats; to intimidate; to commit forgery; to cheat; and to share inappropriate and/or illegal information such as "sexting." For these reasons, Community R-VI High School will follow and enforce the following procedures for all students regarding personal electronic devices (including but not limited to cell phones, MP3 players, iPods, iPads, Kindle devices, eReaders, tablets, and laptops):

- **High School students are able to use personal electronic devices before school (7:35-7:55 a.m.), during lunch (non-academic time only), and after school (3:35 p.m). Middle School students are not allowed to use electronic devices at lunch or in the hallways during passing time. Students may talk on their cell phones before and after school anywhere on school grounds (building included). Calls during the school day should be done from the HS/MS office.**
- **Students may not play music or other material openly during the approved times for personal electronic device usage. Headphones or ear buds must be worn. Taking photos or video in all areas is prohibited.**
- **Students must follow individual classroom teacher's instructions for cell phone usage during class time.**
- **Students who use cell phones to violate school policies and rules will face disciplinary action.**

The Community R-VI Campus electronic usage areas are defined by a specific color and defined below.

- Green Sector- (Lunchroom during lunch time and hallways during passing time)-Devices maybe used in the green sector daily as long as no rules and regulations are violated
- Yellow Sector- (Individual Classrooms)-Must have teacher approval in these areas for use
- Red Sector- (Bathrooms and locker rooms)-Devices are prohibited in these areas

ACCIDENT INSURANCE

Athletes and cheerleaders must have insurance or a signed statement from their parents indicating they are participating in another insurance program on file in the HS or AD office before beginning practice. Insurance forms will be given out at the beginning of school. The cost will be on the envelope for both the school time and full time coverage. If you desire the insurance, place your check in the envelope and mail it directly to the company.

ATTENDANCE REGULATIONS:

ABSENTEE POLICY

All students enrolled at Community R-VI are expected to attend school each school day. Absences will be recorded by the office and each individual teacher daily. Parents should call the school when a student is absent. If a call is not received, the school will attempt to contact the parent. If the school has not talked with the parent, students must have a written note upon returning to school. When returning to school, students are to report to the office before school for an admit slip. This is needed to be re-admitted to class. It is the student's responsibility to obtain the signatures on the admit slip. If a student was absent due to a school sponsored activity, it is not necessary to obtain an admit slip. If a student was absent from school due to being suspended, an admit slip must be picked up.

The office will not collect homework from teachers until the student has been absent for two consecutive days. The student will be responsible for contacting another student to obtain assignments after missing only one day.

Students should obtain assignments from teachers upon returning to school. If the absence is foreseen, assignments should be collected ahead of time. Students are allowed as many days as he/she was absent to make-up their work.

*** IT IS IMPORTANT TO REALIZE THAT ONE OF THE REQUIREMENTS OF THE A+ SCHOLARSHIP IS 95% ATTENDANCE CUMULATIVE OVER A THREE-YEAR PERIOD. A+ GUIDELINES DO NOT ALLOW ROUNDING UP. THEREFORE, IF A STUDENT HAD AN OVERALL ATTENDANCE OF 94.8%, THEY WOULD NOT BE ELIGIBLE FOR A+ FUNDING**

SEVEN-DAY ABSENCE POLICY

- The purpose of the attendance policy is to encourage regular school attendance by all students. There is a direct relationship among attendance, grades, and success in school. Students who are absent from school are not able to participate in class discussions, small group activities, or class experiments. Some of these experiences are not possible to make up; therefore, regular attendance is an important component of the educational process. **In order to receive credit for courses at Community High School, a student may not miss more than 7 days of school per semester in any class period.**
- **All absences will be counted towards the 7 allowable days, regardless of their nature.** Parentverified absences, doctor excuses, funerals, driver's license exams, court appearances, and truancy will all be counted the same towards the 7 days. Documentation of doctors' office visits, funerals, and court appearances will still be collected and added to a student's file for the purpose of collecting information for the appeals committee.

- **If a student goes beyond the 7 allowable absences in a semester, he or she will not be eligible to receive credit for any class period that violates the attendance policy.** When this occurs, students can appeal to the attendance committee to have his or her credits issued. The committee will meet at the end of each semester to allow any student due process in the attendance policy process. After the student has had the opportunity to state his or her appeal, the committee will vote to decide to issue the credits being appealed, to offer a contingency of the credits by the student not violating the attendance policy the next semester, to issue the credits with a committee recommended make-up plan, or to uphold the decision that the student is unable to earn credit. Some factors that will be considered but the committee is not limited to are attendance in years past, lengthy illness, and hospitalization.
- **EXTENDED SCHOOL DAY-** When a student has missed the allowed 7 days, he/she will be required to attend Extended School Day (ESD) for any absences beyond seven. Extended school day will run from 3:35-5:30 on Tuesday, Wednesday, and Thursday. Attendance is totaled by class period. Extended school is assigned hour for hour. The student must be able to make up any days missed prior to the end of the semester.
- The office, on the fourth and seventh absences, will notify parents with a letter mailed to the home address.
- Students participating in school sponsored or school-sanctioned activities will not be considered absent from school. Students involved in such activities must attend the activity for its duration.
- Students will have one day for each day missed to make up any assignments.
- Any student absent for ten consecutive days will be dropped from the roles of Community R-VI High School.
- Students with an excessive number of trancies, after the seventh absence, will be reported to the proper authorities.
- Students who are assigned to Extended School Day must make up their time or they will forfeit their privilege to attend or participate in extra-curricular activities (including sports, prom, dances, etc.) Failure to serve ESD can result in ISS after a designated deadline to serve.

TRUANCY

If the school has not received notification of a student's absence by either telephone or written note, the student will be considered truant. The school will assume that the student was absent without the knowledge or permission of the student's parents. Appropriate discipline will be assigned. Excessive truancy will result in referrals to the Department of Family Services and Juvenile Court.

OUT-OF-SCHOOL SUSPENSION

Students with OSS will be allowed to make-up the work during the suspension and receive full credit. At the end of the semester, the number of days the student has received OSS will be subtracted at 1% per day from their final grade from each course. (Example- 85% grade and 5 days of OSS = 80%)

ARRIVAL TIME

The high school building is open to students at 7:35 am. Upon arrival, high school students not eating breakfast are to go to the old gym and sit on the bleachers. Middle school students are to go to the new gym and sit on the bleachers.

SIGN-IN / SIGN-OUT

ALL STUDENTS MUST SIGN OUT IN THE OFFICE UPON LEAVING THE BUILDING, AND SIGN IN WHEN RETURNING TO SCHOOL, IF ARRIVAL IS AFTER THE START OF THE REGULAR SCHOOL DAY

HALL PASSES

Any student in the halls or between buildings or in the parking lot MUST have a proper documented hall pass. Any student in these areas without a hall pass will be sent to the principal's office for disciplinary action. DO NOT LEAVE YOUR CLASSROOM WITHOUT ASKING THE TEACHER FOR A PASS.

TARDIES

Students have ample time to report to class prior to the tardy bell. A student is considered tardy if they are not in the classroom before the bell rings. If you have been detained in the office or by a teacher, ask for a pass from the person who detained you. Being on time is a responsibility of the student. Habitual tardiness will not be tolerated. The following tardy policy is on a semester basis: Students will be allowed seven (7) tardies per semester. Each one over seven will result in thirty minutes of ESD to be served.

PART-TIME ATTENDANCE

The Community R-VI School District recognizes the need of some students to attend school on a part-time basis. The Board of Education has established the following regulations regarding part-time attendance. It is the intent of this regulation to meet the individual needs of each student and at the same time establish rules and regulations, which will preserve the discipline, health, and academic standards of the school.

Eligibility Requirements:

1. To be eligible for part-time attendance, the student must be a resident of the Community R-VI School District.
2. The student must have parent/guardian approval if under 18 years of age.
3. The Student must demonstrate a definite need to attend school on a part-time basis. Examples are (a) financial needs of student or family, (b) health problems of self or family; (c) vocational training in school or on the job, (d) enrollment in a school of higher education, and (e) unique curriculum offerings. Students need to see the principal or guidance counselor for more details.

Early Graduation

To be eligible for Early Graduation a student must:

Be a resident of the Community R-VI School District.

Have parent/guardian approval if under the age of 18.

Complete all graduation requirements as set forth by DESE and Community R-VI Schools.

The Guidance Counselor will verify completion of the Graduation Requirements. The decision for early graduation will be a cooperative effort between parents, student, and the school.

WITHDRAWAL FROM SCHOOL

Students who withdraw from school should use the following procedures:

1. Notify the principal.
2. Return all books and school equipment.
3. Pay all school debts.
5. If a student drops from school before the quarter ends and doesn't enroll in another school, the student will receive no grade or credit for the semester or quarter.

HS GRADUATION REQUIREMENTS

Graduation requirements for the Community R-VI School District shall be a minimum of 25 units of credit.

R-VI

| | |
|--------------------|----------|
| Language Arts | 4 units |
| Social Studies | 3 units |
| Mathematics | 3 units |
| Science | 3 units |
| Fine Arts | 1 unit |
| Practical Art | 1 unit |
| Physical Education | 1 unit |
| Personal Finance | 1/2 unit |
| Health | 1/2 unit |
| Freshman Success | 1/2 unit |
| ACT Prep | 1/2 unit |
| Electives | 7 units |
| Total | 25 units |

-Students may earn up to 2 units of credit through correspondence work with prior approval of the administration.

-Students may earn up to 2 units of credit through the COE program. COE is limited to seniors. Summer school credits (from an accredited school) and transfer credits may be counted toward early graduation if approved by the administration.

-Students may carry a minimum of 6 units of credit per year.

-Students are required to take and pass the Missouri Constitution and the United States Constitution exams.

-Senior members of Future Teachers of America may Cadet Teach for credit as an elective.

Certain criteria must be met in order to earn credit for Cadet Teaching.

-Eighth graders may take Algebra I upon meeting the following requirements: A (B-) average or higher in

7th grade math throughout the year, teacher permission, and parent permission. Students in 8th grade Algebra I must maintain a (C-) average or higher throughout the year. Students that do not maintain a C- may be required to repeat Algebra I as a freshman. Parents will be consulted in this case. The grade will not be included in the student's high school GPA and credit does not count toward the 25 total credits required for graduation. The class would count as one of the three required math credits.

COURSE-UNIT CREDIT REQUIREMENT

Courses are for one unit of credit or they are one-half credit (semester). A full credit is earned by successfully completing two semesters of work in a course which meets daily.

GRADUATION- IEP OR HANDICAPPED STUDENTS

Special education students who have successfully completed his/her Individualized Education Program (IEP) will be granted a high school diploma. Graduation requirements and certificate for handicapped students, if different from non-handicapped, will be addressed in the student's IEP.

GRADUATION HONOR

Valedictorian and Salutatorian honors are earned based on an accumulated grade point average over the eight semesters of high school.

**Students must attend Community R-VI for at least 4 semesters.

GUIDANCE DEPARTMENT

The counselor has information concerning scheduling, courses, vocation, technical programs, colleges, business school, and other vocational schools.

STUDENT GRADING

Grades will be based on a cumulative numerical basis for the semester. The numerical average of the first quarter will be averaged with the numerical average of the second quarter to ensure consistent effort on the part of the student. The quarter and semester numerical requirements are as follows:

| | | |
|---------|-------------|------|
| A..... | 95-100..... | 4.0 |
| A-..... | 90-94..... | 3.67 |
| B+..... | 87-89..... | 3.34 |
| B..... | 83-86..... | 3.00 |
| B-..... | 80-82..... | 2.67 |
| C+..... | 77-79..... | 2.34 |
| C..... | 73-76..... | 2.00 |
| C-..... | 70-72..... | 1.67 |
| D+..... | 67-69..... | 1.34 |
| D..... | 63-66..... | 1.00 |
| D-..... | 60-62..... | 0.67 |
| F..... | 00-59..... | 0.00 |

GRADES / GRADE REPORTING

The purpose of grades is to convey to parents, students, employers, and teachers the best possible estimate of achievement and status in a given course. The use of grades is to indicate the extent to which the goals and objectives have been met.

Grade cards will be issued every quarter (nine weeks). Grades given first and third quarters are an indication of achievement to date. Progress reports will be sent home to parents at 3 weeks. These will be complete with all of the student's assignments and grades to date. All parents are encouraged to use the parent portal to access grades for your student at any time. If you need access please call the high school office (855) 708-7567. Additional reports and conferences with parents will be scheduled when deemed necessary. If the parent deems it necessary to have a conference, please call the principal's office and arrange for a conference. Grade cards will also be sent home at the end of each quarter.

GRADE PLACEMENT

High school students are considered a member of a particular class based on the number of credits earned as follows:

| | |
|--------------------|---------------------------|
| 9th grade- | 0 - 6 credits |
| 10th grade- | 6.5 - 12.5 credits |
| 11th grade- | 13– 18.5 credits |
| 12th grade- | 19 credits and up |

Students will attend class meetings and other class activities according to the number of credits earned.

CREDIT RECOVERY

Credit Recovery is available for students that have failed a class, but must have a minimum of 50% on attempted course work to be considered eligible for the program. Less than a 50% will require a student to take the failed course again.

MIDDLE SCHOOL RETENTION

Community R-VI Middle School administration and staff look at the following areas regarding retention:

- The student is achieving below a 60% average in core classes
- The student has failed several quarters of one or more classes
- The student's achieving significantly below ability and/ or minimum grade level in one or more classes
- The student has been absent an excessive number of times
- The student is not doing required in-class work and homework on a regular basis

If a student meets any of the criteria listed above, then they may be considered for retention. Based on feedback gathered from parents, the students, and teachers, the final decision to retain or promote a student will be made by the building principal.

HONOR ROLL

The honor roll is designed to give recognition to these students who have achieved excellence in their classes. Each quarter an honor roll for high school students will be published using the following guidelines:

- Honor roll will be recognized on a quarterly basis.
- Principal's Honor Roll" - All A's 4.0
- A Honor Roll - No less than 3.67
- B Honor Roll - 3.0-3.66

ACADEMIC LETTER AWARD

The school board has established the Academic Letter Award in order that the importance of academic achievement and leadership may be realized and students may be rewarded for their hard work. The same point values used for honor roll will be used.

1. Students to receive letters must have an honor point average of 3.34 (B+) for all grades in the previous three semesters.
2. A student may earn a gold bar for successive years of achievement.
3. A student may earn a letter at the end of the 1st semester of their sophomore, junior or senior year.
4. Transfer students must have been enrolled in the R-VI high school one year to be eligible for the award and then only if work is done while in residence.
5. Students to receive a letter must be carrying a minimum of six classes in the assigned grade level.
6. The letter will be a regular Community R-VI High School chenille letter.

TESTING INFORMATION

The State of Missouri requires that students take the following standardized tests.

| | | |
|-----------------------|-----|-------------------|
| 6 th grade | MAP | LA & Math |
| 7 th grade | MAP | LA & Math |
| 8 th grade | MAP | LA, Math, Science |

9th-12th EOC exams in Algebra I; LA II, Government, & Biology I; ACT and/or SAT

PSAT (October)- Sophomores and Juniors- Students sign up and pay to take this test to prepare for college testing to determine the sophomore applicant for the Scholar's Academy, and to compete as juniors for the National Merit Scholarship. Some colleges may review a student's PSAT scores for other scholarships and for placement purposes.

PLAN (December) - All Sophomores- This test is similar to the ACT in scoring and format, and is produced by ACT. It is used to assess students' current score levels and to produce career information. In addition to measuring academic ability, the PLAN includes an interest inventory and an academic coursework plan.

The interest inventory gathers information about a student's talents and interests, which, when used with the test results, can help determine possible career directions. The academic course work portion of the test determines whether a student is getting adequate preparation to pursue his or her career goals and can help students plan the last two years of high school coursework. The PLAN also helps students prepare for the ACT and provides a predicted senior year ACT score.

ACT- All students planning to attend college, a vocational school, or the military should take the ACT at least once their junior year and at least once their senior year. The ACT is the standardized college entrance test required by most Missouri colleges for admission.

The ACT test is curriculum based, meaning students who have taken the college prep curriculum and studied in high school, will probably do well on the ACT. Reading books and magazines during free time can improve scores, especially if the material is somewhat challenging. The Princeton Review ACT Book and other books, available in book stores and online can be useful study aides. In addition, the ACT provides a free booklet containing an entire practice ACT test and the answers that is a great way to study.

These practice booklets are available in the counselor's office. We also offer ACT Prep as a Semester class. The ACT is administered at approved sites nationwide on specified test dates (see below). All juniors at Community R-VI will take the ACT on site in the spring. Students may want to retake the ACT several times. All post-secondary institutions consider a student's highest score. For more information see www.act.org. **ACT Test Dates:** Dates are available in the counselor's office.

RECOGNITION OF ACHIEVEMENT AND AWARDS

The high school and middle school give various recognition to its students during the school year. At the end of the year an "Academic Award Ceremony" is held at which time students are recognized for their outstanding performances in various departments.

NATIONAL HONOR SOCIETY—Applicants are required to fill out a NHS survey, acquire credits for four high school semesters prior to applying, and in order to be inducted into National Honor Society have a 3.3 high school cumulative GPA according to May of the prior year.

HOMEcoming KING AND QUEEN—Students are nominated by their class peers to be Homecoming King and Queen Candidates. Students will have a GPA of at least a 2.0. A final grade point check will be done by the office and a student may be removed if their GPA does not meet this requirement. Once a student has been the Homecoming King or Queen they are not eligible to run for Homecoming king or queen again. A candidate may run more than once. The actual Homecoming king and queen are selected by a vote of the high school student body. The boy and girl with the most votes are elected king and queen.

TROJAN KING AND QUEEN—Students are nominated by their class peers to be Trojan King and Queen Candidates. Students should have a GPA of at least a 3.0. Trojans Kings and Queens are elected by a panel of outside judges. Students are judged on academics, extracurricular activities, citizenship and a resume. Candidates will go through an interview process. They should have a resume and dress as an interview candidate. The king and queen are elected solely by the outside panel. Their decision is final. Once a student is elected Trojan King or Queen, they may not run again. A candidate is eligible to run again.

VOCATIONAL TECHNICAL SCHOOL

Vocational Technical School is privilege. The purpose is to learn a technical skill. Failure to remain in good standing will result in dismissal from the program. There is an admittance selection process in January that involves an application, recommendations, and a committee selection in order to secure your position in the program.

Any student attending Vo.-Tech should be prepared to miss some activities at R-VI.

Students attending Vo-Tech will ride the bus to and from school. If the student is going to drive his/her car he/she **MUST** obtain a driver's permission pass. The pass must be signed by the Vo-Tech instructor, parent, student, and the high school principal. The principal will only sign the pass if everyone else has signed. Once it is signed by the principal, the student may drive their car that day. **NO PASSENGERS.**

DUAL CREDIT PROGRAMS

The purpose of dual credit is to promote learning opportunities, enabling junior and senior students to receive both high school and college credit for classes taken through ITV and various colleges. Students wishing to enroll in dual credit classes must meet all requirements set up by the dual credit agreement between Community R-VI and the colleges.

Dual Enrollment

Students who are juniors or seniors in high school may be admitted to the ITV program if they meet the following requirements:

1. A cumulative 3.0 or better high school GPA.
2. A permission to enroll form completed and signed by the principal, counselor, and parent/guardian.
3. An application for admission to the college.
4. Payment of tuition and fees.
5. Compliance with college rules and regulations.

Students who have completed their sophomore or junior year of high school may attend summer classes on the Moberly Area Community College campus if they meet the same requirements. College credit for dual enrollment courses will be placed on the college transcript upon receipt of an official high school transcript

including graduation date. In order to transfer high school dual credit courses, you must request an official transcript from the college to be sent to the college of your choice.

Students involved in issues of academic dishonesty while enrolled in Dual Credit courses will, **1)** be given a zero on the assignment and/or an F in the course **2)** lose the opportunity to enroll in any future courses.

CHANGE OF SCHEDULE

Occasionally students find it necessary to change their schedule. Changes will only be made if the teacher recommends the change, a student can better their schedule, or parents request a change after conferring with the principal. If a change is desired, a petition slip should be obtained at the guidance office. This needs to be filled out by the student and signed by all the teachers involved and the student's parents. This petition slip must be presented at the office for the principal's signature before it becomes official. The change of schedule becomes final only when signed by the principal and the student is notified of the change. Until the student is notified, they should continue on the old schedule. Students have three days at the beginning of the semester to request a change.

CODE OF STUDENT CONDUCT

EXPECTATIONS:

- *Arrive to school and class on time.
- *Cooperate with school staff
- *Be prepared for class
- * Be courteous
- *Wear appropriate attire

DISCIPLINARY ALTERNATIVES

Detention-Detention assigned by the principal in the room assigned before or after school & 50 minutes in duration. Students are expected to bring homework or an appropriate book that will keep them busy and quiet during the time. Disruptive students will not receive credit for serving the detention and will be referred to the office for additional consequences.

In-school suspension-(ISS) Suspension is assigned by the principal. The student will not attend his/her regular classes and is isolated to an area where privileges are limited. Students who do not comply with ISS supervisor expectations are subject to additional days being added to original disciplinary action. Students are to work quietly on school assignments and will receive full credit for those assignments. Students may not compete in an extracurricular activity until all days of assigned ISS have been served. A student may still attend extra-curricular practices during the time he or she is serving ISS. A student must attend one full day of regular classes in order to be eligible to participate in any extracurricular activity.

Out-of-school Suspension-(OSS) Suspension issued by the principal for a period of 1 to 10 days. The student is not to attend school sponsored activities or to be within 1000 feet of school grounds during the term of the suspension. In order to attend school sponsored activities you must have attended school one full day after the suspension has been lifted. The student is expected to complete the class assignments for each class and will receive full credit for those assignments. For each day of class missed due to the suspension, one percentage point will be taken off the semester percentage at the end of the semester. Any 10 day out-of-school suspension may include a recommendation to the superintendent for further action (10-180 days).

Expulsion- Any removal from school beyond 180 days requires action of the Board of Education.

GradeWatch

ZAP Program

Zeros Aren't Permitted is the message we are sending with this program that students and parents sign up to be a part of to start the school year. This is a way for parents, students, and teachers to stay on top of missing work right away to keep students from digging too deep of a whole. On Wednesdays at 3:45 pm we place the call to parents of students that have missing assignments that they must stay until 5:30 pm on Thursday (the next day) to get work made up.

If ESD is not served then the student in question will serve 3 days ISS. Repeat offenders could be subject to being assigned Monday Detention which will be 3 hours in duration.

Teachers will put in and take zeros out of the system on a daily basis for this system to work properly. Every night at 5 pm GradeWatch will send out a text and email to parents regarding their student's progress that day.

After the Due Date of an assignment we will take late work at 15% off for 4 school days after the due date and 30% off for up to 8 days after the due date. Teachers, students are going to ESD every Thursday until they are taken off the list.

If a student has zeros at the end of the quarter you must be in an Intervention room one afternoon on the last day of the quarter while students with no zeros get a quarterly reward from 6th period threw Trojan Time. Worked turned in on this day is for 40% off (last chance).

With this program ISS, ESD, Trojan Time teachers etc. can check within seconds and see what students need to be working on. You could also potentially have students log in during Trojan Time and look at themselves what they need to do or show you what they have to work on as they have a student log in as well.

DISCIPLINE CODE OF CONDUCT

The listing below is an example and is not represented to be comprehensive or absolutely binding on school officials. Any misconduct not specifically listed may be deemed to warrant discipline up to and including expulsion. In addition, disciplinary consequences listed for each offense may be increased or decreased by the school administration.

I. Violations

A. Parking or Driving Violations

- *First Offense - Warning to privileges revoked for remainder of the year
- *Second Offense - Warning to privileges revoked for remainder of the year
- *Third Offense - Warning to privileges revoked for remainder of the year
- *Fourth Offense - Driving privileges revoked

B. Tardy Policy

Tardies are counted for the semester and are documented by the office.

- *1st-7th Tardy-Warning

*8th and beyond -One 30 minute detention per additional tardy and no participation in extra-curricular activities until detentions assigned have been served.

C. Truancy

Any time a student is absent without the knowledge and/or permission of the student's parents and/or school administration, the student is considered truant. Truancy may be a full day or any part of the school day. Students who have been absent due to truancy will not be allowed to make up their work. Any student arriving to school at any time after first hour without parental permission will be considered truant.

*First offense- 1-3 days ISS

*Second offense- 1-3 days ISS

*Third and subsequent offenses- 1-10 days OSS/juvenile referral

D. Failure to Serve Detention

Students will not be allowed to attend extra-curricular activities until all detentions are served.

II. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

A. Disruptive Speech or Conduct

Conduct, which has the intentional effect of disturbing education or the safe transportation of a student.

*First offense- 1-5 (30) minute detention

*Second offense- 1-3 days ISS

*Subsequent offenses- 1-10 days OSS

B. Disrespect toward Faculty or Staff

Speech or conduct which is disrespectful toward a faculty or staff member.

No profanity

*First offense- 1-3 days ISS/OSS

*Second offense- 1-10 days OSS

With profanity

*First offense— 1-10 days OSS

*Subsequent offenses- 10 days OSS and possible recommendation for long term suspension.

C. Defiance

Refusal to obey directions or defiance of staff authority.

-First offense- 1-3 days ISS/OSS

-Second offense- 1-5 days ISS/OSS

-Third offense- 1- 10 days of OSS

-Subsequent offenses- 10 days OSS with recommendation for long term suspension

D. Improper Language

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

- Any offense- 1-10 days OSS, and referral for long term suspension/expulsion.

E. Use of Obscene or Vulgar Language

Language which depicts sexual acts, human waste, and blasphemous language.

-First offense- 1-3 detentions/ISS/OSS

-Subsequent offenses- 1-10 days OSS with referral for long term suspension/expulsion.

F. Disruptive or Demeaning Language or Conduct

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 disrupt class, school activities, transportation, or school functions.

-First offense— 1-10 days out of school suspension

-Subsequent offenses- 10 days with referral for long term suspension/expulsion

H. Leaving School without Permission

-First offense- 1-3 days of in-school suspension

-Second offense- 3 days of in-school suspension

-Third offense- 1-10 days of out-of-school suspension

-Subsequent offenses 10 days OSS referral referral to Juvenile/Sheriff

I. Improper use of Electronic/Communication Devices at School

Use of electronic devices in an improper way, non-compliance with a staff members request or use in restricted areas.

-First offense- Warning

-Second offense- Kept in office for remainder of the day

-Third offense- Device comes to the office upon arrival at school and stays there the duration of the school day. This occurs for one full week.

-Subsequent offenses- Parents come pick up device along with a conference.
Possible loss of privilege for the remainder of the year.

J. Dress Code Violations

Students will be asked to put on another shirt or will be given a t-shirt to wear in place of the one he/she is wearing; if appropriate a student may turn the shirt inside out.

-First offense- Warning

-Second offense- 1-3 days Detention/ ISS

-Subsequent offenses- 1-10 days OSS

K. Bus Misconduct

Misbehavior by a student on any bus at any time will not be tolerated. Any misconduct may be punished by temporary or permanent removal from the bus and/or the same consequences that would occur if the misconduct had occurred in school or in a classroom.

L. Unwanted Aggressive Behavior/Harassment

Intimidation or harassment of an individual student or group of students perpetuated by individuals or groups is considered harassment. The Community R-VI School District has established a zero tolerance policy in regards to any verbal or physical conduct relating to an individual's race, color, ethnicity, or country of origin, disability, gender, and sexual orientation, perceived sexual orientation and/or sexual harassment. Aggressive behavior or harassment includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel texts or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concern about violence against others, suicide or self-harm.

-First offense- 1-3 days ISS/OSS

-Second offense- 1-10 days OSS

-Subsequent offenses- 10 days OSS with referral for long term suspension

M. Improper Display of Affection

Consensual kissing, fondling, or embracing

- First offense- 1-3 days ISS/OSS
- Second Offense- 1-5 days ISS/OSS
- Subsequent offenses- 1-10 days OSS

N. Inappropriate Sexual Conduct

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

- First offense- 1-3 days of ISS/OSS
- Second offense- 1-5 days of OSS
- Subsequent offenses- 10 days OSS referral for long term suspension/expulsion

O. Inappropriate Sexual Conduct

Use of sexually intimidating language, objects, or pictures

- First offense- 3 days of ISS
- Second offense- 1-5 days of OSS
- Subsequent offenses- 10 days of OSS referral for long term suspension

P. Inappropriate Sexual Conduct- Indecent Exposure- Includes display of breasts, buttocks, and genitals in a public location.

- First offense- 1-10 days of OSS
- Subsequent offenses- 10 days of OSS referral for long term suspension, referral to the Sheriff

Q. Internet Abuse

Students who do not follow the Internet guidelines set forth will be dealt with in the following manner:

- First offense- Loss of internet privilege for one week
- Second offense- Removal from the network for the remainder of the school year.

R. School Device Readiness Protocol not followed (Ipad/Chromebook, etc.)

Students who do not bring their device to class on time, forgot to have device charged for instruction, choose not to carry device safely in the hallway are subject to 1 day in ISS after 3 infractions are achieved in a month.

III. VIOLATIONS AGAINST PERSONS

A. Assault toward another Student

Attempting to cause injury to another student, intentionally placing another student in reasonable apprehension or imminent physical injury. If the circumstances warrant, the Audrain County Sheriff's Department will be called and assault charges will be filed.

- First offense- 1-10 days of OSS referral for long term suspension/expulsion

B. Assaulting a Staff or Faculty Member

Striking or otherwise physically attacking a member of the faculty or staff in order to cause harm including but not limited to hitting, kicking, or throwing and object. **The Audrain County Sheriff's Department will be called and assault charges will be filed.**

- First offense- 10 days out-of-school suspension

-Second offense- 10 days of OSS referral for long term suspension/expulsion

C. Fighting

Physically striking another in a mutual contact as differentiated from and assault. Fighting is mutual combat in which both parties have contributed to the conflict, either verbally, or by physical action. There is no place in school for fighting. Students are subject to out-of-school suspension, or possible expulsion. In addition, depending on the circumstance, students who are fighting may be reported to local law enforcement agencies.

-First offense- 1-10 days of out-of-school suspension
-Second offense- 10 days of out-of-school suspension
-Third offense- 10 days of OSS, referral for long term suspension/expulsion.

D. Scuffling

Aggressive behavior between two students which does not result in blows being struck or wrestling but rather ends or is prevented in preliminary stages.

-First offense- 1-3 days of ISS
-Second offense- 3 days ISS
-Subsequent offenses- 1-10 days of OSS

E. Threats toward a Member of the Faculty or Staff

Profane or disrespectful language that is threatening in nature or physically intimidating towards a staff member.

-First offense- 1-10 days OSS, referral for long term suspension/expulsion

F. Verbal Abuse toward Faculty or Staff

Profane language or gestures directed toward a staff or faculty member.

-First offense- 1-10 days OSS
-Subsequent offenses- 10 days OSS referral for long term suspension/expulsion

G. Weapons

Students are forbidden to bring dangerous weapons to school. Examples include, but are not limited to, knives with blades in excess of 2 ½ inches or of a switchblade variety, guns, clubs, metal knuckles, explosives, shocking devices or any other item which might be used as, represented as, or perceived to be a weapon. Brandishing a pocket knife is included.

-First offense- 10 days OSS referral for long term suspension/expulsion
(State law requires that a student who brings a **firearm** to school be expelled for one year.)
-Subsequent offenses- 10 days OSS referral for long term suspension/expulsion

H. Possession of a Pocket Knife

Students are forbidden to possess a pocket knife in school or at school activities. A pocket knife will be classified as any tool with a blade less than 2 ½ inches long. A student who brandishes a pocket knife will be subject to the disciplines mentioned in Item **G** (Weapons). -First offense- 1-3 days of ISS (Confiscate)

-Second offense- 1-10 days of OSS (Confiscate)

I. Inappropriate Discharge of Irritants or Chemical Substances

Such materials might include, but are not limited to mace, pepper spray, “stink bombs”, or other chemicals intended to create foul odors, or any other substance which, when discharged, creates a disruption to the instructional process.

- First offense- 1-3 days of ISS
- Subsequent offenses- 1-10 days of OSS

IV. Violations against Property

A. Extortion

Verbal threats or physical conduct designed to obtain money or other valuables.

- First offense- 1-10 days OSS and referral to law enforcement

B. False Alarm- ex: fire, or bomb

- First offense- 1-10 days OSS and referral to law enforcement

C. Theft

Nonconsensual taking or attempt to take the property of another.

- First offense- 1-10 days of OSS and restitution, referral to law enforcement
- Subsequent offenses 10 days OSS and restitution, referral to law enforcement

D. Vandalism-

Intentional damage or attempt to damage property belonging to the staff, students, or the District.

- First offense- 1-10 days of OSS and restitution, referral to law enforcement
- Subsequent offenses- 10 days OSS and restitution, referral to law enforcement

E. Arson intentionally causing or attempting to cause a fire or explosion.

- First offense- 10 days of OSS, referral to the Audrain County Sheriff's Department.
 - Subsequent offenses- 10 days of OSS, referral to the Audrain County Sheriff's Department.
- (Recommendation for expulsion to the Board of Education).

V. Violations Against Public Health and Safety

A. Possession, presence, or under the influence of alcohol, a controlled substance or a substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off school property.

- First offense- 8 days OSS
- Subsequent- 10 days OSS with referral for long term suspension. Student is required to successfully complete a 30-45 day treatment program at the parent's expense. Proof of successful completion of treatment program must be given to building administrator prior to re-admission to school.

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

- First offense- 10 days OSS with referral for long term suspension/expulsion
- ** Referral to the Audrain County Sheriff's Department.

C. Possession of Drug Paraphernalia

Any device that aids in the use of a controlled substance.

- First offense- 1-10 days out of school suspension with counseling
- Subsequent- 10 days OSS with referral for long term suspension/expulsion

D. Prescription medication

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

-First Offense- 1-10 days OSS

-Subsequent- 10 days OSS with referral for long term suspension/expulsion

Student is required to successfully complete a treatment program at the parent's expense. Proof of successful completion of treatment program must be given to building administrator prior to readmission to school.

E. Use or possession of any of the listed: Cigarettes, Vaping, JUULing, E-Cigarettes, paraphernalia or any other tobacco or nicotine products

Possession or use of tobacco or tobacco products

-First offense- 3 days ISS

-Subsequent - 1-10 OSS

DUE PROCESS RIGHTS

ALL STUDENTS WILL BE AFFORDED DUE PROCESS RIGHTS IF REQUESTED. THE PROCESS WILL BE IN ACCORDANCE WITH STATE LAW, AND WITH PROVISIONS OUTLINED IN THE BOARD OF EDUCATION POLICIES AND REGULATION ON STUDENT SUSPENSION AND EXPULSIONS.

Reference Board Policy 2671

ACTIVITY DAY

Organizations will meet monthly if needed during Activity Week. The student Council officers have created a schedule matching the Activity Club meeting and the Planning Period of the Activity Sponsor. This will take place on the first full week of each month. The schedule will be announced at the beginning of the school year. The Secretary of each Activity Club will take notes including attendance. Only students in good academic standing and with 95% attendance will be dismissed from class to attend the Activity Club meetings.

EMERGENCY PROCEDURES

EMERGENCY CLOSING OF SCHOOLS

Whenever it becomes necessary to close school or alter the bus schedule for such emergencies as snow and ice storms, dense fog, failure of heating plant, etc., the following policies will be followed:

1. The announcement of school closings will be on stations KXEO (1340 AM), KWWR (95.7) Mexico, KPLA (101.5), Channel 8 KOMU-TV and KMIZ Channel 17 as soon as the seriousness of the emergency can be determined. School Messenger will be used to get the word out as well if you are signed up to receive a call, text, or email. 2. Only when school is to be closed will the announcements be made on the radio.

EXCEPTION: When the school has been closed for a prolonged period, the announcement will be made when the school is to reopen.

EMERGENCY PROCEDURES

For all Emergency procedures where students need to be evacuated or leave their assigned classroom, we will use **the Buddy Room System**. **The Buddy Room System** means two teachers will work together and

move the students to safety. One teacher will lead the students from both classrooms and the other teacher will check both classrooms and make sure all students have left.

Earthquake

****A. Inside the school building***

1. If inside the school building at the time of an earthquake:

- a. Move away from windows or other potential hazards.
 - b. Get under desk or table or other shelter or against inside wall. If shelter moves, move with it and stay under it.
 - c. Assume the drop position and be silent so directions can be heard above the noise of the earthquake.
 - d. Stay in drop position until earthquake is over and/or until further instructions are given.
- 2.** In case of an earthquake during class changes the students are to go to the closest teacher.
- 3.** Schools will remain open indefinitely until every child has been released to parents or authorized persons.

****B. Outside the school building***

1. If outside the school building or walking to or from school when an earthquake occurs...

- a. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
 - b. Assume the drop position until quake is over.
- 2.** After the earthquake, if on the way to school, continue to school. If on the way home, continue home.

****C. On the school bus***

- 1.** Your drivers will immediately stop the bus away from hazards.
- 2.** Students should assume the drop position under seats if possible or in the aisles.
- 3.** After the quake, if on the way to school, the bus will continue to school. If on the way delivering students home, it will continue to do so.
- 4.** If conditions do not permit such continuation, they will send messages to the superintendent or principal and wait for assistance.

Fire and Tornado

The school has adequate emergency facilities for the entire student body. Instructions for evacuation of building in case of fire, or for assigned areas in case of severe weather have been given to all teachers and are posted in each room. You are to follow the instructions. Remember, walk!

Fire Alarm: Fire will be announced over the intercom system

Tornado Alert Alarm: Tornado will be announced over the intercom system

Bomb Threat Procedure

In case of a bomb threat, students will be evacuated from the building and will be taken to an area announced by the administration. You are to follow instructions. Remember, walk to designated area, move quickly and quietly—NO TALKING...

Intruder Procedure

In the event an intruder enters the building who poses a threat to the safety of others; the following procedure will be followed. We will use the PA system to notify teachers that there is an unauthorized person in the building; teachers are to account for students and report this to the office if possible. Any student in the hall or restroom hearing any instructions should proceed to the nearest classroom. Parents we have plans to deal with emergency situations that could occur in and around our school while classes are in session. In order for our emergency response plans to be effective, we count on the cooperation and assistance of many people. Therefore, we ask parents to observe the following procedures:

- 1. Do not** telephone the school. It is essential that the telephone system be available for emergency communications.
- 2.** Tune your radio to KWWR (95.7 FM), KPLA (101.5 FM), or TV to KOMU (Channel 8) and KMIZ (Channel 17) for emergency announcements. You will be given instructions or where to go and how to pick up your child.

3. Talk to your children and emphasize the importance of our emergency drills and how important it would be to follow instructions during an actual emergency.
4. Carefully read all information you receive from school.

We are proud that Community R-VI is a safe school. We are doing everything possible to keep it that way.

GENERAL INFORMATION PUBLIC NOTICE

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: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. 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 State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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

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 (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 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. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact your school district.

FAMILY RIGHTS AND PRIVACY

A cumulative file is initiated whenever a student enters school. It consists of two types of records, academic and administrative, and is a confidential record available only to the guardian, except by written consent.

The academic record marks the pupil's progress. It provides the basis for future educational planning, parental understanding, pupil self-evaluation, counseling services, and referral. It is a permanent record maintained throughout his enrollment and permanently stored in a manner that will provide accessibility and conserve space. The academic record contains:

1. Standardized test results
2. Grades and credits earned
3. Attendance information
4. Health information
5. Activities, awards, etc.

It is available for inspection by the child, parent, or guardian, (the child only after age 18) in the presence of and with interpretive assistance of, the principal or the principal's designated representative. Any item contained in this record may be challenged and altered if found to be in error.

The pupil's administrative record contains material about a pupil that requires professional and/or administrative interpretation. It is a temporary record maintained by the principal, his/her administrative counseling assistants and teachers. The administrative record contains the following:

1. Correspondence originating from school personnel or parent/guardian.
2. Pupil evaluations and/or progress reports bearing the signature of the originating school staff member.
3. Reports of disciplinary action.
4. Special services record.
5. Development skill records.
6. Diagnostic evaluations.

The administrative record shall be interpreted by school personnel to pupils, parents/legal guardians, and other authorized persons who present proper identification, approved release of information form appropriately certified, and/or request form provided by the principal.

The administrative record is the property of the school district. It is available to the professional staff, the pupil, his/her parents or legal guardian.

Because this record may contain personal information, the principal is designated as custodian of this material so as to assure the pupil and his/her parent/guardian that this confidence is well placed. The administrative records are kept in the cumulative file as noted for academic records. However, when the original purpose of the administrative portions of the record have been fulfilled, the principal or designated representative will destroy them.

NONDISCRIMINATION

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the Board does business.

In keeping the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in education programs, offerings, services and vocational opportunities offered to the students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The Board will investigate an individual to act as the district's nondiscrimination compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are publicized to patrons, employees and student on an annual basis. The superintendent shall continue any necessary actions to ensure that discrimination does not occur in the educational program, employment practices, or activities of the school district.

HEALTH STANDARDS

No student shall attend school afflicted with any contagious or infectious disease or while liable to transmit such disease after exposure. Our school will conform with all health principles and practices prescribed by the State of Missouri.

COMMUNICABLE DISEASE

If you suspect your child has an infectious disease DO NOT send him or her to school. Take the child to the doctor and have the condition diagnosed.

These are the guidelines in which the school follows concerning school attendance with a child who has a communicable disease.

- Chicken Pox--Exclusion for six days after appearance of rash, or until all lesions are completely dry, whichever is longer.
- Conjunctivitis--Children should not attend school during the acute stage.
- Head Lice--Until nit free.
- Impetigo--Exclude until skin lesions are healed, or until child is under adequate and continuous medical treatment.
- Ringworm--Infected child under adequate and continuous medical supervision may attend school.
- Scabies--Exclusion until adequately treated.
- Strep Throat--Children may return to school 24-48 hours after antibiotic treatment has begun. Prescribed treatment should be completed.
- Guidelines for Head Lice: All students found to have evidence of head lice infestation (lice or nits) will be excluded from school attendance from school until ALL NITS (silvery oval-shaped lice eggs) HAVE BEEN REMOVED. Parents will be given written materials that explain the reasons for exclusions, and methods to treat the infestation on the hair and in the home. There are several products on the market for treating head lice. There are some head lice treatments that require a physician's prescription and some that may be purchased over the counter. Ask the pharmacist for the most effective product. He or she will be happy to assist you. As long as the child is treated and returns to school without evidence of nit, they will not be required to see a physician.

The school nurse on return to school will examine the child. The nurse arrives at 8:30 a.m. and will examine the child for evidence of nits at that time. A parent or guardian **MUST** accompany the child until the child has been determined to be nit free. Any evidence of nits will require exclusion. A log will be kept and those children who have been excluded and returned to school will be reexamined in ten (10) days to ensure that they remain free of infestation.

Guidelines for Scabies: All students found to have evidence or symptoms of scabies infestation will be excluded from school attendance until treatment has been received: The student will be excluded one day for treatment. In effect, two days of non-school attendance as recommended by the Department of Health, Infectious Control Department.

Written notification from the prescribing doctor must be presented upon return to school or the student will not be admitted to school. The notification must show that the student has been treated to a physician. Parents will be given reasons for exclusion from school, recommendations for the treatments, and have cleaning suggestions to avoid the spread of infection.

The school nurse following the return to school will examine the student. The school nurse will do a reexamination after five (5) days following the return to school.

SEXUAL HARASSMENT OF STUDENTS

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in,

observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members 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, sexual orientation, or perceived 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.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

Reference: Community R-VI School Board Policy 2130

SURVEYING, ANALYZING OR EVALUATING STUDENTS Protection of Pupils Rights Amendment (PPRA)

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sex behavior or attitudes.
- Illegal, antisocial, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships. -Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
- Religious practices, affiliations or beliefs of the student or the student's parent.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

- Any other protected information survey, as defined above, regardless of the funding source.

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

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

NOTIFICATION OF TEACHER QUALIFICATIONS

a teacher or district is required to inform parents or guardians of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you, in a timely manner, the following information: *Whether the teacher has met qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

*Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

*Whether your child is provided services by paraprofessionals and, if so, their qualifications.

*What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that you may request, the District will provide to you individually:

*Information on the achievement level of your child in each of the state academic assessments as required under this part; and

*Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by a teacher, who is not highly qualified.

Internet Policy

A. A. Introduction

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

C. Internet Safety Training

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

D. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act,

prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

E. Supervision and Monitoring

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of __Internet Usage__ or designated representatives.

Reference: Community R-VI Board Policy 6320

Web address for information on the Trauma Informed Initiative found on the DESE website. We have agreed to become a trauma informed school and better meet the needs of our students, staff, and community in this area. <https://dese.mo.gov/traumainformed>

R 1300 Prohibition Against Harassment, Discrimination and Retaliation

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

This Regulation governs and outlines the procedure for filing a complaint of harassment or discrimination based on a protected classification by students, employees, parents, and patrons of the District. Students with a complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

DISTRICT'S COMPLIANCE OFFICER

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Cheryl Mack

Superintendent

35063 Highway BB, Laddonia, MO 63352

855-708-7567

The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

Community R-VI Schools

Laddonia, Missouri 63352

2019-2020 School Year

I have received and reviewed the 2019-2020 Community R-VI Schools Student Handbook with the principal or designee in my school. I was given the opportunity to ask questions and receive clarification on any rules or policies I did not understand. I also understand that I am to take these policies home and share them with my parents/legal guardians.

K 1 2 3 4 5 6 7 8 9 10 11 12

(Please circle the grade you are in.)

Student Name (Please Print)

Date

Student Signature

Date

Parent(s) Signature

Date

This form must be completed and returned to your building principal within ten (10) days of receipt of this notice.

