Fordland Schools
Student Handbook



2026-2027

Board Approval June 16, 2026

Elementary School
Tabitha Foraker, *Principal*
Tonia Nunn, *Preschool Director*
252 N. Center Street
Fordland, Missouri 65652
Phone: (417)767-2307

Secondary School
Josh Cook, *Principal*
Storm Massey, *Assistant Principal*
1248 School Street
Fordland Missouri 65652
Phone: (417) 767-4555

PARENTAL REVIEW OF STUDENT HANDBOOK 2026-27

Dear Parent/Guardian:

We ask that you review the Fordland School Student Handbook and School Board policies of the Fordland R-III School District with your student. The Handbook and the School Board policies can be found on the school website; http://www.fordlandschools.org. If you wish to have a hard copy of the Handbook, please contact your student's school and one will be provided to you. Please fill out the form below along with the appropriate signatures and have your student return it to his/her homeroom teacher. We appreciate your cooperation in the matter.

My student,

_____

(PLEASE PRINT STUDENT'S FIRST AND LAST NAME)

And I have reviewed and understand the Fordland School Student Handbook, the release of directory information, general information, and School Board policies of the Fordland R-III School District for the current school year.

_____

(PARENT/GUARDIAN SIGNATURE) (DATE)

_____

(STUDENT SIGNATURE) (DATE)

……

STAFF USE ONLY:

The above named student returned this form signed by both parties on

_____.

(DATE)

_____

(HOMEROOM TEACHER SIGNATURE)

Fordland Schools Student Handbook



2025-2030

FORDLAND R-III BELIEFS

- We believe every student deserves a safe, supportive, and equitable environment that fosters learning and well-being.
- We believe educators are professionals who deserve support, recognition, and opportunities for continuous growth.
- We believe success is built through independence, collaboration, and personalized learning experiences.
- We believe lifelong learning prepares students to thrive in a diverse and changing world.
- We believe respectful relationships among students, staff, families, and the community are vital to student success.
- We believe leadership should be inclusive, collaborative, and focused on what's best for students.
- We believe in educating the whole child by nurturing character, resilience, and academic excellence.
- We believe in using resources responsibly and effectively to maximize learning and opportunity for all.

FORDLAND R-III MISSION

"Preparing every student for the future through a diverse and dynamic education."

FORDLAND R-III VISION

"Inspiring excellence through innovation and character."

Foreword

On behalf of Fordland Schools Faculty, Board of Education, and Administration, we would like to welcome you to the Fordland Schools.

The student handbook has been designed as a guide for students, parents, and staff members of the Fordland R-III Schools. It contains general information that may be helpful in regard to policies and procedures relevant to students attending Fordland Elementary and Fordland Secondary.

Fordland's curriculum is organized in a manner that permits each student to acquire the skills that are necessary to succeed in today's society. The high school also provides various clubs, organizations, and activities in hopes that students will explore various areas and will develop into well-rounded individuals upon leaving high school.

We would like to encourage you to make the most of your school years. The purpose of school is to prepare you for the future. While these schools have the capability of preparing you for the future in today's highly complex society, it is up to each student to put forth the proper attitude and necessary effort to achieve success. Regardless of your plans, your desire to achieve your fullest potential will make your work more interesting and much more pleasant.

It is our sincere desire that this handbook will be helpful to both parents and students as the students develop educationally during their educational careers at Fordland R-III.

Josh Cook
Principal, Fordland Secondary

Tabitha Foraker
Principal, Fordland Elementary

Table of Contents

School Pride 7

Attendance 8

Elementary Arrival and Dismissal 9

Secondary Bell Schedule 9

District-Wide School Visitors, Messages and Fundraising 10

Academics 11

General 11

Grades K-5 -Promotion and Retention 12

Enrollment and Scheduling (Grades 6-12) 13

State and District Assessments 15

Credits- Educational Requirements (Grades 9-12) 15

Virtual Learning 18

Vocational-Technical Screening Procedures (Grades 10-12) 18

Grading System 20

Weighted Classes and Grade Point Average 21

Diplomas 21

Final Exams (Grades 9-12) 22

Honors and Awards (Grades 9-12) 22

Transferring Out of District (K-12) 23

Homework and Study Habits 23

Gymnasium, Library and Lunchroom Regulations 24

Counseling and Intervention Services 25

Health Services 26

Transportation 28

Extra-Curricular Activities and Organizations 29

Student Athletics 32

Interrogations, Interviews and Searches 35

Dress Code 36

Computer Acceptable-Use Policy 37

Crisis Plans 39

Public Notices 41

Fordland R-III Schools Disciplinary Policy 46

School Pride

School Song

Fordland Forever
Fordland Forever
We will strive to keep our honors bright.
All join together
We're behind the team and we will
Fight, Fight, Fight
For Fordland Forever.
One for all and all for one are we,
Shoulder to shoulder
Marching on to victory! Hey!

School Colors

Blue and Gold

School Mascot

Eagles

School Pride Motto

"I'm proud to be an Eagle"

School Spirit and Our Community

Each student should remember that school life is comparable to life in a community. They should practice the qualities of good citizenship which are so necessary in a good community.

School spirit means many things. Some of the things it should mean and ways the student can contribute to good school spirit are:

- Show loyalty to all functions of the school.
- Support the school and do your utmost to keep your scholastic and activity standards as high as possible.
- Show courtesy to teachers, officials, adults, fellow students, and students from other schools.
- Have pride in things the student body of the school endeavors to accomplish.
- Always exhibit sportsmanship by being fair, courteous, generous, a good loser, and a gracious winner.

Attendance

Philosophy: Good attendance is essential to the success of students. Excessive absenteeism or frequent tardiness hinders student academic progress and is strongly discouraged. According to the Missouri Compulsory Attendance Law: “Every parent, guardian, or other person in this state having charge, control, or custody of a child between the ages of seven and sixteen years shall cause the child to attend school regularly.” Allowing a student to be excessively absent from school may constitute educational neglect on the part of the guardian/parent, which may result in a report to the appropriate agencies. In the event of an absence, the parent/guardian is asked to call the school the morning of the absence, before 9:00 a.m. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum. The district does not excuse absences, students are either present or absent.

Any student absent from school without parental permission or parental knowledge will be considered skipping school and disciplinary action will result. In grades 9-12 before academic credit is removed for excessive absences, a student will be afforded an opportunity for a contested case due process hearing, in accordance with the Administrative Procedures Act.

In Grades 6-12 students are allowed 8 absences in one semester. **There are no excused absences.** If a student is counted absent more than 8 times in any one class period, they will receive an incomplete for the semester in the class(es) in which the absences occurred unless they recover missed class time through tutoring. If students miss more than 8 days due to extraordinary circumstances, parents may submit a waiver to the Attendance Review Committee. Student attendance falling below 80% may be reported to the prosecuting attorney’s office.

Attendance Review Committee: A student and or parent/guardian may appeal to the Attendance Review Committee (ARC) for extenuating circumstances after the student accumulates his or her eighth (8^{th}) absence. The ARC will consist of the principal, counselor, and at least two (2) teachers. The ARC will only consider the following extenuating circumstances:

- long-term illness (verified by a physician) or hospitalization
- death in the immediate family
- situations over which the student has no control

The appeal to the Attendance Review Committee must be made within ten (10) days following the eighth (8^{th}) absence or before the semester ends where the absences took place. If an appeal process is chosen after the ARC meeting, the appeal must be directed to the Superintendent of Schools and the Board of Education.

Make-Up Work: Teachers must provide make-up work at the request of the student for the day(s) absent. If a student is in OSS, they can make up work at 60% credit once the suspension is served. For secondary students they have full access to assignments through Canvas and can view assignments while absent.

Doctor Notes: When a student returns to school after an absence, he may present a written statement signed by a parent or guardian as to the nature of the absence. Students seeing a doctor, dentist, etc., will need to get a note saying they were there and turn it into the school office within three days of the visit. A doctor’s note does not mean your absence is excused, as there are no excused absences, but will be needed for documentation purposes.

College Visits: We recognize that it is necessary for students to visit colleges from time to time as they prepare to continue their education. Students who wish to be excused to visit colleges should apply for college days before making the college visit. A form for requesting college days may be obtained from the attendance office. This form requires signatures from a parent/guardian, all of the student’s teachers, a counselor, and the principal. In addition, a second form will be given to the student which should be returned with the signatures from the proper college personnel involved in the visit. College visit days are reserved for junior and senior students and shall not exceed (2) days per school year. Days are not to be taken

after May 1st of each school year. College visit days for students who follow the above procedures and take their college visit days before May 1st will not count against a student's attendance.

ELEMENTARY ARRIVAL AND DISMISSAL

Arrival: Students may enter the building between 7:45 a.m. and 8:00 a.m. Student instructional hours are between 8:00 a.m. and 3:35 p.m. For security and safety, students should be dropped off **ONLY** at the front door (West side) of the school. Car riders can be picked up in the parking lot on the North side of the building. Buses will be loading and unloading on the East side.

Late Arrivals: Any student arriving after 8:00 a.m. must be escorted by a guardian to the office to be signed in for attendance.

Dismissal: Students are released at 3:35 p.m. If your child has varying after school transportation please send a note to your child's teacher with pick-up instructions. Changes in transportation must be called into the school's office by no later than 2:30 p.m. If there is no verbal or written change to transportation, your child's default transportation will be used.

Early Dismissal: Parents or authorized persons must report to the office to sign out their student. The student will remain in the classroom until the teacher is notified by the office to release the student. Office personnel will require government issued photo identification.

SECONDARY BELL SCHEDULE

Class Periods: There will be seven class periods per day with a passing period. **Students signing in after 8:30 a.m. will be counted absent for the 1st hour. If a student misses more than 50% of minutes possible in a subsequent hour, they will be counted absent for that class period.**

Breakfast	7:40	7:50	10 min
Homeroom and Chromebooks	7:40	7:50	
1st hour	7:55	8:49	54 min
2nd hour	8:53	9:47	54 min
3rd hour	9:51	10:45	54 min
Eagle Time	10:49	11:39	27 min class + lunch (50min)
Middle School Lunch	10:45 - 11:08		23 min
High School Lunch	11:16 -11:39		23 min
4th hour	11:43	12:37	54 min
5th hour	12:41	1:35	54 min
6th hour	1:39	2:33	54 min
7th hour	2:37	3:30	54 min

Supervision: The Fordland school district will not be responsible for supervision of students outside the hours of 7:35 - 3:35 at the Secondary Building. Parents should not drop off or leave students at the school during unsupervised periods.

Hall Passes: Students who must leave class must secure permission from the respective instructor. No student shall leave campus without permission of the principal and checking out through the office.

Leaving School - Check-Out Procedure: Students are considered as being at school when they have entered school property, school grounds, parking lot, or boarded a school bus. If a student must leave school during the school day, they are to report to the high school office. The parent or guardian shall provide the student with a note or call the school and give permission for the student to be released. Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee.

A student will be released under the following rules:

- Students will only be released to the parent, guardian, or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contracting the other parent or contacting appropriate authorities.
- Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Any person requesting release of a student must present proper identification prior to release of the student.

For the purpose of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

Any student who leaves school without permission and checking out through the high school office is TRUANT.

DISTRICT-WIDE SCHOOL VISITORS, MESSAGES AND FUNDRAISING

Visitors: Parents, guardians, and guests are welcome to visit Fordland Schools at the invitation of a classroom teacher. All visitors must check in at the office upon arrival and wear identification the duration of the visit. Thank you for keeping our students safe.

Child Access Policy: The Fordland R-III School District requires a divorce decree or custodial agreement on file in the office of their child's building before a parent can be denied access to his/her child. In custody disagreements we will follow authorized court orders. The sheriff will be called if there is a problem.

Use of Office Telephone: The telephone is for business calls by the administration and for emergencies only. No calls are to be made during class*. Use will be allowed before school, at lunch, or after school.* Students will not be called out of class to take phone calls. Messages will be given to students either at lunch or at the end of school. Emergency situations will be handled on a case by case basis.

Class Interruptions: Class interruptions should be kept to a minimum. Special deliveries will be handed out just before school is dismissed to protect instructional time. Flowers with glass vases and balloons will not be allowed on the bus.

Closed Campus: Fordland Schools have closed campuses and lunch periods. Visitors and other types of deliveries are directed to the office. Students are not allowed to leave school grounds or accept commercial food deliveries during school hours. Students may not eat lunch with any non-students or visitors unless they have obtained prior approval from a school administrator. Students will not be allowed to go to their cars during the school day without administrator approval.

Volunteer Policy: According to our policy, volunteers will be required to complete a volunteer application and undergo background screening to attend field trips, run copies, laminate, etc. for the school. Volunteers will be contacted by the classroom teacher or office staff.

Parties: It is tradition to have school parties in the fall and spring for our elementary students. In compliance with the Webster County Health Department, snacks must be purchased and not homemade to avoid any exposure of Hepatitis B. Parents may sign up to volunteer through PTO. The number of parents will be limited due to overcrowding. Due to safety concerns, no costumes please.

Fundraising Activities: All fund raising activities shall be approved by the superintendent. Requests should be made to the building principals for their approval and they shall submit it to the superintendent. Each case shall be determined on its own merit. The funds received by all money-making projects shall be deposited through the superintendent's office.

Academics

GENERAL

Report Cards: You may view your child's grades on the Infinite Campus Parent Portal anytime throughout the year. Parents that need help with the parent portal should call their child's building office for assistance. Student report cards are distributed quarterly. Students receive standards-based evaluations for each class, as well as optional comments. Parents who do not receive a report card should contact the school office. Mid-quarter notices are sent home as needed. (Policy KB-AP)

Parent-Teacher Conferences: The parent-teacher conferences occur at the end of the 1st quarter. Parents receive their child's report card at fall conferences. Additional conferences may be scheduled at other times throughout the year with the teacher.

Tutoring: Tutoring is available based on teacher concern and availability. Bus transportation is not provided; parents must pick up their child promptly at the end of tutoring as communicated by the tutor. In the event of a cancellation parents will be notified.

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 requirements of state law, if the district chooses to use any course materials and instructional relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate. Students may be separated by gender for human sexuality instructions. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction. Human Sexuality Board Policy

The parent's/guardian has the right to remove their 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. Adopted: 6/16/2016

Grades K-5 General Promotion and Retention:

Promotion decisions are based on a student's progress toward mastering grade-level expectations as outlined by district curriculum standards and the Missouri Department of Elementary and Secondary Education. Our school supports all learners by using a layered system of support that includes ongoing data review, targeted instruction, and timely interventions based on individual student needs.

Academic Monitoring

Student performance is monitored throughout the school year using multiple data points, including:

- iReady diagnostic assessments and growth data
- Classroom assessments and student work samples
- Teacher observations and ongoing progress monitoring

Classroom teachers, Title I staff, building administrators, and the Director of Learning regularly review this data to identify students who are at risk of not meeting grade-level expectations in reading, language arts, and/or mathematics.

Tiered Intervention & Support Options

Students identified as needing additional academic support will receive targeted interventions tailored to their specific needs. These may include:

- Title I reading and/or math instruction
- Small-group instruction within the classroom
- After-school tutoring opportunities (based upon availability)
- Differentiated instruction and scaffolding within the core curriculum

Student progress will be monitored continuously, and regular data team meetings will be held to adjust instructional plans as needed to ensure academic growth.

Parent Communication & Collaboration

Family involvement is essential in supporting student success. When academic concerns are identified, the following steps will occur:

- Early communication from the teacher regarding academic difficulties and supports in place
- A formal meeting with the parent/guardian, teacher, and principal (or designee) if concerns persist
- Ongoing communication through progress reports, conferences, and follow-up meetings

Parents/guardians will be expected to partner with the school by supporting intervention efforts at home, ensuring student participation in tutoring or support programs, and collaborating with staff to monitor progress. A written support plan may be developed to outline expectations for home involvement.

Promotion & Retention Decision-Making

If a student does not make adequate progress despite multiple layers of support, the following may be considered:

- Retention in the current grade level
- Referral for additional evaluations or services
- Continued targeted intervention and monitoring in the following school year

Promotion and retention decisions will be based on a comprehensive review of:

- iReady growth and achievement data
- Progress toward Missouri Learning Standards
- Participation and response to interventions
- Classroom performance and work samples
- Attendance and engagement
- Study habits
- Social-emotional development
- State-mandated retention criteria

Final decisions will be made collaboratively by the classroom teacher and building principal, with input from support staff. Parents/guardians will receive written notification regarding the promotion or retention decision.

ENROLLMENT AND SCHEDULING (GRADES 6-12)

Information Sheets: All students are required to fill out and return an information and permit slip at the beginning of the school year and return it within the first two days.

Late Enrollment: No student shall be allowed to enroll in school the current semester if the student is enrolling 20 school days after the start of the semester, unless the student has been enrolled in another school during this period, or there are extenuating circumstances. If the student enrolls in school within this period and a determination is reached that the student was skipping school, the student shall receive a zero grade for the days that he should have been enrolled and disciplinary action may be imposed.

Arena Scheduling: The order of course scheduling will be assigned according to the following standards:

- Juniors will schedule first, with Sophomores following, then Freshman. Incoming Freshman (current eighth graders) will be scheduled by the counselor.
- The order students will be allowed to schedule within their class will be determined by attendance and GPA. Students with the best attendance will schedule first. Student GPA will be used to determine the order of students with the same attendance percentage.

Scheduling Changes: Schedule changes are not permitted because each student has the opportunity to make their own schedule at the end of the year for the following year. Students who have chosen to not turn

in scheduling paperwork by the required date are automatically scheduled by their counselor and no schedule changes will be permitted. Certain changes will only be made on a case by case basis and only after consulting with the counselor and administrator and it is determined that the change is necessary. Students must attend the classes on their schedule for the first day of school until they are able to meet with the counselor to discuss a schedule change. A student will have the first week of school of the first semester to make a change for the first semester and the last week of the first semester to make any changes for the second semester. Some examples of permissible changes are:

- Adding a course the student may have failed and needs to re-take.
- Students who do not meet the prerequisites of a course will need to be scheduled in an alternative course.
- A senior needs a course to meet graduation requirements that they have not scheduled.
- A student is requesting to add an upper level course.
- Courses need to be added based on credits required by a college/university that may affect admission .
- Students are not signed up for the appropriate number of classes (7).
- Student is in a class which has previously been passed.
- Schedule changes will not be made to rearrange a student's schedule by periods, to change teachers, or to change an elective course.

If a student meets one of the above requirements, a scheduling form should be picked up from the counselor and signed by the principal, parents, and teachers involved in the schedule change.

Dropping Courses: Students desiring to drop courses after the first week of the semester may receive a "NC" (no credit) or an "F" (Failure) grade for the course dropped for the semester. The student must make an appointment with the high school counselor for a conference concerning dropping a course and the reasons for desiring to do so. Before the student can drop the course it must be approved by the counselor and principal.

The student's grades shall determine whether the student receives a "NC" or an "F". If the student is currently failing the course the student will receive an "F" for the course and the permanent record will be noted. If the student is currently passing the course the student will receive a "NC" for the course and the permanent record will be noted. If the student dropped from the class due to disciplinary reasons (as determined by the principal) a "F" grade will be recorded for the semester.

Seniors with the appropriate number of credits and are on track to graduate may flex one hour. This must be done during 1st or 7th hour. Students may not receive credit for their flex hour.

Algebra I promotion for 8th Grade Students: Students in 8th grade are able to advance to Algebra I. If a student takes Algebra I in 8th grade, they will then be required to take the Algebra I EOC (End of Course Exam) in replace of the math portion of the MAP test. Students must receive a score of proficient or advanced on the Algebra I EOC in addition to receiving an "A" or "B" in algebra I in 8th grade to be posted to their transcript as an elective. Algebra I in 8th grade does not count towards the 4 math credits required in high school. Students will still be required to take 4 math credits while in high school, which puts students on a more rigorous math pathway than if a student takes Algebra I during 9th grade. Students will also be required to take the Algebra II EOC once that credit is earned during their high school career. Requirements for 8th Grade Advancement to Algebra I (student must meet 5 of the 6 following criteria)

- I-Ready score at or above grade level on the 3rd diagnostic test
- 7th Grade Achievement Test/MAP Score must be Advanced
- No Semester or quarter grade in Math Class lower than a "B" in 6th or 7th grade
- Algebra I placement test with a score of at least 65% "D"
- Attendance of at least 95% in 6th and 7th grade

- Teacher Recommendation

STATE AND DISTRICT ASSESSMENTS (all grades)

Measures of Academic Progress: Fordland Elementary school students participate in assessments throughout the year to determine each child's instructional level, reading level and academic growth.

- iReady Diagnostic Assessment: 3 times per year, grades K-8, Algebra I, English I, English II
- iReady Literacy Tasks: Fall and Spring assessment for all students grades K-5. Quarterly assessment as needed for students K-5.
- MAP (Missouri Assessment Program): Spring statewide assessment for grades 3-8
- EOC in Algebra I, English I & II, Biology, Government, and Personal Finance
- High school students will also take the ACT, WorkKeys and ASVAB

Student Participation in Statewide Assessments: The district will use assessments as one 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 regularly review student performance data and use this information to evaluate the effectiveness of the district instructional programs, make 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).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

CREDITS- EDUCATIONAL REQUIREMENTS (GRADES 9-12)

The successful completion of the following requirements are necessary for graduation from Fordland High School. The Fordland Board of Education reserves the right to refer back to graduation requirements set forth by the Department of Elementary and Secondary Education.

Required Courses (Grades 9-12): Students must successfully complete the prescribed courses required by the State of Missouri and the Fordland Board of Education. These are:

a. Communication Skills	4 units: Students must take English I, II, & III and 1 elective.
b. Mathematics	4 units Must take Algebra I
c. Science	4 units: Students must take Physical Science & Biology I & 2 science electives
d. Social Studies	3 units: Students must take Am. History, World History, Gov.
e. Fine Art	1 unit
f. Practical Art	2 units: Students must take ½ credit Personal Finance & 1 ½ electives.
g. Physical Education	1 unit
h. Health	½ unit
i. Electives	6 ½ units
Total Credits	**26**

Students must successfully complete all End of Course Exam requirements. All End of Course

Exams will account for up to 10% of the student's semester grade. End of Course Exams are not considered finals for courses, but rather are a state assessment. Finals will still be administered for each class.

All students must also meet the following requirements prior to graduation: pass the Missouri and U.S. Constitution test, pass the Citizenship test, and complete a CPR demonstration.

Required Credits and Semesters: A planned educational program consisting of four years, eight semesters of high school attendance (grades 9-12), and a minimum of 26 units of credit to graduate.

Units of Credit: A class shall be one (1) unit of credit if it meets for approximately 50 minutes per day, 4 days a week, for 36 weeks. A class shall be half (1/2) unit of credit if it meets for approximately 50 minutes per day,4 days a week, for 18 weeks.

Students may not earn duplicate credits in a class except in music, physical education and yearbook.

Beginning with the graduating class of 2018/19 students will be allowed to substitute three (3) agriculture credits for one (1) science credit. Students who do want to attend a 4 year university need to understand that universities/colleges do not recognize agriculture as a science class and would need a fourth science class. This is an issue that the counselor and principal would help students understand and protect against.

Incomplete Grades: Incomplete semester grades will be recorded on a student's transcript for a period of two weeks from the last day of the grading period. If the incomplete grade remains after this time a "F" grade will be recorded. No incomplete grades will be carried for the last grading period of the school year. At the end of each semester, any class with a missing assignment will be deemed "incomplete" and the school will provide an opportunity to complete missing assignments (i.e.- summer school, before school, after school, Saturday school, etc.) If assignments are not completed by the end of summer school of the current year, those incompletes will be turned into an "F."

Grade Classification: Students are considered in grades 9-12 under the following criteria at the beginning of each school year.

Freshman:	Successful completion of the 8th grade.
Sophomore:	Completion of a minimum of six (6) units of credit and two (2) semesters of attendance.
Juniors:	Completion of a minimum of twelve (12) units of credit and four (4) semesters of attendance.
Seniors:	Completion of a minimum of eighteen (18) units of credit, six (6) semesters of attendance, and with all requirements for graduation scheduled to be completed by the end of that current school year.

Foreign Exchange Students: Foreign exchange students will be placed in the appropriate grade level based on transfer credits. We encourage foreign exchange students to participate in all school activities they are eligible for. Foreign exchange students will be allowed to participate in graduation ceremonies if they are enrolled as a senior and have completed the necessary courses their senior year. However, foreign exchange students will not be eligible to compete for Valedictorian or Salutatorian. Foreign exchange students completing twelfth grade in the district will be provided with an honorary diploma.

Delayed Graduation: Seniors failing to meet the required units of credit to graduate on time may finish up their course work through correspondence or summer school. In order to receive their diploma as scheduled, students must have all coursework finished and paperwork turned in (grades) to the high school office by the end of summer school. Students failing to meet these guidelines would be required to attend

the next school year as a full time student in good standing in order to receive their diploma the following school year. **All students graduating must have all coursework turned in on the day seniors sign out.**

Students choosing the option to do the delayed course work would not be allowed to go through commencement with their class. However, students can still earn their diploma if all required coursework is completed by the end of summer school. If the student fails to complete the required coursework by the end of summer school, the student must attend the next school year and go through commencement exercises with *that* graduating class.

Procedure for students applying for the eighth semester option: To be eligible to leave school during your senior year to attend college or university, vocational school, or on-the-job training, and receive a diploma at the end of the normal time, the student shall:

- Have all units at the end of his seventh semester, having completed the required courses.
- Make a written application stating in detail his plan no later than ten school days from the beginning of the seventh semester.
- Include written approval of his parents or legal guardians on his application.
- Have his plan and application reviewed by the counselor and principal to determine if the student meets the standards outlined by the State Department of Education.
- Be notified prior to the end of the first semester of the status of his application.
- Be required to complete the approved plan and if not completed shall not receive a diploma and shall be required to return to school the following term to complete the units needed. (If attending college the student must be receiving credit for at least eight semester hours).

Graduation requirements exemptions for transfer students: When transfer students are unable to meet local high school graduation requirements, the local board of education may make the necessary exceptions in specific requirements which will permit them to graduate if:

- They have done satisfactory work since the date of transfer.
- They have been unable to meet the requirements due to conditions beyond their control.
- They would have graduated from their former school if they had not transferred.

High School Equivalency Tests: An applicant to be eligible to take the HiSET, must meet one of the following requirements:

- Be 18 years of age or older
- Be 17 years of age and out of school at least 6 months from the last day of school attendance.
- Be 16 or 17 years of age and (a) have the written permission of an authorized school official (superintendent) where attending or last attended school, or (b) have the written permission of the juvenile judge if under the court's jurisdiction, or (c) a hardship case such as being head of a household, incarcerated in an institution, etc.

Correspondence Classes: Credit for correspondence work will be accepted toward graduation under these provisions:

- Only correspondence work completed in the extension division of accredited colleges and universities will be accepted.
- Not more than two (2) units of correspondence will be accepted.
- Grades will be reported on the high school transcript based on the FHS grading scale.
- Courses must be pre-approved by the student's counselor and building principal.

Classes must be in advanced areas of English, Math, Science or History not offered at Fordland High School. These classes would not be graded under the weighted scale. Written notification of passing must be on file in the principal's office before the class will be posted on the student's transcript and before the

student will receive their graduation diploma.

Class Fees: Shop, FACS and art students may be required to purchase expendable materials used on a student's personal project.

Virtual Learning: In 2018, state law changed to require school districts to advertise and pay for virtual courses approved in the Missouri Course Access and Virtual School Program (MOCAP). MOCAP is operated by DESE. As required by the law, DESE screens course vendors and lists courses available for students to take.
A student is eligible to enroll in a course through the district if the student resides in and is enrolled in the district full-time, and the student attended a public or charter school at least one semester immediately prior to enrolling in the MOCAP course. To continue in the virtual program, students must pass first semester classes in order to enroll in the second semester. Semester long classes must be finished at the end of first semester. If it is a year-long class, the student must be at 50% completion at semester. The deadline to enroll in a virtual program is 15 days into the first semester. Students will not be allowed to enroll afterwards. ***A student may be denied enrollment in a virtual course if it is not in the best educational interest of the student.***
In accordance with 161.670 RSMo and School Board policies - IGCD and IGCE, registration and payment for MOCAP online courses will be completed by Fordland School District for those students who qualify. Parents and students interested in learning more about virtual courses can contact their building principal.

Lockers and Locks: Each student will be assigned to a corridor locker and the coach shall assign gym lockers. Students are personally responsible for their locker contents. Lockers are to be kept clean and contents arranged in an orderly manner. If for some reason a student needs to change lockers, the change will be made by the principal's office. Lockers are property of the school and may be inspected by school officials at any time. Accordingly, lockers are subject to search at all times, including but not limited to reasonable-suspicion searches and random searches. Vandalism to lockers may result in a fine to be paid by the student.

Summer School: Summer school credit may be applied toward the credits required for graduation. Only one credit may be earned during summer school. A course taken outside of Fordland High School must be a course not offered by the Fordland School District and must be accredited according to DESE guidelines. Any and all costs incurred will be the responsibility of the student. EdMentum classes will be used strictly for credit recovery.

VOCATIONAL-TECHNICAL SCREENING PROCEDURES (GRADES 10-12)

Screening Process: The screening process begins with all 10th grade students having the opportunity to visit OTC Career Center. Students are then given an application if they are interested in attending OTC Career Center. Upon return of the application to the counselor a review of the student's records is made. This review ensures that the student can meet our graduation requirements. Those students with attendance problems, day to day discipline problems, or who are unable to meet graduation requirements will be ineligible to attend vocational technical school.

Criteria for selection: From the remaining eligible students a final list is chosen based on the following criteria:

- Past and present school attendance - 90% or better
- Certain courses are placed on a quota basis, (i.e., we may only send one student to a particular class).
- Aptitude test, comparing ASVAB scores in the area of vocational interest.
- Student grade point average.
- Review of classes taken in the 9th and 10th grades that relate to the vocational technical area chosen by the student and how they meet the requirements of OTC Career Center.

Final Determination: Final determination will be made by a committee using the above information. The committee will also take in consideration which student will benefit most from their program of choice. Students already set up in a two-year program will be allowed to return unless a problem with the student has come up. Students will be notified of their approval or disapproval by the committee. OTC has the ultimate determination of whether or not a student is accepted into the vocational program.

Information regarding the OTC Career Center and the courses offered, can be found in the Fordland High School Course Description Handbook, located on the district website, or in the counseling office.

Career Center students who do not successfully pass their seated courses at Fordland High School may be at risk of being pulled from their OTC program depending on graduation status. In addition, students may be required to complete mandatory summer school to continue attending OTC for their senior year. Students failing an OTC class or program could be responsible for reimbursing the Fordland School District for the cost of the course. Students not maintaining an attendance rate of 90% or better for their OTC course could be responsible for reimbursing the Fordland School District for the cost of the course and may be removed from the course the following semester.

OTC Credit Waiver: Students successfully completing two full years at the OTC Career Center may submit a credit waiver to maintain timely progression toward graduation. The academic subject in which the waiver is granted must be one in which the student has received substantial instruction in the career and technical education program. For example, students completing two years of a health-science program might be permitted to waive one unit of science; students completing two years of electricity/electronics program might be permitted to waive one unit of mathematics. Credit waivers may be obtained in the counseling office. This credit waiver must be completed before the end of junior year, at the time of scheduling for senior year. Students planning to attend a four-year university will be required to meet specified college entrance requirements. Students must still meet the total credit requirements for graduation (26 credits) and all other state and local graduation requirements. All waiver applications are dependent upon approval by the high school counselor and principal.

Students who have successfully completed one year of the following OTC programs may replace their fourth Fordland Science credit requirement for graduation with one credit from OTC: Diesel Technology, Automotive Technology, Health Sciences, Heating, Refrigeration and Air, Agriculture, Culinary Arts, Electrical Trades, or Computer Information Science. Students must have passed Physical Science and Biology (or equivalent). Students who have successfully completed one year of the following OTC programs may replace their fourth Fordland Math credit requirement for graduation with one credit from OTC: Drafting and Design Technology, Electrical Trades, Machine Tool Technology, Computer Information Science, Welding Technology, or Culinary Arts. Students must have passed Algebra I.

GRADING SYSTEM

Grades K-5: Students in grades K-5 will receive standards based grade cards at the end of quarter. Instead of receiving an average of all points earned, students will receive a 3, 2, or 1 score based on how they have mastered the specific standards. Giving standards based grades opens a conversation between students, teachers and parents about where students are performing and what specific steps need to be taken to continue to improve the student's grade.

3 *Meets* expectations of standard	I can do the work of this standard independently and accurately
2 *Near* expectations of standard	I can do the work of this standard independently or accurately. I might have a couple of misconceptions or errors and need some help to complete this work.
1 *Below* expectations of standard	I cannot do the work of this standard independently or accurately. I struggle even when I have a lot of help.

Grades 6-12: Each quarter students will be assigned a grade for each of their classes based on their performance during the quarter. Grading may vary from teacher to teacher with regards to emphasis on tests, written work, participation, etc.

Quarter grades serve only as an indicator of the student's progress for a specific period of time. Only semester grades become part of the student's official transcript, and these are based upon the student's performance throughout the entire semester. Quarter or progress report grades do not affect a student's GPA or class rank.

All classes taken for credit during the semester as a part of the student's daily schedule will be counted toward the student's grade point average, with the exception of P/F and CR courses

Fordland High School will use a 4.0 grading scale system to figure the student's grade point average. Weighted classes will use a 5.0 grading scale system to figure into the student's grade point average.

A Excellent
B Superior
C Average
D Below Average
F Failing
I Incomplete

Grading Scale Grade

100 – 95 A
94.9 – 90 A-
89.9 – 87 B+
86.9 – 83 B
82.9 – 80 B-
79.9 – 77 C+
76.9 – 73 C
72.9 – 70 C-
69.9 – 67 D+
66.9 – 63 D
62.9 – 60 D-
59.9 and below F

WEIGHTED CLASSES AND GRADE POINT AVERAGE

High School Course Weighting: The emphasis on educational excellence dictates to high school students that courses taught at the college level must have an advanced level of academic preparation at the high school level. Fordland High School, therefore, offers to its students an opportunity to take courses that should be more challenging in content and more attuned to the college curriculum.

Weighted courses at Fordland High School will carry a value of five (5) points for an “A” grade, whereas non-weighted courses will carry a four (4) point value for an “A” grade.

The courses selected for weighting will be the following courses:
All Seated & Online Dual Credit Courses
All AP Courses

4.0 Scale	
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
DF	0.0

5.0 Scale	
A	5.0
A-	4.7
B+	4.3
B	4.0
B-	3.7
C+	3.3
C	3.0
C-	2.7
D+	2.3
D	2.0
D-	1.7
F	0.0
DF	0.0

DIPLOMAS

Types of Diplomas: Three types of diplomas will be issued at Fordland High School: Standard Diploma, Honors Diploma, and Attendance Diploma.

Standard Diploma: See graduation requirements.

Honors Diploma: Any student who meets all state and local requirements and the following requirements will be granted an Honors Diploma from Fordland High School.

Beginning with the graduating class of 2019-2020:

4 English credits - Eng. I, II, III & one elective
4 Science credits
4 History credits
4 Math credits which must include Algebra & Geometry
2 Practical Arts
1 Physical Education
1 Fine Art
2 Foreign Language
1/2 Health
5 1/2 Elective credits
28 Total Credits

- Recommendation from the faculty
- Good citizenship throughout school years
- Students must have at least a 3.3 GPA for all classes taken
- Only Dual Credit Virtual classes will be accepted

Attendance Diploma: An attendance diploma will be given to anyone who has not met the state and local graduation requirements, but who has attended high school for four years, has been a good school citizen, recommendation of teachers, administration and school board.

FINAL EXAMS (GRADES 9-12)

Final Exams: At the high school level, **comprehensive** examinations will be given at the end of **each** semester in **all** classes. Final examinations will count no more than 10% of the final grade. Finals may be given at the end of each quarter if the teacher feels the need. Finals must be taken as scheduled. *No early finals will be given*. Students missing on the day of finals will be required to make up those finals. Arrangements need to be made with their teacher.

Attendance Incentives:

Final Opt Out Policy Students, during a semester, may opt out of taking their final based upon the following criteria:

• The student must have a grade of 80% or higher in the class.
• The student cannot have been assigned ISS or any administrator assigned after-school detention at any point during the semester.
• The student cannot have been suspended out-of-school.
• The student must be present on the day of the final to utilize an opt out card.
• The student can have the following attendance percentage
    99% and above- 2 core and 2 non-core opt out cards
    95%-98.9%- 1 core and 1 non-core opt out card

*This policy is deemed as a reward and not a punishment. Therefore, no exceptions will be allowed.

HONORS AND AWARDS (Grades 9-12)

The honors and awards program at Fordland Schools is designed to recognize those students who are outstanding academic achievers. This policy will include all students. This program will be set at the beginning of the school year and will take place in the evening before graduation. The goal of the academic and athletic assembly is to recognize students for their hard work and their dedication to their studies and sports. It is important to celebrate those achievements as a student body. This helps promote an environment of hard work and success.

Academic Letters: In an effort to reward and recognize students at Fordland High School who have excelled in their classroom, it is proposed that academic letters be awarded in the following manner:

- Students in grades 9-12 will be eligible to receive academic awards.
- Students shall carry at least a 3.3 grade point average on a 4.0 scale (in the current school year) with no grade lower than a "C" (2.0) for the semester grade and third quarter grade of the school year.
- Students must carry six credits with at least three hours being in the following four areas: Math, English, Social Studies and Science.
- Transfer students would become eligible for the academic letter after being enrolled the 1st

day of classes at Fordland High School. This includes completing the first, second and third quarters of one school year.
- Letters will be presented publicly at the awards assembly or at the end of each school year. Board approved 11-18-90

Honor Cords: Degrees of honor are based on cumulative Grade point average as follows:
Summa Cum Laude = 3.9-4.0 or higher
Magna Cum Laude = 3.6-3.8
Cum Laude = 3.3-3.5

Valedictorian and Salutatorian: In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

- The valedictorian will be the student with the highest weighted grade point average as computed at the end of the students 8th semester. An unofficial announcement will be made at the end of the third quarter of the students eighth semester of high school work for the purpose of applying for college admission, grants and scholarships. (In case of a tie for valedictorian, co-valedictorians will be honored)

- The salutatorian will be the student with the second highest weighted grade point average as computed at the end of the students 8th semester. An unofficial announcement will be made at the end of the third quarter of the students eighth semester of high school work for the purpose of applying for college admission, grants and scholarships. (In case of a tie for salutatorian, co-salutatorians will be honored.)

- To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district prior to and continuously following the 10th school day of the student's senior year. Students must have completed 8 semesters of high school.

TRANSFERRING OUT OF DISTRICT (K-12)

Release of student records: Transcripts, grades, etc. will not be released until all fines, shop projects, uniforms are turned in, and any other student bills have been paid for in full. A student's attendance record will be included on their transcript/record and shall be sent along when the transcript/record is requested.

HOMEWORK AND STUDY HABITS

Elementary: The years in elementary school are a time to develop a love for learning and effective study and work habits. It is the job of the learning team (teachers, parents and students) to work to build stamina and complete work. Teachers will communicate classroom and homework expectations with students daily and parents as needed. Please see your child's classroom teacher if there are questions regarding the amount of work or how to do the work. Assigned homework should require no more than thirty (30 minutes) for children in the grade K-3, but up to sixty (60) minutes for students in grades 4-5. Not all students will have homework. Please note some of the upper elementary classes may have a late work policy. We appreciate your partnership in helping our children develop strong skills.

Secondary: In grades 9-12, the amount of extra time needed for study depends upon the nature of courses carried by the student and the number of periods the student is scheduled in the study hall or library. Each student should plan, as a minimum average, to spend one hour per day in grades 9 and 10 and one and a half hours per day in grades 11 and 12. When students do not use class time wisely to complete work, then it usually becomes homework. In such cases it may require more than the allotted time

to complete their work. **Students must get assignments from their instructors prior to a scheduled trip.**

Out-of-class assignments which require not only work at home but also in the library or elsewhere to make use of community resources, are made by teachers of subjects such as English, mathematics, science and social studies. Students who have special interests or abilities are given out-of-class assignments to encourage higher achievement.

Effective Study Habits: The development of effective work habits and study skills is probably the most important achievement of any high school student. Good habits of work and study seem to transfer from one type of activity to another to a greater extent than almost any other learning gained in school or elsewhere.

It is highly desirable that each student have a place where study can be without interruption by other members of the family, radio, television or other factors which may interfere with concentration.

A student who is having difficulty in studying any subject should request the teacher of that class to give him suggestions for doing the work of that particular course.

Course Descriptions: A detailed course description of each course is located in the Curriculum Guide located in the principal's office. The course description handbook can be found on the district website. If you wish to have a hard copy the high school office can be contacted and a copy will be provided.

Gymnasium, Library, and Lunchroom Regulations

Gymnasium/Weight Room Rules: Use of the gymnasium is under control of the athletic director and the building principal. Rules as such shall be set up regarding usage*. The gym and weight room will not be used without adult supervision, either before, during, or after school hours.* When in the weight room, spotters are to be used. To request the use of a gym after school contact the high school office.

Library Regulations: Students may be allowed to come to the library during classes with the permission of their teacher and the librarian.

The library has many materials that students may use for research and leisure reading. Remember that the purpose of the library is to aid the student. If you need help or have requests, please ask for it. The following lending policies apply:

- All books may be checked out for 2 weeks and may be renewed for 2 weeks. Limit of 2 books per student at one time.
- There could be a fine of 5 cents per day for each overdue book.
- Books that are lost or damaged must be paid for by the students.

The use of the library is a privilege. Any abuse of the regulations will result in the loss of that privilege.

Cafeteria Regulations and Lunches: All students are expected to eat in the cafeteria during their assigned lunch period. Lunch money can be added to the student's lunch account at any time by using cash or check. Money can also be added through the parent portal. Students must fill out a lunch envelope and place it in the lunch money drop box at the Secondary School or give it to the student’s teacher at the Elementary School. The lunchroom must be kept neat and clean in order for lunch to be pleasant. Every student must do his or her part to clean up after eating.
The following rules must be observed:

- Take lunchroom trays and litter to the disposal window after eating.

- Breaking into the lunch line or saving places in the line is unfair to the other students and is not allowed.
- Excessive noise in the lunchroom is to be avoided.
- Open or glass containers are not to be brought into the building. Closed, plastic containers will be allowed.

High school students and Middle School students are not allowed to sit together at meals or in the cafeteria.

	Meal Cost	Reduced Meal Cost
Breakfast	Student- $2.65 Adult- $3.34	$0.30
Lunch	Student - $3.20 Adult - $3.79	$0.40

Free and Reduced Meals: Free and reduced meals are available for those students who meet requirements set forth by the State of Missouri. Each child receives a free and reduced lunch application during enrollment each year and parents are encouraged to fill the application out and return it to the office as soon as possible. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year. A complete application is required as a condition of eligibility. A complete application includes:

- Household income from all sources or Food Stamps /Temporary Assistance case number,
- Names of all household members,
- The signature and social security number of adult household member signing the application

Wellness Program: The Child Nutrition and WIC Reauthorization Act of 2004 requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school district. The primary goal of the Fordland R-3 School District's wellness program is to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. We request parents and/or students to pack healthy lunches and snacks and to refrain from sending beverages and food that does not meet healthy nutritional guidelines.

Counseling and Intervention Services

The School Counselor and Counseling Program: The school counseling program is an integral part of facilitating student growth and achievement in school. The school counselor implements a comprehensive school counseling program that delivers an array of services focusing on the academic, personal, social, and career development of students. These services include individual and group counseling, implementation of counseling curriculum in the classroom, individual student planning, and responding to immediate needs of students as they arise. The school counselor's primary obligation is to the student and serves as a student advocate. This includes ensuring all students have an equal opportunity for academic success. The counselor is available to assist students, parents, and teachers in coping with the unique problems and situations that may occur throughout school. The school counselor strictly adheres to confidentiality guidelines as set forth by the American School Counselor Association ethical codes. Information disclosed to the school counselor by a student is kept confidential unless the counselor is required by law to reveal the information to prevent serious and foreseeable harm to the student or someone else. Although the school counselor's ethical obligation for confidentiality is to the student, the school counselor balances this obligation with an understanding that parents and legal guardians have the right to be the guiding voice in their child's life.

Career Questions: Want more information on a career or need help choosing a career? Job information and an interest inventory are available.

Comprehensive Guidance Program: A counselor is available to students for a variety of guidance and counseling services. Problems related to school, personal life, or the future may be discussed with the counselor. Listed below are some of the services. All referrals will be approved by the building principal.

Correspondence Study: Correspondence classes are available for credit or self-improvement. Information and applications are in the counselor's office.

Information Center: Information is available about jobs, laws, school and drugs. If you have a question, come by and ask. All questions are considered confidential and will not be repeated.

Jobs: You can get help with how to find a job, have an interview or write a resume.

Problem Help: No matter what kind of problem you have in class, with a friend, big or small, in or out of school, there are answers. Sometimes it is good just to talk to someone, other times you want to hear alternatives or need help communicating in the best way.

Schedule Help: Stop by if you have questions about your schedule or school requirements.

Schools and Scholarships: Vo-Tech, College, Summer Programs, Competition, the list is endless. Admission requirements and applications are available.

Student Assistance Team (SAT): The Student Assistance Team is a group of high school teachers and the counselor organized to help at-risk students. The SAT screens students that have been referred and develop intervention plans to help the students succeed. These intervention plans range from tutoring to referrals to outside agencies.

Study Help: Having trouble making the grades you want? You can learn better study habits and you can even get help studying for a test.

Test Results: You can find out how you did on an achievement test.

HEALTH SERVICES

School Nursing is a specialized practice of professional nursing that advances the well-being, academic success and lifelong achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual or potential health problems; provide case management services and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy and learning.

The Fordland R-3 School District has one full time registered nurse on staff. The school nurse and the school administrators will determine the level of training needed for unlicensed staff to perform care at school and identify appropriate persons to provide the care. The school nurse shall delegate health care tasks and procedures according to his/her professional judgment in compliance with the Missouri Nurse Practice Act. School nurses use their knowledge of the nursing process, current nursing standards, and principles of growth and development to facilitate and enhance competent practice in the school setting. School nurses practice under the guidelines of the Missouri Nurse Practice Act.

Health Information Form: All students are required to fill out and return a student health information form at the beginning of the school year or when a new student enrolls. This form must be returned within the first two days of the beginning of the school year or on the first day the new student starts school.

Illness at School: The school nurse and staff will make every effort to keep your child at school and provide reasonable accommodations to do so. If your child is too ill and will not be able to participate in school activities, then your child will likely be sent home. This decision will be made by the school nurse using their professional judgment. It is the parent/guardian's responsibility to make pick-up arrangements if your child becomes ill during school hours. If you are unable to pick-up your child, an emergency contact you designate will need to pick-up your child. We encourage parents to make arrangements with relatives, friends, neighbors, or a sitter to pick-up your child if they become ill at school. Make sure the school has current contact information for you (Home, Work & Cell phone numbers.) We need to be able to reach you if your child becomes ill or in case of an accident/emergency.

Health/Emergency Medication: All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse when the nurse believes, based on his or her training, that a student is having a life threatening anaphylactic reaction. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Medications: DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.
Medications must be in the original bottle or container and brought to the school by the parent. A Medication Administration Consent Form must be signed by the parent/guardian in order for the school to consider administering the medication to your child. Prescription medications must always have the pharmacy label on the container. If your child needs over-the-counter medications you must provide it from home and have a signed Medication Administration Consent Form on file in the nurse's office. The school does not provide any over-the-counter medications for students.

Your child will likely be subject to disciplinary action if he/she transports medication to school. The school will confiscate the medication and it will be kept locked until picked up by the parent.

The following first aid medications are available to your child, as needed, as directed on the label: Antibiotic Ointment, Oral Pain Relief, Eye Wash, Lip Balm, Blistex, Anti-Itch & Calamine Lotion, Fragrance Free Lotion, Saline/Sterile Water, Peppermints, Epinephrine (will only be used in an emergency), & Hydrocortisone Cream. Sunscreen will not be provided by the school district. Parents must supply sunscreen. Parents are encouraged to apply sunscreen before the child is sent to school. Staff may assist with sunscreen application if needed and only if the parent has signed the appropriate consent forms. Students are not allowed to share their sunscreen with other students.

The Fordland School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses in order for them to remain in school. In those cases the medications will only be administered at school when it is not possible or effective for the student to receive the medication at home. Parents/Guardians are encouraged to administer prescription medications at home when possible.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text. Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication.

Students are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities that are illegal pursuant to state or federal law.

The school nurse will notify parents/guardians, at the end of the school year, of any medication(s) that needs to be taken home. Medication(s) left at school will be destroyed after the end of summer school. Medication(s) will NOT be sent home with your child.

Immunizations: "It is unlawful for any student to attend school unless he has been immunized as required under the rules and regulations of the department of health and senior services, and can provide satisfactory evidence of such immunization; except that if he produces satisfactory evidence of having begun the process of immunization, he may continue to attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent or guardian to refuse or neglect to have his child immunized as required by this section, unless the child is properly exempted." (Missouri Revised Statute, Chapter 167.181.2)

Students will NOT be allowed to attend school or school sponsored events until documentation of up-to-date immunization status, including month, day, and year of each immunization has been received.

Communicable Disease Process: A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the board or its designee has determined, based upon medical evidence, that; (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative educational setting in accordance with district policy.

The district has implemented reporting and disease outbreak control measures in accordance with 19 CRS 20-20.010 through 20-20-060 & 19 CRS 20-28.010. This policy was approved by the State Board of Education on October 15, 1987. Adopted by Fordland Board of Education on January 20, 1988. 503.3

MO Healthnet for Kids: The Department of Social Services provides many services for Missouri children through the MO HealthNet for Kids (MHK) Program, the state's healthcare program for children. Through the MO HealthNet for Kids program, children receive full, comprehensive coverage including primary, acute and preventative care, hospital care, dental and vision care as well as prescription coverage. If a parent is interested in learning more about the program, he or she can contact the Missouri Family Support Division at 1-888-275-5908 or go online at http://dss.mo.gov/mhk/accept.htm

Care to Learn: Fordland Schools is a partner with Care to Learn. This is a charity organization that provides assistance in the areas of Health, Hunger, and Hygiene. It is composed of school employees and community members. It is entirely funded by donations from the community. One of the services provided is the Eagle Pack Program, which purchases and distributes easy to prep food for the weekend and summer. Please contact the Fordland Care to Learn Liaison or your child's school office for further details about how to sign up for Eagle Packs, volunteer, donate, or receive services.

Transportation

BUS TRANSPORTATION

Student Buses: Students who ride the bus to school will be assigned a bus by the superintendent of schools. They will be required to ride the assigned bus to and from school. They will not be allowed to get

on or off the bus except at school or their homes. Any exceptions must be approved by the principal. Students are to enter the school building at the appropriate door**,** immediately after getting off the bus at school.

Transportation To and From Activities: Transportation shall be made by bus and other school vehicles. All students must ride the school provided transportation to away school activities. The parent or legal guardian may verbally contact the sponsor while at an away event and sign their son/daughter out from the event to their care. If a parent wishes to have their son/daughter ride home with another adult (relative or another parent), they may do so by going into the office during normal working hours (7:55 a.m. – 3:30 p.m.) and filling out a Transportation Release Form. This must be done on a game by game basis. Notes and phone calls will not be accepted. Students will be expected to ride the bus back to the school unless the above arrangements have been made. (Students will not be released to ride with other students including siblings.) Emergency situations will be handled on a case by case basis.

STUDENT VEHICLES AND PARKING REGULATIONS

Student Vehicles: Students may drive vehicles to school under the following conditions:

- No person under the legal driving age shall be permitted to drive or park an automobile, motorcycle or other motor powered vehicle on school grounds, except driver education students when accompanied by an instructor.
- Students who drive vehicles to school shall be properly licensed as an operator by the State of Missouri and the vehicle they drive shall be properly licensed by the State of Missouri.
- Students are not to be in their cars or to move them during the school day without permission from the principal. They are expected to use safe driving practices on school grounds, obey all speed limits posted on school property (5 miles per hour) and observe "no parking" areas
- Driving a vehicle to school and/or parking on school district property is a privilege and not a right which may be revoked by the school's administration. The school administration reserves the right to search any student's vehicle, on school district property if the administration has reasonable suspicion that the vehicle contains prohibited materials or evidence of a violation of Board of Education policies.

Student Parking: Students may park on both sides of the west parking, starting from the light pole by the baseball backstop, north. All vehicles are to be parked between the parking lot lines and only take up one slot. Students parking across from the front of the gym are to park on the black top. Parking spaces on the south end of the gym are reserved for Middle School personnel and visitors. Regulations for student parking shall be as follows:

- When students driving private cars to school arrive in the school zone area, they are to go to the school parking area and park the cars.
- Upon arriving or at the conclusion of the school day, the vehicle is to be operated in a safe and sane manner. Students will be considered as arriving at school if they come on the school grounds or enter the school driveway. *All students should enter the front door immediately upon arrival.*
- The vehicle shall remain parked at a place on the school ground designated by the principal for student parking.
- Students shall neither sit in cars nor bother them during the school day while they are parked on the school grounds.

Extra-Curricular Activities and Organizations

School Sports Uniforms: All school sports uniforms will be signed out by the coaches and will be returned to the coaches. Final grades and transcripts will be withheld until the uniforms are returned in acceptable condition by the student.

After-School Activities: Students are not to loiter in the school building after school is dismissed, unless they are required to be here for conferences with instructors or are participating in a school activity. Students must have a supervising teacher with them for any after-school activity.

Citizenship Concerning Student Activities: Included in good citizenship is regular and punctual attendance which promotes the best interest of the school. Repeated referrals of a student to the office of the principal or superintendent for misconduct will be considered sufficient reason to declare a student ineligible to participate in school extra-curricular activities.

A single serious breach of conduct of a student either in or out of school or while participating in any activity may result in permanent suspension from that activity and possibly from school.

Habits of Working and Learning (HOWL): Fordland School District recognizes the importance of developing respect, responsibility, and sound character in our student body. As such, students will receive a Habits of Work & Learning score in addition to an academic grade in each of their classes. The score will measure student behavior in the following areas:

- Punctual and prepared arrival to class
- Respectful engagement in classroom activities
- Completion of all assignments appropriately and on time.
- Following classroom expectations without disruptions or need for redirection.

Scores will be awarded on a four-point scale, and criteria will be communicated by individual teachers as part of their course. Individual scores will be compiled at the end of each quarter to arrive at one HOWL grade for each course and a cumulative score for all courses. These grades will be a contributing factor when determining extracurricular eligibility, ability to participate in building level activities and participation in HOWL incentives.

Class Activities: Class activities are encouraged and promoted. Each class may have one approved money making project for the year. Each class will elect their officers and be assigned one or more teachers to act as supervisors. Each class may have one class sponsored party per year.

There will be no out-of-state trips unless approval by the Board of Education is given.

Class Sponsors: Class sponsors will be appointed by the principal in conjunction with the superintendent. All class meetings are to be approved by the principal's office.

Dances-Proms: Students of Fordland High School grades 9-12 with a qualifying HOWL score will be permitted to invite one guest to each dance. The student is responsible for the conduct of their guest. Dance and Prom dates must be at least a 9th grade student and below the age of 21.

All students who invite out-of-school guests to the dances must sign their name and the guest's name on a list established in the principal's office and be approved by the principal by a set date which will be published in the bulletin. Students dropping out of school will not be allowed to attend Fordland R-III dances/Prom until their graduating class has graduated. Brothers, sisters or other relation will not be allowed to attend dances. **In addition, dates outside of Fordland High School must provide proof of identification, such as school identification, driver's license, etc.**

When students leave the building, they will not be permitted to return. Tickets will not be sold at the door

except for the homecoming dance and all students and guests must be here within 20 minutes of the start of the dance unless special permission is received from the principal.

Extra-Curricular School Attendance: Students participating actively or passively in an extra-curricular activity (playing or attending sports, music, shop, class trips, etc.) must be in school all day (be at school by 8:30 a.m.) in order to participate on that day. Students turning 16 will be excused to take their drivers test. However, the student should attend one-half day (3 consecutive hours). Exceptions due to valid extenuating circumstances may be granted only through the principal and *must be discussed before the day of an event.*

Students participating in these activities on weekends or holidays must be at school the last day school is in session (Friday for a Saturday game) or contact the *principal the day they are absent*, to be eligible to participate.

Attendance Percentage for Participation: For the purpose of determining student eligibility to participate in social events (dances, field trips, clubs/organizations, parking, athletics, etc.) during the school year or in certain classes (Work Release, Student Aides); students must be meeting a 90% attendance standard in addition to a qualifying HOWL score. Student attendance percentage is calculated by using the MO Attendance Hours Audit Report generated through the Infinite Campus Information System which calculates attendance based on the total number of hours attended divided by the total number of hours possible. Absences or reasons for the absences are not taken into account for the overall attendance percentage as determined by the Department of Secondary and Elementary Education.

Attendance reports will be calculated at the end of each quarter to determine eligibility for the following quarter. Students will not be able to participate in social events with an attendance percentage below 90%. Students will be placed on an attendance contract if they are in jeopardy of not meeting the 90% standard.

Health Exam and Insurance: Students that participate in extra-curricular sports/activities including cheerleading **must** submit a health examination form and proof of health accident insurance. This must be on file **before** the student participates in the first practices.

An optional accident student insurance will be available. Forms will be given to all students at the beginning of school; parents send completed forms directly to the insurance company. All students are urged to participate, especially those taking science and shop.

Mo Health Net for kids provides healthcare coverage for children under age 19 whose family income falls within certain guidelines. (see online at www.mydss.mo.gov by choosing the “Apply for Health Benefits” option or request an application from 1-855-FSD-INFO)

Student Activities: Student activities in the Fordland School provide an opportunity for each student to engage in their special interest. The activity calendar will be found in the principal's offices. All activities concerning the school should be placed on the calendar as soon as possible in order to prevent conflicts.

While student activities are important for the all-around development of the student, they must be of *secondary* importance in the program of the school. Regular classroom work MUST COME first. With this in mind, teachers will not schedule activities while classes are scheduled. In addition, activities such as parties, dances, etc., when held on school premises should not proceed past 12:00 a.m.

Fordland School is a member of the Missouri State High School Activities Association and is guided by the regulations adopted by this organization. The rules, eligibility, limitations on participation, length of trips, number of trips, number of games played, number of tournaments played, and other elements are determined by the Association's regulations.

Student Activities and Missing Work: Class assignments, tests, and work due on the day of a school activity will be submitted or made up the following school calendar day.

Student Eligibility: Students participating in **MSHSAA sanctioned activities** at Fordland High School must follow MSHSAA guidelines of eligibility.

Student Organizations and Clubs: Fordland maintains a number of clubs and organizations for interested students. A current listing with descriptions is available in the counselor's, principal's, or activities director's offices as well as the high school's website.

STUDENT ATHLETICS

Participation in interscholastic athletics is a privilege and carries with it responsibilities to the community, staff, and students. The following standards define expectations for athletes who represent our school through participation in these activities in grades 6-12. The list is not all-inclusive and does not specify additional standards set forth by coaches. Athletes must also meet the eligibility requirements of the *Missouri State High School Activities Association.* If standards are violated, the athlete may be restricted from practicing, competing, or representing the team. Penalties noted below apply extenuating circumstances are present.

Academics: Athletes must be good students. High school athletes (grades 9-12) must have successfully completed courses earning a minimum of **3.0 credits and maintain a (C-) average (2.0 on a 4.0 scale)** in the preceding semester and must be enrolled in courses earning a minimum of 3.0 credits in the current semester. Athletes in grades 7-8 must be enrolled in a normal course load and have been promoted at the end of the previous year (*see "How to Maintain and Protect your High School Eligibility ",* MSHSAA). **If credits are maintained students may reinstate eligibility by meeting the C- average at quarter.**

Athletic Letters: The general rules for all areas:

- Must have approval of sponsor and principal
- Letters awarded to varsity players only
- A transfer student must enter one half of the quarters, matches, or innings during the period they are eligible
- A senior may letter on recommendation of sponsor
- Must be playing regularly if sidelined by injury before end of season
- If a student quits for any reason, that student will not letter

Requirements for Specific Events:

- Basketball
  - Player must enter in at least half of the quarters during the season
  - "B" team players may earn provisional letters under rule No. 1

- Baseball & Softball
  - One point shall be given for each inning entered or played
  - A player must earn 50% of possible points

- Volleyball
  - One point for each game entered or played during the match
  - Player must earn 50% of possible points
  - "B" team players may earn provisional letters under rule No. 1

- Cross Country
  - Must place in top ½ of Varsity Race

- Cheerleading
  - Be elected for one year of varsity cheerleading
  - Complete the year and cheer at least 95% of the games
  - Junior varsity cheerleaders eligible for provisional letter under rule No. 2

- Music
  - Must attend all music activities
  - Must maintain an 88% average all four quarters in music class.

Attendance: In order to be eligible to compete in a contest, the student must attend a full day of school. **Students must be at school by 8:30 am for them to be counted as present for a full day.** If an athlete misses class on the date of a contest without being excused beforehand by the principal, he or she will not be eligible on that date and cannot be eligible again until the student attends a full day of classes.

Students participating in sporting activities on weekends or holidays must be at school the last day school is in session (Friday for a Saturday game) or contact the principal the day they are absent and be granted a waiver, to be eligible to participate.

Out-of School Conduct: Athletes must be good citizens of the community. Any athlete who is arrested or charged with a misdemeanor (except minor traffic violations) or felony must inform the coach or principal the next school day. If there is credible evidence of guilt the student may lose their eligibility for 10-180 school days. Failure to report an incident will cause the student to become ineligible for the remainder of the season.

Student athletes are also governed by the Fordland R-III School Discipline Policy found in this student handbook. Students and parents are responsible for reviewing this Discipline Policy.

School Conduct: Athletes must be good school citizens. Athletes may not represent the school (practice or in games) while on in-school or out-of-school suspension. Excessive discipline referrals (5 or more) or a second out-of-school suspension may result in loss of eligibility.

Resident Participant - Board Policy IGDAA

In compliance with Missouri Senate Bill 63, Fordland R-3 School District will allow Resident Participant students to participate in district activities and events. The key principles to this policy are outlined below.

- Only full-time students in home, Family-Paced Education (FPE) or virtual schools will be eligible. Students who attend parochial or private schools are not eligible.
- Participation includes interscholastic athletics, MSHSAA activities, and other co-curricular activities (FFA, Band, etc).
- If course participation is a requirement for the activity (i.e. band, CTE programs), the same requirement applies to the Resident Participant (RP) students.
- RP students must:
  - Reside within the attendance boundary
  - Adhere to the same eligibility standards (academic, conduct, physicals, drug testing, etc)
  - Pay applicable participation fees
  - Participate in tryouts for sports teams

DRUG TESTING POLICY

The Fordland R-III School District recognizes that chemical abuse or misuse is a significant health problem for students. Abuse and misuse of drugs and alcohol detrimentally affect overall health, behavior, learning ability, reflexes, and the total development of each student. The Board of Education is determined to help students by providing support for their efforts to remain drug free. Chemical abuse prohibited under this policy includes use of illegal drugs, alcohol, and the misuse of legal drugs and medications. For these reasons, any student in grades 7 through 12 who participates in extracurricular activities, including athletics will be subject to drug testing during the duration of the participation in the extracurricular activity. Drug testing will be paid for by the school district. Adopted 02/15/2007

- **Consent:** Students shall be required to sign a written consent for drug testing prior to participating in the program**.** Students shall receive a copy of the district's Drug Testing Policy that shall be read, signed and dated by the student and parent or guardian. Upon refusal to be tested, the student will be suspended from the extracurricular activity for the duration of all activities, in which the club, organization, sport, etc., participates.
- **Medication:** To help prevent false positive drug tests, students who have been or who are taking prescription medication must provide a copy of the prescription or the doctor's authorization upon request.
- **Testing Procedure:** Random testing will be conducted during the length of participation. Protecting the privacy of the student and the accuracy of the test shall be priorities. Test results will be reported directly to the building principal and shall remain confidential. Tests will be administered and monitored by a qualified professional laboratory using scientifically validated toxicological methods.
- **Positive Test:** If the student's test indicates a positive result, a second test may be administered to confirm the result. The student and their parent/guardian will be notified, as soon as possible of any positive result.
- **Consequences:** The consequences are consecutive and will follow each student 7th through 12th grade. If a student's test indicates a positive result, a meeting will be held with the principal, student, and parent/guardian. Steps are as follows:

First Offense:	28 day suspension, which will be reduced to 14 days (pending on proof of a professional evaluation and possible treatment by a licensed physician trained in chemical dependency)
Second Offense:	90 day suspension.
Third Offense:	365 day suspension
Fourth Offense:	Career suspension.

Activities Included:

Academic Team	Art Club	Band	Baseball
Basketball	Beta Club	Cheerleading	Choir
Cross-Country	FCCLA	FFA	Flags
Foreign Language	Literature Club	Softball	Student Council
Volleyball	Yearbook Club	FBLA	

Additional student activities or sports may be approved by the local school board.

Definitions

Alcohol: Defined as Ethyl alcohol or any beverage containing ethyl alcohol.

Illegal Drugs: The synthetic or generic equivalent or derivative drugs which are legal under federal, state, or local laws, including but not limited to marijuana, heroin, hashish cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and its derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacture of the drug. See the Narcotic Drug Act. Section 195.101, RSMo, and section 202© of the Controlled Substances Act, 21 U.S.C. 812©.

Random Testing: Students covered by this policy will be subject to random selection for testing. In implementing the procedure, each student athlete will be assigned a number. On each testing day, a predetermined number of athletes will be selected using a table of random numbers. If a student selected in this manner is absent, additional random numbers will be selected until the predetermined number of students has been tested.

Purpose of Fordland R-III School District Drug Testing Policy for Students

- To allow students of Fordland R-III School to know that the school is concerned about their total well being. The School District is interested in helping students who may be having drug/alcohol problems.
- To emphasize health concerns for students in areas of safety while they are participating in activities as well as the long-term physical and emotional effects of chemical use on their health.
- To assist students to resist peer pressure that directs them toward the abuse or misuse of chemical substances.
- To establish standards of conduct for students who are considered leaders among their peers.
- To work cooperatively with parents assisting them in keeping their children free from illegal drugs and alcohol.
- To provide referrals for students who need evaluation regarding their use or drugs and alcohol.
- To deter chemical abuse or misuse by students through the use of random drug testing.

Interrogations, Interviews and Searches

Searches by School Personnel: School lockers, desks and other district property are provided for the convenience of students and, as such are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search

students, as defined in state law , except in situations where an employee reasonably believes that the student possesses a weapon., explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If the student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination , and if reasonable under the circumstances , school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear . Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers: The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials: Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials: Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the students' parents/guardians that the student is being removed from school.

Interview with the Children's Division: Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate: When a court –appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student schedule. Adopted: January 22, 2009

Dress Code

Extremes in apparel or personal appearance which interfere with the learning environment, health, safety, or

general welfare will not be considered as acceptable school dress as determined by the school administration. Dress should be clean, safe and appropriate for learning or an education setting. Students out of compliance may be asked to change clothes or may be sent home to rectify the situation. Use the following guidelines:

- Students may not wear hats or any other headgear in the building.
- Students may not wear bare midriffs, tube tops, tank tops, see-through blouses/shirts, halter-tops or off-the-shoulder tops. They may not wear excessively tight or incomplete attire. Sleeveless tops must have at least **"four fingers"** wide shoulder straps.
- Students may not wear boxer shorts, short shorts, or biker shorts. All shorts, skirts and dresses must be long enough to cover a student's bottom and upper thighs. (A 4 inch inseam for shorts would be a minimum recommendation for length.)
- Ripped or tattered clothing, especially pants, which expose undergarments or private areas will not be allowed. "Sag and Bag" clothing or clothing that is too large for the wearer, is not appropriate for school.
- Students may not wear "A back" shirts, racer back, open sided shirts, sunglasses, house shoes, roller blade shoes (wheelies)or costume masks.
- Any apparel that could cause injury to self or others will not be permitted. Examples: wallet chains, extreme rings/necklaces/jewelry or spiked bracelets/necklaces, etc.
- Students may absolutely not be barefoot, and all footwear should be appropriate for school. Sandals should have straps due to safety reasons. Students are discouraged from wearing high heel shoes or shoes that are too large.
- Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendos, or negative inferences. Band shirts that promote vulgarity/violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group or gender.
- Face painting, writing or drawing on the skin will not be allowed.
- Students in grades K-12 do not wear costumes on Halloween.
- Spirit attire may be worn for school sponsored special events such as School Spirit Week with administrator approval.
- Students are to be neat and clean upon entering school. Inattention to cleanliness will not be tolerated, and students may be sent home to rectify this situation

Computer/Chromebook Acceptable-Use Policy

The Fordland School District offers network and Internet access for teacher and student use. This document contains the Acceptable-Use Policy for use of the network system. Both parents and students should read the policy carefully before signing the Student User Agreement.

Educational Purpose: The network and Internet access has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

The network and Internet access has not been established as a public access service or a public forum. The Fordland School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the district's disciplinary policies and federal, state and local laws.

You may not use the network and Internet access for commercial purposes. This means you may not offer, provide, or purchase products or services through the network or the Internet.

STUDENT INTERNET ACCESS

World Wide Web: All students will have access to the internet for informational resources through their

classroom, library, or school computer lab.

E-Mail: Students will have email access only under their teacher's direct supervision using a classroom account. Individual email accounts are not being provided to students through the Fordland network.

User Agreement: Parents and students must sign a Network User Agreement for students to be granted network and Internet access. Parents can withdraw their approval at any time.

RESPONSIBILITIES OF NETWORK USERS

With the rights and privileges of network use come certain responsibilities. Users need to familiarize themselves with these responsibilities. Conduct that is in conflict with the responsibilities outlined in this document may result in the loss or restriction of network privileges.

Personal Information: Posting personal contact information about yourself or other people is prohibited. Personal contact information includes your full name, address, telephone, picture, etc.

Usage: Respect resources limits. Do not knowingly degrade the performance of the network.
All network users have the right to equal access to network resources. The system is to be used only for educational and career development activities and limited, high-quality, self-discovery activities. Uses, such as approved class work, have priority over other uses, such as browsing or “net surfing.” No single user should monopolize a computer or the network.

As an educational network, we believe that individuals must take responsibility for their actions and words. Exemplary behavior is expected. When “visiting” locations on the Internet, network users must conduct themselves as representatives of both their class and the entire school community as a whole. Treat people you meet on the Internet as if they were honored guests at your school.

Copyright: Obey the rules of copyright and personal property. Network uses must respect all copyright issues regarding software, information, and the attributions of authorship.

Installing software: Commercial software may not be installed on the system without the express permission of the system network administrators.

Posting: Posting personal communications to a public forum without the original author’s prior consent is prohibited. To do this is a violation of the author’s privacy. However, all messages posted in a public forum such as news groups or aliased e-mail may be copied in subsequent communications, so long as proper attribution is given.

Illegal Use: Use of the network for any illegal activities is prohibited. Illegal activities include any purpose or activity that is prohibited by federal, state, or local laws, rules, or regulations.

Tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files is considered a crime under state and federal laws.

Network users will not attempt to go beyond the user’s authorized access to the school network, or to any other computer system through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing”.

Viruses: Avoid the knowing or inadvertent spread of computer viruses. “Computer viruses” are programs that have been developed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the school network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.

Inappropriate Language: Profanity or obscenity will not be tolerated on the school network. All network users should use language appropriate for school situations as indicated by school codes of conduct. Avoid offensive or inflammatory speech.

Network users must respect the right of others both in the local school network and in the Internet at large. Personal attacks are an unacceptable use of the network. If you ever feel harassed or threatened by somebody on the network, bring it to the attention of a teacher immediately.

Accessing Inappropriate Material: The network is not to be used to access material that is profane or obscene (pornography); that advocates illegal acts; or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of access is to conduct research and both teacher and parent have approved.

If appropriate material is mistakenly accessed, you should immediately “back out” of the access and tell your teacher. This will protect you against a claim that you have intentionally violated this policy.

Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent’s instructions in this matter.

Pseudonyms: Impersonation or pseudonyms are not permitted.

Search & Seizure: There is no expectation of privacy on the school network. The situation is similar to the rights students have in the privacy of their lockers.

Routine maintenance and monitoring of the school network may lead to discovery of violation of this Policy, the school disciplinary code, or the law.

An individual investigation will be conducted if there is reasonable suspicion that a student has violated this Policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

Due Process: The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school’s network.

In the event there is a claim that a student has violated this Policy of the school disciplinary policies in the use of the school network, the student will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth.

PRIVILEGES AND RIGHTS OF NETWORK USERS

Free Speech: Students' right to free speech applies also to communication on the Internet. The school network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict speech for valid educational reasons. The district will not restrict speech on the basis of a disagreement with the opinions being expressed.

Personal Responsibility: It is presumed that users will comply with district network and Internet standards and will honor the agreements they sign. When using the school network, it may feel like you can more easily break a rule and not get caught. This is not true because whenever you do something on a network you leave little electronic “footprints,” so the odds of getting caught are about the same as they are in the real world.

Limitation of Liability: The district makes no guarantee that the functions or the services provided by or

through the district system will be error-free or without defect.

The district will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service.

The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

CRISIS PLANS

BOMB THREATS

When a bomb threat is received, **the administrator will evaluate the information and determine if imminent danger requires an immediate evacuation**. All buildings will evacuate to the designated areas upon announcement by intercom. The custodians will check for all students in restrooms, storage area, and any other areas not presently occupied by a class. These personnel will then report to the principal for further direction. The superintendent is to be notified immediately. The superintendent will then notify the local law enforcement. In the event that the superintendent cannot be contacted the central office secretary will notify law enforcement. The central office will be the media contact if school is to be dismissed for the rest of the day. Usual emergency dismissal procedures will be followed.

Each building will hold a minimum of one announced bomb evacuation drill and one unannounced drill during each school year.

EARTHQUAKE SAFETY PROCEDURES AND EVACUATION

During an earthquake: Keep calm, do not run or panic. If you take the proper precautions, the chances are you will not be hurt.

Stay where you are. Most injuries occur as people are entering or leaving buildings.

If you are indoors, take cover under a desk, table, bench, or against inside walls or doorways. Stay away from glass, windows and outside doors. If you are outside, move away from buildings, utility wires and gas tanks. Make your way to the baseball field area.

After an Earthquake: Stay in your rooms, stay calm. Do not run outside. You will be released by the office when the building is secured.

Students in the gym are to move out of the gym and assemble in the hall by the offices. Shop students should assemble in the shop classroom until the building is secured and you are released.

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Pressure should be applied to any cut to stop bleeding. When the building is secured the office will notify your class to evacuate the buildings.

Everyone will assemble in the baseball center field area. Direction on which exit to use will be given. Do not go out an exit unless you are given the all clear.

Teachers will need their grade books to take roll. Students are to stay with their teachers at all times until buses are loaded or parents pick them up.

FIRE EVACUATION

A series of short bells will be sounded if possible. The evacuation will be sounded over the public address

system and should then immediately be started.

Evacuation Procedure: Teachers should close the door to prevent fire drafts and indicate the room is empty. Students should proceed in orderly lines along your classroom's side of the corridor to the evacuation exit listed below. (March or walk... do not run.) Quietly no talking (so that instructions may be easily heard) Teachers should be last so as to check restrooms and vacant rooms. Once students have cleared the area, teachers should take a roll count to establish if everyone has been cleared from the building. Teachers report to the principal immediately after the roll check.

Evacuation Exits: Rooms will evacuate as follows:
100, 101, 102, 103, 104, 105, 106, gym classes and cafeteria people will exit out the west door at the front of the building and assemble in the area across from the gym. Rooms 107, 108, 109, 110, 111, 112, 113, 114 will exit out the north doors and assemble in the northwest area of the parking lot. Shop, agriculture, library and cafeteria classes will evacuate out the northeast door and assemble in the northeast area of the parking lot.

INTRUDER IN THE BUILDING

Visitors: All visitors to the building are expected to stop first at the office where they will be provided a visitors badge." This badge is to be worn in plain view at all times while visiting the school. This includes all parents, salesmen, DESE employees, or anyone else not a regular employee or student. If anyone is seen in the building without the pass, it is every personnel's responsibility to ask him or her to report to the office to get the visitor pass as a safety precaution. The employee should either escort the visitor to the office or immediately notify the office by intercom.

Unauthorized intruder: If an unauthorized intruder is felt to be in the building, the principal should be notified immediately.

Lockdown Procedures: The principal will call for a *lockdown* of the building:

- The custodians will secure the entrances, the teachers will lock all classroom doors.
- The teachers will keep all students in the room and await further instructions from the principal.
- The custodians will check all restrooms, storage areas, and any other areas not presently occupied by a class.
- These personnel will then report to the office for further direction.
- The superintendent is to be notified immediately.
- The superintendent will then notify the local law enforcement.
- In the event that the superintendent cannot be contacted, the central office secretary will notify law enforcement.

Each building will hold a minimum of one announced lock down drill and one unannounced drill during each school year.

TORNADO EVACUATION PROCEDURES

One long continuous bell will be sounded if possible.

The alarm will be sounded over the public address system. Evacuate to the location specified below for your classroom. In the event that there is not enough time to evacuate to this area, go to the inside wall of the room, lie down on the floor under desks or heavy pieces of furniture.

Do not worry about windows and doors, leave the room immediately.
Teacher will take the attendance roll or class record with them.
The position to take for greatest safety is squatting with hands locked at the back of the neck, head or knees keeping your back to the walls.

Students should stay away from all doors and windows.
Students should keep quiet and listen for instructions. Teachers will check attendance.

Evacuation locations: All classes will evacuate to the FEMA rooms on site.

Public Notices

ASBESTOS

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40CFR 763.93g requires that building occupants be notified annually of the presence of asbestos in building and the availability of the Asbestos Management Plan. A copy of the plan is available for review through the Fordland R-3 Central Office. The plan identifies the types and locations of asbestos in the building and identifies inspections, sampling data , and response actions taken by the district. Questions regarding asbestos or the Management Plan can be directed to the Fordland Superintendent of Schools.

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Fordland R-III School District, Fordland Missouri ("School District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

Employment*:* The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication*:* The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

Superintendent of Schools, Compliance Coordinator, 1248 School Street, Fordland Missouri 65652, Telephone No. (417) 767-4555.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact the district office.

Dr. Marty Spence, Superintendent
1230 School Street
Fordland, Mo 65652
Phone 417-767-2998

District's obligation to provide Special Education and related services to children ages 3-21.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who lives outside the district but are attending a private school, within the district , highly mobile children , such as migrant and homeless children , children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Fordland R-3 School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3-21 under 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/blindness and young child with a development delay .

The Fordland R-3 School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention service for infants and toddlers eligible for the Missouri First Steps program.

The Fordland R-3 assures that personally identifiable information collected, used or maintained by the agency for the purpose of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/Guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Fordland R-3 School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assures that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Fordland R-3 School Central Office during regular business hours.

This notice will be provided in native languages as appropriate.

DISTRICT AND BUILDING ACCOUNTABILITY REPORT CARDS

Public Information Program: Open communication with the district's students, parents, patrons and the public in general is essential for the school district to operate effectively. The district will make a systematic effort to communicate with the public using newsletters, student handbooks, local media and the district's website. Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. School building and district report cards may be posted on the district website and will be distributed to the public as determined by the superintendent or designee. Other public information will be available in the district's buildings or administrative offices for viewing by the public the office's normal business hours, as required by law and in accordance with policy BDDL.

The district will utilize the local radio, newspapers and other media to publicize the district's legal obligations as required by the Individuals with Disabilities Education Act (IDEA) and by the news media, if requested.

The superintendent or designee may adopt administrative procedures to further the goals of this policy.
Adopted : March 19th, 2009

Title VI, IX and Section 504 Policy Statement: The Fordland R-III School District forbids discrimination in regard to sex, race, creed, color, religion, national origin, ancestry or any handicapping condition in its educational programs, activities or employment policies. Inquiries regarding compliance should be directed to

the superintendent of schools or the respective building principal.

ELECTRONIC COMMUNICATIONS BETWEEN STAFF MEMBERS AND STUDENTS
Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures, and expectations regarding in person communications at school and during school day also apply to electronic communications for educational purposes, regardless of when communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 am and 10:00 pm. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. Adopted June 21st, 2012
District's obligation to identify and provide education and assistance to students who are homeless, migrant and are learning English as a second language.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT- DESIGNATION OF DIRECTORY INFORMATION
The Fordland R-III School District has designated certain information contained in the educational records of its students as directory information for the purpose of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information:

- Student's name
- Parent's name
- Grade level
- Major field of study
- Enrollment status
- Participation in officially recognized activities and sports, including audiovisual or photographic records of the openly visible activities (sporting contests, assemblies, etc.)
- Degrees, honors, and awards received
- Weight and height of members of athletic teams
- Dates of attendance
- Photographs of regular school activities that do not disclose specific academic information

The Fordland R-III School District may disclose directory information for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Fordland R-III Schools-Parent's Right to Know

Parents or eligible students will have ten (10) school days after notice to view the student's directory information and to provide notice in writing to the building principal that they choose not to have this information released. In the event a notification of refusal is not filed, the Fordland R-III School District assumes that neither a parent of a student of an eligible student objects to the release of the directory information designated.

The Fordland R-3 School 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.

Adopted: September 21, 2015.
Fordland R-III School District, Fordland, Missouri

Fordland R-III Schools- Standard Complaint Resolution Procedure-attached below

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

Adopted: September 21, 2015
Fordland Board of Education, Fordland Missouri

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Fordland R-III School District, Fordland Missouri ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the School 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 Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding

those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

Superintendent of Schools, Compliance Coordinator, 1248 School Street, Fordland Missouri 65652, Telephone No. (417) 767-4555.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
The Fordland R-3 School District has developed policies 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.

The Fordland R-3 School District will directly notify parents of these policies at least annually at the start of each school year and after substantive changes.

The Fordland R-3 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.
The Fordland R-3 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 the time. 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 direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or 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

SEXUAL HARASSMENT
The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegations of sexual harassment shall be investigated by the building principal and superintendent. If the allegations are substantiated, corrective or disciplinary action will be taken. Disciplinary action may include suspension and/or expulsion of the student or suspension and/or termination of the employee. Sexual harassment will fall under the Consequences of Violating Standards I-Iv in the Standards of Pupil Conduct. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint should inform the principal or the superintendent. There will be no adverse action taken against a person for making the complaint when the complainant honestly believes sexual harassment has occurred or for cooperating with an investigation

SOLICITATION
Soliciting of items such as fliers, pamphlets, etc., will be prohibited in the school building and parking lot

unless approved by the superintendent or designee.

Fordland R-III Schools Disciplinary Policy

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 district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Background: The Excellence in Education Act of 1985, enacted by the 83rd General Assembly, provides for the establishment of a written policy of discipline. This policy shall contain the consequences of failure to obey standards of conduct set by the Board of Education. The intent of this legislation is to establish and maintain an atmosphere where orderly learning is possible and encouraged.

Goal and Expectations of the Board of Education: Ultimately the goal of these standards is that students mature to the point of self-discipline. However, in recognition of the fact that education is a growth process, the school should provide an opportunity for students to learn from their mistakes. The Board of Education holds school officials accountable for the maintenance of adopted standards of conduct. This can best be achieved with the school and home working together.

Standards of Conduct: The general standards of conduct established by the board are as follows**.** It is the responsibility of each student as a citizen of our school to learn and obey its policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students, therefore please do not ask that exceptions be made. As a member of the school community a student enjoys certain rights and accepts certain responsibilities. These rights and responsibilities should be emphasized equally.

- Students are expected to conduct themselves in an orderly manner, showing respect for school rules, teachers, other students, the rights and property of others. This includes but is not limited to being responsive to reasonable requests of all school staff, calling them by the appropriate name (Mr., Miss, Mrs., etc), being non-disruptive, and refraining from any behavior that would embarrass or discredit themselves, their parents, their school or community
- Students are expected to be appropriately dressed, neat in grooming and appearance.
- Students are expected to exercise acceptable standards of personal hygiene.
- Student conduct, dress, and grooming determined to be disruptive, distracting, indecent, or a threat to health and safety shall be deemed inappropriate
- Students are expected to report to school in a drug free condition.

Authority of Teacher: Teachers and the principal stand in the place of the parent during such time as students are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the principal.

Time of supervision shall be continuous from the beginning of the teacher's arrival at school in the morning

until his departure from school (not to exclude supervision of students that he is responsible for at extracurricular activities).

A teacher who sees any act(s) sub-standard or improper conduct on the part of any student(s) is expected to reprove the student(s) involved immediately and report the incident to the principal if necessary. The student is expected to accept the reproval from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any high school student who strikes, slaps, kicks or curses a teacher shall be suspended from school and their parents may be requested to appear before the Board of Education before the student is allowed to enter school.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, going to town or returning to their homes. Students wishing to leave school must check in at the high school office, secure permission, and sign the checkout sheet.

Care of School Property: Students will be held responsible for the proper care of all books, supplies and equipment furnished to them by the Board of Education. Students who deface, damage, or lose school property will be required to pay for the damage or loss and may be prosecuted.

Scope of Guidelines: The student discipline guidelines are applicable to conduct which occurs: on or in school district property; while using district provided transportation; while the student is present at or engaged in a school-sponsored or school-directed activity; or in the immediate vicinity of school district property immediately before or after, or during the school day. The district may also discipline students for off campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement: It is the policy of the Fordland R-III School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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 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.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences: All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, 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 district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

- The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
- The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
- 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 the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Appealing Disciplinary Measures: Students and parents are provided the right to appeal any disciplinary measure to the superintendent by requesting an appeal within three days of the notification of the impending action. The superintendent will schedule a hearing within three workdays of the request. The parents and child shall be permitted to present any rationale and/or evidence. The decision of the superintendent will be sent in writing to the parents of the child within three days of the hearing. If the parents are not satisfied with the decision of the superintendent, they may request it to be placed on the agenda at the next regular meeting of the Board of Education. The decision of the board shall be final, subject only to judicial review by a court of competent jurisdiction.

Impact on Grades: As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct: The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. 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.

Acts of Misconduct Violating Standards: The following are the specific acts of misconduct which violate the standards of pupil conduct along with the category of the violation.

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, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, removal from extracurricular activities, or ISS.

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

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. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily 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 district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district 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.

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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. Any offense that risks bus safety will require high consideration for disciplinary action. In addition, transportation privileges may be suspended or revoked.

First Offense:	Warning, Principal/Student conference, detention, in-school suspension, 1-10 days of bus suspension, 1-10 days out-of-school suspension
Subsequent Offense:	Detention, in-school suspension, 1-180 days of bus suspension, 1-180 out-of-school suspension, or expulsion.

Personal Electronic Device Possession and Usage – PK-12 students are not permitted to have personal electronic devices out during the school day. These devices must be turned off, stored in backpacks or lockers and kept out of sight for the entire school day. This includes cell phones, tablets, personal laptops, gaming devices, smartwatches and any other electronic device that can be used for communication, entertainment or accessing the Internet. Board policy JFCD also complies with Missouri Senate Bill 68 which is in effect beginning the 2025-2026 school year.

First Offense:	Warning
Subsequent Offense:	Confiscation, Parent Pick Up, or in-school suspension.

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.

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 district 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 district-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.

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 & 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 Campus without Authorization - Leaving school grounds without notifying school administration or properly completing sign-out procedures. Parent/guardian consent alone does not permit any student to leave campus without authorization. Students must sign-out through their building offices, using proper procedures to leave campus.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, removal from extracurricular activities, or 1-10 days out-of-school suspension.

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.

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, or 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 – Acts of sex or simulated acts 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.

Tardies (Grades 6-12) - Being on time is an essential life skill. Students are to be on time to class. Tardies will be calculated by quarter.

4 Tardies	2 Days LRD
6 Tardies	2 Days ISS
8+ Tardies	2 Days ISS

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

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 a) during the regular school day, including class change time, mealtimes or instructional class time, unless the use is authorized by the building principal and b) in dressing areas during extracurricular activities.

First Offense:	Confiscation and minimum of one day in-school suspension.
Subsequent Offense:	Confiscation and minimum of one day in-school suspension.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP 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, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco/Vaping

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 tobacco product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco 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 used in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – 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 or 3-10 days in-school suspension, and removal from extracurricular activities.

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.

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 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.

Summary: It would be impossible to offer a list of guidelines to cover every problem and situation and no attempt has been made to do so. Suffice it to say that students are expected to show good judgment, and the judgment of the administration will be imposed when necessary.