

ALTON JUNIOR & SENIOR HIGH SCHOOL

505 School Street, Alton, Missouri 65606

OFFICE HOURS

7:30 AM - 3:30 PM

417-778-7215

www.alton.k12.mo.us

Mr. Ryan Chowning
Superintendent
ryanchowning@alton.k12.mo.us

Mr. Brandon Somoza
Principal
brandonsomoza@alton.k12.mo.us

Mrs. Stephanie Miller
Assistant Principal
stephaniemiller@alton.k12.mo.us

SCHOOL SONG

In the heart of Oregon County, 'neath the sun's warm glow.

Tis the home of Alton Comets, finest place we know.

May we cherish our tradition, hold thy banner high.

Ever guard thy name in glory, live to do or die.

RAH! RAH!

ALTON JUNIOR & SENIOR HIGH SCHOOL STUDENT HANDBOOK

CONFIRMATION OF RECEIPT

This Handbook has been published to help both students and their families become familiar with the procedures, expectations, and guidelines that will ensure a safe, positive learning environment. Our School Faculty will review this Handbook with students the first week of school, however parents are encouraged to discuss this information in more detail with their child. Students are also encouraged to use the planning section of the Handbook as an organizational tool for upcoming assignments, test dates, and important activities. We ask that both parents and students sign and return this confirmation receipt no later than Friday, August 28, 2026. This is confirmation that you have accessed and read the 2026–2027 Alton Junior and Senior High School Handbook.

More detailed information concerning the Alton Junior and Senior High School Handbook, Board Policies, and Public Notices can be found online at: www.alton.k12.mo.us.

Yes ~ I have accessed and read the 2026–2027 Alton Junior and Senior High School Handbook.

Student's Grade: _____

Student's Name: _____

Please Print

Student's Signature: _____

Please Sign

Parent/Guardian Signature: _____

Please Sign

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District Technology Guidelines

Acceptable Technology Use Agreement

Intent of district provided technology

The School District of Alton R-IV ("District") provides all students a district-issued computing device. The intent of providing this technology is to provide students modern learning tools to enhance the learning opportunities and environment. Students may have access to additional technology opportunities as part of the educational programming offered.

Student use of Internet applications and educational technology

Students are required to use various applications throughout the school day. These could include various websites, browser extensions, and educational technology tools. Some of these require student accounts and logins, while others do not. The District is committed to complying with Federal laws governing student safety and privacy while online. These Federal laws include the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).

In order for the District to provide your student with the most effective web-based tools for learning, we shall abide by Federal COPPA Regulations that require parental permission. Our District utilizes several computer and web-based apps and services operated not by the District, but by third parties. These parties include Google Workspace for Education and other similar educational programs and apps. This platform is where we actively maintain the currently approved list that has met with both our Alton R-IV standards and federal guidelines such as COPPA and FERPA.

In order for students to use some of these programs and services, basic personal identifying information, including student's name, user name, and email address must be provided to the website operator. In many of these cases, access to these websites and resources is provided through a teacher account and is monitored by the teacher using the resource.

District provided Internet access

The District will provide students access to the Internet in multiple ways. The District educational network will provide filtered Internet access while on school premises. All District Chromebooks are filtered regardless of network. The District uses Children's Internet Protection Act (CIPA) compliant filtering technology to provide a safe and secure learning environment. While providing opportunities for students to explore personal learning opportunities offered by complete access to the Internet, it is impossible to filter all inappropriate content. Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or auditory information which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to the user or others. Access to the above material is strictly prohibited.

The computers and computer accounts given to students are for educational purposes only. Users should not have an expectation of privacy in anything they create, send, or receive on the computer. The computer and telecommunication system belong to the District and must be used for educational purposes only. Commercial and/or personal use of the District's system is strictly prohibited.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication services include, but are not limited, to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal or external communications networks (Internet, commercial online services, bulletin board systems, and email systems) that are accessed directly or indirectly from the District's computer facilities. These regulations may be amended or revised periodically as the need arises and are implemented pursuant to District policy.

Student and parental device responsibilities

A district issued computing device will be provided to all students. Students and parents are responsible for the care of this device upon issuance until collection. Damage to this device will result in charges to the student in accordance with Board approved student fees. District-issued computing devices are district property. As such, use of district-issued computing devices, even off school premises, still fall under the acceptable technology usage agreement. District-issued computing devices are filtered and Internet activity tracked using CIPA compliant filtering software.

Inappropriate use of a district issued computing device off school premises may result in disciplinary action as specified in the Alton R-IV School District Student Handbook. The District may suspend or revoke a system user's

access to the District's system upon any violation of District policy and/or administrative regulation. A system user may appeal the suspension or revocation within seven calendar days. The District coordinator or designee will conduct a hearing, but the Principal or District coordinator who imposed the suspension or revocation will not be the person designated to hear the appeal.

Your signature on this AUP Agreement constitutes your consent for the District to provide limited personal identifying information for your child consisting of first name, last name, email address, student ID number, and user name to the following educational web-operators: Google Apps for Education and the operators of additional web-based educational programs which the District may deem necessary during the upcoming academic school year. A listing of the websites and apps approved for use by the District, along with links to the privacy policy for each can be found on the district webpage.

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others;
2. Users who unintentionally access such material shall immediately terminate such access;
3. Users are responsible for all transactions made using their passwords;
4. Users are not allowed to bring CD-Roms or flash drives from home or others sources and load them onto any computer;
5. Users shall not harass, insult, or attack others;
6. Users shall not damage computers, computer systems, computer networks, or computer data;
7. Users shall not use another user's login;
8. Users shall not trespass in the folders, work, files, or data of others;
9. Users shall not intentionally waste user time and resources;
10. Users shall not use Internet access for any commercial activity;
11. Users shall not use Internet access for political lobbying;
12. Users shall abide by all federal, state, and local laws;
13. Users shall not enter into non-educational chat rooms on the Internet;
14. Users shall act as good digital citizens and comply with district expectations.

Parent signature is required below for student computer and Internet access at Alton Junior & Senior High School

Parent or Legal Guardian Signature	Date
Student Name (No nicknames, legal name only) printed	Grade level of student

(Parent signature below indicates waiving of student computer and Internet access).

❏ I am the parent or legal guardian of the student named below **Permission is NOT granted or my student to have the District default filtered access to the Internet. The waiver excludes district online curriculum, related district approved curriculum tools, required state online assessments and required district online assessments.** These exclusions include Google Workspace for Education and approved applications. Additional resources may be added as district curricular resources and mandated assessments change.

Parent signature is required below for student computer and Internet access **NOT allowed** at Alton Junior & Senior High School (except for required uses stated above)

Parent or Legal Guardian Signature	Date
Student Name (No nicknames, legal name only) printed	Grade level of student

Foreword

It is an honor to have you as a member of our school family and we look forward to what this year has to offer. Excellence in education has been a goal for those in the Alton R-IV school community for decades. We have high expectations for students and are committed to providing them with a safe, high quality learning environment. The faculty and staff at Alton Junior and Senior High School will make every effort to be a positive example to students. Our hope is that students will graduate from Alton High School with the skills, work ethic, and confidence necessary to make a positive impact on our community.

This Handbook has been published to help both the students and their families become familiar with the procedures, expectations, and guidelines that will ensure a safe, positive learning environment. Please take time to read each section so that you can become familiar with the expectations and regulations that govern our school. We believe that a quality education takes teamwork between students, parents, and the school. We look forward to helping each student reach their potential and watching them make a positive impact on our community in the future!

For School Board agendas, complete Board policies, school links, and other information such as calendars, organizational changes, events, and many other functions of the District, please visit our website at: alton.k12.mo.us

Mr. Ryan Chowning
Superintendent
ryanchowning@alton.k12.mo.us

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Alton R-IV School Board

Mrs. Kelly Stubblefield	President
Mr. Chris Johnston	Vice President
Mrs. Becky Granger	Treasurer
Mr. Brad Fettig	Board Member
Mr. Mark Holman	Board Member
Mr. Michael Taylor	Board Member
Mr. Kody McIntire	Board Member
Mr. Mike Gwaltney	Board Secretary

Junior & Senior High Staff

Kevin Arasmith	JH Physical Education/ISS/Girls Basketball
Amanda Basham	Paraprofessional
Jennifer Barr	Science
Shane Benson	Physical Education/Girls Basketball
Victor Bridges	Bus Driver
Tami Brown	JH English Language Arts
Wesley Buckner	Bus Driver/Maintenance
Colton Burnett	Bus Driver
Molly Burnett	JH Mathematics
Marilyn Cockrum	Vocational Business/Cross Country
Michael Cockrum	JH Social Studies/Cross Country/Track
Sydney Colbert	Counselor
Sarah Crews	JH Science
Tonia Exum	JH Special Education
Marcus Falcomata	Vocal Music/Choir
Pam Gilliland	MOSIS Coordinator/Psychological Examiner
Beverly Goans	Special Education Director
Amanda Granger-Bettis	Vocational Business/FACS
Jerry Granger	Transportation Director
Ed Hackworth	Art
Jared Hitch	JH Science/Math
Pam Hollis	Paraprofessional
Eric Honeycutt	PE/JH Boys Basketball/HS Boys Basketball
Grey Huddleston	School Resource Officer
Janine Jenkins	Food Services
Riley Jenkins	AD/PE/Health/HS Boys Basketball
Sydney Jenkins	Assistant Volleyball
Denise Jett	Bus Driver
Charlotte Johnson	Alternative Learning Center
Rick Johnson	Bus Driver
Amy King	Administrative Assistant
Angie Knight	HS Special Education
Julia Leija	Mathematics
Myrtle Little	Librarian
David Manrrique	Science/Social Studies
Melissa McCann	Bus Driver/Paraprofessional

Catherine Medlin	Bus Driver
Ronnie Medlin	Maintenance/Custodial Supervisor
Stephanie Miller	Assistant Principal
Jamey Morrision	Bus Driver
Levi Poulette	Mathematics/JH & HS Baseball
Shayna Poole	Technology Director
Hope Rackley	HS Cheer
Tasha Reeves	Director of District Services
Byron Rikard	Vocational Agriculture
Shirley Russell	Paraprofessional
Roxie Shaffer	Bus Driver
Amber Sisco	Food Service Director
Brandon Somoza	Principal
Abby Sturgeon	Head Volleyball
Amy Trantham	English Language Arts
April Thantham	Food Services
Lisa Thompson	English Language Arts
Kevin Warnock	Social Studies
Casey Warren	Nurse
Leslie Weyland	Nurse
Amanda Williams	JH Special Education
Jerri Williams	JH English Language Arts/Vocational Agriculture
Ronald Wolfe	Maintenance
Beverly Wright	JH English Language Arts/Speech

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District Vision & Mission

OUR VISION

Our vision is a community where all children feel loved, respected and encouraged to develop to their fullest potential.

OUR MISSION

Our vision is to challenge and support students to be the best they can be.

PRIORITIZED NEEDS FOR THE DISTRICT

1 Communication (L8-B)

The school system regularly communicates to all stakeholders the progress in attaining the system's mission, vision, and goals.

2 Personnel (L9-B)

The school system maintains a system of recruitment and support to ensure a high-quality, student-centered staff.

3. Multi-Tiered System of Support (TL7)

The school system provides a comprehensive multi-tiered system of support that addresses each student's academic, emotional, behavioral, social, and physical needs.

4. Culture of High Academic and Behavioral Expectations (CC2)

The school system establishes a culture that focuses on learning, characterized by high academic and behavioral expectations for each student.

5. Equity and Access (EA-1B)

The performance of each student on each assessment and students identified student groups meets or exceeds the state standard and/or demonstrates the required growth or improvement.

STRATEGIC PLAN

The District Strategic Plan may be found online at: www.alton.k12.mo.us.

Introduction

ARRIVAL AT SCHOOL

The Junior and Senior High School will open at 7:20 AM each school day. The school day begins at 7:45 AM. Breakfast is served from 7:25–7:40 AM in the cafeteria. Students are expected to be in the classroom and ready to learn by 7:45 AM.

BELL SCHEDULES

High School		Junior High School	
7:25 – 7:40	Breakfast	7:25 – 7:40	Breakfast
7:45 – 8:38	1st Hour	7:45 – 8:38	1st Hour
8:42 – 9:35	2nd Hour	8:42 – 9:35	2nd Hour
9:39 – 10:32	3rd Hour	9:39 – 10:32	3rd Hour
10:36 – 11:29	4th Hour	10:36 – 11:29	4th Hour
11:33 – 12:07	5th Hour	11:29 – 11:51	Lunch
12:07 – 12:29	Lunch	11:55 – 12:29	5th Hour
12:33 – 1:25	6th Hour	12:33 – 1:25	6th Hour
1:29 – 2:21	7th Hour	1:29 – 2:21	7th Hour
2:25 – 3:17	8th Hour	2:25 – 3:17	8th Hour

BUILDING HOURS

Building hours are 7:20 AM to 3:30 PM. Students are not permitted to be in the buildings outside of this time frame unless supervised by an Alton R-IV staff member. Parents are encouraged to not drop their child off at school until 7:20 AM.

CANCELLATIONS

The district makes every effort to decide whether to cancel school as early as possible so parents can be alerted and make arrangements accordingly. The decision is announced immediately via social media (School Facebook Page) and local news media. Automated phone messages and text messages will be sent to parents who have provided up to date contact information to the school district.

DISMISSAL PROCEDURES

School will dismiss at 3:17 PM unless specified otherwise. To ensure that all students leave campus and arrive home safely, students are encouraged to make transportation arrangements home in advance. Unless students are participating in scheduled activities after school, supervised by an Alton R-IV employee, they should have transportation home by 3:30 PM.

LEAVING SCHOOL EARLY

If a student must leave early during the school day, a parent or guardian must contact a staff member in the office. Parents MUST come into the front office to sign students out of school unless prior arrangements have been made.

VISITORS AT SCHOOL

We value communication between parents, district patrons, and the school. However, in order to protect instructional time and maintain a safe learning environment, all parents and visitors must report to the front office when they arrive on campus. All visits should be pre-arranged with the teacher or office, and occur during the teacher's plan period to avoid interrupting the instructional process. Visitors must present with a government issued photo ID to be screened through the visitor management system and receive a pass. School-aged children not enrolled in the district are not permitted to visit.

Academics

GRADE REPORTS

Mid-term and quarterly grade reports will be made available to parents each quarter. Parents will also have the ability to monitor their child's academic progress through the Infinite Campus Program. For more information on Infinite Campus, or if you have questions about your child's academic progress, please visit our school website, www.alton.k12.mo.us or contact the office at 417.778.7215.

GRADING SCALE

The Alton Junior and Senior High School letter grade system will be used and based on the following percentages:

A 95-100%	B- 80-82%	D+ 66-69%
A- 90-94%	C+ 76-79%	D 63-65%
B+ 86-89%	C 73-75%	D- 60-62%
B 93-85%	C- 70-72%	F 59% or below

GRADE POINT AVERAGE (GPA)

Alton Junior and Senior High School uses a four point system to calculate grade point average. Grade points will be computed each semester using the semester grades earned in all classes. The point values are as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

ACADEMIC ACHIEVEMENT RECOGNITION

Alton Junior and Senior High School will recognize student academic achievement at the end of each quarter. To earn academic achievement status, students must obtain the following letter grade in all subjects:

Principal's List *A or above*

Scholastic Honor Roll *A– or above*

Honor Roll *B– or above*

CREDIT RECOVERY

Credit recovery provides an opportunity for students who have failed a core class taken during the regular school year to complete the requirements for the course and receive credit by attending a credit recovery course in place of an elective during the regular school year or

during summer school. Credit recovery courses utilize a computer–based program to recuperate the credit. Students are required to complete the credit recovery courses in a seated environment on–campus, supervised by a certified teacher, and within a designated period of time. **The maximum percentage grade that students can earn in a credit recovery course is 80%.**

JUNIOR HIGH RETENTION GUIDELINES

The school year consists of seven (7) classes, of which four (4) are core classes in content areas of mathematics, science, social studies, and language arts. This allows for eight (8) semesters of core classes during a school year.

If a student has failed two (2) semesters in core classes then they must attend two (2) weeks of summer school and pass the required courses. Students who do not pass the required courses may be assigned an additional two (2) weeks of summer school, may lose an elective hour being placed in a credit recovery course for one (1) semester during the regular school year, or they may be retained.

If a student has failed three (3) or more semesters in core classes then they must attend four (4) weeks of summer school and pass the required courses. Students who do not pass the required courses may lose an elective hour and be placed in a credit recovery course for one (1) semester during the regular school year, or may be retained.

If a student has failed five (5) or more semesters in core classes then they must attend four (4) weeks of summer school, pass the required courses, and be placed in ALC the following school year, or be retained. In ALC, students will be assigned core classes for their current grade-level, in addition to any core classes that were not passed during summer school during the previous year.

Attendance for summer school credit recovery classes will be as follows:

Students assigned to summer classes for credit recovery are not allowed to miss any days. All absences are unexcused and will result in no credit being issued for the assigned class. Exceptions can be made only with prior administrative approval on an individual basis.

MAKE-UP WORK

Students will be given the opportunity to make-up assignments for full credit for all absences, including suspension. Make-up work will be equal to, but not necessarily identical to, the missed assignment. Students are responsible for contacting their teacher(s) in person, or through school email the day they return from their absence to request make-up work. All make-up work should be completed within the same number of school days that the student was absent. Situations involving extended illness, hospitalization, or special circumstances will be reviewed on an individual basis. Students are expected to participate in regular classroom activities upon their return and all make-up work should be completed outside of regular class time. It should be noted that not all learning activities can be “made up”.
Unfortunately, missing the experience of classroom discussions, skill development, hands-on projects and/or similar activities cannot be repeated.

MISSING OR LATE ASSIGNMENTS

In preparing our students for the future, an important quality that they must learn to be successful is responsibility. Turning in assignments on time is one way that we teach our students this valuable characteristic. To help guide them, we will accept late work, but for half credit. Late work will be accepted for Junior High Students up to five (5) school days after the due date. High School Students will be given five (5) school days after the due date to turn in late work. Late work or missing assignments will not be accepted after the extended deadline and the student will earn a grade of “0” on the assignment. Special circumstances may apply in some situations and will be reviewed on an individual basis.

SEMESTER FINAL EXAMS

Comprehensive final exams assist in measuring if students have mastered the required skills and objectives for a particular course. At the conclusion of each semester, students are required to take a final exam in each of their enrolled courses. Finals will serve as 10% of a student’s semester grade and failure to complete the exams will result in a 10% grade reduction for that specific course. All students are required to complete semester final exams unless they have met the criteria for “Final Exam Exemption” status.

SEMESTER FINAL EXAM EXEMPTION GUIDELINES

Students who meet the prescribed attendance, discipline, and grade expectations, may be exempt from taking final exams. To achieve “Final Exam Exemption” status, students must meet the following standards:

- 3 Absences (Both excused and unexcused) or less with a minimum grade of 90% in each course per semester
- 2 Absences (Both excused and unexcused) or less with a minimum grade of 80% in each course per semester
- 1 Absence (Both excused and unexcused) or less with a minimum grade of 70% in each course per semester
- No Out-of-School Suspensions or excessive discipline referrals for the semester
- Complete and return a Final Exam Exemption form to the office by the designated deadline

WEIGHTED COURSES

When calculating Grade Point Average (GPA), the weighted classes shall receive 0.730 additional GPA points each on a 4.0 point scale. Grades earned in these classes must be at least 70% (C–) to receive the bonus points. The actual grade earned in the class (not the weighted grade) shall be recorded consistently in the grade book, on the grade card, and on the student’s permanent record. When a student transcript is sent to another educational institution, scholarship agency, etc., a copy of the school’s policy shall be attached explaining the weighted grading system when it applies to the student’s grades. Students who transfer from Alton High School should be aware that the school cannot guarantee the weighted grade will be honored in another system. The weighted grade is not utilized for Honor Roll qualifications, but is used in

calculating grade point average and class rank only. **The following is a list of courses that will receive a weighted grade:**

- ➢ Communication Arts: College Preparatory English, College English High School Credit Only (HSO)
- ➢ Dual Enrollment\Credit Courses: Any courses (including those taken for high school credit only)
- ➢ Foreign Languages: Rosetta Stone courses
- ➢ Math: Algebra II, College Algebra High School Credit Only (HSO), Geometry
- ➢ Science: Human Anatomy\Physiology, Chemistry
- ➢ Social Sciences: Psychology, Sociology, Law, Economics

STATE ASSESSMENTS

The Missouri Assessment Program (MAP) is a yearly standards-based test that measures specific skills defined for each grade-level by the state of Missouri. Junior High students in grades 6–8 are required to take the MAP in the spring, where all students will be assessed in English Language Arts and Mathematics. Eighth-graders are also required to take the Science assessment.
End-of-Course (EOC) exams are required by the Missouri Department of Elementary and Secondary Education (DESE) required for High School students. The required EOC assessments include: English II, Algebra I, American Government, and Biology and must be completed prior to high school graduation. For students who complete the Algebra I EOC assessment prior to high school, the Algebra II EOC is the required high school mathematics assessment for accountability purposes.

A+ PROGRAM

Alton High School has been selected by the Missouri Department of Elementary and Secondary Education as an A+ School site. The A+ Scholarship Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. Although the specific requirements and funding of the A+ Program are at the discretion of the Missouri Legislature, students may be eligible for two years of state reimbursed tuition from a Missouri public community college, or vocational or technical school. To be eligible, students must enter into a written agreement with the school and meet the following criteria:

- ➢ Attended a designated A+ school for two (2) consecutive years prior to high school graduation
- ➢ Graduated from high school with an unweighted GPA of 2.5 or higher on a 4.0 scale
- ➢ Maintained at least a 95% attendance record for four (4) years
- ➢ Complete 50 hours of unpaid tutoring or mentoring for other students

- ➢ Maintained a record of good citizenship and avoided the unlawful use of drugs or alcohol
- ➢ Attempted to secure all available federal post-secondary financial assistance funds that do not require payment
- ➢ Scored proficient or advanced on the Algebra 1 EOC or a higher level DESE approved EOC in mathematics

More information and a complete description of Missouri Public A+ School Requirements can be found online at https://dhewd.mo.gov/ppc/grants/aplusscholarship.php, or https://dese.mo.gov/quality-schools/designated-schools, or by contacting the Junior and Senior High Assistant Principal, Stephanie Miller at stephaniemiller@alton.k12.mo.us.

SOUTHERN MISSOURI TECHNICAL INSTITUTE (SMTI)

The Southern Missouri Technical Institute, SMTI (formerly known as Vo-Tech\South Central Career Center), is located in West Plains, Missouri. SMTI is for 11th and 12th grade students who have completed the necessary course work and have earned a minimum of 12 credits. Students will attend the morning session at SMTI and return to classes at Alton High School in the afternoon. Students who want to attend SMTI should talk with the high school counselor and complete an application during their 10th and/or 11th grade year. Students interested in attending SMTI will have to meet the following criteria:

- ➢ Successfully completed all required courses as a freshman and sophomore
- ➢ Attendance (student must have had an attendance rate of 90% or above the previous year)
- ➢ Grade Point Average (2.5 or greater)
- ➢ Behavior (no significant discipline incidents)
- ➢ Counselor or administrative recommendation

The Alton R-IV School District will pay the tuition cost and provide transportation for all Alton High School students to and from the technical institute. All students MUST ride the school provided transportation. All technical institute students are expected to sign in at the front office by 8:00 am and be prepared to depart immediately thereafter. Poor attendance may result in poor grades and possible removal from the program.

FLEX PROGRAM

The *Comet Flex Program* is a cooperative career and technical education program based on the cooperative education method of instruction. The program should serve students with a variety of career interests, including careers not traditionally considered ‘vocational’. Academic study is combined with paid supervised employment in a career area of interest. The employment is planned and supervised by the school in cooperation with a business or industry. A formalized agreement between all cooperating parties specifies the role each is to play as part of the

program. A written plan of instruction details the knowledge and skills to be mastered. The teacher-coordinator responsible for the program conducts periodic communication with the student's employer in order to better correlate classroom instruction with employment skills and evaluations. Credit is awarded for the classroom instruction and for the on-the-job experience in compliance with Alton R-IV School District Policies. The program is open to high school juniors and seniors as a practical arts elective for up to two credit hours per school year.

DUAL ENROLLMENT

Alton High School offers dual enrollment with Missouri State University-West Plains. Students are eligible for the program based on their first, and subsequent, years of high school enrollment. These students can earn college credit at a reduced tuition rate. Courses are offered on-line with university instructors and are taken at the high school during the school day as a regularly scheduled class. Eligibility requirements are listed below and are subject to change by MSU-West Plains and/or Alton High School.

- ➢ Students must be a junior or senior with a GPA of at least 2.5 on a 4.0 scale as a sophomore or junior.
- ➢ Sophomores must have a GPA of at least 3.0 on a 4.0 scale as a freshman.
- ➢ Have been recommended admission by the high school counselor, principal, or superintendent.
- ➢ Have permission of their parent/guardian
- ➢ Meet any qualification testing requirements set forth by MSU-West Plains

GRADUATION REQUIREMENTS (POLICY IKF)

(Current offerings, not part of Policy IKF and may change from year to year)

In order to graduate from Alton High School, students must meet all of the requirements set forth by the Alton R–IV School District and Missouri State Board of Education. In addition to earning the required 24 credits and successfully completing the necessary courses, graduates must pass the United States and Missouri Constitution Tests, and complete the state approved CPR course.

English Language Arts 4 Credits

(English I, II, and III, plus an English Elective)

Mathematics 3 Credits

(Algebra IA, IB, and math elective OR Algebra I, Geometry, Algebra II or College Algebra)

Social Studies 3 Credits

(American History, World History, American Government)

Science 3 Credits

(Life Science, Biology, Science Elective or Three Science-Based Agriculture Courses)

Fine Arts 1 Credit

(Art or Music Courses)

Physical Education	1 Credit

(Physical Education, Life Sports or Body Conditioning)

Practical Arts	1 Credit

(Agriculture, Family and Consumer Science, or Business Courses)

Health	½ Credit
Personal Finance	½ Credit
Electives	7 Credits
Total	24 Credits

GRADE/YEAR CLASSIFICATION

Students must have the following credits to be classified in a grade before each school year begins.

Freshman	0-5.5 credits
Sophomore	6-11.5
Junior	12-16.5
Senior	17-24

GRADUATION (POLICY IKF)

The board of education believes the completion of graduation requirements is an achievement to be publicly celebrated. Participation in graduation exercises is a privilege, not a right. Students who have successfully completed the following graduation requirements will be allowed to participate:

- ➢ Earn the minimum of 24 credits
- ➢ Pass the Missouri and U.S. Constitutions Examinations
- ➢ Completed all required End-of-Course (EOC) Examinations
- ➢ Complete the required Cardiopulmonary Resuscitation (CPR) and First Aid course
- ➢ Successfully complete the required Missouri and U.S. Government courses
- ➢ Students must have fulfilled all requirements for discipline code violations
- ➢ Students must be in compliance with the attendance policy
- ➢ Students must meet monetary obligations

- ➢ Students must attend eight semesters as a fulltime student or have been approved for partial day attendance or early graduation

EARLY GRADUATION

Students wishing to graduate early after the seventh semester must first consult with the high school counselor and A+ coordinator prior to submitting a written request to the high school principal. The school counselor will notify the students' parents or guardians if the student is a dependent. The student will receive a diploma if they have met the Alton R-IV School District's graduation requirements. Early graduates are responsible for communicating with the Senior Class Sponsor in order to receive information regarding graduation practices and ceremony. The early graduate will also be required to attend graduation practices and must make arrangements to pick up their cap and gown.

VALEDICTORIAN & SALUTATORIAN QUALIFICATIONS

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The following criteria has been determined to select valedictorian and salutatorian:

- ➢ The valedictorian will be the student with the highest weighted grade point average, as computed to the third decimal point, at the end of eight full semesters of high school work.
- ➢ The salutatorian will be the student with the second highest weighted grade point average, as computed to the third decimal point, at the end of eight full semesters of high school work.
- ➢ In case of a tie for valedictorian, co-valedictorians will be honored.
- ➢ In case of a tie for salutatorian, co-salutatorians will be honored.
- ➢ In calculating grade point average to determine valedictorian and salutatorian, dual credit college courses will only be considered if official records are received by the same date as all on-campus senior grades must be submitted from teachers, as determined by the district's administration.
- ➢ To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district for four consecutive semesters immediately preceding graduation.

HONORS PROGRAM

The Alton School Board has elected to award honors certification to the students meeting the following criteria:

- ➢ Complete a rigorous high school program cooperatively planned by the school and the student's parents. The program must include at least these units of credit:

4 Credits	English Language Arts	1 Credit	Physical Education
4 Credits	Mathematics	½ Credit	Personal Finance
3 Credits	Science	½ Credit	Health
3 Credits	Social Studies	3 Credits	Core Electives
1 Credit	Fine Art	4 Credits	General Electives
1 Credit	Practical Art	25 TOTAL	CREDITS

- Earn a combination of a 3.50 GPA in core subjects based upon the student's cumulative course GPA and select scores on ACT or EOC exams. See the chart below:

GPA 3.50-3.75 ACT 21 (minimum) or Proficient on two of the four EOC exams
GPA 3.76-4.00 ACT 20 (minimum) or Proficient on two of the four EOC exams
GPA 4.01+ ACT 19 (minimum) or Proficient on two of the four EOC exams

- Math courses must include Algebra I, Geometry, Algebra II and one additional upper level math course.

- Science courses must include one credit from an advanced class such as Human Anatomy, Physiology, Chemistry, Forensics, Dual Enrollment Science, etc.

- Three core elective credits. One of the three core elective credits must be a foreign language or speech.

- Maintain at least 95% attendance average over the four years of high school.

- Maintain a record of good citizenship and avoid the unlawful use of drugs or alcohol.

The Alton School Board has elected to award college preparatory certification to students meeting the following criteria:

- Complete a rigorous high school program cooperatively planned by the school and the student's parents. The program must include at least these units of credit:

- Earn a combination of a 3.0 GPA in core subjects based upon the student's cumulative course GPA and select scores on ACT or EOC exams. See the chart below:

  GPA 3.00–3.25 ACT 23 (minimum) or Advanced on two of the four EOC exams
  GPA 3.26–3.50 ACT 22 (minimum) or Advanced EOC English or Math and Proficient on one of the other three.
  GPA 3.51–3.75 ACT 21 (minimum) or Proficient on two of the four EOC exams
  GPA 3.76–4.00 ACT 20 (minimum) or Proficient on two of the four EOC exams
  GPA 4.01+– ACT 19 (minimum) or Proficient on two of the four EOC exams

- Math courses must include Algebra I, Geometry, Algebra II and one additional upper level math course.

- Science courses must include one credit from an advanced class such as Human Anatomy, Physiology, Chemistry, Forensics, Dual Enrollment Science, etc.

- Three core elective credits. One of the three core elective credits must be a foreign language or speech.

- Maintain at least 95% attendance average over the four years of high school.

- Maintain a record of good citizenship and avoid the unlawful use of drugs or alcohol.

CUM LAUDE RECOGNITION

In the interest of encouraging and recognizing outstanding academic achievement, students who have obtained an overall grade point average (GPA) of 3.50 or above, will earn Cum Laude status. The various degrees of Cum Laude are determined by the grade point averages below:

Summa Cum Laude	4.03 GPA or above
Magna Cum Laude	3.75 to 4.02 GPA or above
Cum Laude	3.50 to 3.74 GPA or above

Attendance Policy

BOARD POLICIES JED AP1 and JED AP2

ABSENCES

Research shows that there is no better predictor of student academic success than regular, punctual attendance. The attendance procedures of Alton R-IV School District are established to encourage and enforce good attendance habits. Parents, guardians, students, and the district all share in the responsibility of encouraging regular attendance. When students miss school, regardless of the reason, they miss an educational opportunity which is lost forever. For this reason and in conjunction with the Missouri Compulsory Attendance Law (167.031 RSMO), student attendance will be closely monitored and intervention strategies implemented if necessary.

ABSENCES DETERMINED EXCUSED

Parents are encouraged to notify the office when their child is absent. All unexcused absences will count against the student's days absent. Parents are encouraged to schedule doctor and dental appointments after school hours if possible. The student has a maximum of three (3) days after returning from an absence to submit a written excuse or documentation to the office. Alton Junior and Senior High School have determined the following absences as excused:

- School sponsored activities and field trips.
- Medical appointments, with written appointment confirmation by medical provider.
- Funeral, with written excuse from a parent\guardian. The principal may require a program or other evidence of attendance as additional verification.
- Religious observances, with written excuse from a parent\guardian.
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from a parent\guardian.
- Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

ATTENDANCE INTERVENTIONS

Excessive absenteeism is defined as missing eight (8) or more unexcused days of school per semester. Students who have not reported to class by 7:45 AM will be considered absent. To promote good attendance and prevent excessive absenteeism, the following intervention strategies have been established:

- The parent/guardian will receive an automated phone call before lunch if their child is absent.
- An email will be sent to parents every Friday if their child has been absent that specific week.

- ➢ An administrator will have a conference with the student on their fifth (5th) unexcused absence.
- ➢ Administration will contact the parent on the student's seventh (7th) unexcused absence.
- ➢ Students who accumulate eight (8) unexcused absences must serve after school attendance remediation.
- ➢ Students who exceed ten (10) unexcused absences within a semester may be reported to the Department of Social Services for educational neglect.

ATTENDANCE REMEDIATION

Students absent eight (8) or more days within a semester will be assigned attendance remediation. The purpose of attendance remediation is to allow students who exceed the attendance policy to recuperate those missing hours, as well as motivate students to attend school regularly. Students will be required to serve four (4) hours of attendance remediation for every day that exceeds seven (7) absences within a semester. For example, if John Doe misses eight (8) days of school first semester, he would be required to serve four (4) hours of attendance remediation. If John Doe misses nine (9) days, then he would be required to make up eight (8) hours of remediation, and so on. Attendance remediation takes place Monday through Thursday from 3:15–4:15 PM, unless specified otherwise. Students will be supervised by a teacher and will work on homework or missing assignments. Parents and guardians will be responsible for providing transportation home following remediation. Students are required to complete their remediation hours before they can participate in extracurricular activities. Students who do not complete the prescribed remediation hours before the last day of school, may be assigned to Summer School until their hours are recuperated. Seniors must have their attendance hours completed to graduate. Students who do not make up the prescribed hours may be reported to the Juvenile Department.

TARDY

Punctual attendance is both a sign of respect towards the teacher and other students in the classroom, as well as a demonstration of the importance of being a responsible student. Students who are consistently tardy, late, or check out early from school miss meaningful information, may disrupt the teacher's instructional time, and may cause other students to lose focus. Each tardy and early check-out will be recorded in the students' attendance history. A student is considered tardy if he or she is not in their assigned seat, or station when the sound of the tardy bell ends. Students will be referred to the office if they are tardy three, or more times in a class per semester. A fourth tardy during the semester will result in one day of After School Detention (ASD); a fifth tardy will result in two days of ASD; and six or more will result in ISS. Students with excessive tardies may also not be eligible to participate in school sponsored events and field trips.

General Information

ADDRESS CHANGES

Parents\guardians are encouraged to inform the school if there is an address change during the school year. Please contact the main office if a move occurs.

ACADEMIC & CHARACTER ADVISORY PERIOD

Academic and Character Advisory Period takes place thirty-four (34) minutes each day during 5th hour. The primary purpose of this course is to provide students with character education and academic tutoring opportunities. The majority of club and extracurricular meetings will also be scheduled during this time frame to protect instructional time. Students are expected to report to their assigned advisory period on time each day and will receive a grade for participation. Students must remain in their designated class unless authorized by the teacher or administration.

CAFETERIA, FOOD & DRINKS

All food and drinks should be consumed in the cafeteria. Students are expected to be responsible for disposing of empty food and drink containers in the trash cans provided. Students must remain in the cafeteria or other designated areas until they have finished eating. Water is the only drink allowed outside of the cafeteria. Only water bottles or clear containers with lids are permitted in the hallways or classrooms. All food items and drinks are subject to search. Energy drinks are not permitted during the school day.

CELL PHONES & PERSONAL ELECTRONIC DEVICES

Students will only be allowed to use school issued Chromebooks for work. No personal devices are allowed.

The Alton Junior High/High School Electronic Device policy is designed to promote students' educational interests and ensure a safe, effective working environment for staff and volunteers. This is a new mandate based on Senate Bill 68, which Governor Kehoe signed on July 9, 2025. The act defines an "electronic personal communications device" as a portable device used to initiate, receive, store, or view communication, information, images, or data electronically. Electronic devices include, but are not limited to, cell phones, smartwatches, tablets, etc.
Students are prohibited from using or displaying any devices from the beginning to the end of the school day, 7:25-3:17. This prohibition includes, but is not limited to, instructional time, meal times, breaks, time between classes, and study halls.
Exceptions may allow device use in emergencies, as defined in the act, or for authorized educational purposes. The mandate does not prohibit the use of electronic devices for specific educational or health needs, such as individualized education plans (IEPs), Section 504 plans, Individualized Health Care Plans, the Americans with Disabilities Act, the Civil Rights Act of 1964, and the Equal Educational Opportunities Act of 1974 regarding English language learners. The mandate also allows device use in case of an emergency (e.g., fire, tornado, or earthquake; active shooter; evacuation of school grounds; medical emergencies; and any other serious, unexpected, or dangerous

situation) and for educational purposes when directed by school personnel with authorization as directed by established board policies.
Students who violate this new policy will be required to forfeit it to a staff member. Students may retrieve their device from the office at the end of the school day only on the first offense. Subsequent offenses will require a parent to retrieve the phone from the school. Students will only have their phone returned on the first offense. Students who refuse to forfeit their electronic devices for misuse will be subject to disciplinary action. The district is not responsible for preventing or investigating theft, loss, damage, or vandalism to devices brought on campus.

COURSE SCHEDULE CHANGES

Requests for a schedule change in the first semester must be made within the first three days of the beginning of the school year. Second semester schedule change requests will be considered during the second week of December, prior to the return from Christmas Break.

Schedule changes will only be made for academic purposes and will be determined on a case-by-case basis.

COLLEGE DAYS

Students must be classified as Juniors or Seniors. Students need to obtain appropriate forms from the High School office and submit them two days prior to the scheduled visit. Eligible students must have all current grades at a C- or higher. Seniors are allowed two independent school campus visits and Juniors are allowed one. These days will be excused.

DISCLOSURE OF PHOTOGRAPHS, IMAGES, & RECORDINGS

The district uses photographs, digital images, and video/audio recordings for educational and safety purposes. Images and recordings that the district maintains are subject to the Missouri Open Meetings and Records Act ("Sunshine Law"), and any person may request to view or obtain a copy of an image or recording by contacting the district's custodian of records. Parental approval is not required when students are photographed, videotaped, or recorded by a representative(s) of the school district for purposes of safety, maintenance of discipline in school or on school buses, any purpose related to an extracurricular activity, or any purpose related to regular classroom instruction (Examples: include but are not limited to newspaper releases, social media, the school paper, etc.).

Throughout the year, media representatives (school or community based) may be on campus to videotape and/or photograph students in school-related activities or events. Parents may deny permission (“opt out”) for their children to be photographed or videotaped by notifying the principal in writing.

DRESS CODE

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. The student dress code has been designed with the goal of balancing

these competing interests. When, in the judgment of the principal, a student's appearance disrupts the educational process, the student may be required to make modifications. Examples of prohibited apparel include but are not limited to the following:

- Obscene, vulgar, or profane slogans or images promoting violence or disrespect shall not appear on clothing or accessories worn at school, or at school sponsored events.
- Clothing and accessories that contain advertisements promoting alcohol, tobacco, or drug-related products shall not be worn at school, or at school-sanctioned events.
- Overly bulky clothing or coats which could conceal weapons shall not be worn at school or on school campus.
- Chains attached to wallets or used as a fashion accessory are not to be worn in the school building or on school grounds.
- Hats or head coverings are not permitted to be worn in the school building except for special events or settings approved by the principal. Religious exemptions may apply however approval must be given by the principal.
- Shoes must be worn at all times. Slippers or house shoes are not appropriate footwear.
- Sunglasses are not to be worn in the school building unless approved by the principal.
- Pajamas or sleepwear are not permitted to be worn at school except for special events announced by the principal.
- Revealing clothing (i.e., strapless or backless tops, shirts showing the bare midriff, torn tee shirts, etc.) are not to be worn.
- Clothing visibly exposing underwear or undergarments (i.e. sagging pants) are not allowed in the building.
- Holes or tears in jeans above mid-thigh are not allowed.
- All shorts, dresses, and skirts worn at school must be no shorter than mid-thigh.
- Leggings, spandex, and yoga pants may be worn but only with dresses or shirts which extend beyond the buttocks.

DRUG TESTING (Policy JFCI-2-AP(1) AND JFCI-2)

Covered Activities

All covered activities, groups and organizations meeting or occurring during non-instructional time will be referred to as extracurricular. However, extracurricular activities and groups will be further categorized as follows for legal purposes:

Co-curricular Activity or Group — A covered activity or group primarily involving students and occurring outside of academic class time, where the subject matter of the activity or group is or will be taught in a regularly offered class; The subject matter of the activity or group concerns

the body of courses as a whole; Participation in the group is a requirement for a course; or Academic credit is granted for participation. (FFA, FCCLA, FBLA, BETA, Band, Choir, etc..)

Non-curricular Activity or Group — A covered activity or groups primarily involving students and meeting outside of academic class time, which are not co-curricular. (Athletics, Game Night, Class specific activities, Senior trip, STUCO, FTA, etc..)

Driving — The ability to drive and/or park on school grounds is a privilege we provide for our students. This is an activity that will be defined under extracurricular activities at the Alton School District.

Covered Activities — Activities regulated by the Alton School District and/or the Missouri State High School Activities Association (MSHSAA).

Drug Testing — Testing for alcohol and illegal or performance-enhancing drugs.

Participation Days — Each day that the extra-curricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

Consequences for Drug Test Failure

In accordance with the law, the only consequence for a student testing positive in the district's random testing program is exclusion from the extracurricular activity.
The superintendent or designee will immediately suspend students with a confirmed positive test for drugs or alcohol from all covered activities. Offenses accumulate throughout grades nine through twelve. Depending on the timing of the positive test result, the student may be excluded from participation in activities at the end of the school year, over the summer, and/or into the beginning of the next school year.

First Offense: 30 days no extra-curricular activity participation, must pass a district-administered drug test prior to participating in covered activities again.

Second Offense: 90 days no extra-curricular activity participation, must pass a district-administered drug test prior to participating in covered activities again,

Third Offense: No extra-curricular activity participation for the rest of the student's enrollment in the district.

Marijuana and Random Testing:
Students are prohibited from being under the influence of marijuana while participating in the district's extracurricular activities program, even if the student has a valid, Missouri-issued medical marijuana card. Students who test positive for marijuana will be subject to the consequences listed above as specified by Alton School Board Policy JFCI-2

ELECTRONIC COMMUNICATION

Staff members are expected to maintain courteous and professional relationships with students. We encourage communication with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. All electronic communication with parents and students will be through school assigned email accounts and/or the Remind app. 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 the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

EMERGENCY CONTACT NUMBERS

Students, parents, or guardians are encouraged to list at least two local emergency contact numbers on the enrollment form. Contacts should be a person who can act in place of the parent if an emergency arises. If emergency contacts are not provided, the school may be obligated to act on the child's behalf.

EMERGENCY DRILLS

Alton Junior and Senior High School will conduct five Emergency Drills each semester to prepare students and staff for potential emergency situations. The following Emergency Drills: Active Intruder, Earthquake, Fire, and Tornado, will be unannounced to students and will be managed by the administrative team. The transportation director will supervise one Bus Evacuation Drill each semester.

Students will receive training prior to the Emergency Drills and are expected to cooperate and follow directions in the case of a drill, or actual emergency.

ENROLLING AT SCHOOL

School enrollment is open to all children between the ages of 5 and up to age 21 years old, whose parent(s) or guardian(s) reside within the Alton R-IV School District's boundaries. To enroll, the parent or guardian must provide a birth certificate and proof of residency such as a utilities bill, homeowner's document, or rental agreement. Missouri State Statute also requires all students to have on file evidence of compliance concerning immunizations before attending school (POLICY JHCB). Parents should provide immunization records or proof of exemption to enroll. Students who are serving a suspension or who have been expelled from their previous school will not be allowed to enroll at Alton R-IV Schools until the term of the suspension or expulsion has expired.

EXTRACURRICULAR ACTIVITIES

The district's extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interests and needs. These activities shall provide for individual, small group and/or student body participation. All extracurricular activities must have a duly appointed sponsor, supervisor or coach.

Participation in extracurricular activities is a privilege, not a right. As a result, participation can be restricted, revoked or permitted pursuant to specific district guidelines including, but not limited to, the following eligibility rules and requirements

- A student must earn 3.0 credits (pass 6 out 7 classes per semester) during the preceding semester in order to be eligible to participate in extracurricular activities.
- The Alton R-IV School District must remain in compliance with MSHSAA eligibility standards for participation in extracurricular activities. For a complete list of eligibility standards, please reference the MSHSAA website found at http://www.mshsaa.org/ .
- All students participating in extracurricular activities must abide by Alton R-IV School District policies and regulations. Failure to abide by district policies or regulations may result in participation being restricted or revoked. All Alton R-IV School District policies and regulations are available in the superintendent's office or online at http://www.alton.k12.mo.us .
- Students will not be considered eligible for participation in any off campus/extracurricular activity if they are receiving a grade of D or F in any class. Grade checks are done by the office every Monday and students will remain ineligible until all grades are above a D. This includes, but is not limited to sports games, field trips, any activity that removes the student from class during the school day.

FUNDRAISING ACTIVITIES

The principal must approve all club and building-level staff fundraising efforts. Each fundraiser must have a designated purpose before the beginning of sales and the projects carried out in cooperation with the principal. Except for fundraisers sponsored by a school organization and approved by the administration, no items may be sold or traded on the school premises or on school buses.

INFINITE CAMPUS PARENT PORTAL

The student information system – Infinite Campus Parent Portal – provides parents and students access to school information via the Internet. This information includes the student's course schedule, attendance record, and grades for recorded assignments and tests, as well as several other useful features. To find out more about Infinite Campus, please contact the office at 417.778.7215 or visit the district website at www.alton.k12.mo.us.

JOB SHADOWING

Students must be classified as a Senior. Students need to obtain appropriate forms from the High School office and submit them two days prior to the scheduled visit. Eligible students must have all current grades at a C- or higher. Seniors are allowed one job shadow experience as an excused absence. Any additional job shadowing will be counted as an unexcused absence.

LOCKERS

Lockers will be assigned to each student at no cost. Locks will not be provided by the school however students may use a lock of their own. Students who bring locks must give either the

combination, or a copy of the key to the office. Students are not allowed to change lockers without permission from an administrator. Students are responsible for all damages to lockers (including graffiti) and will be responsible for cleaning, or paying for those damages depending on the infraction. Magazines, books, pictures, and other items considered to be in poor taste (according to dress code) are not to be in or on lockers. Locker doors should be closed and latched securely. The school is not responsible for property removed or stolen from lockers. Students are encouraged not to place valuable items or money in their locker. Administrative searches of lockers may be made based on reasonable suspicion of illegal activity or other violations of the school discipline policy. We reserve this right to maintain the integrity of the school environment and to protect other students.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences provide an opportunity for parents and teachers to connect and discuss the students' academic progress, social development, and overall performance at school. Parent/Teacher Conferences will be scheduled each semester and parents are encouraged to attend if at all possible. Additional conferences may be scheduled throughout the year to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference should contact the school to arrange an appointment. Conferences should be scheduled during the teacher's plan time, or before or after school.

PROFESSIONAL QUALIFICATIONS OF STAFF

According to the Every Student Succeeds Act of 2015 (Public Law 114-95), parents can receive, upon request, information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which they are providing instruction; whether the student's teacher is teaching under emergency or other provisional certification status; and whether the student is provided services by a paraprofessional and, if so, their qualifications. Parents may request this information from Superintendent, Mrs. Holly Reese.

SCHOOL RESOURCE OFFICER (SRO)

Alton R-IV Public Schools employs a School Resource Officer (SRO). The officer is interactive daily in schools across the district. The goals of the SRO program include bridging the gap between the officers and students, increasing positive attitudes toward law enforcement, and prevention of crime. The officer strives to build a rapport between police, students, and staff to work toward providing a safer learning environment.

SCHOOL SECURITY PERSONNEL (POLICY ECA-1)

In order to promote a safe learning and work environment for students and staff, the Alton R-IV School District has designated one or more district employees as School Security Personnel. The primary duty of School Security Personnel is to quickly respond to life-threatening situations where a weapon may be necessary to protect individuals on district property. School Security Personnel has authority to use reasonable force against any person on school property in accordance with the law and security training.

SCHOOL SPONSORED ACTIVITIES & FIELD TRIPS

School–sponsored activities and field trips often enhance the instructional program and add to the students' educational experience. Students who miss school for school–sanctioned events or field trips, will not be counted absent. It is the students responsibility to contact their teacher(s) prior to the trip and have all missed assignments completed upon their return to school. Students must not exceed four (4) unexcused absences for 1st and 3rd quarter trips, and must not exceed seven (7) absences to attend 2nd and 4th quarter trips. To be eligible, students must also have no grade lower than a 70% and must meet the behavior standards to participate. Students who have been suspended (OSS) from school during the semester of the trip, are not allowed to attend.

TECHNOLOGY

Students will only be allowed to use school issued Chromebooks for work. No personal devices are allowed.

The Alton R-IV School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that using technology within instruction increases student engagement and enhances academic achievement. In addition, technology assists with communication with students' families and other patrons of the district, all of which positively impact student achievement. The purpose of the district's technology guidelines facilitate access to district technology and create a safe environment for all users. The Acceptable Use Policy is posted in computer labs, the library, and other locations. No student will be given access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s), or person(s) standing in place of a parent. Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of the district policy, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. The district will monitor the on-line activities and operate technology protection measures on all computers with Internet access as required by law.

High School Student AI Usage Policy (Policy EHBD-AP(1))

- **Purpose**
  AI tools are to be used as learning aids to enhance understanding, creativity, and problem-solving skills. All users of AI are responsible for any harm caused by their AI use.
- **Acceptable Use**
  - Use AI responsibly to support your assignments, research, and projects.
  - Always review and verify AI-generated content for accuracy and relevance.
  - Cite AI tools when they contribute significantly to your work.
- **Academic Integrity**
  - Do not use AI to complete assignments.
  - DO NOT submit AI-generated work as entirely your own original effort.
  - Use AI to assist, not replace, your thinking and writing.
- **Privacy and Safety**

    - Do not input personal or sensitive information into AI tools.
    - Respect others' privacy and avoid sharing anyone's personal data.
- **Prohibited Uses**
    - AI must not be used to create or distribute inappropriate, harmful, or plagiarized content.
    - Do not use AI to cheat on assignments, tests, or assessments.
    - Do not use AI to harass, embarrass, defame, misinform, or otherwise harm any person.
- **Teacher Guidance**
    - Follow teachers' specific instructions on when and how AI can be used in classwork and homework.
    - Ask for help if you are unsure about appropriate AI use.
- **Consequences**

  Violations of this policy will result in disciplinary action according to school rules on academic dishonesty.

WITHDRAWING FROM SCHOOL

Parents of children leaving the district should notify the school before the last day of attendance and enroll their child into a new school as quickly as possible. The Missouri Children's Division may be contacted if the child has not been enrolled into a new school within ten days from withdrawing from our district. Before the transfer is complete, library materials, texts, and other school property must be returned.

Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. They will also be required to pay for books or other lost or damaged equipment.

USE OF MOTOR VEHICLES

All motor vehicles used by students, and/or parked on school property by students, must be registered with the principal's office. Students must park in the designated area upon arriving on campus. Student–drivers and their passengers should proceed into the school building once they have parked their vehicle. Students are not permitted to go to their vehicles, or the parking lot during the school day without first obtaining permission from the principal's office. Students who participate in school–sponsored activities during the school day (vocational school, cross-country, etc.) must ride district transportation and are prohibited from driving their personal vehicles, or riding with other students to these events. Attempts to 'cut off' other drivers while leaving campus will not be tolerated. Drivers must obey the posted speed limit and city citations may be issued to all automobiles violating state driving or parking regulations. Repeated violations may result in the loss of driving privileges. Vehicles parked on school property are subject to periodic search and may be entered if 'reasonable suspicion' is determined.

Programs & Services

FOOD SERVICES

The Alton R-IV School District will comply with the USDA regulations for the National School Lunch Program and School Breakfast Program. The cost of student breakfast is $2.20 and $2.60 for lunch. Adults will be charged $2.80 for breakfast and $4.00 for lunch. The cost of extra milk is $.40. Lunch balance statements will be mailed to parents at the end of each month and charges should not exceed $20.00. Lunch balances are expected to be paid in full by the end of the school year.

FREE & REDUCED MEALS

Alton R-IV School District will honor the Free and Reduced Priced Meals Program eligibility standards authorized by the USDA.
Parents are encouraged to complete and submit the Free and Reduced Meals forms. The forms are kept highly confidential and applications will be sent home on the first school day, or may be picked up from the office.

UNPAID MEAL CHARGE PROCEDURE

The district recognizes adequate nutrition is essential for students' mental, physical, and academic growth. All children (grades K-12) participating in the national school breakfast program and the national school lunch program, whether free, reduced, or paid rate, will receive a fully reimbursable breakfast or lunch meal that meets USDA requirements regardless if they do not have adequate money in their student accounts or in hand to cover the cost of the meal at the time of service. If a student does not have adequate money to cover the cost of a meal, they will be allowed to charge the cost of a fully reimbursable meal. Regardless of eligibility, no student can purchase a la carte items if they have a deficit balance, even if they have cash. They must pay their lunch account balance before purchasing a la carte items. Students and parents will be notified of the deficit balance of their account in person, by phone, or by email. Applications can be found at https://fns-prod.azureedge.us/sites/default/files/resource-files/SP16-2023a2EnglishApp.pdf. If you download this form, please return the completed form to the office. A new free and reduced meal benefit application must be filled out yearly to receive benefits (unless the student is directly certified).

HEALTH SERVICES

The school nurses' office is located in the Elementary School. The school nurse, or office staff will notify the parent/guardian if a student is ill at school. In order to prevent other students from becoming sick, students who are ill will be sent home. If students miss school due to fever, vomiting, or diarrhea, they must be free of fever, vomiting, and diarrhea, WITHOUT MEDICATION, for 24 hours prior to returning back to school. Parents are encouraged to provide the school nurse with the very latest contact information, so that if an emergency arises, they can be quickly contacted. Parents must notify the school nurse or office of any health concerns that may require emergency services or interfere with the student's education. Students returning to school after an injury, surgery, concussion, or other serious health-related matter, should present a physician's release along with doctor's orders.

Immunization Requirements

Unless otherwise required by law or Board policy, the district will not allow a student to attend school, including a district sponsored preschool, daycare or nursery school, until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished, or that the student is exempted from obtaining immunizations in accordance with law. Upon request from a parent/guardian of a student enrolled in or attending district sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

Physical Examinations and Screenings

Screening tests for vision, hearing, and growth will be done at the nurse's discretion. The nurse will periodically check students for head lice and nits. Students found to have head lice will be excluded from school. Readmission will depend on successful treatment with pediculicide (prescription medicine or non-prescription–RID, etc.) and complete removal of all lice and nits. Children will be rechecked for readmission to school. If not clear, the child will be sent home for continued treatment. Parents/guardians will receive a written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress. No invasive exams will be conducted.

Student Medications

Student medications should be given at home if at all possible. This decreases the chance of errors such as missed or forgotten doses. Medications will only be given during school hours by complying with the following guidelines:

- ➢ Medication consent form must be completed and signed.
- ➢ Prescription medications must be in the original container with the label intact and legible. Ask your pharmacist for a bottle for school use. Medications given on a regular basis (Inhaler, Ritalin, etc.) must have the newest refill and send no more than a month's supply at a time. Medications will only be given during school hours if the prescription specified: at noon; every four hours or every six hours. Dosages prescribed for three times a day will not be given during school hours.
- ➢ Over-the-counter medication must come in the original container and must have a signed Medication Consent Form on file to be given at school.
- ➢ All medication must be turned in at the Nurse's Office by a responsible adult. No medications may be sent to or from school with students on the school bus.
- ➢ Medication bottles will be sent home when the medication course is completed or expires. Questions concerning this policy may be directed to: Leslie Weyland, Alton R-IV School District, (417) 778-7215.

HOMEBOUND EDUCATION

Homebound services may be provided virtually or in person for any student who cannot attend regular classes for an extended period due to illness or injury (grades K-12). To qualify, a student must have a medical/health condition prohibiting school attendance. Physicians MD, DO or Psychiatrist must complete the homebound application. Nurse Practitioners, Physician Assistants, or Chiropractors cannot sign a homebound application. Contact information for Stephanie Miller is 417-778-7215 ext 3235 or stephaniemiller@alton.k12.mo.us.

HOMELESS, MIGRATORY, & ENGLISH LANGUAGE LEARNERS

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 migratory workers, and neglected or delinquent students. For more information regarding homeless/migratory learners, contact Sydney Colbert is 417-778-7215 ext. 3233, or email at sydneycolbert@alton.k12.mo.us., or for English Language Learners, contact Tonya Willard (417) 778-7215, or email at tonyawillard@alton.k12.mo.us.

JUNIOR & SENIOR HIGH COUNSELING PROGRAM

The Alton Junior and Senior High School counselor provides important benefits to individual students by addressing their intellectual, emotional, social, and psychological needs. This program is developmental and includes sequential activities designed to address the needs of all students by helping them acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development. The school counselor program addresses the needs of all students as they encounter and deal directly with these and other important learning and life issues. Our counselor works with students, parents, teachers, administrators, and the community through a balanced program of direct and indirect services. Continued attention is given to helping students develop competence in decision making, career planning, working with others, and accepting responsibility for their own behavior. Contact information for Sydney Colbert is 417-778-7215 ext. 3233, or email at sydneycolbert@alton.k12.mo.us.

MOCAP - MISSOURI COURSE ACCESS & VIRTUAL SCHOOL PROGRAM

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state's online school. It was previously known as Missouri Virtual Instruction Program (MOVIP). Students can take courses from any Internet-connected computer, which are available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to high-quality courses and interactive online learning that is neither time nor place dependent. For more information, contact Sydney Colbert is 417-778-7215 ext. 3233, or email at sydneycolbert@alton.k12.mo.us, or visit http://mocap.mo.gov.

MO HEALTHNET FOR KIDS PROGRAM

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. In order to qualify for this benefit program, you

must be a resident of Missouri, under 19 years of age or be a primary caregiver with a child under the age of 19, not covered by health insurance (including Medicaid), and a US national, citizen, legal alien, or permanent resident. You may apply for this benefit online at: https://mydss.mo.gov or call 1-888-275-5908 for more information. (Board Policy KB-AP1)

SPECIAL EDUCATION SERVICES

In Missouri, Part B of the Individuals with Disabilities Education Act (IDEA) ensures that students identified as disabled receive a free appropriate public education (FAPE) and that school districts follow specific procedures for identifying, evaluating, and serving children with disabilities. Once students are identified as having a disability, they are required to receive special education services, deemed educationally relevant, in the Least Restrictive Environment (LRE). For more information, contact Beverly Goans at (417) 778-7215 or email at beverlygoans@alton.k12.mo.us

SUICIDE AWARENESS & PREVENTION

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The district is committed to maintaining a safe environment to protect the health, safety and welfare of students. District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.
Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate. For more information, contact Sydney Colbert is 417-778-7215 ext. 3233, or email at sydneycolbert@alton.k12.mo.us, or dial 988 to speak with a representative from Missouri's Suicide and Crisis Lifeline.

TRAUMA INFORMED SCHOOL

Alton Junior and Senior High School is a Trauma Informed School. We take a "trauma informed approach" when responding to symptoms of chronic interpersonal trauma and traumatic stress. More information and parent resources can be found at The Missouri Department of Elementary and Secondary Education's website below:

https://dese.mo.gov/media/pdf/cnsl-traumainformed_parent_resources

TRANSPORTATION SERVICES

The privilege of riding a school bus is extended to students who meet school district mileage guidelines and conduct themselves safely and orderly while on the bus. The assignment of each student's bus stop is based on the primary address for the student listed in the District's Student Database. Students are not allowed to ride buses other than the bus to which they are assigned except if there is an additional babysitter or relative with whom the child stays regularly. If a situation requires that a student ride a different bus than they normally ride, the parent/guardian should send a request in writing to the school in advance. Only bus eligible students are allowed to ride the bus.

The licensed driver has the authority and control of student groups transported in school buses. The driver is an appointed member of the school staff and has the same authority and responsibility for the safety and conduct of the students on the bus as is vested in the classroom teacher. Both students and parents must understand this basic statement.

The driver is responsible to the school Administration for ensuring the following regulations are enforced. The State of Missouri carefully worked out regulations covering public school transportation and constituted the basis for safe and efficient transportation for public school students. Safety comes first in pupil transportation. Students who disrupt or otherwise distract the driver will be issued a Report of Bus Conduct filled out by the driver and delivered to the school for action. School officials will decide the level of action taken, and may include denial of bus transportation for a specific period, depending on the severity and frequency of the incident (Policy JFCC). For questions concerning Transportation Services, contact Jerry Granger at (417) 778-7215.

TRANSPORTATION RULES & REGULATIONS

- Riders are expected to follow the bus safety rules and consistently obey the bus driver's directives.
- All school discipline policies apply on the school bus.
- The use of alcohol, drugs, or tobacco (including vapes) is forbidden on the bus or at the bus stop.
- Riders must wait for the bus in the designated loading zone and stay out of the road or street.
- Riders must be at the bus stop on time.
- Riders must sit down in a seat once they board the bus and remain seated.
- Riders must not extend arms or head, or objects from the bus windows. Spitting or throwing objects out of the window is prohibited.
- Food and drinks are not allowed on the bus and students are expected to help keep the bus neat and clean.
- If a rider damages any part of the bus, the student or their parents are expected to pay for repairs.
- When unloading the bus, students must cross the roadway in front of the bus at the driver's signal.
- Students must have advanced written permission from a parent and/or authorization from the office to unload at destinations other than their regular bus stop.

Bullying Policy

GENERAL

In order to promote a safe learning environment for all students, the Alton R-IV School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

DEFINITIONS

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device or computer. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

DESIGNATED OFFICIALS

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

The district compliance officer appointed in policy AC will serve as the districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

REPORTING BULLYING

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

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

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

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

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

CONSEQUENCES

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

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district,

the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

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

POLICY PUBLICATION

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

TRAINING AND EDUCATION

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

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

- ➢ The procedure for reporting bullying.
- ➢ The harmful effects of bullying.
- ➢ Any initiatives the school or district has created to address bullying, including student peer-to- peer initiatives.
- ➢ The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

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

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

- ➢ Teaching the student to defend him- or herself assertively and effectively without violence.
- ➢ Helping the student develop social skills.
- ➢ Encouraging the student to develop an internal locus of control.

ADDITIONAL SCHOOL PROGRAMS AND RESOURCES

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Discipline & Student Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. At Alton Junior and Senior High School, our top priority is to provide all students the best education possible. Students who deprive themselves, or other students of this right, will be subject to corrective action when necessary. 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(s). 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.

ADMINISTRATIVE CORRECTIVE ACTIONS

CORPORAL PUNISHMENT (POLICY JGA) may be used as a corrective measure to maintain student discipline. If found necessary, it should be administered by an administrator, and always in the presence of a teacher. It should never be inflicted in the presence of other students, nor without a witness. Corporal punishment shall be administered only by swatting the buttocks with a paddle and the student's parent, or guardian will be contacted.

DETENTION (POLICY JGB) may be assigned to students as a corrective action. Detention will take place before or after school, or at lunch, and will be supervised by a teacher. It should be assigned by an administrator and the student's parent or guardian will be contacted. Students are expected to work on homework or other assignments the entire session. Students who do not stay engaged, or who do not complete the entire session may be subject to other disciplinary action. Students are not permitted to participate in school sponsored activities until they have completed their detention.

IN-SCHOOL SUSPENSION (POLICY JGB) may be assigned as a corrective action to maintain student discipline. In-School-Suspension (ISS) will take place in an isolated setting and will be supervised by a teacher. It will be assigned by an administrator and the student's parent or guardian will be contacted. Students assigned to ISS will be allowed to complete assignments for full credit; however, they are expected to bring all needed resources and supplies to ISS. Students who do not stay engaged or cooperate will be subject to further disciplinary action. Students are not permitted to participate in school sponsored activities until their full suspension has been served.

OUT-OF-SCHOOL SUSPENSION (JGD) may be assigned to maintain student discipline. The principal may assign Out-of-School Suspension (OSS) up to ten (10) days for an offense. An administrator will contact the parent or guardian when OSS is determined. Students may submit missed assignments for half credit providing that all of the work is completed within two school days of returning from OSS. Students are not allowed to participate in, or attend school sponsored activities, or be on any district property until the suspension has been fully completed.

RESTITUTION (POLICY JFCB) will be required for a student who damages school-purchased property. Students may also be subject to paying restitution if they damage another person's private property on school grounds. Payment shall be assessed by the principal, or a

designated person, in accordance with the price of property damaged. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action. If a student is unable to pay the cost of restitution, the student will be offered the opportunity to work for the school, outside of the regular school hours, at minimum wage until the restitution amount has been earned.

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, & OTHER DISCIPLINARY CONSEQUENCES

All students who are serving OSS or who are 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. When appropriate, 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. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. 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 the student's residence.
- Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences".

REPORTING TO LAW ENFORCEMENT

It is the policy of the Alton R-IV 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.

SEARCHES BY SCHOOL PERSONNEL (RSMO 167.166)

School lockers, desks, and other district property are provided for the convenience of students and, as such, are subject to periodic, unannounced administrative searches. 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.

MISSOURI SAFE SCHOOLS ACT

The Missouri Safe Schools Act of 1996 was enacted to protect students from violent acts at school and create a healthy learning environment. To maintain a safe learning environment for all students, the Alton R-IV School District has adopted policies on student discipline and will communicate the policy guidelines and expectations to students and their families. Alton R-IV Schools require that a parent or court-appointed legal guardian must accompany their child when registering. The parent or guardian must provide a form of proof that the student is eligible to register in the district or has requested a hardship or good cause waiver within the last 45 days. The registration process may require a parent, guardian or caretaker of the child to provide, upon enrollment, a sworn statement indicating whether the student has been expelled from school attendance in this state or any other state for weapons, alcohol, drugs or the willful infliction of injury to another person. A false statement or affirmation in this area is a class B misdemeanor. A hardship or good cause is the basis for a waiver to be granted by the district board and an adverse decision is appealable. Any person submitting false information in satisfying residency registration requirements is guilty of a Class A misdemeanor. The school board may institute a civil action to recover costs of education for any student whose registration was based on false information.

Discipline & Student Conduct - Offenses and Consequences

The following are descriptions of prohibited conduct and 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 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.

ACADEMIC DISHONESTY

Cheating on tests, assignments, projects; plagiarism; claiming credit for another person’s work; fabrication of facts, sources of other supporting material; unauthorized collaboration; facilitating academic dishonesty; using personal electronic devices during an assessment; and other misconduct related to academics.

FIRST OFFENSE: No credit for work, grade reduction, alternative assignment, and/or corrective action from administration.
SUBSEQUENT OFFENSE(S): No credit for work, grade reduction, course failure, removal from extracurricular activities, and/or corrective action from administration.

ALCOHOL & DRUGS (POLICY JFCH)

- 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(S):1-180 days out-of-school suspension or expulsion.

- Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, 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(S): 11-180 days out-of-school suspension or expulsion.

- 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(S): 11-180 days out-of-school suspension or expulsion.

ARSON

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

FIRST OFFENSE: Detention, in-school suspension, 1-180 days out-of-school suspension, expulsion, or corporal punishment. Restitution if appropriate.
SUBSEQUENT OFFENSES:: 1-180 days out-of-school suspension, expulsion, or corporal punishment. Restitution if appropriate.

ASSAULT / FIGHTING

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

FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, corporal punishment or expulsion.
SUBSEQUENT OFFENSE(S): In-school suspension, 1-180 days out-of-school suspension, corporal punishment or expulsion.

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

FIRST OFFENSE: 10-180 days out-of-school suspension or expulsion.
SUBSEQUENT OFFENSE: Expulsion.

BULLYING & CYBERBULLYING (POLICY JFCF)

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

FIRST OFFENSE:: Detention, in-school suspension, 1-180 days out-of-school suspension, or corporal punishment.
SUBSEQUENT OFFENSE(S): In-school suspension, 1-180 days out-of-school suspension, corporal punishment or expulsion.

BUS OR TRANSPORTATION MISCONDUCT (POLICY JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

DISHONESTY

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

FIRST OFFENSE Nullification of forged document. Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension or corporal punishment.
SUBSEQUENT OFFENSE(S): Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, corporal punishment or expulsion.

DISRESPECTFUL OR DISRUPTIVE SPEECH OR CONDUCT (POLICIES AC & ACA (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, 1-10 days out-of-school suspension or corporal punishment.
SUBSEQUENT OFFENSE(S): Detention, in-school suspension, 1-180 days out-of-school suspension, corporal punishment 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(S): Restitution. Detention or in-school suspension.

FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION, OR OTHER DISCIPLINE ACTIONS

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

FALSE ALARMS (ALSO SEE “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(S): Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

HARRASSMENT & SEXUAL HARRASSMENT (POLICIES AC & ACA [NOTE THAT ADDITIONAL PROVISIONS OF THE CODE OF CONDUCT MAY APPLY TO THE STUDENT'S BEHAVIOR])

- 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.

FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, corporal punishment, or expulsion.
SUBSEQUENT OFFENSE(S): In-school suspension, 1-180 days out-of-school suspension, corporal punishment, or expulsion.

- 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.

FIRST OFFENSE: In-school suspension, 1-180 days out-of-school suspension, corporal punishment, or expulsion.
SUBSEQUENT OFFENSE(S): 1-180 days out-of-school suspension, corporal punishment, or expulsion.

- Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

ANY OFFENSE: 10-180 days out-of-school suspension or expulsion.

HAZING (POLICY JFCG)

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 can occur even when all students involved are willing participants.

FIRST OFFENSE: In-school suspension or 1-180 days out-of-school suspension or corporal punishment.
SUBSEQUENT OFFENSE(S): 1-180 days out-of-school suspension, corporal punishment or expulsion.

INCENDIARY DEVICES OR FIREWORKS (POLICY JG-R1)

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

FIRST OFFENSE: Confiscation. Warning, principal/student conference, detention, corporal punishment or in-school suspension.

SUBSEQUENT OFFENSE(S): Confiscation. Principal/Student conference, detention, in-school suspension, corporal punishment 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, in-school suspension, corporal punishment.
SUBSEQUENT OFFENSE(S): Confiscation. Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension, or corporal punishment.

PUBLIC DISPLAYS OF AFFECTION

Physical contact that is inappropriate for a school setting including, but not limited to groping, holding hands, hugging, and kissing.

FIRST OFFENSE: Conference, detention, or ISS.
SUBSEQUENT OFFENSE(S): Detention, ISS, 1 – 10 days OSS.

SEXUAL MISCONDUCT

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

FIRST OFFENSE: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
SUBSEQUENT OFFENSE(S): Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL (POLICIES AC & ACA)

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 protected by law.

FIRST OFFENSE: Confiscation. Principal/Student conference, detention, in-school suspension 1-180 days out-of-school suspension, corporal punishment, or expulsion.
SUBSEQUENT OFFENSE(S): Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, corporal punishment, or expulsion.

TECHNOLOGY MISCONDUCT (POLICIES JG & R1)

- 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, in-school suspension, 1-180 days out-of-school suspension, or corporal punishment.
SUBSEQUENT OFFENSE(S): Restitution. Loss of user privileges, 1-180 days out-of-school suspension, corporal punishment or expulsion.

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

FIRST OFFENSE: principal/student conference, detention, in-school suspension, or corporal punishment.
SUBSEQUENT OFFENSE(S): Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, corporal punishment or expulsion.

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

FIRST OFFENSE: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or corporal punishment.
SUBSEQUENT OFFENSE(S): Restitution. Loss of user privileges, 1-180 days out-of-school suspension, corporal punishment or expulsion.

- Use of audio or visual recording equipment in violation of board policy KKB.

FIRST OFFENSE: Confiscation. Principal/Student conference, detention, in-school suspension, or corporal punishment
SUBSEQUENT OFFENSE(S): Confiscation. Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension, or
corporal punishment.

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, 1-180 days out-of-school suspension or corporal punishment.
SUBSEQUENT OFFENSE(S): Return of or restitution for property. 1-180 days out-of-school suspension, corporal punishment or expulsion.

THREATS OF VIOLENCE TOWARDS PERSON OR PROPERTY 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, corporal punishment or expulsion.

SUBSEQUENT OFFENSE(S): In-school suspension, 1-180 days out-of-school suspension, corporal punishment or expulsion, possible placement in ALC.

TOBACCO

Possession of any tobacco products, electronic cigarettes, “vaping products”, other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any school-sponsored activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

FIRST OFFENSE: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension or corporal punishment.
SUBSEQUENT OFFENSE(S): Confiscation of prohibited product. Detention, in-school suspension, 1-10 days out-of-school suspension or corporal punishment.

Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.

FIRST OFFENSE: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, 1-3 days out-of-school suspension or corporal punishment.
SUBSEQUENT OFFENSE(S): Confiscation of prohibited product. In-school suspension, 1-10 days out-of-school suspension or corporal punishment.

TRUANCY OR TARDINESS (POLICY JED & PROCEDURES JED-AP1 & 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: Conference, detention, 1-3 days in-school suspension, or corporal punishment.
SUBSEQUENT OFFENSE(S): Detention or 3-10 days in-school suspension, or corporal punishment, and removal from extracurricular activities.

VANDALISM

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

FIRST OFFENSE: Restitution. Detention, ISS, 1 – 180 days OSS, or expulsion.
SUBSEQUENT OFFENSE(S): Restitution. Detention, ISS, 1 – 180 days OSS, or expulsion.

WEAPONS (POLICY JFCJ)

- 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 § 57010, RSMo.

FIRST OFFENSE: In-school suspension, 1-180 days out-of-school suspension, corporal punishment, or expulsion.
SUBSEQUENT OFFENSE(S): 1-180 days out-of-school suspension, corporal punishment, or expulsion.

- 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(S): Expulsion.

- 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(S): 1-180 days out-of-school suspension or expulsion.

Public Notices & Policies

ASBESTOS HAZARD EMERGENCY RESPONSE ACE OF 1986

The Asbestos Hazard Emergency Response Act of 1986 (AHERA), was enacted recently by Congress, AHERA was enacted to determine the extent of, and develop solutions for, any problems schools may have with asbestos. Our facilities have been inspected by a certified asbestos inspector, as required by AHERA. The inspector has located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos. An asbestos management plan has been developed for our facilities, which includes: notification procedures, education and training of our employees, plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos containing materials. A copy of this management plan will be available for your inspection in our administrative office during regular office hours. We will be implementing the asbestos management plan and taking whatever steps are necessary to insure your students and our employees have a healthy safe environment in which to learn and work.

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)

NOTICE OF NONDISCRIMINATION

The School District of Alton R-IV Board of Education is committed to maintaining a workplace and educational environment free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. Per law, the district strictly prohibits discrimination and harassment against employees, students, or others based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. The School District of Alton R-IV is an equal-opportunity employer. Inquiries regarding compliance with applicable statutes may be directed to Holly Reese, hollyreese@alton.k12.mo.us. Superintendent at Alton R-IV Public Schools, 505 School Street, Alton, MO 65606, or by telephone at 417-778-7216.

All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and the Americans with Disabilities Act may be directed to the Superintendent at Alton R-IV Public Schools, 505 School Street, Alton, MO 65606, or by telephone at 417-778-7216. Interested persons, including those with impaired vision or hearing, can also obtain information about the existence and location of services, activities, and facilities accessible to and usable by disabled persons by calling the Special Services Director, Beverly Goans.

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 School District of Alton R-IV, R-12 (District) are hereby notified that the 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. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education

Amendments of 1972 (Title IX), the Age Discrimination in Employment 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 Compliance Coordinator listed below, who oversees the District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the listed statutes above. The District's Compliance Coordinator will provide information regarding those procedures upon request. The section below titled Every Student Succeeds Act Of 2015 (ESSA) Complaint Procedures outlines procedures for reporting allegations of discrimination or harassment. 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 of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade; the District assures it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 who are under its jurisdiction. Special Education 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 developmental delay.

The District provides the following assurance that it will provide information and referral services necessary to assist the State of Missouri in implementing early intervention services for infants and toddlers eligible for the Missouri First Steps program.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Alton R-IV School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Alton R-IV School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Alton to include this type of information from your child's education records in certain school publications. Examples include: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two

federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Alton R-IV School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing as directed. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. Alton R-IV School District has designated the following information as directory information: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

In addition to general directory information, the following limited-directory information the district maintains about a personally identifiable student may be disclosed to school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children’s Division (CD) of the Department of Social Services: The student’s address, telephone number and e-mail address and the parents’ addresses, telephone numbers and e-mail addresses.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release the information. Please notify the district if you do not want this information released.

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

EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- ➢ Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ➢ Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- ➢ Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- ➢ In addition to the information that parents may request, a building receiving Title I. A. funds must provide to each individual parent:
- ➢ Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I. A.
- ➢ Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

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

1. What is a complaint under ESSA? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:
    a. Record. A written record of the investigation will be kept.
    b. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
    c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
    d. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

e. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

FOR CONTACT INFO

Mr. Ryan Chowning, Superintendent 417-778-7216
505 School Street
Alton, MO 65606

FAMILY RIGHTS & PRIVACY ACT (FERPA)

The Family Rights and Privacy Act affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without con-sent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or

contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII or education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202.

FREE & APPROPRIATE EDUCATION UNDER SECTION 504 (FAPE)

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury. All public schools are required to provide parents the right to inspect and review personally - identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district. In the Alton School District contact:

Mr. Ryan Chowning, Superintendent 417-778-7216
505 School Street, Alton, MO 65606
Phone 417-778-7215.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for early intervention programs.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give *consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED):
    a. Political affiliations or beliefs of the student or student's parent
    b. Mental or psychological problems of the student or student's family
    c. Sex behavior or attitudes
    d. Illegal, anti-social, self-incriminating, or demeaning behavior
    e. Critical appraisals of others with whom respondents have close family relationships
    f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
    g. Religious practices, affiliations, or beliefs of the student or parents
    h. income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
    a. Any other protected information survey, regardless of funding
    b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law except for hearing, vision, or scoliosis screenings
    c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use,:
    a. Protected information surveys of students
    b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    c. Instructional material used as part of the educational curriculum.

Alton R-IV School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

R-IV School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Alton R-IV School District will also directly notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students 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. 20202-460

Board of Education Policies

POLICIES REFERENCED IN HANDBOOK

POLICY	NAME OF POLICY
ACA	Sexual Harassment Under Title IX
AC	Prohibition of Against Illegal Discrimination, Harassment, and Retaliation
EEA	Student Transportation Services
JFCA	Student Dress Code
JFCC	Student Conduct on School Transportation
JFCE	Secret Organizations
JFCF	Bullying
JFCG	Hazing
AH	Use of Tobacco Products and Imitation Tobacco Products
JFCH	Student Alcohol/Drug Abuse
JFCJ	Student Use or Possession of Weapons
JFG	Interrogations, Interviews and Searches
JGD	Student Suspension and Expulsion
JG	Suspension of Students Charged with a Crime – Student Discipline
JGF	Discipline Reporting and Records
JHCB	Immunization of Students
JHCD	Administration of Medications To Students
JHCF	Student Allergy Prevention and Response
JO-1	Student Records
IGBC	Programs for Title I Students
IKF	Graduation Requirements
IKFB	Graduation Exercises

POLICIES OF INTEREST

POLICY	NAME OF POLICY
IGDB A	Distribution of Non-Curricular Student Publications
IL	Assessment Program
JECA- 2	Admission of Students
JED	Student Absences and Excuses
JG	Student Discipline

For a complete listing of board policies, please visit our school website: www.alton.k12.mo.us