VALLEY VIKINGS

STUDENT HANDBOOK

2026-2027 SCHOOL YEAR

Student Handbook Table of Contents

Introduction
Mission Statement……1
Educational Philosophy……1
Educational Objectives…… 1
Non-Discrimination Notification…… 1
Public Notice…… 1
FERPA Notification…… 2
NCLB Notification……3
Website Accessibility…… 3
Parent Responsibilities …… 4
Valley R-VI Personnel…… 5
2026-2027 School Calendar …… 6

Part 1: Academics
Student Registration…… 7
Admission of Resident Students…… 7
Admission of Non-Resident Students…… 7
Transferring or Withdrawing from School…… 8
Transfers from Accredited Schools…… 8
Transfers from Unaccredited Schools…… 8
Assignment of Students to Grade Levels…… 8
Student Services…… 8
Academic & Career Counseling…… 9
Student Records…… 9
Graduation Requirements …… 10
Credit Recovery Program …… 10
Scope and Sequence of Courses…… 11
Grading Scale…… 11
Procedures for Early Graduation…… 11
Weighted Classes…… 12
Dual Enrollment Courses with Mineral Area College…… 12
Dual Enrollment Viking Scholarship Program… …… 13
High School Credit …… 13
Viking Flex Program …… 13
Algebra I (8th Grade) …… 14
Adjusted Grading Scale…… 14
Final Exams and Activity Projects…… 14
Grade Reports and Progress Reports…… 14
Honor Roll…… 14
Academic Excellence Award…… 14
7th and 8th Grade Retention Policy…… 14
Classification of High School Students…… 14
College Days…… 15
Missouri Course Access Program (MOCAP) …… 15

Part II: Student Resource Information
Announcements…… 16
Student Insurance and Physical Forms…… 16
Telephone Usage…… 16
Textbooks…… 16
Visitors…… 16
Vehicles …… 16

Arrival at School…… 17
Bus Transportation…… 17
A+ Program…… 17
Bell Schedule…… 18
Food Service/Meal Price…… 18
Lockers…… 18
Restroom Regulations…… 19
Schedule Changes…… 19
Counselor Office Aides …… 19
Cafeteria Rules and Regulations …… 19
Classroom and Hallway Regulations…… 19
Attendance Policy Philosophy …… 19
Absence Defined…… 20
Chronic Absences…… 20
Attendance Review Committee…… 20
Attendance Committee/Options…… 21
Excused/Unexcused Absences…… 21
Perfect/Excellent Attendance…… 21
Tardiness…… 21
Arcadia Valley Career Technical Center…… 22
Rules and Regulations for Vocational Students…… 22
Health & Sickness/Head Lice …… 22
Medical Marijuana …… 23
Administering Medications to Students…… 23
Student of the Month…… 23

Part III: Student Conduct/Discipline Policy
Discipline Philosophy…… 24
Definitions of Terms…… 24
Disciplinary Management Policy…… 25
Student Use of Tobacco, Alcohol, Drugs and Vapor Products …… 26
Disciplinary Consequences…… 26
a) Alcohol…… 26
b) Arson…… 26
c) Assault…… 26
d) Bullying…… 27
e) Bus Misconduct…… 27
f) Cheating…… 27
g) Defiance of Authority…… 27
h) Display of Public Affection…… 27
i) Disruptive/Inappropriate Behavior…… 27
j) Dress Code Violation…… 27
k) Drugs/Controlled Substance…… 27
l) Drugs/Controlled Substance Sale or Distribution…… 28
m) Drugs/Prescription Medication…… 28
n) Drugs/Distribution of Prescription Medication…… 28
o) Extortion…… 28
p) Failure to Complete Homework Assignment…… 28
q) Failure to sign in/out of Office…… 28
r) Firearms and Weapons…… 28
s) Forging Signatures…… 28
t) Harassment…… 28
u) Improper Language…… 29
v) Inappropriate Sexual Conduct…… 29
w) Possession/Use of Unnecessary Electronic Devices…… 29
x) Tardy…… 30
y) Theft…… 30
z) Tobacco Use…… 30

aa) Truancy……..……30
bb) Vandalism……... 30
cc) Violation of Driving Privilege……. 30
Chronic Offender Status……..……. 30
Drug Testing Policy……..…….. 31
Closed Campus …… 33
Dress Code…….....……..... 33
Secret Organizations and Gangs …….. 34
Special Education Students…….……. 34
Student Discipline Hearings…….…. 34
Student Suspensions and Expulsions…….. 34

Part IV: Co-Curricular and Extracurricular Activities
Social Activities and Opportunities……. 36
Admission Prices for Athletic Contests……... 36
Rules for Social Activities…….…….. 36
Dances…….....……..... 37
Prom Guidelines and Qualifications ……... 37
Fund Raising…….....……..... 38
National Honor Society Selection Process…….……. 38
Class Meetings……..……..... 38
Organizational Activities…….…… 39
Extracurricular Activities…… 39
Extracurricular Activities Code of Conduct……. 40

Part V: Emergency Procedural Plans…… 41

All students and parents/guardians are asked to review the contents of this handbook carefully to assist the staff of the Valley R-VI School District in continuing to offer a high quality education to all residents of this community. You are encouraged to discuss any questions you may have about the contents of this handbook with any of the Valley R-VI administrators.

Introduction
MISSION STATEMENT

"Preparing our Students Today for the Challenges of Tomorrow"

EDUCATIONAL PHILOSOPHY

Statement of Purpose:

The Valley R-VI School District affirms that the perpetuation of democracy is dependent upon an educated citizenry, the public school is a significant contributor to opportunity among our people, and that education is the greatest constructive force at the disposal of democratic people for the solution of their problems. The Valley R-VI School District affirms that the purpose of education is the development of each individual for the fullest participation in the American democratic society and the recognition of social, civil, economic and vocational competencies as factors beyond academic literacy.

EDUCATIONAL OBJECTIVES

It is the obligation of the Valley R-VI School District to provide the best possible educational opportunities for its children within the limits of financial ability. These educational opportunities should be broad enough whereby each person in school may:

1. Become aware of his/her interests, abilities, and potential.
2. Evolve a plan whereby his/her growth in terms of interests, abilities, and potential can be assured.
3. Develop and maintain good health, proper health habits, and physical fitness. Develop dress and grooming habits that will not detract from the normal educational process.
4. Become proficient in the areas of communication arts, science, social studies, and math.
5. Become equipped for happy and successful living in a vocation for which he/she is well adapted.
6. Be prepared for enjoyable living through the development of an appreciation of art, music, and literature and through the development of skills in hobbies and recreational activities.
7. Be prepared to participate in the social, economic, political, and ethical responsibilities as an active American and world citizen.
8. Be trained in our democratic way of life so that the student will have an appreciation for the development of America and its heritage/traditions/culture.
9. Develop critical thinking skills that will help students adapt and cope in an ever-changing society.

NON-DISCRIMINATION

The Valley R-VI Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. It is the policy of the Board to accord equal consideration and impartial treatment regardless of gender, race, color, national origin, age, handicapping conditions or organizational membership. This policy will prevail in all matters concerning the staff, students, the public, the educational programs and services of the district, and individuals with whom the Board does business.

In keeping with the requirements of federal and state laws, the Valley R-VI School District strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services, and vocational opportunities offered to students; in student discipline; and in the location and use of facilities and educational materials. If you feel you have been a victim of discrimination in any area regarding this policy, please call the superintendent's office at (573) 779-3446.

PUBLIC NOTICE

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-one, regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbances, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physical/other health impaired, multi-handicapped, deaf/blind, autistic, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of

these records if they feel the information is inaccurate, misleading, or in violation of the privacy of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education, and this plan is available in the Office of the Superintendent.

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

Student Educational Records
Form 2400.1

FERPA Educational Rights Annual Notification

Each year the Valley R-VI School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Valley R-VI School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Valley R-VI School District in compliance with FERPA. A copy may be obtained in person or by mail from: (Supt. Office, 1 Viking Drive, Caledonia, MO 63631).

NCLB NOTIFICATION (Public Law 107-110)

Upon your (parent/guardian) request, our district is required by law to provide to you in a timely manner, the following information:

a) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
c) Whether your child is provided services by paraprofessionals and, if so, their qualifications.
d) What baccalaureate degree major the teacher has and any other graduate 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:

a) Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
b) 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 qualified.

WEBSITE ACESSESSIBILTY (POLICY 1320)

The District is committed to providing accessibility of its website for students, parents, and members of the community with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998. Section 508 is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency.

Information on the District's website will provide access either through modification of its website in conformance of the W3C WAI's Web Content Accessibility Guidelines (WCAG) or by providing the same information in a modality addressing an individual's disability. Students, parents and members of the community who have questions about the accessibility of content used, and/or would like to report barriers to accessing the District's website, please contact the District's Media Liaison, Jennifer Juliette at <jjuliette@valley.k12.mo.us> or call 573-779-3446, ext. 1. You may also contact a district administrator (Mr. Jason Samples, Superintendent of Schools, <jason.samples@valley.k12.mo.us>, 573-779-3446, ext. 3; Dr. Ryan Wadlow, Junior and Senior High Principal, <ryan.wadlow@valley.k12.mo.us>, 573-779-3446, ext. 1; Mr. Caleb Tiefenauer, Elementary Principal, <ctiefenauer@valley.k12.mo.us>, 573-779-3446, ext. 2) with detailed information on the location of the page or document you are attempting to access so we can make it accessible. Please include your name, email address and phone number so that we may contact you to provide the information in another format.

A record of each complaint and grievance made pursuant to this Policy shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

PARENT RESPONSIBILITIES

Education is a joint project of the home, school and community. Parents must remember that they have ultimate and legal responsibility for their children's behavior. This responsibility can be summarized in the following:

1. Insist on your child's prompt and regular attendance in school.
2. Encourage and help your child to give proper attention to health, personal cleanliness and neatness of dress.
3. Provide a place for study and homework, discourage the interruptions of things such as friends, phone, internet and TV, and be available to help.
4. Encourage your child to take part in student government and the extra-curricular class activities that make the school experience memorable.
5. Insist that your child promptly bring home and share any communications from school. Read and discuss them with your child as indicated.
6. Support teachers, principals, schools, and the education they are trying to provide. Please be supportive of school rules when your child is listening. If you think changes are needed, take your suggestions to school authorities as appropriate.
7. Attend the informal and voluntary conferences set up by teachers or the principal dealing with your child's progress and activities which will affect the students.
8. Take part in parent/teacher organizations, respond to called meetings of the Board of Education, and make your presence and your influence felt in the school life of your child.
9. Should your child become involved in an infraction of the rules, help him/her face the problem and resolve it in an orderly manner.

VALLEY R-VI JH/HS PERSONNEL

Board of Education	
Paul Redinger r	President
Trishanna McCoy	Vice President
Jennifer Turner	Secretary
Scott Pierce	Treasurer
Shawn Jenkins	Member
Mitch Tedder	Member
Pat Yount	Member
Administration	
Mr. Samples	Superintendent of Schools
Dr. Wadlow	Jr./Sr. High Principal
Mr. Tiefenauer	Elementary Principal
Support Staff	
Mrs. Civey	Administrative Assistant
Ms. Hasty	District School Nurse
Mrs. A. Jones	District Guidance Counselor
Teachers	
Mr. Bollinger	Sr. High Physical Education/Athletic Director
Mrs. Davis	Jr. /Sr. High Science
Ms. Grajek	Jr./Sr. High Art
Ms. S. Jones	Sr. High Communication Arts
Ms. Juliette	Jr./Sr. High Business
Mr. Kearns	5-12 ISS/Dual Enrollment
Mr. Krager	Jr. /Sr.High Mathematics/HS Physical Education
Mrs. Lawson	Sr. High Special Education
Mr. Maxwell	Jr./Sr. High Physical Education/HS Health/
Mrs. McCoy	Agriculture Education
Mrs. K. Phares	Jr./Sr. High Social Studies
Mrs. R. Phares	Sr. High Mathematics
Mrs. Phillips	Jr./Sr. High Band
Mrs. Pogue	Jr./Sr. High Special Education
Ms. McClain	Jr./Sr. High Family and Consumer Science/JH Health
Mrs. Pritchett-Barton	Sr. High Science
Dr. Silvy	Jr. High Communication Arts
Mrs. Toppins	Jr. High Mathematics/Science
Mrs. Tiefenauer	Jr./Sr. High Social Studies
Mrs. Williams	Sr. High Communication Arts/Social Studies

VALLEY R-VI SCHOOL DISTRICT
SCHOOL CALENDAR
2026-2027

Board Approved 2-19-26

O - Open House	PT (1) - Parent/Teacher Conf. (12 P.M. -	MU - Make Up Day
NT - New Teacher Orientation	PT (2) - School In Session 7:45 AM-3:3	G- Graduation (Tentative)
FD - First Day of School	- Parent/Teacher Conf. (4 P.M. - 7 P.M	LD - Last Day of School
X - School Not In Session	Q - End of Quarter	SS - 1st Day of Summer School (Tentati
SD - Staff Develop.- No Students		

Start Time: 7:45am-Dismissal: 3:32pm

	MON	TUES	WED	THURS	FRI			
AUGUST	3	4	5	6	7	AUGUST		
	10	11	12	13	14			
	17	18	19	O 20	21			
	24	FD 25	26	27	28			
	31						5.0	##
SEPTEMBER		1	2	3	4	SEPTEMBER		
	7	8	9	10	11			
	SD 14	15	16	17	18			
	21	22	23	24	25			
	28	29	30				19.0	##
OCTOBER				1	2	OCTOBER		
	5	6	7	8	9			##
	12	13	14	15	Q 16		10.0	
	19	20	21	22	23			
	T (1) 26	27	28	29	30		8.0	8.0
NOVEMBER	2	3	4	5	6	NOVEMBER		
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	SD 30						15.0	##
DECEMBER		1	2	3	4	DECEMBER		
	7	8	9	10	11			
	14	15	16	17	Q 18			
	21	22	23	24	25			
	28	29	30	31			12.0	15.0

	MON	TUES	WED	THURS	FRI	
JANUARY					1	JANUARY
	SD 4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
FEBRUARY	1	2	3	4	5	FEBRUARY
	8	9	10	11	12	
	15	16	17	18	19	
	SD 22	23	24	25	26	
MARCH	1	2	3	4	5	MARCH
	8	9	10	11	12	
	15	16	Q 17	18	19	
	22	23	24	PT (2) 25	26	
	29	30	31			
APRIL				1	2	APRIL
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
MAY/JUNE	3	4	5	6	7	MAY/JUNE
	10	11	12	13	14	
	17	18	19	20	G 21	
	24	25	26	Q/LD 27	28	
	31	SS 1	2	3	4	

Full Day Hrs	**** full day hrs- 7.2*	Q1	34.0	##	Q3	Full Days	152.*
Half Day Hrs	* half day hrs- 4.25	Q2	35.0	##	Q4	Half Days	*
Total Hours	****	S1	69.0	##	S2	Total Student Days	152.*

Part 1: Academics

STUDENT REGISTRATION

The Valley R-VI School District requires presentation of all health records, transcripts, attendance records, and discipline records prior to registration for enrollment. Proof of residency and proof of guardianship must be provided prior to enrollment.

ADMISSION OF RESIDENT STUDENTS

All resident students of the Valley R-VI School District who are enrolling in school for the first time shall provide proof of residence as outlined below and shall complete all admission requirements as determined by Board policies, rules, and regulations. School district personnel may require an affidavit specifying who has legal guardianship of a child. At least one of the following criteria shall be used in determining student residency:

1. The parent or guardian resides within the boundaries of the Valley R-VI School District.
2. The student resides in the Valley R-VI School District and is self-supporting.
3. The student lives with an adult who is twenty-one years of age or older and who has legal custody of the student. This adult must be a resident of the Valley R-VI School District.
4. The student is otherwise proven to be legally domiciled within the district.

ADMISSION OF NON-RESIDENT STUDENTS

A non-resident student shall be defined as a student who does not meet the requirements to be a resident student of the Valley R-VI School District as defined in Board policies, rules, and regulations. Non-resident students may be permitted to attend Valley R-VI upon payment of tuition as established by the Board. Tuition rates shall be determined annually on the basis of per-pupil cost for the preceding year and for the operations, maintenance, and debt service of the school, as prescribed by state law. The following provisions indicate those non-resident students exempt from complete or partial tuition charges:

1. Teachers of the Valley R-VI School District whose residence is outside the district.
2. Orphaned children, as defined by the courts, who have a permanent or temporary home within the school district.
3. Children with only one parent living and who has a permanent or temporary home within the school district.
4. Children whose parents do not contribute anything to their support and who are unable to pay tuition and have a permanent or temporary home within the school district.
5. An American Field Service student or any similar exchange student.

Children whose parents or guardians pay school taxes on property in the school district but do not live in the district may attend school in the district on a tuition/tax credit basis. School taxes paid to the school district by the parents or guardians of non-resident students shall be deducted from the tuition charge applicable to the school term or fractional part thereof, concurrent with the calendar year in which the taxes are paid. The tax credit will be prorated among the number of students per family attending the district's schools. A tax statement must be submitted to the appropriate administrator before a student can be admitted.

Any person who owns real estate of which eighty acres or more are used for agricultural purposes, and upon which his residence is situated, may send his children to any school in which a part of such real estate, contiguous to that upon which his residence is situated, lies. This person shall not be charged tuition so long as thirty-five percent of the real estate is located in the school district of choice. The school district of choice shall count the children as eligible pupils for the purpose of distribution of state aid through the foundation formula. Any owner of agricultural land shall send written notice to all school districts involved, specifying to which school district his children will attend, by June 30th in which such a school year begins. If notification is not received, such children shall attend the school in which the majority of his property lies. Such person shall not send any of his children to the public schools of any district other than the one to which he has sent notice pursuant to the subsection in that school year or in which the majority of his property lays without paying tuition to such school district.

TRANSFERRING OR WITHDRAWING FROM SCHOOL

All students who transfer or withdraw from school must do so through the principal's office. Before earned credits can be transferred, a parent or guardian must give permission at the time of withdrawal. All teachers with whom the student has classes must sign a withdrawal form. The counselor must also sign this slip. Before a transfer transcript will be released, all fines and debts to the school must be paid as well as textbooks and electronic devices returned.

TRANSFERS FROM ACCREDITED SCHOOLS

The grade level achieved or the units of credit completed in the previous school attended shall be accepted, provided these schools are accredited. Units of credit shall be determined on the basis of the Carnegie Unit of Credit given for the successful completion of a year's study of one subject in a secondary school. Accredited schools shall be those schools accredited by the Missouri Department of Elementary and Secondary Education or the equivalent. If the school is located out of state and is a member school of the North Central Association of Colleges and Schools or other regional accrediting association, or listed as an approved school by the Committee on Accreditation of Schools, Non-Public, it shall be considered accredited.

A student who transfers to the Valley R-VI School District from these accredited schools shall be enrolled in the appropriate grade level, continuing at the current grade placement. If the transfer is affected at the beginning of the school year, the student shall be placed in the grade to which previously promoted. After careful observation and evaluation, a student may be reassigned to a program that more adequately meets the needs of the student.

TRANSFERS FROM UNACCREDITED SCHOOLS

Parents/guardians are advised if they choose to transfer their children to or from the public school, to or from an unaccredited school, then the children will not be guaranteed comparable placement in the public schools, but will be assigned to schools and classes in accordance with Board policy.

ASSIGNMENT OF STUDENTS TO GRADE LEVELS

The Board believes that the grade placement and class assignment for a student should reflect the grade level and/or program of study that is appropriate to the academic, social, and emotional needs of the student. Students entering the Valley R-VI Schools by transfer from other public schools outside the school district or from private or parochial schools shall submit evidence of achievement in the grade last attended as a prerequisite to enrollment. Grade placement of a student may be adjusted on the basis of achievement tests administered by district personnel or on the basis of other factors that the principal and the staff believe make such adjustments desirable. In the junior and senior high schools, a transcript of an entering student's record shall be obtained from the school last attended.

STUDENT SERVICES: Identification of At-Risk Students (Policy 2812)

The District is committed to identifying students who are at-risk of not being ready for college-level work or not being ready for employment in entry-level career positions. It is essential that such identification occur early enough that our schools can intervene with academic counseling, career counseling, and other intervention services to enhance a student's readiness for post high school academic or employment opportunities.

Consistent with this District's commitment, at-risk students will be identified by at least their ninth grade year, including students who transfer into the District during ninth grade. In order to identify such at-risk students, District staff will utilize the following criteria:

1. Student performance in Mathematics and English on the eighth grade Missouri Assessment Program (MAP) tests.
2. The District will consider comparable statewide assessment performance for students transferring into ninth grade from outside of Missouri.
3. The District's reported rate of students taking remedial courses in basic academic subjects of English, Mathematics, and Reading during their initial year of college. In assessing this data, the District will rely on data submitted by the Department of Higher Education pursuant to § 173.750 RSMo.
4. The student's attendance rates.
5. Any teacher concerned with a student's academic or attendance performance may complete the At-Risk Form and submit it to the Leadership Committee.

While the above at-risk identifiers are mandatory, the District may consider additional criteria including, but not limited to, review of discipline record; performance more than one grade level below in Reading and/or Math; core subject middle school

grades; academic assessment results; contents of Section 504 Plan; ACE score (Adverse Childhood Experience) of 5 or more or other relevant identifiers.

INSTRUCTION FOR STUDENTS WITH DISABILITIES[Policy 6250]
All eligible students with a disability who have been identified as qualifying for special education services have written IEP's in effect at the beginning of the year. All students

ACADEMIC AND CAREER COUNSELING
When at-risk students are identified, the District will initiate academic and/or career counseling as soon as is practicable to enhance at-risk students' opportunity to graduate on-time, and to enhance their college and/or career readiness.
This policy may be appropriately waived for any student with a disability upon the recommendation of the student's Individualized Education Program (IEP) team.

STUDENT RECORDS: Accumulation, use, and maintenance
The Valley R-VI School District adheres to the provisions of P.L. 90-247 (Privacy Rights of Parents and Students) in maintaining records. For the purposes of this policy, the Valley R-VI School District uses the following terms:

1. Student: Any person who attends or has attended a school in the Valley R-VI School District.
2. Eligible Student: A student or former student who has reached the age of eighteen or is attending a post-secondary school.
3. Parent: Either natural parent or guardian of a student or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
4. Education Records: Any record maintained by the Valley R-VI School district or an agent of the district which is directly related to a student, except:
    a. A personal record kept by a school staff member, if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
    b. An employment record that is used only in relation to a student's employment by the Valley R-VI School District.
    c. Alumni records which contain information about a student after he/she is no longer in attendance in the district and which do not relate to the person as a student.
5. Annual notifications: Parents will be notified of the FERPA rights annually by publication in the Student Handbook.

Parents of students or eligible students may inspect and review the student's education record upon request. Requests should be submitted in writing to the building principal and clearly identify the records to be inspected. Upon receipt of the request, access will be given as promptly as possible within forty-five days of the request. Parents or eligible students may not inspect and review portions of their files that contain information pertaining to other students.

The Valley R-VI School District will not provide a parent of eligible students a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records. If the record involves standardized test information, the district will not provide a copy. Fees for copies of records are fifteen cents per page. Records can be found according to the information listed below:

Cumulative School Records = Principal's Office
Former Cumulative School Records = Principal's Office
Health Records = Principal's office Handicapped
Records = Principal's Office Transportation Records =
Superintendent's Office

Occasional Records (records not identified above) will be made available at the student's school. The building principal shall be the custodian of such records.

With certain exceptions, the Valley R-VI School District will disclose information from student's education records only with the written consent of the parent or eligible student. Parents or eligible students also have the right to ask to have records corrected if they believe such records are inaccurate, misleading, or in violation of their privacy rights. For more information, interested parties should contact the superintendent for a copy of the Board policies, rules, and regulations pertaining to this subject.

GRADUATION REQUIREMENTS

All students must have earned 24 credits and have completed the following course requirements as set forth by the Missouri State Department of Education and the local board of education. Eight semesters of attendance are recommended; seven semesters of attendance are required.

In order to be considered for Valedictorian or Salutatorian of the Valley R-VI graduating class, a student must be enrolled in this district for the last three (3) semesters prior to graduation. Valedictorian and Salutatorian will be chosen based on grade point averages after the eighth (8th) semester of attendance.

Credit Requirements	***Units Required***
Communication Arts	***4 Units***
Mathematics	***3 Units***
Science	***3 Units***
Social Studies	***3 Units***
Fine Arts	***1 Unit***
Practical Arts	***1 Unit***
Physical Education	***1 Unit***
Health	***½ Unit***
Personal Finance	***½ Unit***
Electives	***7 Units***
Total Credits	***24***

OTHER GRADUATION REQUIREMENTS per the STATE OF MISSOURI

Basic CPR Certification
MO Constitution Test
US Constitution Test
Citizenship Test
Mental Health Training

Students who enroll in the Arcadia Valley Technical and Career Center will earn three (3) units of credit each year for work that is successfully completed (maximum of 6 credits). The high school counselor has the complete details of courses, application criteria, etc. All courses that meet daily for the entire year will offer one (1) unit of credit. Courses that meet daily for one semester will offer ½ unit of credit. Students transferring from schools with requirements different from Valley R-VI will be considered on an individual basis.

Students who have earned fewer than 24 credits in four years may earn credit in one of the following ways:

1. Return to school as a fifth-year student, attending either morning or afternoon classes as needed to meet graduation requirements.
2. Complete an approved correspondence course through the University of Missouri.
3. Successfully complete a course(s) through a district Credit Recovery Program.

Graduation Honors

The district recognizes outstanding academic achievement at graduation through traditional class honors and Latin honors designations.

Valedictorian and Salutatorian: The two graduating seniors with the highest and second-highest cumulative grade point averages (GPAs), respectively, will be recognized as the Valedictorian and Salutatorian of their graduating class.

Latin Honors: Students who achieve exceptional cumulative GPAs will graduate with Latin honors, categorized as follows:

Honor	GPA Requirement	Additional Requirement
Summa Cum Laude	4.0 or higher GPA	• 80 hours of community service in high school (50 of which can be obtained through the cadet teaching/tutoring Program that is aligned with the A+ Scholarship Program) • Maintain at least 95% attendance • Maintain good citizenship
Magna Cum Laude	3.79 to 3.99 GPA	• 80 hours of community service in high school (50 of which can be obtained through the cadet teaching/tutoring Program that is aligned with the A+ Scholarship Program) • Maintain at least 95% attendance • Maintain good citizenship
Cum Laude	3.5 to 3.78 GPA	• 80 hours of community service in high school (50 of which can be obtained through the cadet teaching/tutoring Program that is aligned with the A+ Scholarship Program) • Maintain at least 95% attendance • Maintain good citizenship

CREDIT RECOVERY PROGRAM

Student may obtain information on the Credit Recovery Program from the counselor.

SCOPE AND SEQUENCE

In order to achieve maximum benefit from the Valley R-VI curriculum, it is recommended that students be required to take the following courses at specific grade levels. The End of Course exam is designed to test students after they have learned material in a determined set of sequences.

	Communication Arts 4 Units Required	**Mathematics 3 Units Required**	**Social Studies 3 Units Required**	**Science 3 Units Required**	**Additional Course Requirements**
9th Grade	English I	*Algebra I for high school credit may be earned in 8th Grade. Algebra A Algebra I Algebra II Geometry Integrated Math	American History	Physical Science	Health (½ Unit-9th Grade) Computer Applications (½ Unit-9th Grade) Physical Education (1 Unit)
10th Grade	English II	Algebra I Algebra II Geometry Integrated Math	World History	Biology	
11th Grade	English III or College Composition I/II	Algebra I Algebra II Geometry Integrated Math	American Government	**Electives may be taken 9th-12th Grade.**	
12th Grade	**Electives may be taken 9th-12th Grade.** *English -4th credit Electives	**Electives may be taken 9th-12th Grade.**	**Electives may be taken 9th-12th Grade.**		

GRADING SCALE

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance. The teachers of this school district shall use a five-letter scale (A, B, C, D, and F) in assigning grades. As part of the official grading system, there will be provisions for a gradation of scores within each letter grouping (A-, B+, B-, etc.). In addition, special symbols and terms appropriate to programs may be used to indicate student progress, such as "IC" for incomplete work.

Grades will be reported to parents/guardians and students on a nine-week basis. The first report is a quarterly (mid-semester) report, and the second includes the final nine weeks and a semester grade (entered in permanent office records). Students who fail the second semester of a core class MAY be required to repeat both semesters of the class the following school year. This decision will be made at the discretion of the administrator/counselor and the teacher.

PROCEDURES FOR EARLY GRADUATION

In order for a student to graduate with seven semesters of attendance, he/she must show cause for his/her request in writing. The student must submit to the counselor or principal a letter clearly stating plans or reasons (extreme hardship, pursuing an educational program of at least nine month's duration, or need to enter the military early) for leaving

school prior to the regular four years of attendance. The student must submit a letter and additional information no later than **November 1st during their 7th semester** to allow time for consideration by the Board. This letter and additional information will be submitted to the leadership/attendance committee and once approved, transferred to the Board of Education for approval at the next regularly scheduled board meeting. The counselor will prepare a contract for each student who applied to leave school early. This contract will state the exact conditions that the student must meet to be granted a diploma. A parent and the student must sign the contract, agreeing that all ties with the school are broken. Students who request early graduation may participate in the graduation ceremony. If the student chooses to not participate in graduation, their diplomas will be mailed to them. These students will also not be eligible for the honors of Valedictorian or Salutatorian. Students that graduate at semester are still eligible to attend prom in the spring semester.

Additional student information may need to include any of the following:

1. Copy of transcript showing that completion of minimum units required for graduation will be completed by the time of withdrawal.
2. Letter from a physician/psychiatrist stating need for early withdrawal.
3. Based upon urgent need to work full-time, a letter from an employer stating that a permanent position is guaranteed, with a proposed starting date of employment.
4. Letter from a military recruiter stating need for early entry into the military.
5. Letter from educational program provider (college or vo-tech) stating acceptance into a program/proposed starting date of enrollment.

As an incentive for students to take certain upper level classes, the Board has developed a weighted grading scale. The regular and weighted grading scales used by the Valley R-VI School District as follows:

Letter Grade	Percent	Regular Grade Point	Weighted Grade
A	95-100	4.00	4.50
A-	90-94	3.75	4.25
B+	87-89	3.25	3.75
B	83-86	3.00	3.5
B-	80-82	2.75	3.25
C+	77-79	2.25	2.75
C	73-76	2.00	2.50
C-	70-72	1.75	2.25
D+	67-69	1.25	1.75
D	63-66	1.00	1.50
D-	60-62	0.75	1.25
F	0-59	0.00	0.00

WEIGHTED CLASSES

Regular Grade Point Average + 0.5

1. English III, English IV
2. Trigonometry, Algebra II, Geometry
3. Physics, Anatomy, Chemistry, Biomedical Science(PLTW), Human Body Systems(PLTW)
4. Economics, Sociology, Psychology
5. Dual Enrollment Classes
6. AP courses offered through Edgenuity/Imagine Learning

DUAL ENROLLMENT COURSES WITH MINERAL AREA COLLEGE

Valley R-VI High School students may enroll in dual enrollment courses which are any online classes offered through Mineral Area College.

Class Requirements- To be eligible to enroll in these courses, students must meet the requirements for each course. These requirements include the following:

1. 11th and 12th grade students with an overall minimum grade point average of 2.55 are automatically eligible for dual enrollment courses provided they meet all of the requirements below. 11th and 12th grade students with an overall grade point average below 2.55 need to meet with the guidance counselor.
2. Student must meet the ACT or Accuplacer score requirements for individual courses before being permitted to enroll in them. Students may see the school counselor to obtain a copy of the Dual Credit Courses and Prerequisites. Student must meet all Coordinating Board for Higher Education Dual Credit Guidelines and Mineral Area College Dual Credit Policy requirements for enrollment.
4. Student must meet any course prerequisite requirements.
5. Students that take dual enrollment course Fitness For Life will not have a Viking Hour assigned to them during the instructional day; therefore, this class will not be included on their high school transcript.

The Viking Scholarship Program-This program is a joint effort between Mineral Area College and the Valley R-VI School District to provide juniors and seniors the opportunity to enroll in college credit for dual enrollment at a cost of only one-third (1/3) of the regular tuition rate. Students participating in the Viking Scholarship Program for dual enrollment are eligible and must meet all class requirements mentioned throughout the Student Handbook, as well as the following requirements:

1. Student must provide 1/3 of tuition cost (Valley R-VI School District pays 1/3 and Mineral Area College will waive 1/3 of the tuition cost). Students must first pay the full balance found on their student statement. Once the course has been completed, the student will present qualifying grades to the school counselor and will then receive reimbursement for ⅓ of the tuition.
2. In order for a class to be eligible for the scholarship, it must fall within the class requirements of their degree plan.
3. Student must maintain and receive a grade of "C" or better in every course he/she is taking at MAC or forfeit the tuition discount.
4. A student who does not complete a course successfully or drops a class will be responsible for 100% payment for the course and will not receive dual credit scholarship assistance for that particular course.
5. Student who receives a "D" or "F" in any MAC class will forfeit the right to use scholarship funds in the future.
6. The maximum number of classes for which a student may receive scholarship money is four classes per semester.
7. Students must submit progress reports and final grade reports to the school counselor to be added to their high school transcript.

High School Credit- Students will receive 0.5 high school credit for every three college hours completed successfully. Dual credit courses will be weighted with 0.5 points to the student's GPA. Students will receive 1 high school credit for every 5 college credits completed successfully to comply the DESE Graduation Handbook.

The Viking Flex Program- Students have the opportunity to earn dual credits, apply for part-time status, or receive credit through an employment opportunity that aligns with their Individual Career and Academic Plan(ICAP). Eligible students who wish to participate in the Viking Flex Program will need to speak with the school counselor and meets the requirements set forth in the Viking Flex Program Handbook. Viking Flex Program applications for semester 1 of the upcoming school year are due by the first day of school. If a student decides to enter into the Flex Program second semester of the current school year, applications are due 1 week prior to the end of first semester. Juniors are allowed to Flex 3 high school class hours and seniors are allowed to Flex 4 high school class hours.

ALGEBRA I (8th GRADE)

Algebra I (8th grade): Eighth grade students successfully completing Algebra I will receive high school credit. Eighth grade students may enroll in Algebra I based upon the following criteria: 1) The student must receive the recommendation of their seventh grade math instructor. 2) The student must have earned a cumulative grade of at least 85% in seventh grade math.

ADJUSTED GRADING SCALE

A student whose education is guided by an I.E.P. and who is mainstreamed into the regular classroom will be graded by an adjusted grading scale iff the following criteria are met:

1. The student's I.E.P./504 states that his/her grade will be determined by the adjusted grading scale.
2. The student will do the work of which he/she is capable, as determined by his/her I.E.P./504 team.
3. The student will complete homework assignments and tests that are given to all other students in the regular classroom. Some modifications may be written into the I.E.P.
4. The I.E.P. team members (the student, a parent, teacher(s), special education teacher, special education coordinator) must agree that use of the adjusted grading scale is justified.

FINAL EXAMS AND ACTIVITY PROJECTS

1) Final Tests or activity projects will be administered at the end of each semester.
2) Teachers will have the option of giving a comprehensive final or chapter finals.
3) Final tests are to be no more than 10% of the final semester grade.
4) Final tests or project activity originals will be turned into the principal's office. It is not necessary to turn in graded work.
5) An examination schedule will be established each semester by the principal.

GRADE REPORTS AND PROGRESS REPORTS

Report cards are distributed at the end of each quarter usually a nine-week period. Progress reports for junior high and high school students are updated in the student portal approximately every three weeks. Progress reports may be accessed through the Infinite Campus Parent Portal. Reports cards will be mailed at the end of each quarter.

HONOR ROLL

The purpose of the Valley R-VI Honor Roll is to recognize those students with high academic achievement. The student will be honored by recognition on the *Superintendents-A honor roll* or *Principals-B honor roll*.

To attain the *Superintendent's honor roll*, the student will have all A's. To attain the *Principal's honor roll*, the student will have all B's. Grade point average does not determine student honor roll status. Honor roll is based on quarter grades.

ACADEMIC EXCELLENCE

Beginning with a student's freshman year they may become eligible to qualify for an academic excellence award. To qualify a student must maintain an A average for the year. An A average equals a GPA of 4.0. In a student's first year they will receive an academic letter, pin and chevron and each subsequent year a chevron.

7TH AND 8TH GRADE RETENTION POLICY

1. Students in the junior high school must pass the required courses, including electives, for promotion from the seventh grade to eighth grade and from the eighth grade to the high school.
2. All students must pass three (3) out of four (4) core classes and two (2) out of three (3) electives based on yearly average to be eligible for promotion to the next level. Core courses are Communication Arts, Mathematics, Science, and Social Studies.
3. When the professional staff concludes that retention in the junior high school would be detrimental to the student and/or school, the Junior High Retention Committee will explore what options the student has.

CLASSIFICATION OF HIGH SCHOOL STUDENTS

In order for a student to be classified as a sophomore, the student must have successfully earned a minimum of 6 units of credit; a junior must have earned 12 units of credit; and a senior must have earned 18 units of credit. Students will attend class meetings or functions according to their earned credits.

COLLEGE DAYS

Seniors and juniors may get a form to be signed by the student and parent/guardian through the counselor's office for participation in College/Job Shadow Days. The high school principal and school counselor must sign and approve the form the day prior to the visit. A representative of the institution visited must sign the form as well. Seniors are allowed two college days and 1 job shadow day per year. Juniors are allowed one college day and one job shadow per year.

MISSOURI COURSE ACCESS PROGRAM (MOCAP)

The District participates in The Missouri Course Access and Virtual School Program. The program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. See building principal or guidance counselor for participation. If interested in this program, please contact the school counselor, Ashley Jones at ajones@valley.k12.mo.us.

Part II: Student Resource Information

ANNOUNCEMENTS

All announcements of activities/notices must be cleared through the principal's office. Activities will be recorded on a monthly school calendar and distributed by the principal. A designee will read daily announcements to all classes over the intercom at the beginning of first hour. Students need to regularly check the Announcements Google Classroom.

Pledge of Allegiance

The Pledge of Allegiance will be recited every day after the tardy bell and before school annoucments.

STUDENT INSURANCE AND PHYSICAL FORMS

Parents/Guardians may purchase school insurance. Any student who wishes to participate in any athletic event must be insured and must have a completed physical examination form on file in the Athletic Director's office. This insurance can be under a family plan, or insurance may be purchased through the school. Student insurance and physical examination forms are available through the school secretary.

TELEPHONE

Students will not be called from class to the phone unless it is an absolute emergency. Non-emergency messages will be delivered in a timely manner. Students are allowed to use the office phone for emergencies only. Students must receive permission from the principal or designee before using the office phone.

TEXTBOOKS

The classroom teacher will issue textbooks to all students and document textbook numbers. Students are responsible for the upkeep and care of the texts. Student will not be allowed to walk in commencement ceremony if charges are outstanding.

REPLACEMENT COSTS FOR TEXTBOOKS ARE:

YEAR ONE OF USE = 100% OF PURCHASE PRICE
YEAR TWO OF USE = 80% OF PURCHASE PRICE
YEAR THREE OF USE = 60% OF PURCHASE PRICE
YEAR FOUR OF USE = 40% OF PURCHASE PRICE
YEAR FIVE OF USE = 20% OF PURCHASE PRICE

VISITORS

Visitors **must** report to the school office and provide their drivers' license to be scanned into the Raptor School System and a visitor badge must be worn, Students are not allowed to bring guests with them to school for visitation purposes.

VEHICLES

Students who drive a vehicle to school are required to register such vehicles. A vehicle registration form can be obtained from the high school office. .Driving to school is a privilege. If the privilege is abused, the student will not be allowed to drive on school property. In order to ensure safe and efficient transportation for students, the following policies have been adopted:

1. Inspection of vehicles must be permitted as part of the driving privilege. Failure to comply with a search request will result in loss of the driving privilege.
2. All vehicles parked on school property may not be moved from the time of arrival at school until school is dismissed. Upon arrival at school, students are to come immediately into the building and may not remain in their vehicles.
3. Students are not to go to their vehicles during school hours without permission from the principal or designee.
4. Buses have the right of way at all times. When entering or leaving the parking lot, students must always give buses and pedestrians the right of way. Failure to do so may result in disciplinary action or loss of the driving privilege.
5. Careless or imprudent driving and/or speeding on the drive or parking lot will result in disciplinary action and/or the loss of the driving privilege.
6. Excessive first-hour tardiness will result in loss of the driving privilege. Four (4) tardies in first hour class in a semester will result in student losing privilege to drive to school.
7. Requests to leave the campus will require parental permission (closed campus) and sign out in the office.

8. Due to limited parking spaces, junior high students will not be permitted to register vehicles or park on campus.

ARRIVAL AT SCHOOL

Students should not arrive at school until 7:15 A.M. unless accompanied by a staff member. Upon arrival at school, all students are to report directly to the gym. Students are not allowed to visit their lockers/report to a classroom without requesting permission of a faculty member on morning duty.

BUS TRANSPORTATION

The school operates a busing system to transport students to and from school. All buses to school-sponsored activities are under the direction of a faculty member. Students will ride the bus to and from all activities unless released to leave with a parent, provided the parent has obtained approval of a sponsor/principal.

The bus driver has the authority to enact and enforce any rules to insure the protection of all students riding the bus. Such rules may include but are not limited to:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully.
2. Students must be on time. The bus driver follows a schedule and cannot be expected to wait for tardy students.
3. Students must wait until the bus comes to a complete stop and all traffic has stopped in both directions before crossing a road to board the bus. When crossing a road, students are to walk at least ten feet from the front of the bus to insure visibility of all boarding and departing students by the driver.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by students while riding the bus.
6. Students must not extend arms, head, or legs out of the bus windows or throw objects out of the windows.
7. Any damage to the bus must be immediately reported to the driver.
8. When leaving the bus, students must observe the directions of the driver.
9. The driver has the right to assign seats.
10. Students should board the bus in a single-file line. Pushing and shoving will not be allowed.
11. Students may not bring articles on the bus that are of an injurious or objectionable nature.
12. Food and drinks are not to be brought on the bus without permission of the driver.

A+ PROGRAM

High school students may enroll in the A+ Program and strive for A+ certification at the time of graduation to receive up to two years of tuition to any Missouri community college or vocational/technical school. The requirements are:

- A signed A+ School Agreement
- Attend a designated A+ school for 2 consecutive years prior to graduation
- Graduate from high school with a GPA of 2.5 on a 4.0 scale
- Graduate with 95% rate of attendance (all absences count against attendance percentage)
- Perform 50 hours of unpaid tutoring or mentoring
- Maintain a record of good citizenship and avoidance of unlawful use of drugs
- Students must have achieved a score of proficient or advanced on the official Algebra I end of course exam.
- Make a good faith effort to first secure all available federal secondary student financial assistance funds that do not require repayment
- Males must register with the Selective Service.

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

BELL SCHEDULE

DAILY BELL SCHEDULE

First Bell	7:41 A.M.	
1st Period	7:45-8:41	
2nd Period	8:45-9:41	
3rd Period	9:45-10:41	
Advisory	10:41-11:06	
4th Period	11:10-12:32	
	1st Lunch	11:06-11:32
	2nd Lunch	11:36-12:02
	3rd Lunch	12:06-12:32
5th Period	12:36-1:32	
6th Period	1:36-2:32	
7th Period	2:36-3:32	

FOOD SERVICE

Valley R-VI has a closed lunch period; therefore, students must either bring a lunch or purchase one from the school cafeteria. Breakfast is available from 7:15 to 7:40 A.M. The breakfast price is $2.00 for students and $ 3.00 for faculty/staff. Lunch prices are $3.00 for students and $4.00 for faculty/staff. Extra milk price is $0.75. Students may purchase breakfast/lunches at reduced rates upon completion, submission, and approval of a form that may be obtained from the school secretary. Vo-tech students will be scheduled to eat lunch during the first lunch shift.

Valley R-VI is participating in a Free Breakfast and Lunch Program for the current school year 2026-2027. This alternative is referred to as the Community Eligibility Program(CEP). All student enrolled at Valley R-VI School District will be able to eat breakfast or lunch at no charge.

LOCKERS

All students will be assigned a locker and expected to use this locker and not switch lockers without permission. The school is not responsible for articles that are lost or stolen from lockers. Lockers are on loan to students and are not the private property of the student. The state of Missouri authorizes school officials to search lockers. Locker doors should be closed when not in use. Students are expected to keep the area in and around the locker in good order. Books/notebooks are not to be placed on top of the lockers. Stickers are not to be applied to the outside of the lockers. Lockers are to be kept free of marks (pencil, pen, markers, scratches, etc.) Signs/decorations may not be applied to the fronts of lockers without permission of the principal/designee. Backpacks allowed in the classroom is on a teacher by teacher basis.

RESTROOM REGULATIONS

Students are not to use the faculty restrooms under any circumstances. Students are not permitted to loiter in the student restrooms and are encouraged to use the restrooms during breaks between classes, not during class time.

SCHEDULE CHANGES

No change of schedule should be requested after the first week of the first semester. Second semester schedule changes must be made at least one week prior to the end of the first semester.

COUNSELOR OFFICE AIDES

Seniors who are scheduled to meet graduation requirements (have 20 credits at the beginning of their senior year), who have maintained a minimum of a 2.75 GPA, and who have conducted themselves in a respectable and reliable manner may be considered for the position of Counselor's Aide. A student may be an aide for only one period per semester. The counselor may have only one aide for one period per day. Final selection of counselor's aides will be made by the counselor/principal. Students serving as counselor aides may be removed from their duties for failure to fulfill duties

to the satisfaction of the principal/teacher. These former aides will be placed in a class or appropriate setting for the duration of the semester.

CAFETERIA RULES AND REGULATIONS

1. Students are expected to use the cafeteria in a responsible and respectful manner. This includes maintaining a spirit of proper conduct and cleaning up the area around where the student sits.
2. Students may not leave the cafeteria without first having received permission from a supervising teacher. Students must sign in/out when leaving or entering the cafeteria.
3. Students are not to take any sodas or food outside of the cafeteria during lunch.

CLASSROOM AND HALLWAY REGULATIONS

Students are not permitted in the hallways while classes are in session unless permission given from a teacher. Running, scuffling, or disruptive noise in the hallways and classrooms will not be tolerated.

Students are not to be in the classroom areas at any time without teacher supervision before school, after school, or during lunch periods. Students are expected to bring materials to class for that day's performance, and students are not to be released to go to lockers after class is in session, except in emergency situations.

Any student going to another teacher's classroom while class is in session must first knock and speak privately to the teacher before speaking to anyone in the classroom or before making an announcement.

Any student attempting to disrupt the normal school process through demonstrating or refusing to go to class will be suspended for ten days. Continued resistance by demonstrating or refusing to go to class will result in expulsion from school.

Students are not allowed to have energy or power drinks on campus. Non-breakable thermos bottles are permitted. Blankets are not permitted in the classrooms or hallways. They may be stored in lockers for extra-curricular trips.

EMERGENCY DRILLS

The district will conduct periodic emergency safety drills for all students and staff throughout the school year. The emergency drills consist of fire, earthquake, tornado, bus evacuation, and intruder. Drills.

ATTENDANCE POLICY PHILOSOPHY:

The Valley R-VI School District believes regular attendance of students is essential for a productive and successful learning process. Irregular attendance places the student at risk of failure as well as developing non-productive habits that often carries over to the workplace and other avenues of life. However, it is recognized that, at times there are events that are beyond the control of the student which have to be taken into account. Therefore, the Valley R-VI School District Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life.

ABSENCE DEFINED

A student is considered absent when it is determined that they are not in attendance in one or more of their assigned class periods. A record of the student's attendance is maintained on a class hour basis and is entered into the student's record file.

Total Number of Allowable Absences:

The total number of absences per semester will be **4 days**.

1. After the fourth absence from *any class*, future absences will be considered unexcused without proper documentation or approval from administration.
2. The four days of absences in a semester described in the policy are to take care of:
   a) **Personal illness-** a doctor's note is required to substantiate these days if a student exceeds the 4 day limit per semester.
   b) **Professional appointments-** that could not be scheduled outside of the regular school day. A note explaining the nature of absence shall be filed in the office.

CHRONIC ABSENCES

A 2018 Federal memo defined chronic absence as a student missing 10% of days in a semester. These absences will be documented and will be reported to the Department of Elementary and Secondary Education. (DESE)

1. Parents/Guardians will be sent an intervention letter when absences reach 4 days.
   a) Any further absences during the that current semester will be considered unexcused without proper documentation or approval from administration.
2. Furthermore, please be aware that 7 absences in a semester, whether excused or unexcused, is considered by federal definition to be chronic absenteeism.
3. A mandatory attendance hearing certified letter will be sent on the seventh absence. Any student absent more than 7 days in a semester must go before the Attendance Review Committee and may possibly have to make up hours missed. ****Failure on the part of the parent/guardian to attend a hearing or make contact with the school will be construed as acceptance of the decision by the Attendance Review Committee. Assignments are a zero in the gradebook until Attendance Remediation has been completed.**

ATTENDANCE REVIEW COMMITTEE

The Attendance Review Committee will meet before or after school hours (unless prior arrangements are made with the principal) and will be scheduled on a case by case basis, consisting of the principal, designated attendance advisors, the counselor, and the school nurse will review the specific conditions relating to the individual's case. Parents/Guardians will be informed in writing of the results of this hearing. The following absences from school could be considered excused absences providing proper documentation is presented to the Attendance Committee:

a. Absence from school due to death in the family.
b. Absence created by required religious observations.
c. Absence created by a school-sanctioned activity.
d. Absence created when a student cannot attend school upon the advice of a physician.
e. Absence created by taking the Missouri State Drivers Test. (1/2 day of absence)
f. Absence created by a subpoena to appear in court.
g. Absence when school nurse feels student should be sent home.

h. **Absence created by a trip to visit a college or to take care of military business will not apply as an absence.**

****Application for these will be made through the counselor's office. Two college days and one job shadow day per year for Seniors and one college day and one job shadow day for Juniors.**

ATTENDANCE COMMITTEE OPTIONS

Attendance Committee options after reviewing students violation of attendance days during attendance hearing.

1. Mandatory grade buy back hours with a 21 hour limit per attendance review committee meeting. **(These hours will be bought back during after school tutoring, Wednesday School and Monday School. These hours will not reduce the total days of absence.)**
2. Admission to the Alternative School.
3. Automatic contact to the proper legal and state authorities for students under the age of 16.
4. Placement on a probationary basis, for a student who is 16 years or older, with limits imposed by the Attendance Committee.
5. Suspension from school for the remainder of the current semester for a student who is 17 years or older. **(Suspension done so through recommendation to Superintendent.)**

Due Process:

1. Any suspension will be in the form of a recommendation to the superintendent.
2. If the parent/guardian is not in agreement with the recommendation of the Attendance Review Committee, the student will be affected a contested case due process that is in accordance with Board Policy 2671. This process will begin by appealing to the Superintendent of Schools.

EXCUSED/UNEXCUSED ABSENCES

1. Absences will be classified as "excused" or "unexcused." An absence is considered excused when proper documentation can be provided due to the following reasons: medical, death, court, military, or school trip. In case of truancy, make-up work will not be permitted. Truancy is defined as a deliberate absence from school on the part of the pupil, with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. In this event, a "zero" will be recorded as the student's daily grade in each class.
2. The student who is suspended from school will not have that number of days charged against the total of four days per semester. However, if a student chooses OSS over other discipline, these days will count against their attendance.
3. Students who are absent more than 4 class hours on the day of (or prior to if no school on day of event) an activity will be considered ineligible to participate without the principal's approval. Furthermore, any hours absent that day must be excused or approved by principal or student is considered ineligible. Per the Athletic Handbook, athletes must be in attendance all day the day of an event or the day prior of an event if school is not in session.
4. No student may leave school during the day except by permission of the principal or his representative. Students who have appointments should have their parents contact the school and indicate the time the student must leave. **NO student will leave the building without signing out in the office. When a student returns to the building, he/she will sign in at the office.**
5. Any student with an out-of-school suspension may not attend any school function while under suspension of be on school property. Any student on homebound instruction is not to be at any school function without permission from administration.
6. Perfect Attendance shall be defined as, absences that total less than ½ day, (3 class periods or less), during the school year.

PERFECT/EXCELLENT ATTENDANCE

A student who has missed no more than a total of three days and less than 4 tardies in any class for the school year meets the requirements demanded of the Excellent Attendance standards. Students who accumulate zero hours of absence for the entire school year and less than 4 tardies meet the requirements demanded of the Perfect Attendance standards.

TARDINESS

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time for class to begin. Teachers who detain a student from reporting to class on time will give that student a pass to enter his/her next class. This pass should be given when a student leaves the detaining teacher's presence. Teachers will honor another staff member's pass, and that tardy will be excused. Teachers should give advance notice, if possible, to other staff

members if they intend to detain a student. Students should be in their seats and ready for class to begin when the tardy bell rings.

ARCADIA VALLEY CAREER TECHNICAL CENTER (AVCTC)

1. Students attending the Arcadia Valley Career Technical Center (AVCTC) must have successfully completed at least twelve semester hours of credit by the beginning of their junior year.
2. AVCTC students must maintain a semester average of C- in a vocational program to be eligible to continue in the program. Students who fail to maintain this semester average will be re-enrolled in the regular school program the following semester.
3. AVCTC students must meet the standards established by the Valley R-VI School District's Attendance Policy while attending the AVCTC. Any student violating these standards will be disciplined according to the Valley R-VI Attendance Policy.
4. Truancy: Defined as any student who attends his/her morning classes at Valley but fails to attend classes at the AVCTC without receiving permission from the building principal at Valley. The penalty is as follows:
   a) First offense 3 days In-School Suspension
   b) Second offense 3 days Out-of-School Suspension
   c) Third offense Expulsion from the AVCTC
   *Any student expelled from the program for this offense will have the opportunity to re-apply for admission to the AVCTC program at the beginning of the next semester. The student must notify the principal that he/she desires such a meeting with the Attendance Committee.
5. Due to legal liabilities, students attending the AVCTC may not provide their own transportation to Arcadia Valley. The Valley R-VI School District provides all transportation for students attending the AVCTC. Any exceptions will be severely limited and subject to the approval of the Valley principal and AVCTC.
6. AVCTC students who are given ISS as a disciplinary action at Valley will not leave to attend vo-tech until the ISS is completed. AVCTC will be notified of the assigned ISS, and the absences will be excused. Students receiving OSS may not attend AVCTC until the suspension is completed.
7. Embedded Credit.

RULES AND REGULATIONS FOR AVCTC STUDENTS

1. Career Tech students are not to leave the classroom until the end of third hour.
2. Career Tech students will obey ANY directive of a lunchroom supervisor.
3. Career Tech students will remain in the cafeteria unless they receive permission from a lunchroom supervisor to go to the office or counselor only. Upon receiving permission of a supervisor, Career Tech students must sign the sign-out sheet.
4. Career Tech students are responsible for dumping their trays, putting utensils in the proper receptacle, and cleaning up messes left on the tables where they eat.
5. On early dismissal days or days when the Career Tech classes are dismissed, Career Tech students must sign out in the office before leaving. Students need to provide the office they have parent approval to leave campus on early dismissal days.
6. Career Tech students will enter the building quietly and quickly through the high school doors, go directly to lockers (if necessary), and exit the building quietly and quickly. Students who are staying until the dismissal bell will sit in the Dual Enrollment classroom quietly until the dismissal bell.
7. Attendance, behavior, discipline, grades, credits, or attitude may cause a student to be taken out of the Career Tech program. The principal may revoke the privilege of a student to attend Career Tech for discretionary reasons.

HEALTH & SICKNESS/HEAD LICE

If the school sends a student home sick, that day will be excused. If sent home with a fever at 100 degrees or above, they need to be fever free for 24 hours with no help from medication, before they can return to school. Absences due to illness which affects the general population, like chicken pox, will be excused. The school understand that child do not need to see a doctor every time they are ill. For our record keeping purposes, however, absences other than those that have a doctor's note, medication receipt, a funeral, or absence considered excused, at the discretion of the administration, will be considered to be unexcused.

If your child is found with head lice, please report this to the school nurse. It is very important that you check your children consistently. In order to protect instructional time, school personnel will check students for lice as necessity

dictates. If your child is found with head lice at school, you will be contacted to pick your child or children up and follow procedures to eliminate the problem. Complete the treatment as quickly as possible as students cannot return to school until they are treated with medicate shampoo and **all nits** are removed. Students must be brought back to school by their parents before returning on a bus to be rechecked. THEY MAY NOT RIDE THE BUS. The school will make every effort to keep information on "need to know" basis only.

COMMUNICABLE DISEASES[Policy 2860]

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

STUDENT PHYSICAL EXAMINATIONS[POLICY 2880]
The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.
The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.
Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.
Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.
All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

MEDICAL MARIJUANA (Policy 2871)

This policy prohibits any employee other than the caregiver to their own child from administering marijuana to students. The policy also encourages caregivers to administer the drug at home when it is least likely to affect school behavior. (Board approved July 2019)

ADMINISTERING MEDICATIONS TO STUDENTS

No prescriptions or over-the-counter medications will be given at school without the consent of the physicianor parent. Parent need to fill out the Health Inventory form at the beginning of the school to indicate which type of over-the-counter medications their student may receive.

When medication is to be administered by school officials, the medicine must be accompanied by a label affixed by a pharmacy or must be in the manufacturer's original container. In addition, written instructions signed by the physician will be required and will include: child's name, name of medication, dosage, time of administration, and date. The administration of medicine to a student, when all of the above conditions have been met, shall be limited to the school nurse or other appointed district personnel. The time of dosage shall be entered into a daily log and initialed as given by personnel. The parents of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication.

No prescribed medications will be given/taken at school without a doctor's order. The following medications may be given to students by appointed school district personnel with a Health Inventory form on file:

Tylenol	Ibuprofen	Cough Drops	Allerygy(Zyrtec)
Tums(JH/HS only)	Pepto Bismol		

STUDENT OF THE MONTH

Each month, teachers nominate one student as Student of the Month. One senior high student and one junior high student will be selected. Ballots will be tabulated by the school counselor and designee to determine a winner of the Student of the Month Award. Students will have pictures displayed in the case next to the office and will receive special rewards.

Part III: Student Conduct/Discipline Policy

VALLEY R-VI SCHOOL DISTRICT DISCIPLINE POLICY

PHILOSOPHY

The public schools of this nation have the responsibility, conferred on them by the state, to provide education for children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment that is conducive to the learning process. While there are many factors that affect the learning environment, perhaps the most important is the problem that results from inappropriate conduct and lack of consistent and effective disciplinary response.

Federal and state laws confer rights and freedoms to every citizen both in and out of school. At the same time, every citizen has the responsibility to respect identical rights of others. In the school environment, these rights and responsibilities must be harmonious with the learning process. School authorities are thus allowed a broader range of powers in maintaining an orderly environment than is allowed by adhering to due process and other constitutional standards. Organizations, businesses, and industries cannot operate successfully without procedures, goals, expectations, and satisfied workers; neither can schools. Rules that establish discipline guidelines for students are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline code that reflects the community's standards and expectations for student behavior.

It is the goal of Valley High R-VI to provide a learning environment that is uninterrupted and scholarly for all students. Setting certain standards is important for the maintenance of an atmosphere where orderly learning is possible and encouraged. Behavior that disrupts the learning or safety of other students will not be tolerated. In compliance with state law, this discipline code has been developed, adhered to, and enforced fairly and equally. All school district personnel who are responsible for the care and supervision of students are authorized to hold every student strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities.

DEFINITIONS OF TERMS

A. After School Detention (ASD) [Policy 2660]
   1. ASD is a fifty-minute detention served by students from 3:35-4:35. ASD is scheduled on a Tuesday, Wednesday, or Thursday.
   2. Students must be in the ASD room by 3:35. Students who are late will receive an additional day of ASD.
   3. Students will bring with them the necessary textbooks, paper, pencil/pen, and other special materials needed. Students are to complete work from the four core subject areas (English, Social Studies, Math, and Science); if this is not possible, they must bring other work and stay busy for the duration of the ASD. Students who fail to stay busy will be assigned an additional day of ASD.
   4. No talking will be permitted, unless the student raises his/her hand and receives permission from the supervising teacher. Talking without permission will initiate a warning, and a second offense will result in an additional day of ASD.
   5. Students must stay in their assigned seats.
   6. No food or drinks are permitted.
   7. Students are to use the restroom before the ASD begins. In cases of emergency, students will be given permission to use the restroom. Students will be released from ASD promptly at 4:35. It is the responsibility of the student to arrange transportation at that time.
   8. Students who will be or are absent on their scheduled day of ASD must contact the principal and reschedule the ASD.
   9. Students who attend school but skip the ASD are subject to further disciplinary measures.
   10. Teachers and the principal reserve the right to use alternative methods to the ones described above when deemed necessary.

B. Wednesday School/Detention (WS/WD) [Policy 2660]

1. Wednesday School/Detention begins at 3:35 P.M. and ends at 6:35 P.M
2. Rules pertaining to ASD also pertain to WS/WD.

C. Monday School [Policy 2660]

1. Monday School/Detention will begin at 8:00 A.M. and end at 12:00 P.M.
2. Students will bring work to maintain them for four hours.

D. In-School Suspension (ISS) [Policy 2661]

1. Students assigned to ISS will start serving their ISS.
2. Students assigned to ISS wait in outer High School Office. Students are responsible for bringing all needed materials (textbooks, paper, pencil, art supplies, etc.) Students will report to the ISS room at the beginning of the day bell.
3. The student is responsible for completing all assigned work. Teachers will be notified of the ISS and will give the ISS supervisor enough assignments to keep the student occupied for the duration of the ISS assignment. All completed work will count for the full credit. Students who fail to complete all work or who fail to meet ISS regulations may be assigned an additional day(s) of ISS.
4. Talking without the supervisor's permission is forbidden. Students must stay in the assigned seats, and students must work continually on their school assignments.
5. Students will eat lunch in an assigned classroom.
6. Rules pertaining to ASD also pertain to ISS.

E. Out-of-School Suspension (OSS) [Policy 2662]

1. For certain serious offenses, students are assigned OSS. During this time, students receive no credit for assignments, tests, and other works missed while on suspension.
2. The student may not participate as a participant or an observer during OSS in any school activities until the next day after penalty is completed.
3. Students who have received OSS must stay off the school premises until the OSS penalty expires.

DISCIPLINARY MANAGEMENT POLICY

The classroom teacher and bus driver are the primary disciplinarians in the classroom or on the bus. As a result, teachers and bus drivers have not only the authority but also the right to maintain an environment that is conducive to the educational or transportation process.

The following are disciplinary, remedial, and/or corrective action process to be used by staff members.

1. Conference(s) will be held with the student and the teachers or principal who observe, or who is responding to, the unacceptable student behavior in order to obtain all available information related to the subject. Parents will participate in the conference(s) as the situation warrants, to become informed, to contribute to solutions, and to be a part of the disciplinary actions to be taken. Information concerning student discipline hearings before the Board may be obtained in the principal's office. It is recognized that there may be times when school personnel must talk to a student immediately to give the student notice of unacceptable behavior, to enable the student and school personnel only, either because the immediacy of the situation so requires, or because parents are unavailable, or both.
2. The staff members (teachers or principal) will evaluate the information obtained, review the disciplinary action options, and determine, in their judgment, the most reasonable action choice(s).
3. The objectives of any disciplinary action to be used by the school staff members are: 1) Achieve remedies and to correct any unacceptable student behavior; 2) to develop the student's character and power of self control; and 3) to interact with the student in a way so that the disciplinary action results in a positive and acceptable behavior change outcome.
4. Upon returning from long term suspension of violent act or other acts, student and parents must have a meeting with administration prior to starting school.

STUDENT USE OF TOBACCO, ALCOHOL, DRUGS AND VAPOR PRODUCTS [Policy 2640]

Smoking

The Board of Education believes that smoking; the use of any tobacco products; vapor products and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products, vapor products, and substances appearing to be tobacco products or vapor products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

Alcohol and Drug Use

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

CBD Products

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of District students, CBD and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

DISCIPLINARY CONSEQUENCES [Policy Regulation 2610]

The discipline code set out below is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. In regard to some of the offences listed below, a teacher may issue several warnings as a part of classroom management prior to writing a disciplinary slip. The following offenses will carry over from school year to school year, throughout the student's enrollment in the Valley R-VI School District: Alcohol, Arson, Assault, Drugs/Controlled Substances(possession, sale, and distribution), Drugs/Prescription Medication(possession and distribution), Extortion, Firearms/Weapons, Harassment, Inappropriate Sexual Conduct, Tobacco Use/Possession, and Vandalism.

ALCOHOL- [Policy 2640 & Policy Regulation 2610] Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

1st Offense: Parents contacted, 1-10 days ISS, 1-180 days OSS, Expulsion, and Notification to law enforcement.

Subsequent Offense: Parents contacted, 1-180 days OSS, Expulsion, and Notification to law enforcement.

ARSON- [Policy Regulation 2610] Intentionally causing or attempting to cause a fire or explosion.

1st Offense: Parents Contacted, 1-180 days OSS, Expulsion, notification to law enforcement

Subsequent Offense: Parents contacted, Expulsion, and notification to law enforcement

ASSAULT- [Policy Regulation 2610] Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

A) Assault of a student or a staff member- Use of Physical force against student or staff.

1st Offense: Parents contacted, 1-5 days of ASD, 1-5 days of ISS, 1-180 days of OSS, Expulsion, and notification to law enforcement official

Subsequent Offenses: Parents Contacted, 10-180 days of OSS, Expulsion, and notification to law enforcement officials.

B) Fighting- Physically striking another in a mutual contact as differentiated from an assault.

1st Offense: Parents contacted, 1-10 days of ISS, 1-10 days of OSS, and notification to law enforcement officials.

Subsequent Offenses: Parents contacted, 5-10 days ISS, 1-180 days of OSS, and notification to law enforcement officials.

BULLYING- [Policy 2655 & Policy Regulation 2610] Intentional intimidation or infliction of physical, emotional, or mental harm. *Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student

a.) communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

b.) physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

1st Offense: Parent contacted, 3-5 days of ASD, 1-10 days of ISS, 1-180 days OSS, Expulsion, and law enforcement contacted

Subsequent offenses: Parent contacted, ISS 1-10 days, 1-180 days OSS, Expulsion, and law enforcement contacted.

***We encourage students and all persons to report bullying. If a person witnesses or is aware of bullying occurring, see the high school counselor to complete a report.**

BUS MISCONDUCT [Policy 2652 & Policy Regulation 2610]

1st Offense: Warning or 1 day bus suspension/parents contacted
2nd Offense: 1-3 days bus suspension/parents contacted
3rd Offense: 3 days bus suspension and meeting with parents, student, and principal
4th Offense: 5 days bus suspension/parents contacted
5th Offense: Removal from Bus for 1 full semester and meeting with superintendent, principal, parents
**Steps can be jumped depending on severity of Offense.

CHEATING [Policy Regulation 2610]

1st Offense: Parent contacted, 0 on assignment or test, etc.
2nd Offense: Parent contacted, 0 on assignment or test/3 days ASD
3rd Offense: Parent contacted, 0 on assignment or test/3 days ISS

DEFIANCE OF AUTHORITY-[Policy Regulation 2610] Refusal to comply with teacher/substitute directive.

1st Offense: Parent contacted. 1-5 days of ASD, 1-5 days of ISS, 1-10 days of OSS
Subsequent Offenses: 1-5 days of ASD, ISS, 1-180 days of OSS

DISPLAY OF PUBLIC AFFECTION- [Policy Regulation 2610] More intimate than a single held hand

1st Offense: Parent contacted, Warning, 1-3 days of ASD, parent contacted
2nd Offense: Parent contacted, 1-3 days ASD, 1 Wednesday Detention, 1-3 days ISS
3rd Offense: Parent contacted, Saturday School Detention, 3 days ISS

DISRUPTIVE/INAPPROPRIATE BEHAVIOR- [Policy Regulation 2610] Behavior that interferes with the educational process.

1st Offense: Parent contacted, Warning, 1-5 days of ASD, 1-5 days of ISS, 1-10 days of OSS,
Subsequent Offenses: Parent contacted, 1-5 days of ASD, ISS, 1-180 days of OSS, Expulsion.

DRESS CODE VIOLATION [Policy 2651 & Policy Regulation 2610]

1st Offense: Must change into appropriate attire
2nd Offense: Parent contacted, 1 day ASD/change into appropriate attire
3rd Offense: Parent contacted, 3 days ASD or Wednesday detention/change into appropriate attire/Parent contacted

DRUGS/CONTROLLED SUBSTANCE- [Policy 2640 & Policy Regulation 2610] Possession or presence under the influence of a controlled substance, or a substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property. The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer or under the influence of drugs to submit to an oral saliva swab. The school nurse or the school resource officer will conduct the test in the presence of a school administrator. If the student refuses to conduct the test, then

discipline will be assigned according to mentioned staff members findings and documentation of their refusal will be submitted with the report regarding disciplinary action
1st Offense: Parent contacted, 1-180 days of OSS, and notification to law enforcement officials.
Subsequent Offense: Parent contacted, Expulsion, notification to law enforcement officials.

DRUGS/CONTROLLED SUBSTANCE SALE OR DISTRIBUTION- [Policy 2640& Policy Regulation 2610] Sale of controlled substance, or a substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.
1st Offense: Parent contacted, Expulsion, notification to law enforcement officials.

DRUGS/PRESCRIPTION MEDICATION- [Policy 2640 & Policy Regulation 2610] Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.
1st Offense: Parent contacted, 1-180 days of OSS, notification to law enforcement officials.
Subsequent Offenses: Parent contacted, Expulsion, notification to law enforcement officials.

DRUGS/DISTRIBUTION OF PRESCRIPTION MEDICATION- [Policy 2640 & Policy Regulation 2610] To any individual who does not have a valid prescription for such medication on school premises or on a school bus.
1st Offense: Parent contacted, 1-180 days of OSS, expulsion, notification of law enforcement
Subsequent Offenses: Expulsion, notification to law enforcement officials.

EXTORTION- [Policy Regulation 2610 & Policy Regulation 2610] Verbal threats or physical conduct designed to obtain money or other valuables
1st Offense: Parents contacted, 1-5 days ASD, 1-5 days of ISS, 1-180 days of OSS
Subsequent Offense: Parent contacted, 5-10 days of ISS, 1-180 days OSS, and Expulsion.

FAILURE TO COMPLETE HOMEWORK/CLASS ASSIGNMENT
1st -3rd Offense: 0 on assignment, Academic Lab, Lunch Detention
4th and subsequent offenses: Academic Lab, Lunch Detention, 1-5 days ASD, Wednesday Detention(s), 1-5 days ISS, "0" on assignment, Parent contacted

FAILURE TO SIGN IN/OUT IN THE OFFICE
1st Offense: 1 day ASD/Parent contacted
2nd Offense: 3 days ASD/Parent contacted
3rd Offense: 1 Wednesday Detention/Parent contacted

FIREARMS AND WEAPONS- [Policy 2620 & Policy Regulation 2610] Possession of a firearm or weapon
1st Offense: Parent contacted, 180 days of OSS, Expulsion, and notification to law enforcement officials
Subsequent Offense: Parent Contacted, Expulsion, and notification to law enforcement officials.

FORGING SIGNATURES
1st Offense: Parent contacted, 1-3 days of ASD
2nd Offense: Parent contacted, 1-5 days of ASD, 1-3 days ISS
3rd Offense: Parent Contacted, Saturday school, 3-10 days ISS

HARASSMENT- [Policy 2130 & Policy Regulation 2610] (*See also Inappropriate Sexual Conduct*) It is the policy of the District to maintain a learning environment that is free from harassment. *The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.
1st Offense: parent contacted, 1-5 days of ASD, 1-10 days of ISS, 1-180 days of OSS, expulsion, and notification to law enforcement.
Subsequent Offenses: ISS, 1-180 days of OSS, Expulsion, and notification to law enforcement.
***We encourage students and all persons to report harassment. If a person witnesses or is aware of harassment occurring, see the high school counselor to complete a report.**

HAZING[POLICY REGULATION 2920]
Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.
1st Offense: Parent contacted, 3-5 days of ASD, 1-10 days of ISS, 1-180 days OSS, Expulsion, and law enforcement contacted
Subsequent offenses: Parent contacted, ISS 1-10 days, 1-180 days OSS, Expulsion, and law enforcement contacted.

IMPROPER LANGUAGE [Policy Regulation 2610]

A) **Threatening Language-** [Policy 2655] Use of verbal, physical (implied) or written threats to do bodily harm to person or personal property.
1st Offense: Parent contacted, 1-5 days ASD, 1-10 days ISS, 1-10 days of OSS
Subsequent Offenses: Parent contacted, ISS, 1-180 days of OSS

B) **Use of Obscene or Vulgar Language-** Language which depicts sexual acts, human waste, and blasphemous language
1st Offense: Parent contacted, 1-5 days of ASD, 1-5 days of ISS, 1-10 days of OSS
Subsequent Offenses: Parent contacted, 1-10 days of ISS, 1-180 days OSS

C) **Disruptive or Demeaning Language or Conduct-** Use of language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.
1st Offense: Parent contacted, 1-5 days ASD, 1-5 days ISS, 1-10 days OSS
Subsequent Offenses: Parent contacted, ISS, 1-180 days OSS

INAPPROPRIATE SEXUAL CONDUCT- [Policy 2130 Harassment & Policy Regulation 2610]

A) **Physical touching of another student-** in the area of the breasts, buttocks, or genitals
1st Offense: Parent contacted, 1-5 days of ASD, 1-10 days ISS, 1-180 days OSS, expulsion, notification to law enforcement officials
Subsequent Offenses: ISS, 1-180 days of OSS, Expulsion

B) **Use of sexually intimidating language, objects, or pictures**
1st Offense: Parent contacted, 1-5 days of ASD, 1-10 days of ISS, 1-180 days of OSS, Expulsion
Subsequent Offenses: ISS, 1-180 days OSS, Expulsion

C) **Indecent Exposure-** includes display of undergarments, breasts, buttocks and genitals in public location
1st Offense: Parents contacted, 3-10 days ISS, 1-180 days OSS,
Subsequent Offenses: Parents contacted, 1-180 days OSS, Expulsion

POSSESSION/USE OF UNNECESSARY ELECTRONIC DEVICES- [Policy 2656 & Policy Regulation 2610]
We at Valley R-VI understand today's contemporary environment, so the need to obtain an electronic device is understood; however, the use of personal electronic devices not distributed by the district in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, and in accordance with 162.207, RSMO, student possession or use of electronic personal communication s devices, defined as " a portable device that is used initiate, receive, store or view communication, information, images, or data electronically", and including in part cell phones, smart watches, digital cameras and similar electronic devices will be banned during the school day, as well as, in dressing areas during extracurricular activities. The school day includes all time students are regularly scheduled to be present, including instructional time, meal time, breaks, time between classes, study hall, and in school suspension. Violation of the policy will result in the following consequences:
1st Offense: Warning, Confiscation of item for parent or legal guardian to pick up
2nd Offense: 1 day ASD or ISS, Confiscation of item for parent or legal guardian to pick up

Subsequent Offenses: Additional days of ASD/ISS or OSS, Confiscation of item for parent or legal guardian to pick up, student

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone/electronic device myst be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone/electronic personal device for approved purposes. Telephones are also available in school offices for parents to contact their students for legitimate reasons. In addition, exceptions to this Policy may be made based upon the provisions of a student's IEP, Section 504 Plan, Safety Plan, or other lawful requirement.

***Refusal to comply with this policy or attempting to alter the device in any way will be considered insubordination, and further disciplinary action will be taken.**

***Cellular phones and smart watches must be turned off during instructional time and secured.**

TARDY [Policy Regulation 2610] (On the 4th and each subsequent tardy per class per semester)

Driving students who accumulate four tardies in their first hour class (per semester) will lose parking privileges on school property.

1st through 3rd Offenses: Teacher will record

4th Offense: 1 day ASD/ if during first period, loss of parking privileges

5th Offense: 1 day ASD

Subsequent Offense: 1 Wednesday Detention, 3 days of ASD

THEFT- [Policy 2654 & Policy Regulation 2610] Nonconsensual taking or attempt to take the property of another

1st offense*:* Parent contacted, 1-5 days ASD, 1-5 days ISS, 180 days OSS, possible notification to law enforcement officials, Restitution.

Subsequent Offenses: Parent contacted, ASD, ISS, OSS, Restitution.

TOBACCO USE/POSSESSION [Policy 2640, 5250 & Policy Regulation 2610] (To include possession and use of tobacco paraphernalia such as lighters, as well as substances appearing to be tobacco products, such as e-cigarettes)

1st Offense: Parent contacted, 1-5 days ASD, 1-3 Days ISS

Subsequent Offenses: Parent contacted, 1-3 days ISS, 1-3 days OSS

TRUANCY- [Policy and Regulation 2340 Truancy and Educational Neglect & Policy Regulation 2610] Absent or tardy from class or classes without authorization; Skipping school without parental permission/knowledge or leaving school without receiving principal/designee's permission.

1st Offense: Saturday School, 1-3 days ISS

Subsequent Offenses: 1-5 days ISS

VANDALISM- [Policy 2654 & Policy Regulation 2610] Intentional damage or attempt to damage property belonging to the staff, students, or the District

1st Offense: Parent contacted, 1-5 days ISS, 1-180 days OSS, Expulsion, possible notification to law enforcement officials

Subsequent Offenses: Parent contacted, 5-10 days ISS, 1-180 days OSS, Expulsion, notification to law enforcement officials

VIOLATION OF DRIVING PRIVILEGE- [Policy 2650 & Policy Regulation 2610] Careless and imprudent driving (Driving too fast/spinning out/driving onto school grounds)

1st Offense: Parent contacted, 3 days suspension of driving privilege or 1-3 days ASD

2nd Offense: Parent contacted, 5 days suspension of driving privilege or Wednesday Detention

3rd Offense: Parent contacted, driving privileges suspended for one semester and 1-5 days ISS

CHRONIC OFFENDER STATUS

Chronic offender status will be earned by any student who has ten (10) or more written referrals due to inappropriate behavior in a school year. As a consequence of the eleventh (11th) referral, Students can be referred to the juvenile office.

REFUSAL BY THE STUDENT OR PARENT REFUSAL TO SERVE ASSIGNED DISCIPLINE WILL RESULT IN PUNISHMENT GOING TO THE NEXT LEVEL OF THE DISCIPLINE CODE. ASD TO ISS FOR THE

CORRESPONDING DAYS, WEDNESDAY DETENTION TO 3 DAYS ISS, SATURDAY SCHOOL TO 3 DAYS ISS, ISS TO EQUIVELENT DAYS OF OSS.

ALL DISCIPLINARY ACTIONS WILL BE CONDUCTED ACCORDING TO THE DISCRETION OF THE PRINCIPAL.

DRUG TESTING POLICY

Statement of Intent

The Valley R-6 School District recognizes that drug and alcohol abuse are a significant health problem in young people throughout the nation. There has been an increase in the number of drug related referrals at the high school over the past several years. Drug usage is inconsistent with school sponsored extracurricular activities and interscholastic athletics. Students representing the Valley R-6 School District are respected and admired by a large segment of the student body and community, and are expected to hold themselves as good examples of conduct, citizenship, sportsmanship, and training. Further, drug use and abuse causes serious physical, mental, and emotional problems for students, and presents a danger to both the student using drugs and other students.

For these reasons, the Board of Education feels that it is important that students participating in extracurricular interscholastic activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA), and those who drive to school and park on campus on a daily basis, remain free from the influence of drugs for the health and safety of all.

It is the desire of the Board, administration, faculty, and staff that every student in the district refrain from using, possessing, or distributing illegal drugs or unauthorized prescription drugs. The purpose of this policy is to help ensure the health and safety of students by limiting the opportunity of any student in violation of this policy to participate in activities sponsored by MSHSAA or to drive a vehicle on school property. This policy is intended to deter and discourage drug abuse among our students who meet the criteria for testing and to complement all other District policies, rules, and regulations associated with illegal use of drugs.

Participation in MSHSAA sponsored activities, as well as driving a vehicle and parking on school property, are considered privileges for students. Students who participate in MSHSAA activities carry a responsibility of appropriate behavior to themselves, their fellow students, their parents/guardians, and to their school. They are expected to set the highest possible example of conduct, which includes the avoidance of illegal or unauthorized prescription drug use. Students who drive and park at school are expected to follow all motor vehicle laws. Driving while under the influence is both an operational and safety hazard to the school community. For all students participating in the above school activities, illegal or unauthorized prescription drug use is incompatible to the good order of school.

The drug testing program is not intended to be disciplinary or punitive in nature. The program will not affect the policies, practices, or rights of school officials, coaches, and sponsors in dealing with illegal drug or alcohol possession or use where reasonable suspicion is obtained by means other than the random sampling provided by the drug testing program.

The provisions of this policy apply to all students attending Valley R-6 High School who sign, along with their parent/guardian, a "consent to be tested" form. This form will be kept on file in the principal's office. All students who wish to participate in MSHSAA activities, or to drive and park on campus, will be required to participate in the drug testing program. Students who fail to meet this requirement will not be eligible to participate in either privilege.

Drug Testing Policy Definitions

Extracurricular Activities: This refers to all activities and athletics sponsored by the Missouri State High School Activities Association (MSHSAA) that generally take place outside the regular school day. (On rare occasions, some competitions do occur during the school day. These events will also be included with this particular definition.)

Drug Use Test: Scientifically substantiated method of testing for the presence of illegal or prescription drugs in a person's urine.

Illegal Drugs: The use, possession, distribution, sale, or solicitation of alcohol, drugs, their imitators, unauthorized prescription or non-prescription drugs, drug related paraphernalia, narcotic substances, marijuana, or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either state or federal law.

Suspension Days: Suspension from MSHSAA activities and driving/parking privileges will begin on the day the positive test results are made known to school officials. Suspension days for the first positive test will be thirty (30) calendar days. If the student and parent/guardian(s) agree to seek drug counseling services at their expense, the suspension days will be reduced to ten(10) days after completion of a drug counseling program during a 30 day period. Suspension for the second positive test cumulative will be 180 calendar days.

Positive Test Result: When referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal or prescription drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. (Upon testing positive for the use of a prescription drug, the student will have to provide documentation that the use of the drug in question has been authorized by a physician providing care to the student. A meeting will then be conducted with the parent/guardian of the student, the administration, and a medical review officer to verify the documentation.)

Special Note: A positive result attributed to the lawful use of prescription or nonprescription drug shall not be considered a positive result for the cumulative record keeping purpose of this policy.

Testing Pool: Students participating in the MSHSAA activities (baseball, boys and girls basketball, volleyball, track/field, cross country, cheerleading, academic teams, E-sports, band, and choir) are eligible for testing under this policy. Also, all students who wish to drive and park their vehicle on school property are eligible for testing under this policy.

Procedures for Testing

The District will utilize an outside agency to randomly test students in the pool. The testing agency will follow practices and procedures designed to ensure the validity of testing, the proper chain of custody with regard to specimens, the confidentiality of medical information submitted with testing, and procedures designed to ensure the privacy of students while testing. Testing will be conducted at the frequency and volume deemed necessary by the district to ensure the accuracy and validity of the testing program. Any change to this procedure must be approved by the superintendent.

At the beginning of the school year in August, all students who want to park on school grounds and play fall MSHSAA activities will have their names entered in the pool of eligible names to be drawn for drug testing. Names of students who wish to park will be determined by those students who fill out a request to park on campus. Students participating in MSHSAA activities are included in an event roster. Anyone's name that appears on a MSHSAA roster will be submitted for random selection for testing.

Consequences for Positive Drug Test Results

When positive test results are received from the testing agency, the principal will notify the student's parents/guardians as soon as possible to schedule a conference to explain the results and discuss the consequences. This conference may be conducted over the phone. During the conference, the principal will solicit any explanation for the positive findings and ask for doctor prescriptions of any drugs that the student may have taken that may have affected the outcome of the analysis.

First Offense: The student who tests positive for the first time will be suspended immediately from all MSHSAA activities and/or driving and parking privileges for a period of thirty (30) calendar days. If the student and parent/guardian(s) agree to seek drug counseling services at their expense, the suspension days will be reduced to ten(10) days after registration of a drug counseling program. The student must receive counseling for drug abuse and complete the program within 30 days of the offense. At the conclusion of the 30 day period, proof of counseling must be presented to the principal and a second drug test, conducted at the expense of the parents/guardians. The second drug test must be conducted by an approved and licensed agency and test results must be negative. Failure to comply with any of these provisions will result in the student suspension being reinstated for the 30 day cumulative period and excluded from MSHSAA activities and driving or parking privileges.

Second Offense: A second cumulative positive test will result in the student being suspended immediately from the MSHSAA activity and/or driving/parking privileges for a period of 180 calendar days. The student must receive counseling for drug abuse from a licensed individual or agency within the suspension period. The counseling is at the expense of the parent/guardian. The counseling for a second offense needs to be substantial in nature. Proof of counseling must be presented to the principal and a second drug test must be conducted under the same conditions mentioned above for reinstatement after a positive test result. Failure to comply with any of these provisions will result in the student being excluded from MSHSAA activities and all driving/parking privileges on campus.

Third Offense: A third cumulative positive test will result in the student being suspended immediately from all MSHSAA activities and driving/parking privileges for the remainder of his/her high school career.

Failure to Provide a Sample: If a student who has been randomly selected for drug testing and called to the office fails to produce a urine sample within a reasonable amount of time (90 minutes), that student may be considered as testing positive and be held accountable under the conditions specified in this policy.

Refusal to Submit or Falsifying Results: A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one (1) calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

Appeals Process
Students and their parents/guardians who wish to appeal the random selection process, testing procedures, accuracy of result, and/or the consequences associated with a positive test(s) may do so under the Complaint Procedures policy located in the student handbook and athletic handbook.

Evaluation
The Board will review and evaluate the drug testing policy annually to determine its effectiveness. The evaluation will take place in May or June. Specifically, the Board will look at overall management of the program to ensure that standards of fairness and confidentiality have been met. The Board will also evaluate the effectiveness of the program in terms of deterring students from using illegal drugs. Data to be considered in the evaluation process to determine effectiveness will be the positive test results documented along with the number of discipline referrals to the office associated with illegal drug violations. The Board will be looking for a decrease in positive test results and discipline referrals associated with illegal drug possessions and use. The Board will also assess the cost effectiveness of the program.

Consent Form
A signed consent form for each student driver and athlete must be on file in the high school office by the first Friday of the week school is in session. Failure to do so will result in driver/participation being suspended until the consent form has been turned in. The form must be signed by the student and the parent/guardian.

CLOSED CAMPUS [Policy 2630]
With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

DRESS CODE [Policy 2651]
The purpose of the Valley High R-VI dress code is to promote an image of personal pride in appearance that is in good taste and meets the basic requirements of decency. This policy is subject to the discretion of the principal.

1. Gang emblems/obscene emblems or writing/liquor, tobacco, or drug advertisements may not be worn on clothing.
2. Clothing should be in general "good taste." Midriff tops or tops that expose the stomach area, muscle shirts, tank tops, and tops with spaghetti straps may not be worn. Tops that have been torn/cut to reveal more than the manufacturer intended by design/tops with holes (cut or torn) and that reveal unnecessary glimpses of the upper body (**excessive armpit area**) are not permitted. When the student is seated, shorts and skirts must be close to mid-thigh in length. Pants, shorts, and skirts must not have words across the seat. Students are not to wear pajama-type clothing to school, including house slippers. Clothing with inappropriate innuendo is not allowed. ***Pants must be worn at the hipline.***
3. Clothing that based on past school or community incidents reasonably offensive to another student's race, gender, national origin, religion or disability.
4. Students must wear shoes while at school. House shoes/slippers are not permitted.
5. Hair must be clean and well groomed, and there should be evidence of good daily hygiene. Students not exhibiting good hygiene will be referred to the school nurse. Subsequent offenses will be a meeting with the school counselor and call home.
6. Beards and mustaches are allowed if they are well kept.
7. ***No sun glasses may be worn in the building. Any head garments worn must be school appropriate and follow the guidelines stated in number 1. Head garments may be requested to be removed at teacher's discretion.***

8. No watch/wallet chains allowed.
9. Leggings are permitted, however shirt or blouse worn with them must cover the rear end of the student.

SECRET ORGANIZATIONS AND GANGS [Policy & Regulation 2653]

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. A *gang* as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
a. Soliciting others for membership in any gangs.
b. Requesting any person to pay protection or otherwise intimidating or threatening any person. c. Committing any other illegal act or other violation of school District policies.
d. Inciting other students to act with physical violence upon any other person.

Consequences for any of the above actions and/or behaviors may result in suspension or expulsion to be determined by the administration.

SPECIAL EDUCATION STUDENTS

The discipline policy established by the school will also be enforced with regard to special education students consistent with their IEP or 504 plan.

STUDENT DISCIPLINE HEARINGS

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings will also be held upon written parental request to consider appeals from student suspension in excess of ten school days.

1. Parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time, and place of the hearing; their right of counsel; and their procedural right to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians.
2. Prior to the Board hearing, the student's parents or guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student's parents or guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the student's parents or guardians request an open hearing. At the hearing, the administration and their council will present the charges and such testimony and evidence to support such charges. The student, his parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive (closed) session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents or guardians written Findings of Fact, Conclusions of Law and Decision.

STUDENT SUSPENSIONS AND EXPULSIONS

Students charged or convicted of a felony will to be permitted to attend school until the criminal matters are solved. Students suspended or expelled from another school will not be permitted to attend until the suspension has been completed. Students expelled from another school will not be permitted to attend school. The Board of Education

believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, school policies, rules and regulations essential for permitting others to learn at school. Therefore, the administration reserves the prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school. This action is taken in accordance with due process and with due regard for the welfare of both the individuals by administrative act of summary suspension. Expulsion can be implemented only through specific action by the Board of Education.

No student shall be suspended unless the following hearing procedures are implemented:

1. The student shall be given oral or written notice of the charges against him/her.
2. If the student denies the charges, he/she shall be given an oral or written explanation of the facts that form the basis of the proposed suspension.
3. The student shall be given an opportunity to present his/her version of the incident.
4. Prompt notification will be given to the parent/guardian or others having custodial care of the student, including reasons for such action.

The Board authorizes the summary suspension of pupils by the building principals for a period not to exceed ten school days and by the superintendent for a period not to exceed a total of 180 school days, provided such action is in accordance with due process and state statutes. Any suspension by a building principal shall be immediately reported to the superintendent, who may revoke the suspension at any time.

In case of a suspension of a student by the superintendent for a period of more than ten days, the student, his parent/guardian, or others having custodial care may appeal the decision of the superintendent to the Board or to a committee of the Board, appointed by the president of the Board, which shall have authority to act in lieu of the full Board. Requests for appeal shall be in writing and filed with the secretary of the Board. Upon the filing of the appeal, the suspension shall be stayed unless the superintendent determines the student's presence poses a continuing danger to persons or property or an on- going threat of disrupting the academic process. In such cases, the resulting judgment shall be immediately transmitted to the student and his/her parents/guardians or other having custodial care and the student shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten school days, the superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials, and the reasons for such action. The Board, upon written request, shall grant a hearing to the appealing party.

Part IV: Co-curricular and Extracurricular Activities

SOCIAL ACTIVITIES AND OPPORTUNITIES

To promote enjoyment of the high school years, all students are encouraged to participate in extracurricular activities. Following is a chart showing the current list of activities offered, including the sponsor or coach. Please note that the activities and/or sponsor are subject to change, as situations may dictate the elimination or addition of certain programs.

ACTIVITY	SPONSOR or COACH
Academic Team	Kathy Grajek
Academic Team Assistant	Alyssa Phillips
Art Club	Kathy Grajek
Band	Alyssa Phillips
Drama Club	
ESports	Trina Pritchett-Barton
FCCLA	Jarah McClain
Future Business Leaders of America	Jennifer Juliette
JH/HS FFA	Victoria McCoy
National Honor Society	Shelby Jones
Science Club	Trina Pritchett-Barton
Student Council	Rebecca Lawson
Student Council Co-Sponsor	Katie Tiefenauer
Yearbook	Jennifer Juliette
Junior High Baseball	
Junior/Senior High Cross Country	Megan Bridgeman
Junior/Senior High Cross Country Assist.	Hailey Neier
Junior High Girls Volleyball	Emily Dodd
Senior High Girls Volleyball	Cody Dunlap
Senior High Girls Volleyball Assist.	Erin Williams
Junior High Girls Basketball	
Junior High Boys Basketball	Payton Krager
Senior High Girls Basketball	
Senior High Girls Basketball Assist.	
Senior High Boys Basketball	Jacob Bollinger
Senior High Boys Basketball Assist.	Colby Maxwell
Senior High Cheerleading	Jennifer Juliette
Senior High Baseball	Colby Maxwell
Senior High Baseball Assist.	Joshua Kearns

ADMISSION PRICES FOR ATHLETIC CONTESTS

Students	$2.00
Adults	$3.00

RULES FOR SOCIAL ACTIVITIES

In order to attend school functions outside of school hours, students must have been in attendance at least four class hours the day of the function, or the day prior if there is no school on day of function. Furthermore, hours absent must be excused or approved by the principal or student may be prohibited from attendance. If the student is a participant in the activity, they must follow the attendance rules set forth in the Athletic/Activity Handbook of full attendance of the day of the activity or the day prior if school is not in session on the day of the function. Possession or the use of alcohol, drugs, tobacco, or controlled substances will not be permitted in school or on the school grounds at school functions. Disciplinary action will result as indicated in the disciplinary section of this handbook.

Students who ride the bus to away sporting/club events may only ride home with a parent and only after signing the student out with the coach/sponsor. Failure to meet these conditions will result in disciplinary action.

Students attending school sponsored sporting events and after-school activities are not allowed to leave and then return to the game or activity without permission from the administrator on duty, not the gate keeper. This includes students not being able to pay the entry fee a second time and re-enter. Once students leave a game or activity, they cannot return.

DANCES

Juniors and seniors may invite guests to the Prom other than students from Valley, provided that these guests are properly registered in the office of the principal and the admission fee is paid. The Prom Committee sponsor has the right to deny admittance of any guests. More specific regulations regarding Prom attendance may be distributed to all students closer to the actual date of the Prom. All major school dances, Homecoming and/or Junior/Senior Prom are to be held on a weekend night and usually end at 10:00 P.M. All school dances will be held in the high school gym due to security and insurance purposes. Any student who leaves a school function early will not be permitted to return. Dances are a school function, and the dress code should be followed. A prom dress code will be outlined by the prom sponsor at the beginning of each school year.

PROM GUIDELINES AND QUALIFICATIONS

1. Prom will be held in the spring, preferably the first weekend of April.
2. The Junior Class will have three fundraisers for Prom:
   a. Popcorn Sales (all Juniors that wish to participate in prom)
   b. Valentine Flower Sales (Committee Only)
   c. A third option if needed…(Trivia Night, Bake Sale, Car Wash, etc.) at the discretion of the administrator.
3. Prom Committee and Prom Sponsor will choose the theme for Prom and the date to be held in the high school gym according to school calendar openings.
4. Prom Committee will be the top ten salespersons (total dollar amount of sales) on the popcorn sales.
5. The responsibilities of Prom Committee include but are not exclusive to:
   a. Choosing decorations, theme, invitations, etc. They will also be excused from classes a designated number of days before the event to decorate for Prom.
   b. Sign committee contract, also agreed upon and signed by parents, to attend committee meetings.
   c. Sell, sort and distribute flowers from Valentine's Day fundraiser.
   d. Cleaning up after Prom on Sunday @ 2:00 pm per contract agreement.
6. Outside guests to Prom must be paid for by the Junior or Senior whom has invited them prior to Prom by a date determined by the prom sponsor and administration. The favor fee is to be determined by the prom committee according to the cost factors.
7. An outside guest is anyone who is not a Junior or Senior at Valley. Junior high students are NOT allowed to attend. Outside guests must be signed up in the office with a form for turned in for approval by the date mentioned above. Any guest changes after the deadline must go through the prom sponsor and the high school principal. Prom guests must not be no older than 20 years of age.
8. All Seniors are eligible to attend Prom. Juniors are eligible to attend **ONLY** if they have participated in any of the fundraisers mentioned above and have raised at least $75.00 in sales. Students will **NOT** be allowed to pay the sales amount to attend Prom.
   a. If a student moves into the district as a Senior, they are eligible to attend the prom as long as they have NO discipline issues and exhibit good attendance.
   b. If a student moves into the district as a Junior after the fundraising events in the Fall, they may attend prom if they have NO discipline issues and exhibit good attendance.
9. Prom will start at 7:00 pm and end at 10:00 pm., photographer will be onsite at 6:00 pm, and the event is open to the public to see until 7:00 pm. The Grand March will be at 6:30 pm in the front of the high school. At least one administrator will be in attendance.
10. Students will be asked to leave prom if they are under the influence of drugs or alcohol or cause a disturbance of any kind and law enforcement may be notified.

11. Students are required to dress in formal attire. Dress Code: Skirts must be knee length, midriff cannot be exposed(no belly buttons) and cleavage cannot be exposed. Dress pants with shirt and tie are suitable, NO BLUE JEANS OR KHAKIS. Students are asked to think responsibly and as an adult when deciding what is appropriate to wear to a school sponsor **formal** event.
12. Prom Court will be elected by the underclassmen, 9th-11th grade students, approximately one month before Prom. All seniors are eligible for consideration. The Court will consist of the four males and four females that received the most votes from the underclassmen.
13. Prom court will be held at 9:00 pm the evening of Prom.
14. Prom King and Queen will be elected from the Prom Court by the Junior Class a few days before Prom. The prom sponsors will tally the votes for both the court and the royalty. In the event of a tie for either the Court or King or Queen, a run-off election will be held.

Board Approved July 19, 2012; Board Approved Revisions July 20, 2023.

FUND RAISING

All fund raising projects must be approved by the principal. This includes the sale of items through community organizations. There will be a limit of only two fund raisers per year per organization. (Junior class may request additional fund raising due to need of funds for prom.) Any organization with a negative balance may request to do additional fundraisers to bring their organization balance in good standing. Organizations should respect the fundraisers already established by other organizations when starting new fundraisers.

In addition, the Smart Snacks in School standards published by the USDA (United States Department of Agriculture) prohibit at school the sale of foods and beverages that do not meet their nutrition requirements. This means that fundraisers selling food products that can immediately be consumed can no longer be sold at school during school hours. This includes the sale of items such as candy, soda, beef jerky, etc. The standards do not apply during non-school hours, on weekends and at off-campus fundraising events. Fundraisers that sell pre-packaged items that must be prepared later, such as pizzas, are still permitted to be sold at school.

NATIONAL HONOR SOCIETY SELECTION PROCESS

1. In order for a student to become eligible scholastically, he/she must be a member of the 10th, 11th, or 12th grade, must maintain a "B" average (3.00 on an 4.0 scale), and must be in attendance at the school for one semester.
2. Eligible students shall be notified and informed that for further consideration for selection they may complete the Student Activity Information Form. Failure to complete this form will automatically eliminate that student from consideration to NHS.
3. The selection process will be determined by a council of faculty members consisting of five staff members and the NHS advisor. The NHS advisor is a non-voting member of the council.
4. The selection of each member shall be by a majority vote of the faculty council. Selection is largely based upon the information contained in the completed information form and the student's degree of citizenship.

CLASS MEETINGS

1. Class meetings must be approved by the class sponsors and the principal before a meeting can be scheduled.
2. All suggestions must be placed in the form of a motion to be considered by class members before voting occurs.
3. A majority rule will carry a motion.
4. A class president and/or sponsor may ask that a motion under debate be tabled for later consideration.
5. It will be understood by all class members that any motions made and carried may be vetoed by the sponsor and/or principal despite a majority vote of the class members.
6. The class sponsors will have the option of adjourning a class meeting at any time without a motion being made or carried.
7. Any student who becomes disruptive will be sent from the room until further notice. A second violation will result in that student's suspension from class meetings for a period of one month. A third violation will result in permanent suspension from all class meetings.

ORGANIZATIONAL ACTIVITIES

A student may serve as president of no more than two organizations. A student will be required to decline further nominations for a presidency once the specified limit has been reached. This policy has been established to promote student leadership potential and responsibility through a broader range of student participation.

EXTRACURRICULAR ACTIVITIES: Academic eligibility standards for Valley R-VI Students

Valley High School is a member of the Missouri State High School Activities Association and adheres to all rules and regulations established by the association.

Eligibility to represent a school in interscholastic activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools. The following are basic eligibility rules of which every student participating in interscholastic activities must be aware:

1. Be a good citizen in your school and community.
    a. Any student who represents his/her school in interscholastic activities must be a creditable citizen and judged so by the proper school authorities certifying this list of students for competition. A student whose character or conduct reflects discredit upon himself/herself or his school is not considered a creditable citizen. His/her conduct shall be satisfactory in accord with the standards of good self-discipline.
    b. A student who misses class on the date of a contest without being excused by the principal shall not be considered eligible on that date. The student must obtain permission from the principal in advance of his absence.
    c. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards.
2. ***Be enrolled in courses that meet the MSHAA Standards (3 units of credit and to have earned 3 units of credit the preceding semester or made standard progress in special education).*** ***6th*****,** 7th and 8th graders must have been promoted to a higher grade level at the close of the preceding year.
3. Have entered school within the first eleven days of the semester. Entering school is interpreted as enrolling and attending classes.
4. Not have received or competed for any award of any kind other than that given by your school for your services as an athlete in the sports in which you are competing. Competing for awards having a utilitarian value such as jackets, cash, or merchandise will make you ineligible.
5. Not having reached your 19th birthday prior to July 1 of the school year. Junior high students shall not have reached the following ages prior to July 1: Grade seven-14; Grade eight-15; Grade nine-16.
6. Not have competed under an assumed or false name.
7. Not transferred schools without a corresponding change of residence of your parents unless you meet appropriate exceptions of the transfer standards. Always check with the principal prior to a transfer.
8. Not having graduated or received an early release from a four-year high school or its equivalent. Seventh and eighth graders are not eligible to compete against tenth graders or above. Ninth graders who compete with tenth graders or above in a sport may not return to compete against seventh and eighth grade teams in that sport.
9. Attend your eighth semester immediately following your seventh semester. High school students are eligible only during the first eight semesters of attendance. Seventh and eighth graders are eligible for only the first two semesters attended in each grade.
10. Not having competed at any time as a member of a junior college or senior college team.
11. Not competed on an outside team or in individual match competition during the session you are representing your school in the same or another sport.
12. Not transferring from one school to another because of being influenced to do so.

All students in grades 6-12 trying out for an interscholastic activity offered by the Valley R-VI School District must fill out and return to the school an Athletic Participation Consent/Physicians Report Form. This form is to be returned to the coach or sponsor of the activity. A student will not be allowed to participate in interscholastic athletic practices or contests until all parts of this form are completed, signed, and on file with the school. An athletic handbook will be provided to each student participating in athletic competition. A mandatory parent/athlete

meeting will be held annually. The athletic handbook agreement form must be signed and returned to the athletic director prior to any student being allowed to participate.

EXTRACURICULAR ACTIVITIES CODE OF CONDUCT

This Code of Conduct is in effect and applies to any hour or day of the seven-day week, starting from the first day through the last day of student attendance each school year. The person responsible for enforcing this code is the sponsor of each organization or head coach of each sport.

Students shall lose their eligibility to participate in all extracurricular activities including contests, practices, meetings, events, trips, dances, etc. according to the following guidelines:

1. Out-of-school suspension: A student will lose his/her eligibility in any extracurricular activity during the duration of the suspension. The days of loss of eligibility and the days of suspension must run concurrently.
2. Students, who are continually a discipline problem, while in attendance, may lose their eligibility to participate in any extracurricular activity for a number of days to be determined by the principal. This guideline is intended for those students whose misconduct does not warrant out-of-school suspension.
3. There are some types of misconduct that occur outside the regular school day and not during a school activity that reflect discredit upon a student's character or conduct. This may not result in the student's suspension from school. In these instances, the principal will determine the number of days of ineligibility. Examples under this guideline could be the arrest and conviction for drinking alcohol, using drugs or controlled substances, being under the influence of alcohol or drugs while participating in the activity, and/or being convicted of a felony.

The principal and sponsor/coach have the authority to discipline students based upon each particular organization's standard of conduct.

Part V: EMERGENCY PROCEDURAL PLANS

Fire, earthquake, tornado, crisis, and severe weather drills are held periodically. Follow your teacher's instructions. Walk-don't run. Stay with your class. Evacuation procedures are posted in all classrooms.

***Fire alarm-Intercom Notification:** Teachers and students will follow the emergency route out of the building.

***Tornado alarm-Intercom Notification:** Teachers and students will follow the emergency route to a secure location in the building.

***Earthquake-Intercom Ntification:** Teachers and students will assume the emergency position under a desk, then leave the building following the emergency route after the earthquake.

***Crisis-Intercom Notification-Viking Alert:** Students will remain in their specific area until further notice is given.

***Return to class**-intercom notification

HELP NUMBERS (To the best of our knowledge.)

Al-Anon & Alateen 1-800-356-9996
BJC Behavioral Health 1-888-331-5111
Child Abuse Hotline 1-800-392-3738
Child Find of America 1-800-I-AM-LOST (426-5678)
Compassionate Friends - Parent Grief 1-630-990-0010
Crisis Youth and Runaway Hotline 1-800-HIT-HOME (448-4663)
Division of Family Services 573-438-2121
East Missouri Action Agency 573-431-5191
LIFT Literacy Investment for Tomorrow 1-800-729-4443
Migrant Education Hotline 1-800-234-8848
Missouri Aids Hotline 1-800-342-AIDS
Missouri Office for Victims of Crime 1-866-394-MOVC (6682)
Missouri School Violence Hotline 1-866-748-7047
Mothers against Drunk Driving 1-800-GET- MADD
National Alliance for the Mentally Ill 1-800-950-6264
National Center for Missing & Exploited Children 1-800-843-5678
National Council on Alcoholism & Drug Dependency Hope Line 1-800-622-2255
National Depression Screening Project 1-800-573-4433
National Domestic Violence Hotline 1-800-799-SAFE (7233)
National Institute on Drug Abuse Hotline 1-800-662-HELP
National Referral Network for Kids In Crisis 1-800-KID-DAVE (543-7283)
National Runaway Switchboard 1-800-RUNAWAY
National Suicide Prevention Lifeline 1-800-273-TALK
Parental Stress Help (Instate) 1-800-367-2543
Parkland Health Center 1-800-734-3944
Poison Center 1-800-222-1222
Rape, Abuse & Incest National Network (R.A.I.N.N.) 1-800-656-HOPE (4673)
Students against Destructive Decisions (S.A.D.D.) 1-877-SADD-INC
Safe Return 1-800-572-1122
St. Louis Life Crisis Services (314) 647-4357 or 1-800-SUICIDE
St. Louis Behavioral Health Response (314) 469-6644 or 800 811-4760
Social Security Administration 1-800-772-1213
Southeast Missouri Community Treatment Center Crisis Line 573-431-3341
Vocational Rehabilitation 1-800-640-7110
Washington County Sheriff's Department 573-438-5478
Washington County Memorial Hospital 573-438-5451

Valley R-VI
School District

Parent/Student
Chromebook Handbook
and
User Agreement

2026-2027

Table of Contents

Chromebook Handbook/User Agreement

Terms of the Chromebook Use....48
Receiving your device....48
Title....48
Insurance Protection....48
Loss or Theft....48
Due Process....49
Transfer Out Students....49
Estimated Repair Pricing Resulting from Deliberate Damage or Neglect....49
Repossession....50
Terms of Agreement....50
Limitation of Liability....50
Loaner Computers....51
Unpreparedness/Discipline Actions....51
Chromebook Violations....51
Internet Safety....51
Student Guidelines for Acceptable Use of Technology Resources....51
Care of Chromebooks....53
Violations of the Chromebook User Agreement....53
References....53
Technology Acceptable Use Policy....54
Valley R-VI Chromebook Device Protection Plan....63
Estimated Repair Pricing Resulting from Deliberate Damage or Neglect....63

Terms of the Chromebook Use

Receiving your device
Devices will be distributed each fall at the beginning of the school year. Parents & students must sign and return the Chromebook User Agreement, the District Technology Acceptable Use Agreement and the Chromebook Protection Plan before the device can be issued to their child. The Chromebook Device Protection plan outlines two options for families to protect the device investment for the school district. Please review the Chromebook Device Protection Plan included in the handbook. Please read and sign the Valley R-VI School District's Parent/Student Chromebook User Agreement. You must comply at all times with the Valley R-VI School District's Parent/Student Chromebook Handbook and Student Acceptable Use Agreement (AUP) and all of its contents. Any failure to comply may end your rights of possession effective immediately and the District may repossess the property.

Title

Legal title to the property is with the District and shall at all times remain with the District. Your right of possession and use is limited to and conditioned upon your full compliance with this Agreement and the Parent/Student Chromebook Handbook. Searches may be conducted based upon reasonable suspicion and devices may be periodically examined.

Insurance Protection

Insurance Protection cost per device is $30.00 annually* and covers one claim in full for accidental damage or breakage of any Chromebook parts excluding a lost charger, dropped Chromebook, or damaged screen. Second claim within a year will require a $20.00 deductible. Third claim within a year will require full replacement cost of the device. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the third claim within a year will be at a total cost to the student.

Insurance Protection must be paid in full before the first claim can be processed.

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

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

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

**Does not cover lost or stolen charger, protective case, or missing keys.*

Loss or Theft

- Loss or theft of the property must be reported to the District by the next school day after the occurrence. Insurance will cover 50% and the student is responsible for the remaining 50% of the replacement cost only with evidence of a filed police report as described below within 24 hours of the occurrence.
- In case of theft, vandalism, and other criminal acts, a police report must be filed by the student or parent within 24 hours of the occurrence. Incidents happening off campus must be reported to the local police or sheriff (depending on location of incident) by the parent and a copy of the report must be brought to the school within ten school days.

- If you choose not to purchase insurance and the computer is damaged, lost or stolen, the parent/guardian is financially responsible for all repair or replacement costs.

- If the loss or theft is the charger/power adapter, carrying case strap, or the carrying case alone (without the Chromebook inside of it), then a police report is not needed. Insurance will cover 25% and the student is responsible for the remaining 75% of the replacement cost.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network or with district devices.

- In the event there is an allegation that a student has violated the District's acceptable use regulation and agreement, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

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

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

Transfer Out Students

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

Estimated Repair Pricing Resulting from Deliberate Damage or Neglect

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

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

Students and/or parents/guardians are not allowed to buy 3rd party chargers or parts for Chromebooks. All replacement parts will be purchased through the district approved vendors.

If at the end of the year, when the student checks in their Chromebook, the parents will be invoiced if the charger and case is not also check in and intact.

The current replacement cost of the equipment is as follows. This list includes the most popular repair items, but is not all inclusive. **All costs are subject to change.**

Item	Replacement Cost
Chromebook (includes device & power adapter)	$350.00
Charger/Power Adapter	$35.00
Battery	$38.50
Screen	$175.00
Keyboard/touchpad	$75.00
Main System Board	$285.00
Fan	$20.00
Carrying Case	$50.00
Full Replacement Cost (Chromebook, carrying case and charger/power adapter)	$390.00

Repossession

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

Terms of Agreement

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

Limitation of Liability

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

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

- The district provides content filtering but not all malicious activity can be impeded.

- The district is not responsible for goods and/or services purchased or sold through district technology resources.

Loaner Computers

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

Loaner computers will be available through checkout at the office for the regular school day or until the Technology Department has successfully repaired the unit. Students will be required to sign a loaner agreement before the loaner unit is assigned to them. Students will be required to check the loan computer in/out each day.

Unpreparedness/Discipline Actions
If a student comes to school without their Chromebook charged or charger to be able to work in class, they will be allowed to check out a charger from the high school office but will be entered in the discipline tracking sheet.

1st offense-verbal warning, entered into discipline in Infinite Campus.
2nd offense-written disciplinary action with 1 day ASD consequence.
3rd offense-written disciplinary action with 2 days ASD consequence.

Chromebook Violations

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

Discipline for Chromebook Unpreparedness (not charged, forgotten at home)

1st Offense-Warning, parent contact
2nd Offense-After School Detention 1 day
3rd Offense-After School Detention 3 days
Subsequent Offenses- additional 2 days ASD per offense

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

Student Guidelines for Acceptable Use of Technology Resources

1. Students are not allowed to modify or reset Chromebooks (or any other district device) to the factory default.

2. No altering of Chromebook, case, or removal of identifying labels.

3. Inappropriate media may not be used as a background, theme, or screensaver. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and/or gang related symbols or pictures will result in disciplinary actions.

4. Only Valley R-VI Google account and passwords are to be used as device login.

5. Sound will be muted at all times on campus unless permission is obtained from the teacher for instructional purposes. Earphones are required for most classrooms, one pair will be provided for each student.
6. Do not delete any folders or files that you did not create or that you do not recognize.

7. Chromebooks must be transported in the District provided protective case. Chromebooks should not be carried in backpacks or other bags.

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

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

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

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

12. The District will install all educational applications needed to support the student's current curriculum. The District will not be held accountable for any unauthorized purchases made from the student's individual accounts. Nor should any expectations be made that transference of purchased items will be made upon the deletion of student's account.
13. Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, software or their configuration will result in cancellation of technology and network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

14. Loaning or Borrowing District Chromebooks or Devices:

    - Do NOT loan computers or other equipment to other students.
    - Do NOT borrow a computer from another student.
    - Do NOT share passwords or usernames with others.
    - The use of AI(Artificial Intelligence) applications, websites or any other access is strictly prohibited.
    - The use of websites, applications or personal devices for the purpose of cheating is strictly prohibited.

Care of Chromebooks

- Each student is responsible for their Chromebook.
- **The number one repair of Chromebooks is a cracked screen. Never put a pen, pencil, earphones, etc. on the Chromebook between the screen and keyboard.**
- It is strongly suggested that food or drink not be consumed next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- The device should be kept in the carry case when transporting them.
- Device lids should be closed at all times when not in use to conserve battery life.
- **No stickers, writing, or other decorations can be placed on the Chromebook or the carry case.**
- It is strongly suggested that students should never leave their Chromebook unattended or unsecured in a car, locker, or classroom, or hallway.
- Students are responsible for keeping the device's battery charged for each school day.
- Do not poke the screen or use a pen or pencil on the screen or keyboard.
- Clean the screen with a soft, dry cloth or anti-static cloth. DO NOT spray any liquid directly on the screen or keyboard.
- Students are not allowed to use another student's Chromebook under any circumstance, especially for malicious reasons while the other student in logged in.

Violations of the Chromebook User Agreement

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

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

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

References

Patriot Act - http://thomas.loc.gov/cgi-bin/query/z?c107:H.R.3162.ENR:
Computer Fraud and Abuse Act - http://www.usdoj.gov/
Children's Internet Protection Act - http://www.fcc.gov/cgb/consumerfacts/cipa.html
Family Educational Rights and Privacy Act - http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Valley R-VI School District
Technology Acceptable Use Policy

I.) Users

A. Student Users - No student will be given "privileged" access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who do not have a User Agreement on file with the district may be granted permission to use the district technology by the superintendent or designee.

B. Employee Users - No employee will be given "privileged" access to the district's technology resources before the district has a signed User Agreement on file. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print, or disseminate information via district resources, including e-mail or Internet access that students or other users could not access, view, display, store, print or disseminate, without authorization by the district.

C. Board Member Users - Members of the school Board may be granted user privileges, including a mail address, upon completion of a User Agreement. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

D. External Users - Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the Superintendent or Technology Director, subject to completion of a User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

II.) Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications (email, instant messaging, text, etc.), all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

III.) Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

IV.) Damages

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

B. The school district does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct, or indirect, incidental, or consequential damages (including lost data, information, damage to media, etc.) sustained or incurred in connection with the use, operation, or inability to use the system.

V.) General Rules and Responsibilities

A. Using another person's user ID and/or password for any reason is prohibited.
B. Sharing one's user ID and/or password with any other person is prohibited.
C. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
D. Mass consumption of technology resources that inhibits use by others is prohibited.
E. Unless authorized by the district, non-educational Internet usage is prohibited.
F. Making School District computing resources available to individuals not affiliated with the Valley R-VI School District without approval of the administration and/or technology director is prohibited. This includes but is not limited to; wireless access points, direct connections of foreign equipment to the district's network and the sharing of district software.
G. Using proxy servers or trying to bypass the District's Internet filtering in anyway is prohibited.
H. Changes to the computer's operating system in any way is prohibited. This includes but is not limited to changing an IP address, changing display settings and changing any other computer settings.
I. Connecting any non-district external device to the network such as a laptop, USB drive or router is prohibited.
J. Use of district technology for soliciting, advertising, fund raising, and commercial purposes or for financial gain is prohibited, unless authorized by the district.
K. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
L. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
M. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
N. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
O. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
P. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
Q. Users may only use properly licensed software, audio or video media purchased by the district or approved for use by the district. Any other software must be approved by the district and installed by the district's technical staff. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
R. Users are prohibited from uninstalling any software off of the district's computers unless authorized by the administration or technology staff.
S. At no time will district technology or software be removed from the district premises, unless authorized by the district.

T. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
U. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

VI.) Technology Security and Unauthorized Access
All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Director. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, Technology Director, or designee.

A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
C. The unauthorized copying of system files is prohibited.
D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
F. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited. Including, but not limited to; computer "viruses," "hacking" tools, scripts, & logic bombs.
G. Accessing Proxy servers for any reason without permission from the Technology Director is prohibited.
H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.
I. Any attempt to connect to district resources using equipment not approved by the technology Director is prohibited.

VII.) Online Safety - Disclosure, Use, and Dissemination of Personal Information
A. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
B. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
C. Student users shall not agree to meet with someone they have met online without parental approval.
D. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.
E. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district. Examples of approved services would include gaggle email for the students and school gmail accounts for the staff.
F. All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.
G. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
H. No curricular or non-curricular publication distributed using district technology will include the address, phone number or email address of any student without permission.
I. Valley R-VI School District reserves the right to limit access to any materials designated by the administrators and/or Technology Director.

VIII.) Electronic Mail
A user is responsible for all e-mail originating from the user's ID or password.
B. Forgery or attempted forgery of e-mail messages is prohibited.
C. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
D. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

IX.) Exceptions
Exceptions to district rules may be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions may also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy. i.e. Each spring the servers are cleared of data so that they will have storage for the coming year.

X.) Waiver
Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the Technology Director and the building principal, superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

XI.) Exception of Terms and Conditions
All terms and conditions as stated in this document are applicable to the Valley R-VI School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, and the United States of America.

XII.) Violations and Discipline
Discipline will be applied according to the severity of the offense. Administration shall judge the violation and authorize discipline accordingly. Disciplinary actions taken shall include, but are not limited to the following.
A. Each violation of the AUP will have a written report of the incident submitted to the building administration explaining the violation.
B. The offender shall have a conference with the building administrator.
C. The parent(s)/guardian(s) of the student will be notified of the offense and the discipline to be carried out.
D. Detention of a set number of days shall be assigned according to the severity of the offense.
E. Internet and/or network connectivity shall be removed for a set number of days.
F. Computer access shall be suspended or revoked.
G. Local and/or state authorities will be contacted and shall be given a report of the incident.
H. Employee disciplinary action shall be taken up to and including dismissal.
I. Students may be subject to disciplinary action up to and including expulsion.

XIII. Artificial Intelligence Policy

Student AI Policy
Purpose:
This document guides our students, staff, and school communities on the appropriate and responsible use of artificial intelligence (AI), particularly generative AI tools, in classroom instruction, school management, and systemwide operations. Generative AI has potential benefits for education and risks that must be thoughtfully managed.

Introduction to Artificial Intelligence (AI):
Artificial intelligence refers to the simulation of human intelligence in computer systems that are taught to automate tasks normally requiring human intelligence. "Generative AI" refers to tools, such as, Copilot, ChatGPT, Gemini, Midjourney, and DALL-E, that can produce new content, such as text, images, or music, based on patterns they've learned from their training data. This is made possible through "machine learning," a subset of AI where computers

learn from data without being explicitly programmed for a specific task. Think of it as teaching a computer to be creative based on examples it has seen. While generative AI tools show great promise and often make useful suggestions, they are designed to predict what is right, which isn't always right. As a result, their output can be inaccurate, misleading, or incomplete.

Scope:
This policy applies to all students, teachers, staff, administrators, and third parties who develop, implement, or interact with AI technologies used in our district. It outlines the acceptable and unacceptable uses of all AI systems used for education, administration, and operations, including, but not limited to, generative AI models, intelligent tutoring systems, conversational agents, automation software, and analytics tools. This policy complements existing policies on technology use, data protection, academic integrity, and student support.

Responsible AI Use:
Educational Purpose:
Students must use only approved AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited. Student use of AI will be limited. Use of unapproved AI tools will result in discipline.

Ethical Conduct:
Students are expected to use approved AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, bullying or any form of dishonesty in academic work. AI work must not be submitted in the place of student work.

Privacy and Data Protection:
Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

Respectful Interaction:
Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

Safety and Security:
Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

Resource Responsibility:
AI resources, such as software, chatbots, or assistants should be used responsibly and not abused for the ease of use in creating original content. Students should ensure that AI tools are used responsibly, without unnecessary ethical implications.

Parental Consent:
Parental consent is required for each student prior to any use of AI tools.
Monitoring and Compliance:
Use of any and all AI tools, including but not limited to, tools, apps, software and websites must be approved by the district's AI approval process. This approval process applies to all faculty, staff and students, and includes evaluation, risk assessment and approval by the AI Committee, which includes the IT Department, High School and Elementary

Principals and selected faculty. The evaluation and approval process may also include the District Superintendent and Board of Education if necessary.

The school will monitor the use of AI technologies to ensure compliance with this policy. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students. Violations of this policy may result in disciplinary action, including but not limited to, restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration.

1st Offense: Forfeiture of grade on assignments and a teacher conference.
2nd Offense: Forfeiture of grade on assignments and a parent/teacher conference.
3rd Offense: Forfeiture of grade on assignments and an administrator conference.
All additional offenses will be handled by administration.

Review and Update:
This policy will be reviewed and updated annually to reflect new developments in AI technology, changes in legal and ethical standards, and the evolving needs of the educational environment.

Conclusion:
The responsible use of AI by students in the K-12 educational setting is essential for fostering a safe, ethical, and productive learning environment. By adhering to this policy, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of our school community.

AI Parental Consent Letter:

Dear Parents and Guardians,
As emerging technologies like artificial intelligence (AI) become more prevalent, our school is proactively developing principles to guide the safe, effective, and responsible use of these tools for student learning. After careful consideration, we have established the following principles:

Support Education Goals for All: AI will be thoughtfully used to enhance outcomes for every student.
Privacy & Security: AI use will align with regulations protecting student data privacy, safety, and accessibility.
AI Literacy: Students and teachers will build skills to critically evaluate and utilize AI technologies ethically.
Realize Benefits & Address Risks: We will cautiously explore AI benefits while proactively addressing risks.
Academic Integrity: Students will produce original work and properly credit sources, including AI tools.
Maintain Human Agency: AI will provide support, not replace educator and student discretion in decisions. Our staff will set parameters for each class and assignment for when and how AI systems can be used.
Continuous Evaluation: We will routinely audit AI use, update policies with community input and provide training to students, teachers, families or community members as needed.

We remind parents and guardians that AI tools may have age restrictions. For example, ChatGPT currently requires users to be at least 13 years old and requires parental or legal guardian consent for students between the ages of 13 and 18. The website warns that "ChatGPT may produce output that is not appropriate for all audiences or all ages and educators should be mindful of that while using it with students or in classroom contexts."

Our goal is to create a learning environment where AI technologies empower rather than replace the human aspects of education. We embrace these technologies cautiously to prepare students for a future where these technologies are everywhere. Please reach out with any questions or input on these principles as we navigate this rapidly changing terrain together. We thank you for your support.

Sincerely,
Jason Samples
Superintendent of Valley R-VI Schools

2026-2027 AI Student Agreement

Artificial Intelligence (AI) can help me learn better and is important for my future, so I promise to use it responsibly and make smart choices.

- I will use AI tools responsibly and will not use AI in a way that could harm myself or others.
- I will not share personal or confidential information with an AI tool.
- I will only use AI to support my learning and will follow my school's rules and teacher's instructions on when and how to use AI on an assignment.
- I will be honest about when I use AI to help with assignments, and I will not turn in work that is fully created by an AI as my own.
- If I use AI, I will review its work for mistakes.
- I will check with my teacher when unsure about what is acceptable.

Student Signature _____

Parent Signature_____

Date _____

Valley R-VI School District

Handbook(s) Agreement Form 2026-2027

Student Name: _____

School: _____ School Year: _____ Grade: _____

Student and Parent, please initial for each handbook.

Student Handbook

_____/_____ I have received a copy of the Valley R-VI Junior High/High School Handbook for the 2026-2027 school year. I understand the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook.

Chromebook Handbook/User Agreement

_____/_____ I acknowledge that I have read, understand and agree to all the terms outlined in the Valley R-VI School District Parent/Student Chromebook Handbook and User Agreement. I further understand that as a user of technology resources owned and operated by the Valley R-VI School District. I am responsible for my own actions.
I also acknowledge that Valley R-VI School District cannot guarantee the privacy, security or confidentiality of any information sent or received via electronic mail. Network administrators can review my e-mail, file folders, and communications to maintain system integrity and insure that I am using the system responsibly.

I understand that any and all of the following sanctions outlined in the User Agreement could be imposed if I violate an agreement and/or procedure regarding the use of Valley R-VI Technology Resources.

I further understand that this agreement is valid at all times that I have access to Valley R-VI School District technology, and will be kept on file.

Technology Acceptable Use Policy

____/____ *I acknowledge that I have read, understand and agree to all the terms outlined in the Valley R-VI School District Technology Acceptable Use Policy. I further understand that as a user of technology resources owned and operated by the Valley R-VI School District. I am responsible for my own actions.*

Media (Parent Only)

____ *I acknowledge that my child's photograph may be published in the local newspaper, social media, videotaped, or put on to our school webpage. I give permission to allow this to occur.*

School-Sponsored Trip Permission Notice

____ *I give permission for my child to take all school sponsored academic, athletic and extra-curricular trips during the 2026-2027 school year.*

Student Printed Name_____

Student Signature _____ Date _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

This sheet must be signed by the parties indicated and returned to your advisory teacher by Tuesday, August 1st 2026.

Valley R-VI Chromebook Device Protection Plan

Insurance Protection cost per device is $30.00 annually* and covers one claim in full for accidental damage or breakage of any Chromebook parts. Second claim within a year will require a $20.00 deductible. Third claim within a year will require full replacement costs. Payment of each deductible is required before the unit will be repaired.

Insurance Protection must be paid in full before the first claim can be processed.

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

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

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

Estimated Repair Pricing Resulting from Deliberate Damage or Neglect

All prices are based on the current cost the District must pay to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on the manufacturer's current price list. **The use of stickers, altering, or writing on carrying cases or computers is not allowed and will be charged for removal.**

The current replacement cost of the equipment is as follows. This list includes the most popular repair items, but is not all inclusive. **All costs are subject to change.**

Item	Replacement Cost
Chromebook (includes device & power adapter)	$340.00
Charger/Power Adapter	$35.00
Battery	$38.50
Screen	$165.00
Keyboard/touchpad	$75.00
Main System Board	$285.00
Fan	$20.00
Carrying Case	$50.00
Full Replacement Cost (Chromebook, carrying case and charger/power adapter)	$390.00

Valley R-VI Chromebook Device Protection Consent Form

I understand if I do not take out the Chromebook Insurance Plan I will be responsible for the costs associated with repairing or replacing my child's device.

I have read and understand the Insurance coverages and what I am responsible for whether I choose to take the insurance or not.

_____ **YES!** I do wish to purchase the Chromebook Insurance Coverage at a cost of $30 per child. If I have additional children they are $5, less for each child covered, i.e. $30 1st child, $25 the second, $20 the third, and so on. **Insurance is only for 3rd-12th grade students.**

_____ **NO** I do not wish to purchase the Chromebook Insurance Coverage. I understand I will be fully responsible for any damages or loss that occurs while the Chromebook is checked out to my child.

JH/HS Student Name(s):_____

Student Initial the following:

_____ I agree to not place stickers on my Chromebook or case.

_____ I agree to not remove the name tag from the Chromebook case.

_____ I agree to not remove my Chromebook from it's case.

_____ I agree to have my Chromebook charged every day or receive disciplinary referral.

Parent Name (Print):_____

Parent Signature: _____Date:_____

Parent Initial

_____ I understand that I will be invoiced for any Chromebook, case, or charger not turned in at the end of the school year.

***Failure to submit payment WITH this form will be considered rejection of insurance for the 2026-2027 school year.

For Office Use:

1st Child	$30
2nd Child	$25
3rd Child	$20
4th Child	$15

Total Amount Paid:_____

Payment Method(circle): Cash Check -Check Number_____

Verified by:_____