

ARCHIE WHIRLWINDS



STUDENT HANDBOOK

MIDDLE SCHOOL & HIGH SCHOOL

2025-2026



HIGH SCHOOL MIDDLE SCHOOL

OUR MISSION “LEARNING FOR LIFE”

The mission of the Archie R-V School District is to provide a high quality education in a safe, positive environment to foster lifelong success for all.

OUR VISION

The vision of the Archie R-V School District is to be a district where everyone experiences success.

THE ARCHIE R-V BOARD, ADMINISTRATORS, AND STAFF BELIEFS

- We believe all students and staff members deserve a safe and productive environment.
- We believe that positive, supportive student and teacher relationships, as well as community partnerships, are vital to student success.
- We believe in recruiting and retaining an inspiring, innovative staff.
- We believe in developing a staff which utilizes best instructional practices.
- We believe in high expectations and accountability for all.
- We believe in equipping learners to become successful citizens in a diverse society.
- We believe in fostering lifelong curiosity and resourcefulness in all learners.

PRIORITIES:

The Archie R-V School District is guided by the following four priorities:

- Student Achievement and Learning
- Staff Recruitment and Retainment
- Climate, Culture, Safety, and Security
- Resources



**THE ARCHIE HIGH SCHOOL FAMILY PROUDLY
SERVES YOURS!**

CALENDAR HIGHLIGHTS

2025-2026

| | |
|-----------------------------|--|
| August 18..... | Back to School Night |
| August 20 | First Day of Classes |
| September 1 | Labor Day/No School |
| September 4 | PTO Meet and Greet |
| September 8 | Monday School IS in Session |
| September 12..... | Student Yearbook Pictures |
| September 15 | No School/Staff PD |
| September 22..... | School IS in Session (Monday School) |
| September 26..... | Homecoming Parade & Game |
| September 29..... | No School |
| October 6..... | No School |
| October 13..... | No School/Staff PD |
| October 16..... | End of 1st Quarter |
| October 20..... | No School |
| October 27..... | Parent-Teacher Conf. 11:30-7:30 pm |
| November 3..... | No School |
| November 10..... | School IS in Session (Monday School) |
| November 17..... | No School/Staff PD |
| November 24..... | School IS in Session (Monday School) |
| November 26-28..... | Thanksgiving Break |
| December 1..... | No School/Staff PD |
| December 8..... | No School |
| December 15..... | School IS in Session (Monday School) |
| December 19..... | End of 2 nd Quarter/Early Release 1:00 p.m. |
| December 19-January 5 | Winter Break/No School |
| January 5..... | No School/Staff PD |
| January 12 | No School or Snow Make Up Day |
| January 19..... | No School- Martin Luther King Day |
| January 26..... | School IS in Session (Monday School) |
| February 2..... | No School |
| February 9..... | No School/Staff PD |
| February 16..... | Presidents' Day/No School |
| February 23..... | No School or Make Up Snow Day |
| March 2 | No School |
| March 9-13..... | No School/Spring Break |
| March 16..... | No School/Staff PD |
| March 23 | No School or Make Up Snow Day |
| March 30..... | School IS in Session (Monday School) |
| April 3-6..... | Easter Break |
| April 13..... | No School |
| April 20..... | No School |
| April 27..... | School IS in Session (Monday School) |
| May 4..... | No School or Make Up Snow Day |
| May 5-8..... | Teacher Appreciation Week |

May 11.....No School
 May 17.....Graduation
 May 18.....School IS in Session (Monday School)
 May 18.....Kindergarten Graduation/Preschool Moving Up Ceremony
 May 21.....End of 4th Quarter/.Projected Last Day/Student Release at 1:00 p.m.

Inclement Weather Information -

Inclement weather days or school closure days will be made up on 4/13, 1/12, 2/23, 5/4, 3/23, and 5/22. Alternative Method of Instruction (AMI-virtual) days will be used at the discretion of administration. AMI days may be used earlier in the event of extended closure.

[2025-2026 School Calendar](#)

High School & Middle School Daily Schedule

| High School & Middle School | |
|---|----------------------|
| Period 1 | 8:00 - 8:52 |
| Period 2 | 8:56 - 9:48 |
| Period 3 | 9:52 - 10:44 |
| Period 4 MS Advisement & Lunch | 10:48 - 11:40 |
| Period 5 HS Advisement & Lunch | 11:44 - 12:40 |
| Period 6 | 12:44 - 1:36 |
| Period 7 | 1:40 - 2:32 |
| Period 8 | 2:36 - 3:28 |

High School & Middle School Early Release Schedule

| High School / Middle School | |
|------------------------------------|--------------------|
| Period 1 | 8:00-8:34 |
| Period 2 | 8:38-9:12 |
| Period 3 | 9:16-9:50 |
| Period 4/MS Lunch | 9:54-10:28 |
| Period 5/HS Lunch | 10:32-11:06 |
| Period 6 | 11:10-11:44 |
| Period 7 | 11:48-12:22 |
| Period 8 | 12:26-1:00 |

Admissions

Students are admitted to Archie R-V schools when records from the sending school indicate appropriate academic standing for admission. High school students are admitted to respective grade levels according to the current number of credits earned and their eligibility to graduate on schedule. Junior High students who fail one or more semesters of core curriculum (Communication Arts, Math, Science, or Social Studies) during the school year must complete a semester of core curriculum in summer school in order to be eligible to move on to the next grade. Students seeking admission to Archie R-V schools must be residing with their legal guardian within the Archie school district. This does not apply to students over the age of 18 or students that are considered homeless.

Non-resident students may enroll in Archie R-V schools with the approval of the Board of Education and with tuition payment. The Archie R-V Board of Education sets the tuition rate annually. Questions regarding non-resident tuition should be directed to the Superintendent of Schools. Transportation is not provided for non-resident students.

Enrollment

Pre-enrollment for grades 6-12 will be completed before the closing of school in May. This will enable the administration to make decisions regarding classes to be offered for the following school year. Actual enrollment/registration for grades 6-12 will be in August before the school year begins. At this time students will finalize their schedules for the year and be assigned lockers.

Your Student Record

Education records are available to parents and students on request. Student records are not available to any outsider, person, or agency, except as required or permitted by law, without the expressed written consent of the parent or student 18 years or older.

Daily Procedures

- Classes are in session from 8:00-3:28.
- Students may enter the building at 7:40 a.m. each school day.
- Students have a designated area to wait for dismissal to class. Students must be in a supervised

location. Please do not loiter in the parking lot, the hallway or in any other non-supervised location.

- Students should vacate the building by 3:40 p.m. unless arrangements have been made to conduct school business or a school-related activity.
- Students who arrive after 8:00 a.m. or leave after they have arrived on campus must sign in or out in the High School office stating a reason or destination.
- Students may not leave the school premises without the permission of an administrator. Permission will not be granted without written or telephone notice from a parent or guardian. Students should have a hall pass when leaving class.
- Students are not permitted to loiter in the restroom or enter a restroom stall with another student. Any student in violation of this will receive a minimum of two days ISS. If other code of conduct violations occur, the student will receive additional disciplinary action.

Daily Bulletin

- A daily bulletin, found in Infinite Campus, will be read each morning by the office listing upcoming events, recent accomplishments, specific instructions, and the daily lunch menu. Items placed in the daily bulletin must be approved by the principal or his designee. The daily bulletin is also available to parents through the parent portal.

Lunch and Breakfast

- Lunch money may be placed in your lunch account daily, weekly, or monthly. Money or checks for lunch payment should be in an envelope with your name and amount on it. Give lunch money to the HS Secretary or Lunchroom Cashier before the first period, so it can be added to your account before the lunch hour.
- A free and reduced-price meal program is implemented for all eligible students. Families who meet federal guidelines are encouraged to apply.
- While in the cafeteria, excessive noise will not be tolerated, and each person is responsible for keeping his/her area clean.
- Breakfast and lunch menus are digitally available: [School Menus](#)
- Breakfast is served from 7:40 a.m.-8:00 a.m.
- We are a closed campus district. Visitors are **not** allowed as guests during lunch except the parent(s)/guardian(s) of a student eating lunch.

| Breakfast | Cost | | Lunch | Cost |
|---------------------|--------|--|---------------------|--------|
| 6th-8th Grade Full | \$2.10 | | 6th-8th Grade Full | \$2.70 |
| 9th-12th Grade Full | \$2.10 | | 9th-12th Grade Full | \$2.80 |
| Adult | \$3.50 | | Adult | \$4.50 |
| Extra Milk | \$.50 | | Extra Milk | \$.50 |

Closed Lunch Policy

To enhance the safety and security of our students and ensure a focused and orderly environment, Archie MS/HS has a closed lunch policy. This policy requires all students to remain on school grounds during lunch periods.

Objectives

- Ensure student safety and security
- Promote a structured and supervised environment
- Minimize disruptions to the educational process
- Foster a sense of community and school spirit

Policy Details

- Lunch Periods
 - All students must stay in the school cafeteria during lunch.
- Supervision
 - School staff will monitor lunch areas to ensure compliance with the closed lunch policy.
 - Any unauthorized departure from school grounds during lunch will be treated as a disciplinary matter.
- Exceptions
 - Exceptions to the closed lunch policy may be granted on a case-by-case basis for medical appointments, emergencies, or other valid reasons as approved by the school administration.
- Consequences for Violations
 - First Offense: Warning and notification to parents/guardians.
 - Second Offense: Lunch detention and parental notification.
 - Third Offense: ISS and parent notification
 - Repeated Offenses: ISS and further disciplinary action as deemed necessary by the administration.
- Health and Nutrition
 - The school cafeteria provides a variety of healthy and nutritious meal options. Menus are reviewed regularly to meet dietary needs and preferences
 - Outside food is discouraged to be brought in during the scheduled lunch shift by parents/guardians and prohibited to be brought in by “friends”.

If a parent would like to eat lunch with a student they are allowed to eat in the cafeteria with their student at a semi-private table.

Food & Drink Items

- It is up to the individual teacher’s discretion if food and/or drinks are allowed in their classroom.
- All drinks must be **capped and less than 32 oz.** Fountain drinks are prohibited.
- Any damage to school property by the student because of food or beverage will result in the student being responsible for replacement of the item.
- Students who do not comply with the expectations of the teacher will be subject to discipline.

Backpacks, Bags, and Purses

- Backpacks, bags, and purses of any kind will be allowed in the classroom at the discretion of the individual teacher and his or her classroom.
- Student backpacks, bags, and purses will not be left in the hallways and commons area unattended.
- Students who do not comply with the expectations of the teacher will be subject to discipline.

Cell Phones and other Electronic Devices

In accordance with **Missouri Senate Bill 68** and school board policy 2656, the use of cell phones and other personal electronic devices is strictly prohibited at all times during the school day. This includes class time, passing periods, lunch, and any other time between the first bell and dismissal.

The use of cell phones during the school day presents significant risks related to academic dishonesty, bullying, harassment, and school disruptions. To maintain a safe and focused learning environment, students must keep all devices powered off and out of sight during school hours.

Violations of this policy will result in the following disciplinary actions:

- 1st Offense: After School Detention
- 2nd Offense: In-School Suspension (ISS) and parent/guardian must pick up the phone
- 3rd Offense: 3 Days ISS and a parent/guardian must pick up the phone and the student and parent must meet with an administrator to draft a memorandum of understanding

- 4th Offense: 5 Days ISS, parent/guardian must pick up the phone, and the student will be required to turn in their phone to the front office upon arrival to be locked and secured for the remainder of each school day

This policy is designed to support a safe and distraction-free learning environment. Repeated violations may result in additional disciplinary measures as outlined in the student code of conduct.

Bus Transportation

- Inappropriate behaviors will be handled through the discipline code plus the loss of bus riding privileges.
- Keep body parts inside the bus at all times until leaving the bus.
- Changing seats is not allowed while the bus is in motion.
- Loud talking, horseplay, or any action that distracts the driver is not allowed.
- Follow road emergency training if an emergency occurs.
- All school rules apply while on the bus.

Student Vehicles

- Driving to school is a privilege and that privilege may be revoked based on poor choices.
- Students who drive to school shall park in a north/south direction in the west parking lot east/west direction in the gravel parking lot.
- Students are not allowed to drive to their Cass Career Center or LEAD classes unless prior arrangement has been made 24 hours in advance with the principal.
- Congregating in the parking lot before and after school is not allowed.
- The district maintains the legal right to search student vehicles, if there is reasonable suspicion.

Bicyclists and Walkers

- Please do not arrive at school before 7:40 a.m.
- All bicycles should be parked on the north or south side of the building in the bike racks.
- When crossing A Highway, do so at the crossing protected by the crossing guard. Students living east of the railroad tracks should ride the scheduled bus.

Purpose

The purpose of the dress code is to ensure a safe, respectful, and distraction-free learning environment for all students. The school expects students to dress in a manner that supports their academic success while maintaining respect for themselves and others.

General Guidelines- Clothing must be appropriate for a school setting.

- No images, language, or logos promoting drugs, alcohol, tobacco, violence, hate speech, or sexual content.
- No profanity or derogatory terms.
- Clothing must cover undergarments and private body parts at all times.
- Tops must have straps/sleeves and must cover the chest, back, and midriff.
- Bottoms (pants, skirts, shorts) must be long enough to fully cover undergarments and the buttocks, whether sitting or standing, and be longer than the shirt.
 - Shorts must be clearly visible below the hem of the shirt and must clearly cover the buttocks. Extremely short shorts or athletic-style shorts that do not provide full coverage are not permitted.
- Leggings and other form-fitting pants may be worn when tops meet the guidelines outlined above.
- No spandex shorts may be worn during the school day.
- Footwear must be worn at all times.
- For safety, shoes must be secure and appropriate for activities such as privileges, recess, or physical education. No slippers, flip-flops, wheels, or heels that create a safety hazard.

Headwear

- Hats, hoods, and other head coverings are not allowed indoors unless worn for medical reasons or religious purposes.

Special Attire

- Students may be required to wear specific clothing for physical education, science labs, or other specialized classes for safety and hygiene reasons.

Enforcement

- Staff will address violations of the dress code in a respectful, non-disruptive manner.
- Students in violation may be asked to change, cover up, or turn their clothing inside out.
- Repeated violations may result in parent contact and further disciplinary action per the school's conduct policy. K–5 parents will be contacted for repeated violations.

Equity and Respect

This policy is designed to be gender-neutral and culturally sensitive. Enforcement will not disproportionately target any gender, race, body type, or background.

Medication/Health

Students may not have any medication, prescription or over the counter (OTC), in their possession during the school day which includes during bus transportation. Medication should be delivered to school by the student's parent/guardian in the original packaging that identifies the medication, person the medication is prescribed to and the dosage prescribed. Prescription medication for students must have written directions from a physician and must be prescribed for that student in order for us to allow medication to be dispensed. If a student is taking medication, the medicine must be kept in the nurse's office. The student will take the medication under the supervision of the health aide. ALL medication (prescription or OTC) needs to be provided by the student's parents.

Students with the following symptoms will be sent home from school:

- Temperature of 100.4 or above
- Severe colds, coughs, sneezing, skin conditions, or skin lesions
- Suspicion of contagious diseases
- Head lice
- Red or discharging eyes
- Any condition which endangers the health of other students or staff

Academics

To graduate from Archie R-V School District students must fulfill all state requirements, pass 25 units of credit as listed, and pass the U.S and Missouri Constitution tests, and the civics test. Students up to the age of 21 may enroll in classes if they have current immunizations and they reside in the district. Students who live outside the district and wish to enroll should meet with the administration to discuss tuition and other possible restraints on enrollment.

Graduation Requirements

Archie R-V students must complete 25 units of credit for graduation.
The following units are required:

| Area of Study | Units Required | Required Classes |
|--------------------|----------------|--|
| Communication Arts | 4 units | English I, II, III, English IV, Dual Credit English or CA elective |
| Social Studies | 3 units | US. History, World History, & Government |
| Science | 3 units | Intro to Physics & Chemistry, Biology, and elective |
| Mathematics | 3 units | Algebra I, Geometry, Algebra II, or higher math |
| Fine Arts | 1 unit | Elective |
| Practical Arts | 1 unit | Elective |
| Health | ½ unit | 9 th Grade Health |
| Personal Finance | ½ unit | ½ unit |
| Physical Education | 1 unit | 1 unit |
| Electives | 8 units | 8 units |

Grading Scale

| | | |
|---------------|---------------|---------------|
| A 100-95 4.00 | A- 94-90 3.67 | |
| B+ 89-87 3.33 | B 86-83 3.00 | B- 82-80 2.67 |
| C+ 79-77 2.33 | C 76-73 2.00 | C- 72-70 1.67 |
| D+ 69-67 1.33 | D 66-63 1.00 | D- 62-60 0.67 |
| F 59-0 | | |

Honor Roll

Honor Roll is awarded for semester grades. A student with a grade of **incomplete** cannot be on the Honor Roll.

A Honor Roll no grade lower than an A- with at least five classes for credit. A/B Honor Roll no grade lower than B- with at least five classes for credit. A Academic Letter 3.5 cumulative GPA will be awarded at the end of each school year (with a bar earned for each following year).

Grade Level Classification

Grade level classification is determined by the number of credits a student has earned. The following information is used when determining a student's grade level.

| | | |
|------------|------------|--------------------|
| Freshmen | 9th Grade | 0 credits |
| Sophomores | 10th Grade | 6 credits |
| Junior | 11th Grade | 12 credits |
| Senior | 12th Grade | 18 or more credits |

Students will participate in advisement groups and activities based on their grade level classification. Students are only moved up a grade level at the beginning of each school year.

Weighted Courses

- Weighted credit exists for all courses that are dual credit or designated honors/advanced courses.
- Classes require an average of five hours of homework per week, require a major term paper or project each semester, and will be noted on the student's permanent transcripts.
- Grades of D or F will not be weighted.
- Weighted courses are for local purposes to assist in determining class rank and promoting the GPA of students taking a rigorous course schedule. Colleges use the unweighted GPA in determining eligibility for their respective programs. Additionally, transfer grades for college credit courses will be the non-weighted assigned grade.

Dual Credit/College Credit Classes

- Students may earn both high school and college credit simultaneously for the same coursework.
- To receive college credit, students must enroll at the college/university and pay for the credit and materials required for the course (books, apps, and additional items required by the professor).
- Students taking dual credit courses must be independent, problem solvers since the course is online and the instructor will not be an Archie teacher, but an instructor through UCM. .

Academic Awards

Blue Cord: Valedictorian

Silver Cord: Salutatorian

Gold Cord: 8 Semester Cumulative GPA > 3.3

White Cord: A+ Completer

Academic Letter: Cumulative GPA of 3.5 or above

Valedictorian/ Salutatorian ranking will be determined by cumulative GPA rounded to the nearest hundredth. In the event that there would be a tie for top cumulative GPA, co-valedictorian status would be awarded. If more than two students were to tie for top cumulative GPA the process would incorporate rounding to the nearest thousandth. Only two students will represent the valedictorian/salutatorian status. In the event that there are co-valedictorians there will be no salutatorian selected. Valedictorian/ Salutatorians must be a seated full time Archie student in the spring semester of their graduation year.

Modified Grade Scale

Students with an Individual Education Plan (IEP) may be graded on a modified grade scale if the IEP team decides this is appropriate.

Cass Career Center and LEAD Center

- Students entering 11th grade are eligible to apply for and attend Cass Career Center (CCC) in Harrisonville or LEAD Center in Raymore.
- Tuition and transportation is provided by the school district. All students attending CCC and LEAD Center are required to use district transportation except under special circumstances previously approved by Archie administration.
- Students must apply and may be required to complete an interview process for admission to a particular vocational program offered through CCC or LEAD Center.
- Contact the H.S. office for details regarding programs and admission requirements.
- Students who attend CCC have the opportunity to earn .5 credit in Communication Arts and Mathematics for one full year of attendance in a vocational program. The Communication Arts and Mathematics curriculum requirements are embedded into the subject matter of some vocational classes, and require additional class work. Students who attend the LEAD Center have the opportunity to take and earn 1 credit of Communication Arts for one full year of attendance in a vocational program.
- **Since Archie R-V school district pays tuition, you must commit to attending CCC or LEAD for the entire academic year.**

Early Graduation

- The student and his/her parents/guardians must submit a specific plan and reason for early graduation to the administration in writing no later than **thirty days prior** to the end of the first semester of the senior year. This request must be approved by the administration.
- Students requesting early graduation must appear before the school board for final approval. Final approval for early graduation may be granted only by the Board of Education.
- *Early graduates can participate in the graduation commencement ceremony.*
- *Early graduates can participate in prom, but NOT sports/activities.*

Adding/dropping a course

- During the first **3 days** of the semester students may add/drop a class by submitting a request for schedule change to Academic Services. Students will be given the opportunity to make no more than 2 schedule change requests per semester.
- After the first **3 days** of the semester, a student's schedule is considered permanent for the semester with the exception of extenuating circumstances to be determined by the administration.
- Student/teacher or parent/teacher personality conflicts are not acceptable reasons to be allowed to make course section changes.

Course Retake

When retaking a high school course a student's transcripts will reflect the grade of the most recent course completed. This includes courses repeated for credit recovery. Students will only earn credit once per course if retaking for a higher grade.

Quarter & Semester Report Cards

- Quarterly reports are available to students and parents in the Infinite Campus portal approximately one week after the end of each quarter (two weeks after the 4th quarter).
- Quarter grades determine eligibility (see eligibility policy in the extracurricular handbook).
- Semester grade cards are available to students and parents in the Infinite Campus portal. Semester grades determine credits earned and are recorded on the student's permanent records.
- Questions concerning report cards should be directed to the building principal.

High School Semester Final Exams

- Semester finals shall be given at the end of each semester.
- Semester final exams will be worth 10% of the final grade.
- Courses that require an End of Course (EOC) exam will require a final exam that will be worth 5% of the final grade (if results are provided by DESE to AHS in time to process) and the EOC exam will be marked as 5% of the final grade as well.
- If EOC results are not provided in a timely manner, the final will be 10% of the total grade.

High School Semester Final Exemption Criteria

Students who meet the following criteria will be exempt from their semester exam.

- Final: Grade of 95% or higher in a course
- No major discipline referrals (No ISS/OSS)
- 3 or fewer total lates/ tardies
- No more than 5 absences not documented with a medical note

Artificial Intelligence/Chat GPT

Archie MS/HS School recognizes the growing use of artificial intelligence (AI) tools, such as ChatGPT, in academic and personal endeavors. While these tools can provide valuable assistance in learning and productivity, using them responsibly and ethically is essential. This document outlines the guidelines for the appropriate use of AI tools and defines academic dishonesty in this context.

Purpose: These guidelines aim to ensure that students understand the proper use of AI tools, uphold academic integrity, and avoid any form of academic dishonesty.

Appropriate Use of AI Tools:

Educational Enhancement:

- AI tools can be used to brainstorm ideas, improve writing skills, and better understand complex topics.
- Students are encouraged to use AI tools as a supplementary resource to enhance their learning experience.

Research and Study Aid:

- AI can assist research by summarizing information, providing explanations, and offering different perspectives.
- Students should use AI-generated content to support their own analysis and synthesis of information.

Writing Assistance:

- AI can help with grammar, spelling, and sentence structure improvements.
- Students may use AI to draft and edit their work, but they must ensure that the final submission is their original work.

Prohibited Use of AI Tools:

- **Plagiarism:**
 - Submitting AI-generated content as one's own work is considered plagiarism.
 - Students must properly cite any AI-generated text or ideas used in their assignments.
- **Unauthorized Assistance:**
 - It is prohibited to use AI to complete assignments, tests, or any form of evaluation without explicit permission from the teacher.
 - Students should not use AI tools to bypass learning processes or to gain an unfair advantage over peers.
- **Misrepresentation:**
 - Presenting AI-generated work as one's own effort without acknowledgment constitutes academic dishonesty.
 - Students must be transparent about their use of AI tools in their work.

Consequences of Academic Dishonesty:

- **Plagiarism:**
 - Instances of plagiarism involving AI will be treated as any other form of plagiarism and will be subject to the school's academic dishonesty policy.
 - Consequences may include a failing grade on the assignment, disciplinary action, and a record of academic dishonesty.
- **Unauthorized Assistance and Misrepresentation:**
 - If a student is found using AI tools inappropriately, they may receive a zero on the affected assignment, face disciplinary measures, and be required to complete additional academic integrity training.

Best Practices for Students:

- **Transparency:**
 - Always disclose the use of AI tools in your work.
 - Provide proper citations and attributions for any content generated by AI.
- **Originality:**
 - Ensure that your work reflects your understanding and effort.
 - Use AI tools to support, not replace, your learning process.
- **Consultation:**
 - If you need help with the appropriate use of AI, seek guidance from teachers or academic advisors.
 - Discuss with teachers how AI tools can be used ethically in specific assignments.

Conclusion:

Archie MS/HS School is committed to fostering an environment of academic integrity and responsible technology use. By adhering to these guidelines, students can leverage AI tools effectively while maintaining honesty and originality in their academic work. A good rule of thumb is to keep AI-generated content to a minimum unless explicitly allowed by the instructor. For most assignments, less than 10-20% of the content should be AI-generated, focusing on supportive tasks rather than substantive contributions. If you have any questions or need further clarification on the use of AI tools and academic dishonesty, please get in touch with the school administration

6/7/8th Grade Tutoring and Summer School Policy

In accordance with school board policy, middle school students who are not performing academically at a satisfactory level will be required to attend tutoring during school hours. Any 6th, 7th or 8th grade student who fails one semester (or two semesters) of any core area subject (English, Math, Social Studies, and Science) will be **required** to attend summer school. Improvement from the first to second semester will be considered.

Attendance

Good attendance is imperative to success in school. Good attendance impacts a student's grades, overall educational experience, and sets positive habits to will help them become successful in life.

Students who are absent more than ten (10) days during a semester in any class are at risk of not earning credit in that class. Exceptions may be made in the event of extenuating circumstances that can be verified such as chronic health issues or medical appointments. If credit is denied due to attendance, the next step in the appeal process is the superintendent and then the Board of Education.

The Missouri State Law states that all children between the ages of 7 and 17 are compelled to attend school or receive adequate private instruction in the State of Missouri. Names of children in this age group not meeting the attendance regulations of their local school district shall be submitted to county juvenile authorities for further action. In addition, parents whose children do not meet these attendance guidelines will be reported for educational neglect.

A letter will be sent to parents when a student has reached 4 absences in a semester. A second letter will be sent after 8 absences, at which time an attendance meeting with the student, parents, and building principal will be held. The possibility of credit loss will be conveyed. A referral to the county juvenile authorities and/or referral to the Division of Family Services will be conveyed. Notification will also be conveyed on the semester grade card and the official HS transcript if credits are not granted by the presence of a NC notation in place of a traditional letter grade, which is a No Credit mark. Regular and punctual attendance is essential to success at school. If a student is absent from school, he/she must bring a note from a parent stating a valid reason for the absence or the parent may call the HS office or convey the message in person. Students who report to class 15 minutes or more late shall be considered absent. The student may be considered truant if parent notification is not received (see Truancy section) in code of conduct.

If a student is absent from school when an assignment is given, one day will be allowed for every day of the absence in order to complete make-up work, as long as the absence is verified or excused. A test or project due that day must be made up the first day back. The daily participation component of the class grade cannot be made up. Parents may request homework by calling the office before 9:00 a.m. Any work picked up is due upon the student's return. Students will receive a zero in each class missed. Once make-up work is received by the teacher (on time), the zero will be removed and the proper grade will be given..

Students who are absent during the school day shall not participate or attend an extracurricular activity unless previously approved by the administration. The Missouri State High School Activities Association has specific rules on absences. A student having an unexcused absence on a given day is not eligible to participate in a contest until he/she has attended a full day of classes without an unexcused absence before eligibility is reinstated.

Appeal of the loss of credit due to excessive absences:

After the tenth absence from any one class the student may request a hearing before the attendance review committee upon appeal. The committee will decide whether (1) the absences are unjustified and the student is dropped from enrollment in that class and receives an F, (2) the absences are unjustified and the student is suspended from all classes for the rest of the semester and receives an F in all classes, or (3) the absences are justified and the student is allowed to continue in regular enrollment and make up missed school work.

College Visits

Beginning sophomore year, students are allowed up to 5 college visits during school hours. If more than 5 college visits are needed it must be approved by school administration.

Visits will be marked as a field trip/school activity after paperwork is returned to the attendance office.

College visits must be approved by Academic Services prior to the visit. If it is not approved beforehand, the student will be counted absent. Forms are available in the Academic Services.

Field Trips

Students with a grade of F in any class will NOT be allowed on field trips. Furthermore, students on the ineligible list will not be allowed to attend field trips. Students attending planned field trips must have all assigned work due during scheduled absences, turned in before leaving on field trip.

Tardiness

Students are considered tardy if they are not in their classroom when the bell rings. Students who arrive after 15 minutes after the tardy bell are considered late and absent for that period. The front office will keep track of tardies. Discipline begins after the accumulation of the fourth tardy.

- 4-8 Lates/Tardies: Lunch Detention for each tardy.
- 9 or More Lates/Tardies: After School Detention the day of each subsequent tardy occurs to 1st hour, plus loss of lunch privileges for the remainder of the semester.

OSS-Out of School Suspension

Students suspended from school will not be allowed on the school campus (including bus property). Students will not be allowed to participate in field trips or activities on the days of the suspension. Work missed during the suspension may be made up EXCEPT for labs, group projects, and high intensive prep assignments. The learning environment will NOT be recreated. Alternative assignments may be given by individual teachers in order to make up for missing participation.

Eligibility of Students

To participate in extracurricular and/or interscholastic activities, students must meet the following requirements:

Grade Requirements for Athletes:

- Meet all the standards of the Missouri State High School Activities Association (MSHSAA) set forth in bylaw 2.3.2, "The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater."
- A student who fails to meet MSHSAA eligibility standards will become ineligible for the subsequent semester.
- A student who is carrying an F at scheduled grade checks (Quarter) will be ineligible and will not be allowed to play or participate. He/She may continue to practice with the respective team while they work to bring the grade up to passing.
- A student who becomes ineligible based on carry an F can become eligible at the mid-term of the subsequent quarter as long as they meet the eligibility standards set forth in MSHSAA bylaw 2.3.2
- All eligibility decisions will be made after 4:00pm on the date grades are due.
- (See the current Athletic Handbook for information regarding grades and athletic participation).
- Athletes must be **in attendance** and **on time** the day following an event. Being late for school or absent **may** result in ineligibility for the next event.

Requirements for ALL STUDENTS:

- Students who fail to serve detentions and owe quarterly fines are NOT eligible to attend or participate in extracurricular activities.
- **Students must be in attendance for the entire school day on the day of the activity in order to participate in or be a spectator at any school event held after school hours. Exceptions may be granted, but must be pre arranged by a parent with the principal or AD.**

Physicals and Sports:

Physical: The school shall require of each student participating in athletics a Pre-Participation Medical Eligibility Form signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a signed medical eligibility form is on file at the school. The medical eligibility form is valid for two years (730 days) from the date of issue for the purpose of this rule.

Healthcare Coverage: A student shall not be permitted to practice or compete for a school until it has verification that he/ she has healthcare insurance coverage or a healthcare expense payment plan.

Discipline and Sports:

- Discipline supersedes extracurricular commitments.
- A student who is in ISS will be allowed to practice in a sports program after school hours, but will be ineligible to play/participate for all days in which the suspension is in effect.
- A student who is placed in Out-of-School Suspension (OSS) will be ineligible to play/participate for all days in which the suspension is in effect. A student on OSS will not be allowed to practice on the day(s) of suspension or participate in any activities.
- Sports events and extracurricular activities are extensions of the school day and all school rules still apply.
- MSHSAA Rule 2.2.3a a student who violates a local school policy is ineligible until completion of the prescribed school penalties

Tobacco-Free Facility

State law and the Archie R-V school board prohibits smoking, use of tobacco products, or any electronic cigarette devices in any classroom, school building, or on any school bus. Violation of this ordinance by students is addressed in the current discipline policy with possession and use of tobacco on school property addressed.

Drugs/Alcohol

The current Discipline Policy addresses the issue of drug-alcohol related offenses by students. Student "possession of drugs/alcohol" or "attendance at school while under the influence of drugs/alcohol" and also the sale or distribution of alcohol or drugs is addressed. Consequences range from OSS to expulsion with notification of law enforcement officials

Activities and Organizations

- All class meetings, organization meetings, and school activities must be scheduled in advance with the principal or athletic/activities director and placed on the master calendar. The sponsor or coach must be present for all meetings and activities.
- Students may not use the gym or other school facilities during or after school hours without supervision from a faculty member.

School Sponsored Activities

| | |
|------------------------------|--|
| Football | NHS (National Honor Society) |
| Volleyball | Quiz Bowl |
| Cheerleading | FCCLA (Family Career & Consumer Leaders of America)* |
| Basketball | Cass Career Center Organizations |
| Coop Wrestling with Adrian | FFA* |
| Coop Golf with Harrisonville | Vocal Music* and Instrumental Music* |
| Track | Hope Squad |
| Baseball | Student Council |
| Softball | FBLA* |

*This is a co-curricular activity in which at least part of the grade is determined by student participation.

Fundraisers

Although the Archie School District is supportive of the community that supports us, outside fundraisers are not allowed during the school day. All outside groups must contact the Athletic/Activities director for permission to sell items/services on school grounds. Students are not allowed to sell fundraising products/services during instructional time.

Student Council

The high school student council consists of a President, Vice President, Secretary, and Treasurer. Grades 9-12 have two class representatives per grade level. The student body elects the student council officers in the fall for the current school year. Class representatives are elected in the fall of the school year. **Your officers and representatives are elected to serve the student body!** Students are encouraged to seek out their class representatives and officers if you have a concern or suggestion to make our school better.

National Honor Society

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since the beginning in 1921. Chapter membership not only recognizes students for their accomplishments, but also challenges them to develop further through active involvement in school activities and community service.

National Honor Society Eligibility Requirements

To be eligible for membership in the Archie High School National Honor Society (NHS) Grades 10-12, a student must have a 3.5 cumulative GPA. A faculty committee determines membership after examining information sheets prepared by students who qualify by GPA. If an active NHS member falls below the standards that were the basis for selection, the committee may place the student on probation or may dismiss the student from membership. The NHS student has the right to a hearing before the faculty committee.

Closings

In the event that the school system needs to close for any reason, including extreme weather, students will be notified by radio stations.

- Thrill Share : automated calls, emails, and school app
- Local TV Stations (KMBC, KSHB, WDAF, KCTV)
- E-NEWS, Archie School District communication email.
- Facebook: <https://www.facebook.com/archieschooldistrictofficial/>
- Twitter: @archie62237

AMI (Alternative Method of Instruction) Days

In the event that the school system needs to close, the district may implement the use of an AMI day.

AMI stands for Alternative Method of Instruction, which means instruction can take place virtually.

Schools are granted a maximum of five days that could be designated as AMI days. We believe that serving our students face-to-face is always the best case scenario, however, these days will be used if necessary.

AMI day procedures for students:

1. We will follow an early release schedule as it relates to course schedule and class times. The schedule can be found on page 5 of this document.
2. Students will join their class Google Meet for each course at the start of each course period.
3. Students will be dressed appropriately and in an appropriate location in the home, such as a kitchen table, desk, or living room couch. Bedrooms and bathrooms are not appropriate locations.
4. Students will turn their camera on and mute their microphone unless prompted to turn it on by the teacher.
5. The student's teacher will take attendance. Students must be present and on time at the Google Meet.
6. The student's teacher will provide direct instruction of new material, review previous assignments, etc.
7. Google Meet sessions should last approximately 15-20 minutes.
8. If the student is unable to connect to the Google Meets due to lack of internet access, it is the student's responsibility to contact all teachers via email. Students are expected to complete assignments immediately upon return to school.
9. Assignments will be posted to Google Classroom.
10. The last portion of the class period may be spent on Google Meet in class discussion. The teacher may use the time to answer assignment questions, or the teacher may close the Google Meet to provide students with independent work time.
11. This process will repeat for each course throughout the day.
12. Lunch and advisement are break time. Students will not meet with their advisement teacher.
13. Using the early release schedule will allow students time in the afternoon to work on and complete assignments.

AMI day procedures for teachers:

1. We will follow an early release schedule as it relates to course schedule and class times.
2. Teachers will open a Google Meet at the start of each course period.
3. Teachers will take attendance.
4. Teachers will check in with students. They will complete tasks as they would during a normal school day. Teachers will provide direct instruction of new material, go over previous assignments, etc.
5. Google Meet sessions should last approximately 15-20 minutes.
6. Teachers will post assignments to Google Classroom.
7. The last portion of the class period can be spent answering assignment questions via Google Meet, or teachers may close the Google Meet to allow students independent work time.
8. Students unable to join the class Google Meets are expected to email the teacher and complete assignments upon return.
9. Repeat for each course throughout the day.
10. Plan period will remain the same.
11. Teachers will not meet with advisement groups.

Dances

- Students must have 90% attendance or higher in order to participate in school dances.
- Students will be admitted to the dance until one hour after the starting time.
- Outside dates must be signed up in advance of the dance with the sponsor.
- Outside dates are expected to follow Archie H.S. rules and policies.
- After a student leaves a dance, he/she will not be readmitted.
- Athletes may be allowed additional time to enter a dance after a game, with administrative permission.
- No one in high school or elementary school will be allowed to attend the middle school dances. No elementary or middle school students are allowed to attend high school dances.
- HS dance guests may be 20 years of age or younger. Anyone 21 years or older may not attend any dance at AHS including prom.
- All guests over the age of 18 must have a GED or a diploma to attend.
- If transportation is provided by the school to an offsite location for a high school dance, students and their guests must ride the bus to and from the dance location in order to attend the dance.

School Property

- Lockers are the property of Archie Schools and are available for student use. Students are not to change lockers without prior consent from the principal. Locker inspections may be conducted at the discretion of the administration. Inappropriate care of the assigned locker (excessive materials, interfering with lock mechanism, vandalism, etc.) will result in loss of locker privileges. Only magnetic fasteners should be used in lockers.
- Students are expected to take care of school property, including textbooks, Chromebooks, workbooks, equipment, and uniforms. Any damaged or lost materials must be paid for, and students are expected to use common sense.

Chromebook Devices

The Archie R-V School District recognizes the role technology plays in the future of today's youth. Along with the regular curriculum, proficiency in current and future technology will give our students the opportunity to stay up to date with techniques and practices that will contribute to our students' continued success.

This document contains the parameters for the 1:1 Chromebook Initiative, the purpose of which is to put current technology into the hands of all students to help enhance, personalize, and further develop our academic program. The Archie R-V School District purchases and owns the device and distributes to students to use for educational purposes during the academic year.

Chromebooks will be assigned to students in grades 5-12 at the beginning of each school year. Students must show proficiency on the digital citizenship curriculum requirements and the Chromebook Usage Agreement must be signed by the student and parent annually before a Chromebook will be distributed to the student.

The Archie R-V School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Internet access is a privilege, not a right. It is provided to conduct research and to communicate with others. Inappropriate use will result in cancellation of those privileges and may result in additional disciplinary or legal actions.

Users must adhere to district policies, regulations, procedures and other district guidelines. Users must immediately report any security problems, misuse or failure of the district's technology resources to an administrator or teacher.

Chromebook Handling, Treatment & Usage

General Precautions

- The student device is school property and all users will follow the Archie R-V School District technology usage agreement and the Archie R-V Chromebook usage agreement. Students are responsible for the general care of the Chromebook issued by the school.
 - Only use a clean, soft cloth to clean the screen, no cleansers of any type.
 - Cords and cables must be inserted carefully into the student device to prevent damage.
 - Student devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Archie R-V School District.
 - Chromebooks should not be left unsupervised.
 - District labels on the devices may not be removed by the student or any other person.
 - Students should never carry their Chromebook while the screen is open.
 - Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
 - Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
 - Students are responsible for keeping their Chromebook's battery charged for school each day.

Care of Device

- Students are responsible for the general care of their District-supplied student device. Student devices that are broken or fail to work properly must inform a teacher, who will then create a ticket for the technology department to evaluate the device. If subjected to rough treatment, severe damage can occur to a device. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not lean on the top of the device when it is shut.
 - Do not place anything near the device that could put pressure on the screen.
 - Clean the device with a soft, dry cloth or anti-static cloth.
 - Do not "bump" the device against walls, floors, etc. as it will eventually break the device.
 - Food and drink is not recommended near your Chromebook.
- To maximize battery life:
 - Turn down volume.
 - Turn down brightness.
 - Exit any applications you are not using.
 - Shut down the device completely when not in use.

Using your Device at School

Student devices should be charged and are intended for use at school each day. In addition to teacher expectations for student device use, school email, school messages, announcements, calendars, and schedules will be expected to be accessed using the Chromebook.

Digital Citizenship

Archie School District's students have the opportunity to use technology that facilitates creative problem solving, information fluency, and collaboration needed in today's society. As students are expected to apply these skills and extend their creative abilities, we also want them to be safe, legal, and responsible. This acceptable use policy supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Digital Citizenship enables students to effectively build knowledge in how to protect themselves. This will allow our students to function effectively in personal, community, and workplace environments.

- **Respect Yourself:** Select online names and nicknames that are appropriate. Carefully consider the information and content that you post online.
- **Protect Yourself:** Do not publish personal details, contact details, or a schedule of your activities.
- **Respect Others:** Do not use technologies to bully or tease other people. Do not share or use another student's password to log into the network or any software applications.

- **Protect Others:** Protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Suitably cite all use of websites, books, media, etc.
- **Protect Intellectual Property:** Request to use the software and media others produce.
- **Act Responsibly:** Follow all Archie R-V School's rules for behavior while using your Chromebook or other technology related pieces of equipment or software.

Social Media and Online Safety Guidelines for Students:

- All student social media accounts will be PERSONAL Accounts. School related pages will be created by school personnel such as an activity sponsor, coach, teacher or administrator.
- Be aware of what is posted online. What a student contributes leaves a digital footprint for all to see. Do not post anything one wouldn't want others (familiar or unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birth dates, and pictures. Do not share passwords with anyone besides teachers and parents.
- Stop, Block, and Tell: Don't respond to any cyber-bullying message(s); block the person sending the message(s); tell a trusted adult!
- Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to sources of which one might refer.
- Be aware that pictures may also be protected under copyright law. Get permission to use images.
- Do not misrepresent oneself by using someone else's identity.
- Students who see inappropriate material that makes one feel uncomfortable or is not respectful should report the material to a parent or teacher right away.

Repair and Replacement Costs

Loss, Damage, or Theft

- By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security and care of the borrowed property. In a case of complete loss, the borrower agrees to pay replacement cost. In the case of damage to a borrowed device, the borrower must report the incident to the teacher, who will then inform the technology department personnel or the building administrator within one school day of the occurrence. If user negligence is determined in the device damage, the borrower will be assessed repair or replacement costs.
- Chromebooks Undergoing Repair
 - Loaner Chromebooks may be issued to students who have paid the cost of the repair. They will leave their Chromebook for repair with the office administrative assistants who will facilitate repair through technology department personnel.
 - If repair is needed due to malicious damage, the school will refuse to provide a loaner Chromebook, unless full replacement cost has been rendered prior.
 - If repair is needed due to a faulty device, the school will provide a loaner Chromebook while repairs are being completed.
 - Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.
- Theft/Damage Costs
 - The Archie R-V School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.
 - The Archie R-V School District will assess the Chromebook damage and repair or replace the device based on an evaluation by the technology department personnel. Parents/students will be charged for full replacement cost of a device and/or accessories that have been damaged due to misuse, negligence, abuse, or loss.

ESTIMATED COST OF REPAIRS FOR CHROMEBOOKS

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| Part/Chromebook Damage Replacement Fee | |
| Charger/Power Adapter: \$35 | |
| Screen: \$60 | |
| Keyboard/Mouse pad/Palmrest: \$70 | |
| Top Cover: \$35 | Bottom Cover \$45 |
| Entire Chromebook \$300 | |
| Other Parts Determined at time of repair | |

Miscellaneous

Visitors: Visitors are not allowed unless prior arrangements (at least 24 hours before) are made with the building principal, and the visitor then reports to the office. Parents may visit his/her student during the school day in the high school office.

Library Fines: Library materials that are not returned or renewed before the 3 week period is up will accrue a fine of \$.05/day for each day past the due date. Students may be required to pay library fines and/or return overdue materials before they can participate in special events. In addition, students who owe large fines or have items that are overdue may have their library borrowing privileges suspended until the fees are paid of materials returned.

Public Notice

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals; and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduation certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent--

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Grievance Procedure:

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One-Principal or Immediate Supervisor (Informal and Optional-may be bypassed by the grievant)-Employees with a grievance of discrimination on the basis of sex, race, national origin, or disability may first discuss it with their principal or immediate supervisor, with object of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race,

national origin, or disability may discuss it with the teacher, counselor, or building administrator involved.

Level Two-Title IX and Section 504 Coordinator(s)-If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievants could reasonably become aware of such occurrence. The grievants may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Notice of Non-Discrimination:

As per Board of Education policy adopted October 12, 1989, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Archie R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Archie R-V compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Lee Harmon, Title IX and Section 504 Coordinator, 302 West State Route A, Archie, Missouri, 816-293-5312, who has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: (insert your individual district's policy here such as submitting to the superintendent, board president, etc.) If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons

directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Community Information

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorder/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/ other health impaired, multihandicapped, 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, and file complaints with the U.S. Department of Education of the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). Under the Family and Educational Rights and Privacy Act (FERPA), a notice that the district will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise and a definition of "directory information" that the district will release without parental consent.

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

Public Schools in the State of Missouri are required to conduct an annual census on all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District of whose parent/legal guardian resides in the District. This Census is compiled as of May 1 of 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 admitted. 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.

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.

District and building accountability report card is available to the public at:
[thehttps://apps.dese.mo.gov/MCDS/home.aspx](https://apps.dese.mo.gov/MCDS/home.aspx)

Notice of rights pursuant to the Protection of Pupil Rights Amendment (PPRA) including: [Student Privacy Notice](#)

Archie R-V health class includes topics on human sexuality curriculum which aims to equip students with knowledge and skills to make informed decisions about their sexual health and well-being. It covers topics of anatomy, puberty, relationships, gender identity, sexual orientation, healthy relationships, and prevention of sexually transmitted infections and unintended pregnancies. Our curriculum is medically accurate, age-appropriate, and inclusive. Parents have the right to remove their students from any part of the instruction.

Archie R-5 School District Student Discipline Guide for Grades 6-12

A Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the Archie R-5 Schools. No code can list each and every offense that may result in the use of disciplinary action. Students can, however, expect to be held accountable for any action which disrupts the learning environment or contributes to an unsafe atmosphere in school, on any property of the school, on any school bus going to or returning from school or during any school sponsored activities. Clear expectations, limits and appropriate consequences for the following behaviors are provided to give information and guidance to Archie R-5 students and their parents/guardians.

The safety of each student and staff member is a top priority for the Archie School District. When investigating a situation, (in accordance with state statute and Board policy) the district reserves the right to search students, student belongings, student lockers and vehicles on school premises and at any school sponsored event. School administrators also have the legal authority to interview a student, regardless of age with or without the student's legal guardians present. The school administration will attempt to inform legal guardians before the interview if possible or within a reasonable timeframe after the interview as appropriate.

Unusual situations not covered in this policy will be handled as deemed appropriate by the building administrator or referred to the Superintendent of Schools as the circumstance may warrant in order to maintain general school discipline for the educational benefit of all students. A student's prior history of discipline incidents, attitude and length of time since the last occurrence will be considered when determining the appropriateness of discipline consequences. Students who show evidence of being chronic repeat offenders will be subject to more severe disciplinary consequences including out-of-school suspension. First time occurrences of such severity of behaviors involving violence or threats of violence, will be disciplined at the individual discretion of the building and/or district level administrators. Depending on the severity of disciplinary infraction increased disciplinary action may be required.

ALCOHOL, DRUGS or NARCOTICS or any substances represented to be controlled or alcoholic

Under the Influence/Use/Possession/Distribution of Alcohol or Drugs: The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district is prohibited and will not be tolerated. Students in violation of this policy will be suspended from attendance at and participation in all extra-curricular activities for up to 180 school days. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMO.

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| First Offense | Up to 180 days OSS or 30 days OSS/ISS + SAR Contract (See Below) and report to Juvenile Authority |
| Second Offense | Refer to Superintendent for 90-180 days OSS or Expulsion and report to Juvenile Authority |
| Repeat Offense | Report to Law Enforcement (or Juvenile Authorities per Safe Schools Act) |

(SAR) SUBSTANCE ABUSE REHABILITATION CONTRACT The SAR contract includes the following stipulations that may be modified by the District as an acceptable alternative to the long-term OSS approach. As a condition of the SAR Contract, the student's attendance record may be reconsidered if the student and legal guardian agree to be responsible for the cost and adherence to the following criteria:

1) The student will undergo an independent behavioral or psychological evaluation by a licensed agency to determine the students' extent of addiction. The District will receive a copy of the written independent evaluation. 2) The student and parents agree that the student will successfully and fully participate in a licensed drug rehabilitation program and/or participate in the school-based educational program. This treatment will continue until it is agreed by the

parents and school officials that the desired behavioral modifications have been achieved.

3) A comprehensive drug screen (urinalysis) as determined or approved by the District will be conducted at student expense prior to being admitted back to school on a probationary basis. If the test is negative for drugs the student may return to school and will submit to random drug screening at the discretion of the principal for a period of up to 180 school days.

4) Should the student fail to meet the requirements of the SAR Contract, the District will consider all factors involving the disciplinary and rehabilitation process and take the appropriate disciplinary action including the enforcement of the original suspension.

ALL Rehab and screening expenses are to be borne by the student's family or legal guardian.

This policy procedure may be abandoned and/or the length of the suspension may be modified by the principal based upon the individual merits of each student's situation.

ACTIONS THAT COMPROMISE THE SAFETY OF OTHERS: VIOLENT BEHAVIOR/THREATS OF VIOLENCE/TERRORISTIC ACTS/THREATS OF TERRORISTIC ACTS INCLUDING THREATS TO HARM OTHERS OR ONESELF, TO INCLUDE BOMB THREATS:

**Any
Offense**

Immediate Out-of-School Suspension for up to 180 days OSS or expulsion upon referral to superintendent. Notification to law enforcement. Documentation in student's discipline record.

WEAPON(S) - POSSESSION, USE or ATTEMPTED USE:

Bringing onto the school grounds or property any item that is ordinarily considered to be a weapon such as defined in The Safe Schools Act of 1996, section 571.010, RSMo: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a bladed instrument, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or a switchblade knife and others not named. School property includes, but is not limited to district owned buildings, leased or rented facilities; school-sponsored activities; field trips, school vehicles and buses and any school bus stops. This policy is in effect before, during and after school. (This policy shall not be construed to prohibit the Board of Education from allowing a Civil War reenactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.) *This violation will be reported to the appropriate law enforcement agencies.*

Any Offense

Expulsion or suspension of not less than one year and Contact Law Enforcement

ARSON:

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

Any Offense

Up to 180 days OSS or expulsion: notification to law enforcement. Documentation in student's discipline record.

FALSE ALARM:

Setting off alarm when there is no cause to do so, including fire alarms, 911 calls, or other acts causing evacuation of the building which could endanger the welfare of others. "Making a false bomb report is a Class D felony and is subject to immediate suspension. This violation will be reported to the appropriate law enforcement agencies.

First Offense

Up to 10 days OSS

Repeat Offense

Refer to Superintendent for suspension

GANG RELATED ACTIVITIES:

Any activity characteristic of or identified by the individual's admission to gang membership or by the exhibiting of any item of clothing which is common to gang members, the display of mannerisms which identify the individual as a gang member, visible tattoos that indicate gang membership, admitting to detailed knowledge of gang activity, admitting to or being known by a moniker, displaying jewelry or other paraphernalia common to gang members.

First Offense

Parent contact. Removal of gang related items and notify Juv. Law.

Second Offense

Up to 5 days OSS. Removal of gang related items and notify Juv. Law

Repeat Offense

Up to 10 days OSS. Removal of gang related items and notify Juv. Law

ASSAULT:

Knowingly causing physical injury to another person; or with criminal negligence, causing physical injury to another person by means of a **deadly weapon**; or **recklessly** engaging in conduct which creates a grave risk of death or serious injury to another person or knowingly causing physical contact with another person knowing the other person will regard the contact as offensive or provocative. The act or acts described above occur on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity. This violation is a **CLASS D FELONY** and will be reported to the appropriate law enforcement agencies.

***VERBAL THREAT: A Class C misdemeanor and in addition to school consequences, will be reported to Law Enforcement.**

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| First Offense | Up to 180 days OSS or expulsion |
| Repeat Offense | Refer to the Superintendent for expulsion and contact law enforcement. |

FIGHTING:

Mutual combat in which both parties have contributed to the conflict by physical action.

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| First Offense | Up to 3 days OSS |
| Second Offense | Up to 5 days OSS |
| Repeat Offense | Up to 10 days OSS |

POSSESSION OR USE OF DISRUPTIVE/HARMFUL DEVICES OR ITEMS

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| First Offense | Up to 5 days ISS |
| Second Offense | Up to 5 days OSS |
| Repeat Offense | Up to 10 days OSS |

EXTORTION, BULLYING, and/or RUMORS:

Threatening or intimidating any student to include such behaviors for the purpose of, or with the intent of obtaining money/anything of value from the student. This offense in conjunction with physical force is grounds for immediate OSS. This also refers to any activity that a reasonable person believes could pose a negative impact on the mental or physical health or safety of a student or put the student in adverse situations is prohibited. This includes, but is not limited to hazing, bullying, cyber-bullying, student intimidation, physical violence, taunting, name-calling, put downs, threats, extortion, exclusion from a peer group and spreading rumors about another student or staff member. Rumors are unverified pieces of information, stories, or gossip about individuals that can cause harm, distress, or damage to a person's reputation. Spreading rumors is considered a form of bullying. Rumors that share false or misleading information about someone, repeated gossip that can harm someone's reputation or emotional well-being, or using social media or other digital platforms to spread unverified or malicious information about another student could be considered bullying.

Students who have been subjected to hazing, bullying, or rumors are instructed to promptly report such incidents to a staff member or administration..

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| First Offense | Up to 5 days OSS and restitution |
| Second Offense | Up to 10 days OSS and restitution |
| Repeat Offense | Refer to Superintendent for Expulsion |

SEXUAL HARASSMENT

Inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards, including words, spoken or written, touching, or other physical contact of a sexual nature.

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| First Offense | Student conference + ISS or 180 days of OSS |
| Repeat Offense | 1-180 days of OSS, or expulsion |

SEXUAL MISCONDUCT:

Engaging in any sexual behavior or sexual acts on school grounds, in or on any property belonging to the school, or on school sponsored trips or activities. This also applies to behavior which subjects another person to sexual contact with or without the person's consent including acts covered by the Safe Schools Act 1-113 1301 & 1298 such as forcible rape (566.030 RSMo), forcible sodomy (566.060 RSMo), sexual assault (566.040 RSMo)

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| First Offense | Up to 30 days OSS |
| Repeat Offense | Refer to Superintendent for expulsion and report to law enforcement |

Posturing

The physical and verbal acts that could potentially lead to an altercation

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| First Offense | Up to 3 days ISS |
| Second Offense | Up to 5 days ISS |
| Repeat Offense | Up to 5 days OSS |

PROFANITY DIRECTED TOWARD A STAFF MEMBER:

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| First Offense | Up to 5 days OSS |
| Second Offense | Up to 10 days OSS |
| Repeat Offense | Up to 10 days OSS |

DISRESPECT, DEFIANCE or INSUBORDINATION:

Displaying a lack of cooperation, disrespectful language (other than profanity), willful dishonesty, disobedience or defiance of the authority of the principal, assistant principal, teacher, bus driver or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning. Any threats and/or physical aggression toward a school official will be grounds for expulsion.

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| First Offense | Up to 5 days ISS |
| Second Offense | Up to 10 days ISS |
| Repeat Offense | Up to 10 days OSS |

LARCENY THEFT:

(Larceny) stealing or attempting to steal private or school property valued at \$750.00 or more.

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| First Offense | Up to 10 days OSS and refer to law enforcement |
| Second Offense | Refer to Superintendent for suspension and refer to law enforcement |
| **Severity of first offense may be referred to the Superintendent for long term suspension/ expulsion | |

TOBACCO/VAPOR/ELECTRONIC CIGARETTES - USE or POSSESSION:

Including but not limited to cigarettes vapor/electronic, cigars, chewing tobacco, snuff, matches, lighters or similar items. Students are not to use or have possession of tobacco products at school activities or on school property. All tobacco will be confiscated. Students in extra-curricular activities may also have additional consequences according to the athletic/activities handbook.

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| First Offense | Parent Contact and up to 3 days ISS |
| Second Offense | Parent Contract and up to 5 days ISS |
| Repeat Offense | Parent Contact and up to 10 days OSS |

VANDALISM:

Willfully causing substantial damage or attempting to cause substantial damage to any property, real or personal, belonging to school, staff or students. **Institutional (school) vandalism is a Class A misdemeanor and will be referred to Law Enforcement Officials. If damage exceeds \$2,000, the offense is a Class D felony. Both of these classes of offenses will be subject to long-term suspension**

DISRUPTIVE SPEECH or CONDUCT:

Conduct or speech, whether verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions; this also includes using obscenity, obscene gestures, swearing, cursing, etc. or words which are spoken solely to harass, bully, intimidate or injure other people, such as defamation of a person's race, religion or ethnic origin. Extreme disruptive behavior can be grounds for immediate OSS at all levels.

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| First Offense | Up to 5 days ISS |
| Second Offense | Up to 10 days ISS |
| Repeat Offense | UP to 10 days OSS |

FAILURE TO APPEAR FOR AFTER SCHOOL DETENTION:

Students are allowed one reschedule for a missed detention per semester. Reschedules do not carry over if not used in the first semester.

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| First Offense | 1 day ISS |
| Second Offense | Up to 3 days ISS |
| Repeat Offense | Up to 5 days ISS |

PUBLIC DISPLAY OF AFFECTION:

Hugging, kissing or any physical contact which is inappropriate in the school setting.

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| First Offense | Student Conference/Parent Contact |
| Second Offense | Up to 3 days ISS |
| Repeat Offense | Additional ISS |

FAILURE TO OBSERVE THE CONDITIONS OF IN-SCHOOL SUSPENSION:

Student social privileges are revoked during ISS. Failure to act in a mature manner with respect for self and others will result in removal from ISS.

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| First Offense | OSS in addition to the original ISS penalty |
| Second Offense | Original ISS penalty and up to 3 days OSS |
| Repeat Offense | Up to 5 days OSS or Saturday School |

BUS MISCONDUCT:

Any offense committed by a student on a district owned or contracted bus which would be punished if the offense had been committed at the student's assigned school. The rules of good bus conduct are the same as expectations for good classroom conduct which include showing respect and obeying reasonable requests from the adult in charge. *Please remember that riding an Archie R-5 bus is a privilege, not a requirement. To ensure good transportation service, students and parents should become familiar with the following safety rules.*

1. Do not extend any part of the body or belongings out of the bus windows.
2. All students are to sit in assigned seats on all regular route buses.
3. Leave the bus windows closed unless permission from the driver has been given to open them.
4. Keep voices at a normal conversational tone. Do not yell or make loud noises that may distract the driver.
5. Report any damage to the driver. Any acts of vandalism will be paid for by the student (s) responsible and may result in other assigned discipline.
6. Animals will not be transported on the bus.
7. Food and drink are not appropriate on the bus. Exceptions to this may be made on activity trips.
8. Inappropriate behaviors which will result in disciplinary action include: swearing, persistent refusal to submit to the driver's authority, or possession of tobacco, scuffling or fighting, littering and/or throwing objects from the bus, moving around while the bus in motion, being excessively loud, vandalism to the bus, etc.
9. Once loaded, students are to remain on the buses for the duration of the route and not enter other school buildings.
Violation of the bus rules and disregard for the driver's authority will be reported to the building principal and may result in the following discipline being assigned.
10. Regulation of electronic devices on buses is regulated at the discretion of individual bus drivers.

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| First Offense | Warning letter sent home and/or conference with parents |
| Second Offense | 3-day bus suspension |
| Third Offense | 5-Day bus suspension |
| Fourth Offense | Bus suspension for the remainder of the semester |

*****Serious violations could result in immediate and long-term suspension regardless of the number of previous violations**

CARELESS DRIVING

Operating a vehicle on or about the school grounds and/or school property in a manner which would endanger persons or property. **The privilege of operating a vehicle at school also carries with it the responsibility of securing a proper permit, observing speed limits, giving pedestrians walkers and busses the right of way, and entering and exiting through designated areas

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| First Offense | Up to 3 days ISS/potential parking restrictions |
| Second Offense | Up to 5 days ISS/potential parking restrictions |
| Repeat Offense | Loss of driving privileges |

CLOSED CAMPUS POLICY:

Once students have entered their school, they do not have permission to leave the school campus during school hours unless properly supervised by school personnel.

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| First Offense | Up to 5 days ISS |
| Second Offense | Up to 10 days ISS |
| Repeat Offense | Up to 10 days OSS |

TRUANCY:

Absence from school or class without the knowledge and/or consent of parent and school officials. This includes being on or off campus, but out of assigned area without permission of school officials or being absent and not having parent contact with the school and office upon returning to school.

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| First Offense | Parent contact and 1 day ISS |
| Second Offense | Parent contact and 3 days ISS |
| Repeat Offense | ISS/Saturday School |

FORGERY/MISREPRESENTATION:

Misrepresenting parent or guardian with the purpose of excusing from school, class or any other parental consent. This includes all written notes, phone calls, or correspondence. This includes academic dishonesty defined as any form of cheating that is blatant, repeated and serious in offense beyond the realm of the individual teacher's classroom management plan.

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| First Offense | Parent Contact and up to 3 days ISS |
| Second Offense | Up to 5 days ISS |
| Repeat Offense | Up to 10 days ISS |

USE OF A PHONE or ELECTRONIC DEVICE ON SCHOOL PROPERTY:

During instructional time students are not allowed to use a cell phone, hand-held radio, remote modem devices, audio, video, music or game device or any other handheld communication device on school property during school hours.

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| First Offense | Confiscation and after-school detention |
| Second Offense | Confiscation and 3 days ISS, parent/guardian must pick up the phone |

USE OF A PHONE or ELECTRONIC DEVICE ON SCHOOL PROPERTY:

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| Third Offense | Confiscation and 5 days ISS, parent/guardian must pick up the phone and the student and parent must meet with an administrator to draft a memorandum of understanding |
| Fourth Offense | Confiscation and 5 days ISS, parent/guardian must pick up the phone, and the student will be required to turn in their phone to the front office upon arrival to be locked and secured for the remainder of each school day |

PETTY THEFT:

(Petty) stealing or attempting to steal private or school property valued at less than \$750.00

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| First Offense | Parent contact, restitution, and up to 10 days ISS |
| Repeat Offense | Parent contact, restitution, and up to 10 days OSS |

COMPUTER / INTERNET / E-MAIL USE

All Archie R-5 students will be expected to follow the **District Acceptable Use policy**. The use of computers and computer services is a privilege which may be revoked by teachers, principals and/or district administrators at any time for abusive conduct. Such conduct would include, but is not limited to the placing of unlawful information on or through the computer system, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages, to include any materials posted on the R-5 District website and anything that would be considered cyber-bullying. All **flash drives or other forms of data storage** from home must be virus-scanned before they can be loaded onto school computers. Tampering with computer data or theft of computer data may be considered a Class A Misdemeanor or Class D Felony and be prosecuted as such.

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| First Offense | Suspension of computer privileges for a period of time determined by the building administrator and up to 10 days ISS |
| Repeat Offense | ISS and up to loss of privileges for 365 days and up to 10 days OSS |