

ARCADIA VALLEY HIGH SCHOOL

STUDENT HANDBOOK



REBECCA AMELUNKE
Principal

COREY RICE
Assistant Principal

NICOLE THOMAS
Counselor

520 Park Drive
Ironton, MO
63650

Telephone: 573-546-9700, ext. 3
Fax: 573-546-3934

www.avr2.org

HOME OF THE TIGERS

To receive daily announcements by email, send an email to:
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*Ask your child's teacher add you as a guardian to get updates

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Arcadia Valley School Calendar 2019-20

Open House	Aug 13
School Starts	Aug 15
Labor Day-No School	Aug 30 - Sept 2
Parent/ Teacher Conferences	Oct 3 (after school)
Staff Development Day-No School	Oct 4
Fall Festival-No School	Oct 18
Staff Development Day-No School	Nov 1
Early Dismissal	Nov 27
Thanksgiving Holiday-No School	Nov 28-29
Early Dismissal	Dec 20
Christmas Holiday- No School	Dec 21-Jan 6
School Resumes	Jan 7
Martin Luther King Day-No School	Jan 20
Staff Development Day-No School	Feb 14
President's Day-No School	Feb 17
Staff Development Day-No School	Mar 6
Spring Break-No School	Apr 9 – Apr 13
Last Day - Early Dismissal	May 6
Graduation	May 15

Bell Schedule

1st period	8:10am-8:58am
2nd period	9:03am-9:51am
3rd period	9:56am-10:44am
4th period	10:49am-11:37am
Lunch	11:37am-12:02pm
Tiger 20	12:07pm-12:30pm
5th period	12:34pm-1:22pm
6th period	1:27pm-2:15pm
7th period	2:20pm-3:10pm

Early Out Schedule

1st period	8:10am-8:40am
2nd period	8:45am-9:15am
3rd period	9:20am-9:50am
4th period	9:55am-10:25am
5th period	10:30am-11:00am
Lunch	11:00am-11:25am
6th period	11:30am-12:00pm
7th period	12:05pm-12:30pm

Students are not allowed on school grounds before 7:30am or after 3:30pm unless otherwise directed for an extracurricular activity or school function.

Arcadia Valley R-II Mission Statement

It shall be the mission of the Arcadia Valley R-II School District to establish an educational environment conducive to the needs of all students. The District will provide varied opportunities to increase skills, broaden knowledge, promote strength of character and develop work habits necessary to successfully:

1. Seek and maintain employment
2. Further education through a trade or technical school, and/or
3. Attend an academic college or university

School District Goals and Objectives

The board of education is charged on the behalf of the patrons of the school district with the responsibility of determining the goals for the school district. In discharging this responsibility, the Board has addressed four primary areas: instruction, professional personnel, student environment, and physical facilities. It is the commitment of the Board to develop policies, rules and regulations to implement the goals within each area.

Furthermore, it is the commitment of the Board to review annually and restate as necessary the goals and objectives applicable to district operations as well as those for each administrative and/or instructional level.

High School Motto

*Arcadia Valley High School
Where Every Tiger Earns Its Stripes*

EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Arcadia Valley R-II Board of Education shall be a guide in determining the policies, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the student to discover, create and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her self worth and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values that are important for an effective and satisfying personal and social life. We believe that the role of the teacher in an educational process is to provide opportunities for the individual to achieve at a maximum level, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe the parents/guardians have responsibilities in education. They need to have confidence in the school, and need to impart confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student has a responsibility to learn. The student is encouraged to come with an open mind, equipped with all necessary materials and ready to fulfill educational responsibilities. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society. Education is a cooperative effort between students, parents and teachers. The learning environment is enhanced when all entities work together cooperatively.

The Arcadia Valley R-II School District endeavors to keep programs and course offerings current. The district will strive to stay current with educational practices and directions. Students will be afforded the opportunity to experience contemporary technological trends, study foreign languages, and participate in a variety of course offerings that facilitate success in vocational and academic pursuits.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of language arts, social studies, science and mathematics.

It is, therefore, the responsibility of the Arcadia Valley R-II School District to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, aesthetic, social/emotional and career development.

INSTRUCTIONAL GOALS

The educational goals for the Arcadia Valley R-II School District focus on the student and address quality in education. The goals are relevant to the lives of students of any age, whether in formal instructions of learning, programs of continuing education or any learning environment. Every learner who has the potential and the inner strength should strive toward the ideal implicit in each goal. The four categories of goals may be related to formalized school experiences or individual attainment. Regardless of the language, responsibility is placed upon both the school and the student. Appropriate outcomes necessitate that citizens, educators and especially the students make wise use of available resources. The goals are intertwined: no one goal stands apart from the rest. These goals help define performance objectives, identify tasks to be performed by teachers and help determine a means for evaluating student progress.

The goals adopted by the district correspond closely to those that have been established for all Missouri schools in the Missouri Department of Elementary and Secondary Education described in the Handbook for Classification and Accreditation of Public School Districts in Missouri, 1980. The district also recognizes and accepts the philosophy and standards ascribed to in the School Improvement Program.

Intellectual Development

It is the goal of the district that each individual will have the opportunity to develop intellectual ability to development capacity. The development of intellectual ability should include the acquisition of knowledge as well as the creative ability to process and use that knowledge. To acquire the desired knowledge and fundamental intellectual process, the Board of Education believes that each individual should become proficient in communication, technology, quantitative thinking, social process, scientific understanding, decision-making and aesthetic appreciation.

Physical Development

It is the goal of the district that each individual will have an opportunity to develop knowledge, understanding and/or skills in the process of physical growth and maturation, health and recreation to the extent of developmental ability.

Social Development

It is the goal of the district that each individual will have the opportunity to develop social skills to the extent of developmental ability. These skills should be related to the individual's physical and social environment, cultural awareness, governmental institutions, avocation pursuits, and concept of self.

Career Development

It is the goal of the district that each individual be provided systematic and sequential activities at all levels to facilitate educational and occupational decision making appropriate to maturation. Career development should be related to the social significance of work, occupational exploration, occupational preparation, and adult occupational education.

ATTENDANCE POLICY

The Arcadia Valley School District believes that it is imperative that children attend school on a regular and ongoing basis. The learning process is a continuous act that requires student participation. When attendance is poor, the student is at-risk of not graduating from high school. Habits developed in school often carry over to the workplace. It is recognized that, at times there are events that are beyond the control of the student which have to be taken into account. Therefore, the Arcadia Valley High School Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life. The policy encourages good attendance by offering an incentive and reward component, but is also punitive in nature to address chronic poor attendees.

Consequences for Excessive Absences

An absence for any reason will be counted as an absence whether excused or unexcused. Based upon Missouri School Improvement guidelines, all students are required to have a 90% attendance rate. If your child fails to maintain a 90% attendance rate, they may be required to attend summer school. Absences that go beyond **7 days (49 class periods)** per semester are considered excessive.

The following intervention strategies will be followed in such cases:

1. Students that miss **35 or more class periods (approximately 5 days)** will have a letter mailed home to parents.
2. Students that miss **42 or more class periods (approximately 6 days)** will have a letter mailed home to parents.
3. When absences total **49 or more class periods (approximately 7 days)** students, will meet with an administrator and will be placed on **credit probation**. Parents will be contacted with information about the student's status.
4. When absences total **56 or more class periods (approximately 8 days)** students will be required to attend a Saturday school detention for violating the attendance policy due to excessive absences. Failure to report to an assigned Saturday school will result in being placed in academic reassignment for 3 days. Parents will be contacted with information about the student's status.
5. When absences total **63 or more class periods (approximately 9 days)** students will be assigned two Saturday schools for violating the attendance policy. Failure to report to an assigned Saturday school will result in being placed in academic reassignment for 3 days. Parents will be contacted with information about the student's status.
6. If a student misses more than **70 class periods (approximately 10 days)** he/she **will not earn credit** for the semester. After a student has exceeded this limit, parents will be contacted explaining that the student is in violation of the attendance policy and will not earn credit for the semester. The proper legal authorities will be contacted for students under the age of 17 for every absence over 10 days. At this time Parents/Guardians may apply for an appeal for the student to earn credit.

Attendance Appeals Committee Process and Options for Interventions

Parents must start the appeals process by scheduling a meeting with an administrator. At that time, a meeting will be scheduled with the attendance appeals committee to explain any or all extenuating circumstances that may add to a decision regarding the status of the student in question. At this time the parent or guardian must bring documentation or other artifacts to substantiate their appeal. The attendance appeals committee options that are not completely inclusive are:

1. The student may not earn any credit for the semester.
2. Admission to the alternative school/in-school-suspension.
3. Students may be required to attend summer school in order to earn credit.
4. Contact to the proper legal authorities for students under the age of 17.
5. Any other option afforded by the committee to meet the specific needs of the student.

Waived Absences

The following absences from school will be automatically waived from the 56-hour limit. They will not count toward the attendance policy.

1. Absence created due to participation in a school-sanctioned activity.
2. Absence created due to death in the immediate family. This includes parents, grandparents, siblings, or any other family member residing with the student. (Documentation required)
3. Absence created due to hospitalization/homebound. (Documentation required)
4. Absence created by court subpoena. (Documentation required)
5. Absences that will advance student future goals. This will be afforded to seniors first and Juniors on a case by case basis. Application for these trips will be made through the Counselor's office. Only three trips per year will be allowed and no more than 10 trip requests will be given out during a calendar day. Application for college, military or job shadowing will not be granted to any student who is at or over the 28-hour attendance limit per semester.

Athletics and Extracurricular Attendance

If students are involved in sports or other extracurricular activities they should consult the Athletic Handbook on attendance matters, as further documentation may be required. Students must be present at school or have an excused absence in order to participate in any extracurricular activity.

Tardies

For an individual student and the rest of the class it is important that students be on time for school and on time for class. Anyone who arrives to school after the 8:10 tardy bell is tardy to school. The only exception would be for a student who's tardy is verified as excused through administration before or at the time of arrival to school (i.e. doctor's note, late bus, etc.). Any student who is not seated in class when the bell rings, not present in the classroom or has to leave class, is considered tardy to class. Excessive tardiness to school will be considered skipping school. Students who are tardy for half a class period are considered absent from that class.

Truancy and Educational Neglect Procedures

(For additional information, see Policy/Regulation 2340)

Section 210.1 15.R.S.Mo. mandates certain professionals to report to the Children's Division when they have reasonable cause to suspect that a child is being subjected to home conditions which contribute to school nonattendance. Along with other professionals mentioned, the law specifically mentions "teacher, principal or other school official" as well as "nurse" and "social worker." School employees who suspect that a child is subject to educational neglect shall report this as soon as possible to the principal/designee. The principal/designee shall review the report and confer with the parent/guardian to resolve the situation. When appropriate, a school counselor, social worker, or nurse may be

instructed to offer appropriate social or health service, which may be needed to intervene in the family circumstances. If appropriate school intervention does not correct the student's truancy, and reasonable cause for educational neglect has been determined, the principal/designee shall call the Student Abuse Hotline of the Children's Division and/or refer the family to the Eleventh Circuit Family Court and report the alleged child educational neglect.

A report of this call shall be forwarded to the Director of Student Service

STUDENT DISCIPLINE

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

GENERAL DISCIPLINE POLICIES

Reporting to Law Enforcement

It is the policy of the Arcadia Valley R-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The following acts are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibition Against Being on or Near School Property During Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

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

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

PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, and/or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, and/or removal from extracurricular activities.

Activity Disruption (at assemblies, ball games, etc.)

1st Offense: Suspended from activities for a semester

Subsequent Offense: Suspended from activities for the remainder of the year, in-school suspension, 1-180 days out-of-school suspension, and/or expulsion.

Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, and/or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension and/or expulsion. Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, and/or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

Automobile/Vehicle Misuse--Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow the directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bringing Non-Essential Items to School—Item deemed unnecessary for student use while at school.

First Offense: confiscation until the end of the day

Subsequent Offense: confiscation until picked up by a parent/guardian, possible after school detention, Saturday school, out of school suspension, and/or in school suspension

The Arcadia Valley School District is not responsible for lost or theft of these items as they are not to be at school.

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense: Detention, in-school suspension or 1-180 days out-of school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC)--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Cell phones and other electronic devices (see Board Policy JG-R)—NO electronic devices, including radios, iPods, MP3's, CD players, game devices, and cell phones are allowed to create any type of distraction in the classroom. Any use of text messaging, picture taking, etc. on a cell phone or other device is strictly prohibited in the classroom or during class. Use of devices outside of the normal classroom setting (i.e. lunch, before school, or during passing time) may be allowed at approval of principal (i.e. ballgames, float building, open assemblies).

PICTURES TAKEN BY ELECTRONIC DEVICES IN A CLASSROOM OR ON SCHOOL PROPERTY WITHOUT THE CONSENT OF THE ADMINISTRATION CAN BE PUNISHED WITH ACADEMIC RE-ASSIGNMENT AND/OR OUT OF SCHOOL SUSPENSION AND POSSIBLE NOTIFICATION TO LEGAL AUTHORITIES.

These electronic devices are not to be seen or heard in the classroom UNLESS TEACHER PERMISSION IS GRANTED AHEAD OF TIME.

First Offense: Confiscation until the end of the day and a warning
Second Offense: Confiscation until the end of the day and Saturday School
Third Offense: Confiscation until the end of the day and 2 Saturday Schools
Subsequent Offense: Confiscation until the end of the day and Academic Re-assignment or OSS.

The Arcadia Valley School District is not responsible for lost or theft of the above items as they are not to be at school.

Chromebook Violations

Students who do not have their Chromebooks for class are not able to fully participate in the learning process with the class. Students are expected to bring their Chromebooks to school every day, and to class every hour, fully charged so they are ready to use them in every class. If a student has to get a loaner because they damaged theirs, forgot theirs or did not have theirs charged it will be considered a Chromebook Violation. (Loaners due to malfunction will not be counted.) If a student has to leave class to get their chromebook, that will also be considered a Chromebook violation.

First Offense: Students who have accumulated 3 total chromebook violations will be assigned an ASD.

Subsequent Offenses: Discipline ranging from ASD, Saturday school, parent conferences, ISS or OSS.

Chronic Offender

Students who are referred to the office 7 times or more during the school year will be considered chronic offenders. On the 7th referral, the student is no longer subject to normal disciplinary consequences. On the 6th referral parents will receive notice of the number of referrals their child has and the consequences for future office referrals. The consequences for all subsequent referrals will be determined by the Principal. Possible options include but are not limited to:

- 1-10 days OSS
- Referral for placement in the Alternative School.

Dangerous Misconduct - Any action that could cause an injury.

1st Offense: ASD, Saturday School, ISS, and/or OSS

Subsequent Offense: ISS, OSS, and/or possible notification to legal authorities

Dishonesty--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)--Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Dress Code Violation

1st Offense: Conference and/or correction of dress code violation.

Subsequent Offense: Correction of dress code violation, detention, Saturday school, ISS and/or 1-3 days OSS

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

Extortion--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored

activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault")--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

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

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension or expulsion.

Fighting (see also, "Assault")--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention or in-school suspension.

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

Harassment, including Sexual Harassment (see Board policy AC)

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

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

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

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

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Hazing (see Board policy JFCF)--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Improper Use of Hall Pass

1st Offense: Conference, ASD/Saturday school, ISS and/or OSS.

Subsequent Offenses: Saturday school/OSS, ISS and/or loss of hall pass privileges.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention or in-school suspension.

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

Leaving School or Class Without Permission

Students are not permitted to check out, leave school or class without the pre-arranged permission of a parent or guardian. Parents or guardians should contact the high school office by phone to arrange an early release from school for their student.

1st Offense: ISS and/or 1-3 days Saturday school.

2nd Offense: ISS and/or 3-5 days Saturday school.

Subsequent Offenses: ISS and/or 1-3 days OSS.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention or in-school suspension.

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

Possession of Stolen Property

In all cases legal authorities may be notified

1st Offense: Restitution. Detention or in-school suspension.

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

Public Display of Affection--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention or in-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved

by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention or in-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, and/or expulsion.

Tardy to Class/School

Students who have accumulated 6 total tardies will be assigned an ASD. Additional tardies will require further discipline ranging from ASD, Saturday school, parent conferences, ISS or OSS.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)

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

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense: Confiscation, principal/student conference, detention or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, detention or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.
First Offense: Confiscation. Principal/Student conference, detention or in-school suspension.
Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension or 1-10 days out-of-school suspension.

Theft--Theft, attempted theft or knowing possession of stolen property.
First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
First Offense: Principal/Student conference, detention, in-school suspension or 1-180 out-of-school suspension.
Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.
First Offense: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.
First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy (see Board policy JED)--Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.
First Offense: Principal/Student conference, detention or 1-3 days in-school suspension.
Subsequent Offense: Detention and/or 3-10 days in-school suspension and removal from extracurricular activities.

Unauthorized Areas

Students are not to be in unauthorized areas without permission. Areas may be added.

- Students are not to be on the parking lot before, after or during school without the permission of the Principal.
- Students are not to congregate around the front or back entrances to the main building or gym during lunch or before school.
- Students are not to be in the dugouts on the ball field or around any construction site.
- Students are not to be around the area behind the gym or between the gym and parking lot at any time.
- Middle School building
1st Offense: Conference and/or ASD/Saturday school.

Subsequent Offenses: Multiple Saturday schools, ISS and/or 1-3 days OSS.

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

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

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. This includes knives that have a blade longer than 4 inches or if it is used or designed to be used to threaten or assault.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Definitions of Consequences for Misbehaviors

IT IS IMPOSSIBLE TO ESTABLISH A BEHAVIOR POLICY THAT IS ALL ENCOMPASSING. FOR THIS REASON, THE PRINCIPAL SHALL BE ALLOWED TO CHANGE, ADD TO OR DELETE ITEMS THAT ARE NECESSARY TO OPERATE THE SCHOOL EFFICIENTLY.

After School Detention

ASD begins at 3:15 and ends at 4:00 on Tuesdays and Thursdays. Students will not be permitted to talk, be out of their seat, or leave the room. Students are expected to bring schoolwork and appropriate supplies. ASD ends at 4:00. Please make arrangements ahead of time to be picked up promptly. If the student fails to show up for After School Detention, additional disciplinary action will result.

Immediate Suspension

The Principal has the authority to suspend any student who is clearly a threat to the safety and welfare of the school population for a period not to exceed 10 days. In such cases, the Principal will notify parents of this action as soon as possible after the suspension.

Academic Re-assignment (ACRE) and Alternative School

Students who are unable to be successful in the high school because of severe or chronic behavior problems will be placed in Academic Re-assignment or the Alternative School. A placement in ACRE or Alternative School may be assigned to any student returning to school for an OSS. Students in ACRE or Alternative School may not attend extracurricular school events and are not to be in the regular education building unless authorized by an administrator. When a student is placed in the Alternative School, the focus will be to target the specific behavior and academic needs of each individual student

and work with the students to help them prepare to re-enter and be successful in the regular school setting.

Corporal Punishment

Corporal punishment is defined as a swat or swats on the buttocks with a paddle, administered in the Principal's office in the presence of a faculty witness. The student will have the right to refuse swats and parents can make a written request (renewed yearly) stating that they do not wish for their child to be paddled. Parents will be notified by phone or letter when swats have been administered.

Out-of-School Suspension

An attempt will be made to contact a parent by telephone and/or by a letter being sent home with the student when the OSS has been assigned. The letter will state the reason for the OSS and the day the student may return to school. The parent should accompany the child to school for a conference with the Principal at the conclusion of the suspension period. The timeline for makeup work shall be the same as the makeup policy.

Notice Regarding Searches

Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars will be made in accordance with law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

Refusal to submit to a search will result in an immediate suspension up to 10 days and a referral to the superintendent. In some cases law enforcement officials will be called.

Saturday School

Students who are assigned to Saturday School will be required to attend from 8:00am until 11:00am in the supervising teachers classroom. Students should arrive early (doors lock at 8:00am). If a student is unable to attend Saturday School, students or parents should notify the Principal by the preceding Friday and an alternative date may be chosen. If the student fails to show up for Saturday School, additional disciplinary action will result.

***Any offense that constitutes a "violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.**

SAFE SCHOOLS ACT

The safe school initiative mandates that schools identify abusive, violent, and disruptive students. It provides means for schools to remove these identifiable students from the normal setting when their presence does not allow other students to learn in an orderly and safe environment. The Arcadia Valley R-II Schools will initiate an alternative school for students who meet the criteria within the safe schools initiative. Students who are abusive, violent and disruptive will be removed from the general school setting following the procedures adopted by the Board of Education. In all cases, students will be informed of why they are to be removed and will be given a complete description of what is expected of them in the alternative school. In all cases, a student's due process rights will be implemented according to state statutes.

DRESS CODE

1. It is each student's responsibility to dress in a manner that reflects self-respect and safety.
2. Neatness and cleanliness are basic to personal hygiene and grooming.
3. Personal appearance and attire should not distract others from a productive learning environment that promotes academic success.
4. No clothing that bares the midriff, shoulder or mid-section (undershirts, halter tops, tube tops, spaghetti straps, muscle shirts, shirts without sleeves that bare the side) is allowed. No clothing that is see-through or clothing that reveals underwear (pants too low, holes in clothing, tie-up jeans) is allowed. Shorts/skirts must be fingertip length, at a minimum, when their arms are straight to their sides.

5. No hats, chains, spiked necklace or wristbands, clothing that advertises alcohol, drugs, or tobacco products or clothing that displays vulgar, suggestive, obscene, or offensive language.
6. No pajama pants or house shoes allowed.
7. Prom will follow somewhat the same guidelines and philosophy. The type of dress not allowed would be the type that is judged too provocative or revealing. This standard will be communicated well in advance of prom.

GRADING POLICIES

Long-Term Assignments

One of the purposes of assigning a long-term project is to learn the importance of meeting deadlines. Major class assignments such as term papers, research papers or any other long-term project will be due by the date assigned. The teacher will give notice to the students on the date the assignment was made as to the period of time that the project may be turned in. If the student is absent on the day that the assignment is due or any subsequent day, the project does not have to be accepted by the teacher, unless the absence was for one of the four absences recognized by the school. Those are: Absence created by participation in school activity, absence created by death in the family, absence created on orders of a doctor (doctor's note required) or absence created by court subpoena. In all cases the research project will be due the next day of attendance by student. Students who miss the deadlines for other reasons, may petition the teacher to accept the project late for a reduced grade. This will be up to the discretion of the teacher.

**Students who miss class because of school-sponsored activities are responsible to meet with their teachers to find out what assignments they are to make up prior to the due date.

Make-Up Work

For any assignment made before an absence, student will bring in the assignment upon arriving back to school and/or be prepared to take test(s) previously assigned upon returning to school.

Students will be allowed a minimum of two make-up days to complete assignments for each day absent, up to 3 days missed. *For example, A student who is gone Monday, will have their missed work due that Wednesday. A student missing more than three days in succession, will need to meet with their teachers to develop a plan for completing missed work.*

Students absent from class due to school-sponsored activities are responsible for keeping up daily classroom assignments, tests, and research projects. They will consult their teachers prior to the planned absence for all notes and assignments. No make-up days are allowed on Pop quizzes that may be given at the discretion of the teacher. Students who are absent from class will not be allowed to make up a pop test. No more than 10 points will be awarded to any pop quiz.

Upon request, office staff will ask teachers for assignments when a student will be absent for more than one day. These assignments will be completed and returned before more assignments are made.

Performance Classes

Attendance points will be given to performance oriented classes. Examples of these classes are chorus, shop, P.E., band, etc.

Grading Scale

The following grading scale is in effect for most students (IEP's may be evaluated on different scales):

A	= 96-100%	C	= 73-76%
A-	= 90-95%	C-	= 70-72%
B+	= 87-89%	D+	= 67-69%
B	= 83-86%	D	= 63-66%
B-	= 80-82%	D-	= 60-62%
C+	= 77-79%	F	= 0-59%

GRADUATION REQUIREMENTS

Weighted Courses

Certain courses have been identified as advanced courses worthy of extra grade point value. Courses will be worth the standard weight times 1.20. The complete list of weighted courses will be listed in the Career Planning Guide. Certain dual credit/enrollment courses may count as two courses depending on amount of college credit hours. More information found in the Career Planning Guide or can be obtained in the Counseling Center.

College Prep/Honors Program:

(24 credits)

4 units of English (Honors English 3 & 4)

4 units of Mathematics (Algebra I and above)

3 units of Science (Physical Science, Biology, & 1 more Honors Science class)

3 units of Social Studies (Government/American Political Systems, American History, and Freshman Social Studies)

1 unit of Practical Arts (0.5 unit of Computer Applications and 0.5 unit of Personal Finance.)

1 unit of Fine Arts

1 unit of Physical Education

0.5 unit Health

6.5 electives

Tech Prep Program: (24 credits)

4 units of English (English 1, 2, 3, and 1.0 unit of another comm arts)

3 units of Mathematics

3 units of Science

3 units of Social Studies (Government/American Political Systems, American History, Freshman Social Studies)

1 unit of Practical Arts (0.5 unit of Computer Applications and 0.5 unit of Personal Finance.)

1 unit of Fine Arts

1 unit of Physical Education

0.5 unit Health

7.5 electives (Six hours will be strongly recommended in a specified core area. This specified area would include the Career Tech block or approved career path.)

Two years of foreign language must be taken to enroll in any of the University of Missouri Schools.

CUM LAUDE HONORS SYSTEM

Special recognition will be awarded at graduation each year to students who complete the honors program with distinction. The cum laude/honors system of recognition will have the following GPA standards calculated to the third decimal:

Summa Cum Laude	Highest Honors	Higher than 4.000
Magna Cum Laude	High Honors	3.900-4.000
Cum Laude	Honors	3.700-3.899

SCHOOL FLEX

DUAL ENROLLMENT ONLINE (NOT ATTENDING SCHOOL)

The "School Flex Program" is established to allow eligible students to pursue a timely graduation from high school. The term "eligible students" includes students in grades eleven or twelve who have been identified by the student's principal and the student's parent or guardian to benefit by participating in the school flex program.

An eligible student who participates in a school flex program shall:

- (1) Attend school a minimum of two instructional hours per school day within the district of residence;
- (2) Pursue a timely graduation;
- (3) Provide evidence of college or technical career education enrollment and attendance that is aligned with the student's academic plan;
- (4) Refrain from being expelled or suspended while participating in a school flex program;
- (5) Complete all state required End of Course exams;
- (6) Pursue course and credit requirements for a diploma; and
- (7) Maintain a ninety-five percent attendance rate.

Eligible students participating in the school flex program shall be considered full-time students of the school district and shall be counted in the school's average daily attendance for state basic aid purposes.

AVHS Eligibility Requirements:

- Must be 11 or 12 grade
- Must have a GPA of 2.9 or higher to be eligible
- Must maintain an 80% or higher grade in all your Dual Enrollment courses
- Must maintain attendance rate of 95% or better
- Submit grades at each progress period
- All tests must be proctored at the High School

If you fail to maintain the eligibility requirements you will be removed from the School Flex program.

SCHOOL FLEX WORK PROGRAM

1. The following documents must be on file with the Counseling & Career Center:
 - Completed Work Program Employer Information Sheet
 - Complete Work Program Contract
 - Signed Consequences for Inappropriate Behavior sheet
 - Meet with Work Program Coordinator/School Counselor to review rules, access evaluation forms, instructions for other required documents
2. Work PROGRAM is available to juniors and seniors only. **It is not available during the summer.**
3. Complete an average of 5 hours of work each week for each ½ (.5) credit. You may earn a maximum of **THREE** credits per year.
4. Students are responsible for securing their own place of employment and working with them to ensure the required forms are completed.

5. Submit copies of documents which verify hours worked. Verification can be a copy of your pay stubs, time sheets (with supervisor confirmation), or a statement of hours worked from your employer.
Work hours documentation must be submitted based on the student's pay period.
6. Give a two-week notice before terminating any employment. Failure to do so or being fired will result in loss of credit earned and hours logged up to that time for that semester. You must notify the counselor's office of any job changes and complete a new contract with your new employer.
7. Students are not allowed on campus during the time your school schedule shows School Flex - Work Program unless you have been given permission by an administrator.
8. If at any time a student is failing any other class that is required for graduation, his/her Work Program block may be re-assigned for the remainder of the semester in order to best facilitate passing required classes.

REMEMBER THIS CLASS IS **PASS/FAIL**. Failure to comply with any of the above results in an 'F'.

GENERAL POLICIES AND PROCEDURES

Accommodations for Handicapped Students and Patrons

The Arcadia Valley R-II Schools are sensitive to the needs of our handicapped students and patrons. Every effort will be made to make our buildings and programs fit identifiable specific needs. A transition plan is in place to remediate shortcomings of our buildings as identified in a recently conducted building audit. Existing programs that are housed in inaccessible areas will be relocated on an as needed basis for the short term. Specifically, the High School stage is inaccessible. No students will be denied access to the stage or the programs on the stage because of a handicapping condition. It is the plan of the Arcadia Valley High School to relocate the band program to the cafeteria if a need arises until the new facility is in place.

Academic Scholar Pin

Students who maintain a 3.7 grade point average for both semesters of the school year will be awarded an academic scholar pin. The first year they achieve this they will receive a letter, pin and bar.

Advisory Program

The Tiger23 advisory program will provide a system to keep a closer audit of the students and their progress, open new lines of communication between teachers, students, and parents; foster new relationships between teachers and students; and provide a means of communication with parents.

Appeals Process

The student will be afforded a contested case due process that is in accordance with the Administrative Procedures Act. This process will begin by appealing to the Superintendent of Schools.

Assemblies

A page will be made to dismiss class to go to an assembly. Students are not to leave the assembly unless an emergency arises.

Athletic Eligibility

Any student that participates in any activity registered with the Missouri State High School Activities Association must establish their eligibility. These requirements must satisfy the M.S.H.S.A.A. requirements and those established by the Arcadia Valley Schools. The athletic handbook shall be given to each participant and must be signed by the student and parent before a student may participate in any activity.

Students must be in attendance for all classes to be eligible to participate on that day or have prior arrangements made with the principal. (Please refer to the athletic handbook for specific details.).

Automobiles

Students who drive to school must observe the general rules of safety. All students' vehicles must be parked in their assigned parking spot in the student parking lot during normal school hours. Students are to exit their vehicles upon arrival to school and wait in designated areas; loitering on the school parking lot is not permitted. Students will not be allowed on the parking lot during the school day without permission from a staff member. All student vehicles must remain unmoved until the student is properly excused for the day. Students will not exit the parking lot until all bus traffic has passed beyond the high school parking lot. Students must have written permission from the Career Tech School to take their cars to particular shop to be worked on.

A+ Students

Students who enroll the A+ program must have registered with the A plus coordinator. Many benefits may be derived from participation in the program. Please be advised that discipline, grades, character and service and attendance criteria must be met for successful completion of this program. Please contact Mr. Rice for all information regarding this program.

Cadet Teachers

Cadet teachers must be in their assigned area and under the supervision of their teacher. Cadet teachers must be identified by a tag identifying them as a cadet teacher, the teacher they are assigned to and the hour that they are assigned.

Conferences

Parents are encouraged to closely monitor their child's progress in school. They may arrange a conference with teachers or the principal at any time.

Counseling Services

The counselor is available to help the student overcome any academic or personal problems. The counselor has information on a variety of occupations as well as college programs and scholarships. The counselor will aid the student in planning a course of study to best meet the present and future needs of the student. Parents are encouraged to contact the counselor should they have any questions or suggestions regarding their child's course of study.

Deliveries

All deliveries for students are to be made to the office. Students may pick up deliveries in the office. Flowers must be picked up at the end of the day. Food deliveries from area restaurants will not be allowed unless approved by the principal.

Dress for P.E.

Students enrolled in P.E. will be required to "dress out" in P.E. clothes (gym shorts, T-shirts, gym shoes or sweats if appropriate). This is required for health and hygiene purposes. A doctor's excuse will be needed if a student cannot participate in the regular P.E. program so that an adaptive P.E. plan can be implemented. In any event, the student will still be required to dress out, as dressing out constitutes part of a student's grade. Students should either bring a lock for P.E. locker or else leave nothing of value in the P.E. dressing room. Students who do not dress out for P.E. for medical reasons will be allowed to write reports to maintain credit for the class.

Enrollment

All students who live within the school district may enroll through the guidance office with the approval of the Principal. Students who live outside the district must pay tuition (in advance) and have the permission of the Superintendent prior to enrollment. All new enrollees to the district must have an updated immunization record before a student will be permitted to enroll. Enrollment procedures for classes will take place in the spring. Students will enroll to specific classes and hours to avoid conflicts at the start of the school. For more information see the counselor. Students who have not been enrolled in school for 10 consecutive days may enroll but will be on a non-credit track for the semester of enrollment.

Students who have missed up to ten consecutive days will be enrolled under a provisional waiver granted by the attendance committee. Attendance criteria will be added to the student's attendance plan and the student will not be afforded the ten-day scenario after the first time.

In compliance with the safe schools initiative students enrolling in a school district must live with a parent or court appointed legal guardian. For further information regarding enrollment, contact the building administrator.

Students will not be allowed to drop a class mid-term (before the semester ends). Students may request schedule changes for the coming year prior to the first day of school. After school begins, course changes will be made to correct errors, which directly affect graduation requirements, level changes deemed necessary by the teacher, or those deemed necessary by the administration.

Extra-Curricular

All students are invited to enhance their educational experiences at school by joining teams, clubs, and organizations. The following extra-curricular activities are school sponsored.

Art Club
Baseball 9-12

Mu Alpha Theta

Basketball
Cheerleading, girls 9-12
Cross-Country
FBLA
FFA
Girls Softball, girls 9-12
Golden Tiger Dance Squad, girls 9-12
Golf

NHS
Scholar Bowl Team
Skills USA
Student Council
Tennis
Track
Volleyball, girls 9-12
Yearbook

Facilities

Student's use of school facilities is restricted to those times at which students are under direct faculty supervision. Areas such as the gym, band room, library, etc. are off-limits to students unless a faculty member is present to supervise. This includes over school vacations and weekends.

Fund Raising

All fund raising activities using the name "Arcadia Valley High School" or one of its teams, organizations, or clubs must have approval of the principal and meet the fundraising guidelines set by the district. Raffles of any kind are **NOT** acceptable.

Hall Passes

All students are to have a hall pass signed by a teacher to go from one room to another during class time.

Harassment

Harassment is a form of discrimination, as defined above, that occurs when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment

Sexual harassment of students by employees or other students is strictly prohibited in the Arcadia Valley School District. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of sexual nature when: Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's academic status or progress; or Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school related activity; or Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for the purposes of this policy.

Students who believe they have been victims of or have witnessed harassment should report the incident(s) to any teacher, counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designed to investigate such reports or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation. The appropriate administrator shall provide for an investigation of the incident and shall take disciplinary action where appropriate, up to including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further harassment do not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

Hats, Bandannas and Headphones

Students who bring hats and/or head coverings or headphones from music devices to school must place them in their locker at the start of the day and leave them there until the end of the day. Cell phones must not be out or on during class time unless permission is given. These items will be confiscated.

Insurance

Student insurance forms may be picked up during registration. Completed forms should be mailed into the insurance company.

Library Materials

The books and materials in the library resource center have been judged to be suitable for a school environment. Students should use discretion when checking out materials that do not fit their individual needs or personal preference. The Library Media Center (LMC) will be open for student use from 7:30am to 3:30pm. Students will be held accountable for items checked out in the library. Grade reports may be held until overdue books or lost/damaged books are cleared from the student's record. No food or drink is permitted in the library or computer areas.

Lockers

Students will be assigned a locker by the office; all students will have their own locker. Lockers are the property of the school and may be inspected at any time. No fee will be applied for their use. The cost for repairing a locker damaged by the students will be borne by the students. Students are encouraged to place combination locks on their lockers; combinations must be registered in the office. Students may not change lockers without the permission from the office.

Lunch

No restaurant lunch may be brought to school during school hours without permission. Students may pay for their lunches at their convenience by depositing money into their accounts in the box on the office door. Money deposited before 9:00am will be applied to the day of deposit. Arcadia Valley High School is not responsible for any lunch tickets that are lost, stolen, or misplaced. Students who can demonstrate a financial need may be eligible for the free or reduced price lunch program. Application forms will be distributed to all students during registration.

Early Out Attendance

Students may apply for early out attendance with the Principal. Students who petition for an early out will be permitted to walk with their graduating class if all of the requirements outlined in a meeting with the Principal are met. No student may walk with their class that has not met the 24 credits or attended at least seven semesters. A full review of the policy will be discussed at the time of petition. Students will not be allowed to walk with their class in graduation unless all requirements for graduation are satisfied. Applications for early out must be turned in as soon as possible. Only students incurring severe hardship situations will be approved by the board of education for early out attendance.

Pass Code

Parents will be required to create a 4-8 digit pass code specific to their children. You will need this code to have access to your child and his or her records. Anyone needing information regarding your child or to check them out of school MUST know this code. This is done to ensure the highest level of security for your child(ren).

Restrooms

Students are not permitted to loiter (hang out) in the restrooms. The restroom in the gym area is off limits during lunch period. Loitering in the restroom includes using the restroom more than one time during lunch or a class period.

Schedule Changes

All students who wish to change their schedule must do it through the guidance office. All changes after the first week of school or after the start of the second semester will require principal's approval.

Snacks

Snacks will be permitted in classrooms only on the approval of the teacher. Open containers will not be permitted in the halls. Bottled sodas or beverages brought from off campus will be allowed in school but will be subject to inspection at any time.

Telephones

The student phone is located in the office and is for student use. Students will not be permitted to use the phones unless it is an emergency. Students will not be permitted to leave class to answer or place phone calls. Students should use the phone between classes or during lunch.

Teaching About Human Sexuality

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and the district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Visitors

No visitors are allowed at the school without the Principal's consent and all visitors are to report to the office immediately upon arrival at school. Students from other schools will not be allowed to attend classes. Visitors must display a Visitor's Pass obtained from the office. Visitor's who wish to visit a teacher will be permitted to do so **only** with the previous consent of the teacher and administration. In all cases, the principal has the authority to ask the visitor to leave the school grounds.

Weather Reports and School Cancellation

When it becomes necessary to cancel school due to bad weather an Alert Now call will be sent to parents. Also the following radio and TV stations will be notified: KTJJ and TV Channel 12. Students should not call the stations, school, or staff members. They should tune in to one of the above stations.

HEALTH POLICY

ILLNESS

Students who become ill at school are sent to the nurse. If they are too sick to remain in school, parents will be called by the nurse (students should not call home) to take them home. If parents cannot be reached, emergency numbers will be contacted. Please keep emergency numbers current. Students who sit in the restroom will be considered truant.

INJURY OR HEAD INJURY

Please refer to the policy from the nurse's office. If you have additional questions, please contact the MS/HS nurse at 546-9700 ext. #3.

IMMUNIZATIONS

There will be no grace period for immunizations. All students not in compliance with immunization requirements will be prohibited from enrolling in or attending school. To view the Missouri school immunization requirements, visit www.dhss.mo.gov/ or contact the local health department or the school nurse.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible.

MEDICATION

No medication will be given at school unless there is a doctor's order. Most medications can be given before school, after school and at bedtime.

Written, faxed or prescription labels will be considered an authorized prescriber's orders for short-term (two weeks or less) medications only. Long-term medications and changes in dosage of those medications will require written or faxed orders from an authorized prescriber. This includes prescription and over the counter medications. All medications must be in the original container.

Students are not allowed to have any medication in their possession at school. All medication must be left in the nurse's office and be administered in the nurse's office.

HEAD LICE – NO NIT POLICY

When a student is found to have head lice, the parents will be contacted to take the child home from school immediately. Information will be given to the parent about the necessary treatment and the procedure for readmission to school at that time.

EMERGENCY PROCEDURES

Tornado Procedures

1. Tornado Alarm Signal- Telephone paging system will be used to announce all emergencies.
2. Students in the main high school building at the sound of the tornado alarm will follow their instructor to the hallway and assume a kneeling position on the floor. They should cover their head with their hands and arms. They should remain in the position until the all clear bell sounds.
3. Instructors will take their grade book or class roster with them to aid in accounting for students.
4. All students and staff members are to remain in the building until the all clear signal sounds
5. ALL CLEAR SIGNAL --- WILL BE PAGED

Fire Procedures

1. Fire Alarm will be used to announce all emergencies.
2. Students should walk in a single file, when possible, with no talking.
3. Students should not attempt to carry out books, coats, or anything that will hinder rapid movement from the building.
4. When outside, teachers will count to ensure that all students are present and report by messenger to the Secretary any student missing. Teachers should take their roll book with them and check roll when outside.
5. Students and teachers must always be ready to receive orders to use an exit other than the one prescribed.
6. ALL CLEAR SIGNAL --- WILL BE PAGED

Teachers should refer to the District's CARE plan for more detailed information.

Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places. The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church

bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website

http://www.redcross.org/services/prepare/0,1082,0_241_,00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website

(<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

Procedure For Earthquake Drill

At signal students should:

1. DROP AND COVER- Get under desk and cover head. Avoid being in areas in front of windows or under heavy objects that could fall.
2. STAY COVERED FOR 30-40 SECONDS

3. Principal will announce evacuation.

EVACUATION- Follow evacuation route for fire drill -*QUIETLY AND ORDERLY*.

ASSEMBLE IN FLAGGED GRADE AREA OUTSIDE

Teachers will take roll for the class once they exit the building. After attendance is taken the students will make their way to the staging area and disperse into the designated grade area. Missing students' names should be reported to the secretary where they can be checked against the absentee list.

Bomb threat or Internal Intruder

Follow the directions of teachers and the paging system.

Technology Acceptable Use Policy

This Acceptable Use Policy is a summary of official Board policies designated EHB and EHB-R. The content and meaning are essentially identical, but all users will be held accountable to all Board policies. The original Board policies may be found on the district web site at www.avr2.org and in the district libraries.

Principles

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students, both with current classes and in preparation for further education and/or employment after graduation. District technology also supports district staff members in the performance of their official duties. Generally speaking, the use of district technology with one's own accounts in ways that are consistent with these goals is permitted and encouraged. Uses of district technology that do not support these goals should be questioned as they may be in violation of one or more rules below.

User Identification and Network Security

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

Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to a supervisor, a teacher, or administrator, who will inform the district technology department as appropriate.

User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations, and procedures.

Damages

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

The district is not responsible for damage to any technology devices or other property not owned by the district due to the way that property may interact with district technology.

Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited.
4. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
5. Unless authorized by the superintendent or his designee deletion, examination, copying or modification of files and/or data without the owner's consent is prohibited.
6. Unless authorized by the district or building administrator, non-educational Internet usage is prohibited. This includes but is not limited to playing games and downloading or streaming audio and/or video not directly related to classroom instruction or to a student's formal educational plans after leaving the district.
7. Use of district technology for commercial or for-profit purposes is prohibited unless authorized by the district.
8. Accessing fee services that result in charges to the district without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws *and regulations*, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing, or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, libelous, pervasively indecent, or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.
14. Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, *subscription websites*, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the superintendent or his designee.
17. Technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
19. Students may not access the Internet without a teacher or other district staff member present in the room.
20. Computers/media equipment must not be marked on, colored on, handled roughly, hit, or in any way defaced, altered or abused.
21. Horseplay of any kind is not allowed around computer/media equipment.
22. Students and community users may not have food or beverages around any computer/media equipment.
23. Users may not move or unplug any computer/media equipment not adjust computer equipment controls without permission from the equipment supervisor.
24. Students and community users may only access District Installed or linked computer programs that have been placed on their menus by the system administrator or supervisor. After consulting with the district technology coordinator, exceptions may be approved by a district administrator or the administrator of the building in which the computer is located.

25. Any attempted violation of district policy, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.
26. Users may not in any way use district technology resources to intimidate or threaten others (cyber bullying).
27. No one may connect to the district network via wired or wireless networking technology any device not owned by the district except with prior authorization of the superintendent or designee.
28. While on campus no district owned device may be connected to a wireless network that is not operated by the district unless the access is paid for by the district.
29. Use of district technology to benefit any political candidate or cause or for political lobbying is prohibited.
30. Users may not install software without permission from the Technology Department or as authorized by the superintendent or designee.
31. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.
32. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
33. Attempts to interfere with the ability of others to utilize any district technology are prohibited.
34. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
35. The introduction of computer viruses or other malware, hacking tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.
36. Users are not to add, remove, or alter computer passwords, security measures, configuration settings, or monitoring devices without authorization.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.

On-Line Safety - Disclosure, Use, and Dissemination of Personal Information

- a. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- c. Student users shall not agree to meet with someone they have met online without parental approval.
- d. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- e. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based email, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district or building administrator, except during non-educational times with building administrator approval.
- f. All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.
- g. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- h. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail and Other Messaging

A user is responsible for all electronic mail ("e-mail") and other messages originating from the user's ID or password.

- a. Forgery or attempted forgery of *electronic* messages is illegal and prohibited.
- b. Unauthorized attempts to read, delete, copy, or modify messages of other users are prohibited.

- c. Users are prohibited from sending unsolicited electronic messages to more than 200 recipients per day unless the communication is a necessary, employment-related function, or an authorized publication.
- d. All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations, and procedures.

Employee Users

Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation, or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use which jeopardizes the safety, security, or usefulness of the district's technology is considered unreasonable. Any use which interferes with the effective and professional performance of the employee's job is considered unreasonable.

All employees must model the behavior expected of students, exhibit the same judgment as expected of students, and serve as role models for students. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via district resources, including e-mail or Internet access, which students or other users could not access, view, display, store, print or disseminate, unless authorized by the district.

Technology Administration

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed. The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on district technology resources in accordance with the Public School District Retention Manual published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations, and procedures.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum. The district web page may include the district's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board. Any expressive activity involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activity involving the district's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by district administrators or designees at any time. In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with email access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received, or stored using district technology in his or her *User Agreement*.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure

("filtering/blocking device") on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Parents are advised, however, that none of these devices can be guaranteed to be completely effective. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district.

Students and staff may request to have blocked site opened for an educational purpose. Request for unblocking a site will be available in all district labs and on the District website. Students must turn their request into their teacher who will determine the educational purpose. The District Technology Director will determine which sites to unblock. Students or teachers may appeal to the building principal to address the Technology Director. If still denied, Students and teachers may appeal the Superintendent or his Designee.

No Warranty/Availability/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The district's technology resources are available on an "as is, as available" basis. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations, and procedures.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

GENERAL NOTICES AND INFORMATION

SUMMARY OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Records

Cumulative educational records will be retained permanently. A special services folder will be kept for all 94-142 students to meet the provisions of the compliance plan. Comments will be limited to student performance. The principal and staff will ensure that records are kept in a proper manner and utilized in accordance with the law. Disclosures to eligible persons without parent/guardian consent will require notification to such parent or guardian.

Review of Student Record

Parents or eligible students age (18) are entitled to review their record, entitled to explanations, definitions or interpretations. Appeals may be made following the appeal process outlined below. Staff members with a legitimate interest and need would be allowed information concerning the record of any student. The Principal will ensure that such use is specific to a student's educational services. The district will maintain a record of all requests for and disclosures of information.

Annual Notification of Rights to Parents/Guardians and Student

A summary of the major provisions of FERPA will be made available to all students and parents through the student handbook. Annual public notice will be presented concerning the lease of "Directory Information". See Public notice.

Appeals Procedure

The following appeals procedure shall be used for the correction or deletion of inaccurate, misleading or inappropriate data in a student's record. A parent, guardian or eligible student, after review of records, may petition for a hearing from the Principal. The Principal will, within 10 working days of request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence, and provide a decision. If not satisfied, the petitioner may request in writing that the Superintendent of schools review the case and determine appropriate action within 30 working days. If not satisfied, the next appeal will be to the Board of Education with a decision within 30 working days. Parents or eligible students shall be informed of the right to place a statement in the student's record.

Public Notice

Please be advised that the school district will release Directory Information concerning your child upon request. This will include the following information: The student's name, participation in officially recognized extracurricular activities, height and weight or members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

Directory Information

Annual public notice should be presented to parents or eligible students that "Directory Information" will be released as deemed necessary by school officials. The school district designates the following items as a directory information: Student's names, Parents names, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. Parents or eligible students will have ten school days after the annual public notice to view the student's directory information released. The school district may disclose any of those items designated as directory information without prior written consent.

Non-Discriminatory Policy

It is the policy of Arcadia Valley R-II School District not to discriminate on the basis or race, color, national origin, sex or a handicap condition in its educational programs, activities, or employment in compliance with Title VI, Title IX, and Section 504 of the Federal Law pertaining thereto. As a student or employee of Arcadia Valley Schools, you are protected from discrimination in all the above-mentioned areas.

If you believe that you have been discriminated against on the basis of race, color, national origin, sex or handicap condition, you may make a claim that your rights have been denied. This claim or grievance may be filed with your principal, supervisor, or the Assistant to the Superintendent. You will be asked to write down the actions, policies, or procedures that you feel are discriminatory. You may obtain assistance from the Assistant to the Superintendent, 750 Park Drive, Ironton, Mo. 63650. The telephone number is 546-9700. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is no agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. If you file your grievance with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of possible discrimination.

Family Educational Rights and Privacy Act

(FERPA) Student Records Cumulative educational records will be retained permanently. A special services folder will be kept for all 94-142 students to meet the provisions of the compliance plan. Comments will be limited to student performance. The principal and staff will insure that all records are kept in a proper manner and utilized in accordance with the law. Disclosures to eligible persons without parent/guardian consent will require notification to such parent or guardian.

Release of Student Records

Records may be released when requested by another school. Written parent authorization will be sought. Information will not be released to unauthorized persons without the express consent of the student or guardian, except to comply with a judicial order of subpoena. Both natural parents will have access to the student's records regardless of their marital status, unless a court order or divorce decree removes one parent's right to this information. Copies of records of currently enrolled students will be made available to authorized personnel upon request. A fee per copy may be assessed to graduates or other students who have terminated their education. A record of disclosures shall be maintained of personally identifiable information. After a student attains 18 years of age or is attending a postsecondary educational institution, all rights accorded to and consent required of parents shall only be accorded to and required of such student.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. Arcadia Valley R-II School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Arcadia Valley R-II School District] will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Arcadia Valley R-II School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Arcadia Valley R-II School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5901

Requirements as of July 1, 2010, for Identifying ELLs

Upon enrollment, Missouri districts are required to ask all students if there is a language other than English spoken in the home and if English is not their native language. If the answer of either question is yes, or if a district feels that a child might have a language deficiency, the district is required to screen the child in the four modalities of reading, writing, speaking and listening. These incoming students must be screened within the first month of school or the child's first two weeks of arrival if they move in after the start of school. Additionally, beginning with the 2010-2011 school year, all current ELL students are required to be screened in the four modalities using the WIDA ACCESS Placement Test (W-APT).

Programs For Homeless Students

The Arcadia Valley R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan, will give special attention to ensure that homeless children in the school district have access to a free and appropriate public education. The Board designates the following individual to act as the district's homeless coordinator:

Assistant Superintendent
 750 Park Drive
 Ironton, MO 63650-1495
 Phone (573-) 546-9700; Fax (573) 546-7314

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) PARENTS RIGHT TO KNOW

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

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

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

STANDARD ESSA COMPLAINT PROCEDURE

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.

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

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

9. How will appeals to the Department be investigated?

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

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

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

Parental Information and Resource Center (PIRC)

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis. PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel. The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program. Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement. PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools. Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html> For additional information about Federal Programs at Arcadia Valley R-II and you rights under the programs, please contact the Superintendent's Office, 573-546-9700 ext 5.

Asbestos Hazardous Emergency Response Act (AHERA)

Arcadia Valley R-II School District has conducted a complete inspection of its facilities in 2005, utilizing the services of Mead Environmental Services. The results of this inspection have been included in a management plan. This management plan is available in the Administrative Offices of Arcadia Valley R-II during normal business hours, without cost or restriction, for inspection by representatives of the EPA representatives, and parents. The Arcadia Valley R-II School District may charge a reasonable cost to make copies of the management plans. Periodic

surveillance is required every six (6) months and a re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan. You, as a parent, are encouraged to examine the management plan that affects your child(ren). The contents of the management plan and the recommendations made in it will be made available upon request.

Trauma-Informed Schools Initiative

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

The Trauma-informed approach is an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan.

Visit their website for more information: <https://dese.mo.gov/traumainformed>

ASSESSMENT PROGRAM (Policy IL)

The district will use assessments as one (1) indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law. The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - b. Help the professional staff formulate and recommend instructional policy.
 - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district toward established goals.
5. *Adequate Yearly Progress* – To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act. There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law. The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments. If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination. The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

SPECIAL EDUCATION

The Arcadia Valley R-II School District will provide a free, appropriate, public education to all handicapped and severely handicapped children residing in the district. In order to appropriately meet the needs of the children, special classes are provided for the educable mentally retarded, learning disabled, behavior disorders, and speech impaired. Should children with other handicaps be identified, programs would be developed or services contracted which would appropriately serve the student.

In order to provide a free, appropriate, public education, know of special-needs students who will be entering school and comply with state law, the school district must prepare a census of all handicapped children less than 21 years of age, encourage them to notify school officials. If you have handicapped children, it is important that school officials be notified.

Contact: Dana Ward, Special Education Director
Arcadia Valley R-II School District
750 Park Drive
Ironton, MO 63650
(573) 546-9700

Special Education Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The <public agency> assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Arcadia Valley R-II Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Arcadia Valley R-II Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education

concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Arcadia Valley R-II Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office during school hours. This notice will be provided in native languages as appropriate.

WAGNER PORTRAITS COMMUNICATION

Arcadia Valley is proud to have Wagner Portrait Group as the District's photography vendor. For convenience, Wagner Portrait Group will send a link with ordering information via email and text using the current information on file with the district. This will also send you a reminder when it is getting close to picture day.

If you would prefer to **not** release this information to Wagner Portrait Group, please sign and date the opt-out on the signature page and return to your student's school office.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) PERMISSION

At Arcadia Valley R-II Schools, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Arcadia Valley R-II Schools, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign the signature page to indicate that you've read the notice and give your consent.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep

Sites Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, the Arcadia Valley R-II School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With Arcadia Valley R-II Schools. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your child's building principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact your child's building principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

ARCADIA VALLEY HIGH SCHOOL
ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I, _____ (print student name) have received a copy of the Arcadia Valley High School Handbook for the 2019-20 school year. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the regulations in this handbook.

FIELD TRIP RELEASE

We hereby give our consent for the above named student to represent, and/or take part in school-sponsored activities. We will also give our consent for him/her to accompany the school group and will not hold the school responsible in case of accident or injury whether it be en-route to or from the school or activity. We do not hold the school or it's employees, agents, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise by or in connection with the participation by my child/ward in any activities related to the school trip activity. If we cannot be reached in the event of an emergency, we also give our consent for the school to obtain through a physician or hospital of its choice, such medical care as is necessary for the welfare of the child, if he/she is injured in the course of the school activity. My son/daughter has permission to attend the various school trips as they arise for the 2019-2020 School year.

PUBLIC NOTICES

We received a copy of the following: 1) Standard Complaint Resolution Procedure for Improving Schools Act, 2) Public Notice, and 3) No Child Left Behind Act of 2001, right to know as part of the student handbook.

TECHNOLOGY ACCEPTABLE USE POLICY

We have read the Technology Acceptable Use Policy in regards to using district technology. We understand that violating this agreement may result in disciplinary action on the student and any damages incurred will be the responsibility of the parent/guardian.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) PERMISSION

I give permission for Arcadia Valley R-II Schools to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice in the handbook.

PERMISSION TO PUBLISH

Arcadia Valley would like to recognize students for their POSITIVE involvement and accomplishments that occur while here at school. With your permission we would like to be able to publish those positive events on our district website and social media accounts, as well as, in the local newspapers.

- I do NOT wish for my child to be published

PHOTOGRAPHER COMMUNICATION OPT OUT

- I do NOT want my email address and cell phone number that is on file with the school district to be sent/given to Wagner Portrait Group for purposes of sending a link for picture ordering information.

I have received and read the above releases, policies, and notices.

The student handbook is available online at <https://goo.gl/17fhi2> I have been informed of the availability of the handbook online and have been furnished the website address. I choose to access the handbook online and do not wish to have a printed copy provided.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian _____ Date _____