ARCADIA VALLEY HIGH SCHOOL

2025-2026 STUDENT HANDBOOK



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HOME OF THE TIGERS

To view daily announcements online, go to:
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Homework available through Google Classrooms
*****Ask one of your child's teachers to add you as a guardian to get updates daily or weekly*****

Arcadia Valley School Calendar 2025-26 Highlights

Open House	Aug 14
School Starts	**Aug 19**
Labor Day-No School	Aug 29-Sept 1
Parent/ Teacher Conferences	Oct 2
Fall Festival-No School	Oct 17-20
Thanksgiving Holiday-No School	Nov 26-28
Christmas Holiday- No School	Dec 19-Jan 5
Staff Development	Jan 5
School Resumes	Jan 6
Martin Luther King Day-No School	Jan 19
Staff Development Day-No School	Feb 9
President's Day-No School	Feb 16
Spring Break-No School	March 30–Apr 6
Last Day	**May 6**
Graduation	**May 15**

Bell Schedule		**Early Out Schedule**	
1st period	8:00am-8:50am	1st period	8:00am-8:30am
2nd period	8:55am-9:45am	2nd period	8:35am-9:05am
3rd period	9:50am-10:40am	3rd period	9:10am-9:40am
4th period	10:45am-11:35am	4th period	9:45am-10:15am
Lunch	11:35am-12:00pm	5th period	10:20am-10:50am
Tiger 20	12:05pm-12:25pm	Lunch	10:55am-11:20am
5th period	12:30pm-1:20pm	6th period	11:25am-11:55pm
6th period	1:25pm-2:15pm	7th period	12:00pm-12:30pm
7th period	2:20pm-3:10pm		

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

The mission of the Arcadia Valley R-II School District is to establish an educational environment conducive to the needs of all students. The district will provide varied opportunities to increase skills, broaden knowledge, to promote strength of character, promote good citizenship, and develop work habits necessary to successfully become productive members of society by:

1. Seeking and maintaining employment
2. Furthering their education through trade or technical school and/or
3. Attending 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

TRADITION-PRIDE-CHARACTER

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. 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.

BOARD POLICIES AND REGULATIONS

In compliance with Missouri law, the District is governed by policies and regulations duly adopted by the Board of Education. Board Policies and Regulations may be accessed online at the District's website and at:
https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=215

ALCOHOL AND DRUGS, POSSESSION OR USE

The District is concerned with the health, welfare, and safety of its students. So, the District prohibits the possession or presence under the influence of:

1. Unauthorized prescription drug,
2. Alcohol,
3. A narcotic substance,
4. Unauthorized inhalants,
5. Counterfeit drugs,
6. Imitation controlled substances,
7. Over-the-counter drug, herbal preparation or imitation drug or herbal preparation, and
8. Controlled substance and illegal drugs defined under the Controlled Substances Act

While at school; on the District's property; or, on a school bus or at a school activity whether on or off the District's property. The use, sale, transfer, and possession of drug-related paraphernalia is also prohibited.

Violations will be handled under the Discipline Code.

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.

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 **21 or more class periods (approximately 3 days)** will have a letter mailed home to parents.

2. Students that miss **28 or more class periods (approximately 4 days)** will have a letter mailed home to parents.

3. When absences total **35 or more class periods (approximately 5 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 **42 or more class periods (approximately 6 days)** parents will be contacted with information about the student's status.

5. When absences total **49 or more class periods (approximately 7 days)** parents will be contacted with information about the student's status.

6. If a student misses more than **56 class periods (approximately 8 days)** he/she **will not earn credit** for the semester. When a student has exceeded this limit, parents will be contacted explaining that the student is in violation of the attendance policy and could not earn credit for the semester. The proper legal authorities will be contacted for students under the age of 17 for every absence over 8 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 students' 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 at school after the 8:00 tardy bell is tardy to school. The only exception would be for a student whose tardiness 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

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 non attendance. 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

Bullying and Cyberbullying

The District prohibits all forms of bullying and, further, prohibits all forms of reprisal and retaliation against any person who reports an act of bullying by, between or among, or against students. See Board Policy JFCF.

1. **Definitions**

a. "*Bullying*" - In accordance with state law, "bullying" is defined as 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.

b. "*Cyberbullying*" – 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. The District has jurisdiction over cyberbullying that uses the District's technology resources or that originates on District property, at a District activity or on District transportation. Even when cyberbullying does not involve District property, activities or technology resources, the District will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the District is otherwise allowed by law to address the behavior.

c. "*School Day*" – A day on the school calendar when students are required to attend school.

2. **Designated Officials**

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

The District's Compliance Officer appointed in Board Policy AC will serve as the District-wide Anti Bullying Coordinator. The Antibullying Coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the District's antidiscrimination and anti bullying education and training programs. In addition, the Antibullying Coordinator will assist in making any relevant reports as required by state and federal law.

3. **Reporting Bullying**

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

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

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

4. **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the District's compliance officer designated in Policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in Policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the District's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the District's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with Policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate District staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

5. **Consequences**

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

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

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, and prohibition from being on District property or at District activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

6. **Policy Publication**

The District shall annually notify students, parents/guardians, District employees, substitutes and volunteers about this policy and the District's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the District's website.

7. **Training and Education**

The District's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The District will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the District will inform students of:

a. The procedure for reporting bullying.

b. The harmful effects of bullying.

c. Any initiatives the school or District has created to address bullying, including student peer-to-peer initiatives.

d. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate District staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

a. Cultivating the student's self-worth and self-esteem.

e. Teaching the student to defend him- or herself assertively and effectively without violence.

f. Helping the student develop social skills.

g. Encouraging the student to develop an internal locus of control.

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.

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.

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 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 and written permission must be given prior to corporal punishment being 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 teacher's 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.

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—Items 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 personal electronic devices (In accordance with State Law SB 68 and Board Policy JFCD-C.1A)—In accordance with Missouri State Law SB 68 and Board Policy JFCD-C.1A students may **NOT** use personal communication devices during the school day. Devices that are included are as follows:

- Cell Phones
- Smart Watches
- Wireless Earbuds
- Any other personal Electronic Device

Cellphones and other personal electronic devices that are seen, heard, or used during the school day will result in disciplinary action.

The Arcadia Valley School District is not responsible for loss 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

A "chronic offender" is a student who is referred to the office 7 times or more during the school year. 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 in 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.

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 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. Face coverings that are recommended by the CDC will be allowed.
8. 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 students. 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, students 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 the amount of college credit hours. More information found in the Career Planning Guide or can be obtained in the Counseling Center.

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 Personal Finance.)
1 unit of Fine Arts
1 unit of Physical Education
0.5 unit Health
6.5 electives

Traditional : (24 credits)
4 units of English (English 1, 2, 3, and 4)
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 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. Students enrolled in the current virtual program are NOT eligible for the honors program and therefore cannot be recognized at graduation with cum laude honors. 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 School District complies with the Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act (the "ADA"), as amended by the ADA Amendments Act (the "ADAAA"), the Missouri Human Rights Act (the "MHRA"), and all local laws and is committed to providing equal access to services and public accommodations. No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of the District's programs, including nonacademic services and extracurricular activities.

The District will provide those who have a disability, as defined by law, with equal opportunity to access and District activities. Please contact Dana Ward at the Central Office with any questions or to make arrangements for special needs. (573) 546-9700.

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 in 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 a particular shop to be worked on.

A+ Students
Students who enroll in 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. Wadlow 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 wear appropriate shoes and are encouraged to "dress out" in P.E. clothes (gym shorts, T-shirts, gym shoes or sweats if appropriate). This is encouraged 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. 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 participate in 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. 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 in 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
Basketball
Cheerleading, girls 9-12
Cross-Country
FBLA
FFA
Girls Softball, girls 9-12
Golden Tiger Dance Squad, girls 9-12
Golf
Mountain Biking
Mu Alpha Theta
NHS
Scholar Bowl Team
Skills USA
Student Council
Tennis
Track
Volleyball, girls 9-12
ESPORTS
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.

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. 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 9:00 am 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.

Free and Reduced Price Breakfast and Lunch
Children from families whose current income has either temporarily or permanently fallen below certain federal guidelines can qualify for free and reduced price meals. The identity of qualified children is completely confidential and the District goes to great lengths to keep these children anonymous from their peers. Parents should consider taking advantage of this valuable program should their current financial circumstances warrant participation.

Applications will be available at: Open House, the first day of school, enrollment, or anytime in the office.

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).

Parking and Parking Lot Usage
Students who drive to school must register their vehicle in the office. Once registered students will be given a parking pass and assigned a parking spot. Students who fail to register their vehicle or fail to park in their assigned parking spot will lose their driving privileges for up to the remainder of the school year. Students who drive in an unsafe manner will also lose their parking privileges.

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 the 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
When a student is found to have head lice, the parents will be contacted. 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 unreinforced 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 a desk and cover your 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 Handbook

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.

Receiving your device

Devices will be distributed each fall at the beginning of the school year. Parents & students must sign and return the Device Agreement before the device can be issued to their child. The Chromebook Protection Plan outlines an option for families to protect the device investment for the school district. Please review the Chromebook Protection Plan included in this handbook. Please read the Arcadia Valley R-II School District's Parent/Student Technology Handbook and confirm by signing on the Acknowledgement of Policies and Procedures page during registration. You must comply at all times with the Arcadia Valley School District's Parent/Student Technology Handbook and all of its contents. Any failure to comply may end your rights of possession effective immediately and the District may repossess the property.

Title

Legal title to the property is with the District and shall at all times remain with the District. Your right of possession and use is limited to and conditioned upon your full compliance with

this Agreement and the Parent/Student Chromebook Handbook. Searches may be conducted based upon reasonable suspicion and devices may be periodically examined.

Insurance Protection

Insurance Protection cost per device is $20.00 annually* and covers one claim in full for accidental damage or breakage of any Chromebook parts. Second claim within a year will require a $5.00 deductible. Third claim within a year will require a $15.00 deductible and fourth claim within a year will require a $25.00 deductible. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the fourth claim within a year will be at a total cost to the student.

Insurance Protection must be paid in full within 10 business days of enrollment and before the first claim can be processed.

Insurance will not be offered after breakage or damages have occurred.

Reimbursement of insurance for students that withdraw from the district will be prorated at $10 per semester, with the maximum refund being $10.00 within a given year.

**Annual is determined to be first of school year distribution until end of the regular school year, or end of summer school session of which your student is enrolled.*

Loss or Theft

- Loss or theft of the property must be reported to the District by the next school day after the occurrence. Insurance will cover 50% and student is responsible for the remaining 50% of the replacement cost only with evidence of a filed police report as described below within 24 hours of the occurrence.

- In case of theft, vandalism, and other criminal acts, a police report must be filed by the student or parent within 24 hours of the occurrence. Incidents happening off campus must be reported to the local police or sheriff (depending on location of incident) by the parent and a copy of the report must be brought to the school within ten school days.
- If you choose not to purchase insurance and the computer is damaged, lost or stolen, the parent/guardian is financially responsible for all repair or replacement costs.

- Loss or theft of the charger/power adapter, or the protective case alone (without the Chromebook inside of it), is not covered by the protection plan and full replacement cost is the responsibility of the student and/or parent.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network or with district devices.
- In the event there is an allegation that a student has violated the District's acceptable use regulation and agreement, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and agreement may result in a loss of access as well as other disciplinary or legal action.

- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Transfer Out Students

- If leaving AV R-II for any reason, you will have **48 hours** to return the computer (Chromebook, carrying case, and charger/power adapter) and other District devices into the District. If not returned within 48 hours, property will be considered stolen and will be reported to the proper authorities. The District reserves the right to press any and all criminal charges in association with failure to return equipment. Seniors must clear ALL records and pay all fees before graduating.

Estimated Repair Pricing Resulting from Deliberate Damage, Carelessness or Neglect

All prices are based on the current cost the District must pay to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on manufacturer's current price list.

The use of stickers, altering, or writing on carrying cases or computers is not allowed and will be charged for removal.

Students with damage to their Chromebook that could not be covered under this protection will be given due process and will be determined on an individual basis by an administrator.

The current replacement cost of the equipment is as follows. **All costs are subject to change. Specific replacement costs will vary and can run up to full replacement cost as shown in the chart below.**

Item	Replacement Cost

Chromebook (includes device & power adapter)	$380.00
Charger/Power Adapter	$20.00
Battery	$37.00
Screen	$120.00
Keyboard/touchpad	$18.00
Touchpad	$15.00
Palmrest	$45.00
Motherbain System Board	$220.00
Case	$45.00
Full Replacement Cost (Chromebook, protective case and charger/power adapter)	$425.00

Repossession

Failure to comply with all the terms of this Agreement, the Parent/Student Chromebook Handbook, and Student Acceptable Use Agreement (AUP), including the timely return of the property, the District may assess a fee for its replacement. All equipment must be returned upon request for any reason. Equipment must be returned prior to graduating or leaving the District.

Terms of Agreement

Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Semester Check-Ins

Students will be required to bring their Chromebook to school to be checked during each semester. If any damages are observed at that time that have not previously been reported they could be subject to charges.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data, privacy or interruptions of service.

- Users do not have a legal expectation of privacy when using district resources. The district may examine all information at any time.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.
- The district provides content filtering but not all malicious activity can be impeded
- The district is not responsible for goods and/or services purchased or sold through district technology resources.

Loaner Computers

Arcadia Valley R-II School District is committed to the importance of a student being able to continue with their work when their Chromebook is experiencing problems. To assist with this problem the District is providing the following:

Loaner computers will be available through checkout at the Library Resource Center during the school day or until the Technology Department has successfully repaired the unit. This agreement also applies to any loaner units students are assigned.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. To comply with the Children's Internet Protection Act (CIPA), these sites are blocked while students are logged on to the District network. The District is committed to extending this protection no matter where the student uses their Chromebook. Therefore, the District enforces the same Internet filtering away from the District network through a proxy. This filtering is not perfect. Any attempt to evade or disable the district filtering is a serious violation and will be subject to disciplinary action. We ask that parents and guardians monitor their child's Internet activity as an additional precaution.

Students and staff may request to have a blocked site opened for educational purposes. The instructions for requests will appear when encountering a blocked site. If requests are denied, appeals may be made to the Assistant Superintendent/Director of Technology.

Students will also participate in district instruction about online practices and security.

Student Guidelines for Acceptable Use of Technology Resources

1. Students are not allowed to modify or reset Chromebooks to the factory default.
2. Inappropriate media may not be used as a background, theme, or screensaver. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and/or gang related symbols or pictures will result in disciplinary actions.
3. Only AVR2.org Google account and passwords are to be used as device login.

4. Sound will be muted at all times on campus unless permission is obtained from the teacher for instructional purposes. Earbuds are required for most classrooms, one pair will be provided for each student upon request. Additional sets are available in the office for a small fee.

5. Do not delete any folders or files that you did not create or that you do not recognize.

6. Chromebooks must be kept in the District provided protective case. Cases should not be removed from the device.

7. Chromebooks should be shut down and stored in a safe location when not being utilized.

8. The district reserves the right to monitor all activity on its network and its devices. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network. Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Arcadia Valley R-II School District technology resources.

9. Your device is intended for use at school each day, it must be brought to school every day. In addition to teacher expectations for device use, textbooks, announcements, calendars, school messages, and schedules will be accessed using the Chromebook. Devices should be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Students are responsible for bringing their devices charged to all classes, unless specifically advised not to bring them by their teachers. In cases where the use of the device has caused batteries to become discharged, students may or may not be able to connect their computers to a power outlet in a class. Students who are unable to participate in class could be subject to disciplinary action.

10. If a student leaves their device at home, they may be able to use a loaner device provided through the Library. Loaner devices must be returned to the library by the end of the day. Students who are unable to participate in class could be subject to disciplinary action.

11. The District will install all educational applications needed to support the student's current curriculum. The student will be held accountable for any unauthorized purchases made from the student's individual accounts. Expectations should not be made that transference of purchased items will be made upon the deletion of student's AVR2.org Google account.

12. Non-educational usage is prohibited, including playing games, downloading or streaming audio or video not related to classroom instruction or post-secondary plans unless authorized by administration.

13. Use of district technology for profit purposes is prohibited unless authorized by the district.

14. Users are expected to obey all laws and regulations, including copyright, privacy, defamation, pornographic, and obscenity laws and anything not permitted to minors. Harassment, cyberbullying, threats, and discrimination are also not allowed at any time. The school will fully cooperate with any law enforcement officials in any investigation.

15. Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, software or their configuration will result in cancellation of technology and network privileges. Any damages incurred as a result of misuse will be charged to the user and disciplinary measures in compliance with the district's discipline code and policies will be enforced.

16. No one may connect to the district network with any device not owned by the district without authorization.

17. Attempting to interfere with the ability of others to utilize district technology are prohibited. This includes computer viruses, malware or other hacking tools that might interfere with the district network.

18. Communication
    a. Users are responsible for all messages coming from their username
    b. Forgery or attempted forgery is prohibited and illegal
    c. Attempts to access other users messages is prohibited
    d. Communications standards are the same as they are for the classroom

19. Loaning or Borrowing Chromebooks or Hotspots:
    - Do NOT loan Chromebooks or other equipment to other students.
    - Do NOT borrow Chromebooks or other equipment from another student.
    - Do NOT share passwords or usernames with others. Using someone else's username is prohibited. Users are responsible for any action taken under their username.

Care of Chromebooks

- Each student is responsible for their Chromebook.

- The number one repair of Chromebooks is a cracked screen. Never put a pen, pencil, earphones, etc. on the Chromebook between the screen and keyboard.

- It is strongly suggested that food or drink not be consumed next to your device.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- The device should be kept in the protective case at all times.
- Device lids should be closed at all times when not in use to conserve battery life.

- No stickers, writing, or other decorations can be placed on the Chromebook or the protective case.

- It is strongly suggested that students should never leave their Chromebook unattended or unsecured in a car, locker, or classroom, or hallway.
- Students are responsible for keeping the device's battery charged for each school day.

- Do not poke the screen or use a pen or pencil on the screen or keyboard.

- If your device needs to be cleaned, bring it to the library and it will be cleaned appropriately. DO NOT attempt to clean the screen or keyboard yourself.

Violations of the Chromebook Handbook

Violations of this agreement may result in loss of access as well as other disciplinary or legal action. Violation of this agreement shall be subject to the consequences as indicated within this agreement and the student handbook, which includes but is not limited to:

- Verbal warning and entry in the student's cumulative record folder
- Office referral
- Parent or guardian contact
- Use of district resources only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension of privilege of taking device home.
- In-school detention
- Saturday detention
- Alternative school placement
- Suspension from school
- Financial reimbursement
- Expulsion from school and/or Legal action and prosecution by the authorities

The revocation of one or several of these privileges may result in the loss of course credit, possible course failure, and or placement in the Safe School. The particular consequences for violations of this agreement shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Children's Online Privacy Protection Act (COPPA)

Arcadia Valley Schools utilize several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these programs and services, certain personally identifying information, generally consisting of the student's name and e-mail address, must be provided to the web site operator. Under a federal law entitled Children's Online Privacy and Protection Act (COPPA), these websites

must provide parental notification and obtain parental consent before collecting personal information. For more information on COPPA, please visit https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions-0.

Each website operator is bound by COPPA to maintain the confidentiality of the information collected. They are also required to post a privacy policy describing their practices.

COPPA permits a school district to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each individual website operator.

References

Patriot Act - http://thomas.loc.gov/cgi-bin/query/z?c107:H.R.3162.ENR:
Computer Fraud and Abuse Act - http://www.usdoj.gov/
Children's Internet Protection Act - http://www.fcc.gov/cgb/consumerfacts/cipa.html
Family Educational Rights and Privacy Act -
http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
Arcadia Valley School Board Policies (EHB - Technology Usage)-
https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=215

GENERAL NOTICES AND INFORMATION

FERPA ANNUAL NOTIFICATION OF RIGHTS

The District complies fully with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights include:

The Right to Inspect and Review

Parents and eligible students have the right to inspect and review education records within 45 days after the day the District receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 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 release of "Directory Information." See Public Notice.

The right to request the amendment of the student's education records

Parents and eligible students have the right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend their child's or their education record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses PII

Parents and eligible students have the right to provide written consent personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the District's annual notification for FERPA rights.

A school official typically includes a person employed by the school or the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school or school District in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.

The right to file a complaint with the U.S. DOE

Parents and eligible students have the right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Directory Information

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)

Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Parents and guardians or eligible students may request this information that "general directory information" not be released by contacting their school to request a FERPA opt-out form, completing the form, and returning it to their school office. For more information concerning opting-out, please refer to Board Policy JO.

"General Directory Information" – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Preservation of Cumulative Educational 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 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.

NON-DISCRIMINATORY POLICY

The Arcadia Valley R-II School District is dedicated to maintaining a workplace and educational environment free from discrimination and harassment in its programs, services, activities, and facilities and provides equal access to the Boy Scouts of America and other designated youth groups. The District strictly prohibits discrimination against applicants for admission or

employment, students, parents of elementary and secondary school students, employees, sources of referral and all professional organizations that have entered into agreements with the District on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law.

The District also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment.

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Officer listed below, who oversees the District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

Assistant Superintendent

750 Park Drive, Ironton, Missouri, 63650

Phone: (573) 546-9700, ext. 5

Board of Education Policy AC sets forth the prohibition on discrimination, harassment, and retaliation and establishes grievance procedures. The District's Compliance Officer will provide information relating to those procedures upon request. Board Policy AC may also be found online at https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=215.

Any individual who is not able to resolve an issue or a grievance concerning any of the laws and regulations referenced above may contact:

Office of Civil Rights

Kansas City Office

U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

Telephone: (816) 268-0550

Facsimile: (816) 268-0559

OCR.KansasCity@ed.gov

SEXUAL HARASSMENT

The District does not discriminate, nor does it permit discrimination, on the basis of sex in any education program or activity that it operates, including in employment and admissions. In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), this policy prohibits all forms sex-based discrimination, including sexual harassment in the District's education programs and activities. The District will, however, promptly respond by investigating and addressing any report or complaint of sexual harassment.

"Sexual harassment" under Title IX includes three separate types of conduct, including:

1. Quid pro quo harassment (by an employee);

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; and

3. Sexual assault, dating violence, domestic violence, or stalking.

The District also prohibits retaliation against any student or employee for filing a complaint or exercising any right granted under Title IX.

Title IX requires all school districts to take immediate and appropriate action to address any potential Title IX violations that are brought to its attention. The District has designated the following employees as the District's Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment as defined above:

Title IX Coordinator

750 Park Drive, Ironton, MO 63650

Phone Number: 573-546-9700

Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education or both.

Any individual may report sex discrimination, including sexual harassment, to the Title IX Coordinator or any other school employee at any time, including during non-business hours, by mail, phone, or email. During the District's business hours, reports may also be made in person.

Upon receiving an allegation of sexual harassment, the Title IX Coordinator will promptly notify the parties, in writing, of the applicable District complaint procedure.

NOTICE 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 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 in 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 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

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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

1. 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.

For additional information, contact:

Assistant Superintendent

(573) 546-9700 ext. 5

Guide to ESSA Complaint Procedure

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs

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General Information

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2. Who may file a complaint?

3. How can a complaint be filed?

Complaints filed with LEA

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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)?

a. 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.

b. Who may file a complaint?

Any individual or organization may file a complaint.

c. How can a complaint be filed?

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

d. 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.

e. 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.

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

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

A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

The facts on which the statement is based and the specific requirement allegedly violated.

g. 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:

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

Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.

Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

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.

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).

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

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

In addition to the procedures listed in g 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).

i. 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.

j. 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 programs. 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 additional information about Federal Programs at Arcadia Valley R-II and your 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 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 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. The contents of the management plan and the recommendations made in it will be made available upon request.

TRAUMA-INFORMED SCHOOLS INITIATIVE

Pursuant to RSMo. § 161.1050, the Missouri Department of Elementary and Secondary Education 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).

1. 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:

a. 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.

b. Student Guidance – To serve as a tool for implementing the district's student guidance program.

c. Instructional Change – To provide data that will assist in the preparation of recommendations for instructional program changes to:

(i) Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.

(ii) Help the professional staff formulate and recommend instructional policy.

(iii) Help the Board of Education adopt instructional policies.

d. School and District Evaluation – To provide indicators of the progress of the district toward established goals.

e. Adequate Yearly Progress – To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the Every Student Succeeds 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. Parents and students cannot opt out of state/district required testing. Students will not be allowed to have cell phones, smart watches, or other recordable devices in the testing room. They will be given the opportunity to remove them prior to testing. If a student fails to do this or anything else that would cause their test or others to be invalidated, it will result in an office referral and discipline according to our board policy. 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 INDIVIDUALS WITH DISABILITIES EDUCATION ACT ("IDEA")

The District will locate, identify, and evaluate and provide a free, appropriate education ("FAPE") to all children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, in accordance with law. This policy applies to all children with disabilities, including children attending private schools; children who reside outside the District but who attend private school within the District; highly mobile children, including migrant children, homeless children, children who are wards of the state, foster children; and children who are suspected of having a disability and in need of special education and related services despite advancing from grade to grade.

If you have knowledge of a child who is suspected of a disability requiring special education and related services, please contact:

Dana Ward, Special Education Director

Arcadia Valley R-II School District

750 Park Drive

Ironton, MO 63650

(573) 546-9700

dward@avr2.org

The District has implemented policies to ensure that it will provide a FAPE to all eligible children with disabilities between the ages 3 and 21 within its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment and/or blindness and young child with a developmental delay.

The District provides 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.

Parents and guardians may inspect and review any personally identifiable information collected, used, or maintained by the District that relate to the identification, evaluation, placement or provision of FAPE to children with disabilities. Parents and guardians may also request an amendment to the educational record of a student if the parents or guardians believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents and guardians may 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 FERPA. For more information concerning these rights, please refer to the District's FERPA Notice.

In compliance with law, the District has developed a Local Compliance Plan for the implementation of State Regulations for the IDEA. The 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 District's Administrative Offices during normal business hours on days in which school is in session.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the following individuals below: Ms. Dana Ward, Director, Special Education; (573) 546-9700; [Insert email address].

This notice will be provided in native languages as appropriate.

SECTION 504 AND TITLE II

As a recipient of federal financial assistance from the U.S. Department of Education that operates a public elementary or secondary education program and/or activity, the Arcadia Valley R-II School District is required to identify and locate every qualified person residing within the District who is not receiving a public education and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The District has developed a Section 504 and Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the District's Administrative Offices during normal business hours on days in which school is in session.

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.

DISTRICT PHONE NOTIFICATION SYSTEM

Recently, the FCC updated regulations covering the Telephone Consumer Protection Act (TCPA) which prevents automated phone notification systems from calling personal numbers without the consent of the numbers provided to us, unless it is for emergency events only.

The Arcadia Valley R-II School District has been pleased to be able to provide staff, parents and guardians with automated phone notifications of important events such as inclement weather school closings, upcoming events (Open House reminders, early school dismissals, etc.), and similar information. We will continue to provide this information as a service for our staff, parents/guardians; however in order to be in compliance with the recent FCC updates, staff, parents/guardians must opt-in to continue to receive non-emergency information.

If you would like to opt-out, indicate so on the acknowledgement page. Staff, Parents and Guardians who do not return this form will not have opted-in to receiving calls from the Arcadia Valley R-II schools and will only receive emergency calls from our automatic dialing equipment.

Lastly, please remember that this is a plan for intervention and not a special education or related service under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act. If you have any questions please call your child's teacher or administrator of the building your child attends at (573)546-9700. Virtual Education

VIRTUAL INSTRUCTION

The Missouri Course Access and Virtual School Program ("MOCAP") statute establishes requirements for virtual education courses offered in Missouri. To be eligible for part- or full-time enrollment in MOCAP, a student must:

Obtain approval from the District,

Have been enrolled full-time in the District for, at a minimum, the entire semester immediately preceding enrollment in MOCAP, unless the student has a documented medical or

psychological diagnosis or condition preventing them from attending school during the prior semester.

The District will approve or deny a student’s request to enroll in a MOCAP course or full-time virtual instruction within 10 business days from the date the enrollment request is submitted. If the request is denied, the District will provide written notice of the reason for the denial. Included in the written notice will be information relating to the student’s right to appeal a denial.

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

For more information regarding virtual instruction options and the enrollment process, please refer to Board of Education Policy IGCD and Board of Education Administrative Procedure IGCD-AP(1), and Board of Education Administrative Forms(1) and (2).

AVHS ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

I, _____ (print student name) have received a copy of the Arcadia Valley High School Handbook for the 2026-27 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 its 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 2025-2026 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 HANDBOOK
We have read the Technology Handbook in regards to using district technology including Chromebooks. 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 Arcadia Valley R-II Schools permission to consent to collection of information about my child for educational purposes.

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.

DISTRICT PHONE NOTIFICATION SYSTEM

- ❑ I do NOT give my permission to receive non-emergency calls and texts from the Arcadia Valley R-II Schools using automatic dialing equipment at the telephone numbers submitted during the registration process.

Student ICAP Notice

- ☐ Beginning in their 8th grade year, each student develops an Individual Career and Academic Plan (ICAP), with help from the school's counselors, to help guide students on what steps they need to take to achieve their post secondary goals. These ICAP's are reviewed every year until the student graduates. In order to review your student's Individual Career and Academic Plan (ICAP), you will need to ask your student to access it through Infinite Campus. By checking the box above, you agree that you understand that your student has an ICAP on file and how to access the ICAP. If at any time you would need a hard copy of your student's ICAP, you can contact the counselor and they will provide one for you.

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

Printed copies of the student handbook are available upon request.

Signature of Student:_____Date:_____

Signature of Parent/Guardian:_____Date:_____