# Rich Hill R-IV
# Junior High / High School



## 2026 – 2027 Student Handbook


**District Website**
richhill.k12.mo.us

**Phone**
417-395-4191

**Address**
703 North Third Street
Rich Hill, MO 64779

**Dr. John Gilbert,** Principal

**Dr. Kevin Goddard,** Superintendent


**BOE Adopted: 6/10/26**

# Contents


Forward ..... 3
School Staff ..... 4
Student Expectations & General Information ..... 5
Student/Parent Information ..... 7
School Property ..... 8
Health Services ..... 10
Library and Technology ..... 12
Cell Phone and Personal Electronic Policy ..... 14
Breakfast, Lunch, and Student Charges ..... 16
Attendance Rules and Guidelines ..... 17
Academic Information ..... 19
Intervention Strategies ..... 26
Extracurricular Activities ..... 28
Extracurricular Academic Eligibility Expectations ..... 29
Extracurricular Attendance Eligibility Expectations ..... 30
Extracurricular Citizenship Standard ..... 31
Additional Extracurricular Information ..... 33
General Discipline ..... 35
Level One Offenses & Consequences ..... 36
Level Two Offenses & Consequences ..... 43
Rich Hill R-IV Bus Rules and Guidelines ..... 47
Grievance Procedures ..... 48
Crisis Management ..... 49
Speaker Regulations ..... 50
Selected School Board Policy Summaries ..... 51
(ESSA) COMPLAINT PROCEDURES ..... 56

# Forward

The following student handbook is provided for your information. Although it does not include all of the issues that will arise through the course of a school year, it will serve as an overall guide for students to follow. The student is responsible for all content in this handbook. We ask you to keep in mind that rules and regulations are designed to serve the student body as a whole and that this school is strongly dedicated to defending your right to an undisturbed, safe environment for your education.

The Rich Hill R-IV School District's first priority is to ensure that all students are given opportunities to acquire the knowledge, experience, and skills to be productive citizens.

The Rich Hill R-IV School District provides an educational environment for all children, which will foster and accelerate their intellectual, physical, and emotional growth and lead to productive and satisfying lives as adults.

**Mission Statement**

The mission of the Rich Hill R-IV School District is to empower lifelong learners.

**Educational Philosophy**

The Rich Hill School District believes:

1. Every student has the ability to learn.
2. All students should accept responsibility for themselves by maintaining good social skills, healthy lifestyles, and respect for the law.
3. Parents, teachers, and community are responsible for guiding and motivating all students to strive for personal success and academic achievement.
4. All student and staff have the right to be accepted and treated with respect in a safe and secure environment.
5. All academic disciplines are necessary and have value in education.
6. When individuals are held to higher expectations, they will produce greater results.

**Rich Hill R-IV School Song**

There are places in Missouri, many to me are 'specially dear,
But there's one among the many excels others far and near,
"Tis to me my alma mater above all in this great West.
Proved by students and by teachers,
RICH HILL HIGH SCHOOL IS THE BEST

**Important Phone Numbers**

Central Office: 417-395-2418 High School Office: 417-395-4191
District Fax: 417-395-2407

**Board of Education**

Landon Swope – President
Jeremie Platt – Treasurer
Dallas Jennings - Member
Stacey Fox - Member
Michael Phelps – Vice-President
Marty Tourtillott – Member
Ryan Brocka – Member
Brittany Schenker – Board Secretary

# School Staff

DOUG ABEND: Dist. Librarian/Tech Director/Coding
SARAH ARNOLD: JH Science/HS Engineering/Yearbook
ALISON BELL: K-12 Art
TJ BLACK: JH/HS Secretary
AMANDA BRECKENRIDGE: JH Math & Curriculum Coordinator
DAWN BRECKENRIDGE: Math, STUCO, & A+ Coordinator
DOLLIE BURRIS: Custodial Director
CONNIE COFFMAN: JH Special Education
PAULA COONCE: Transportation
TAYLOR COONCE: JH/HS Science
THREASA COONCE: Transportation
TONYA COX: FACS/FCCLA
KATIE CURTRIGHT: HS Social Studies
PAUL DAVIS: HS Band/Choir
THERESA DEEMS: Paraprofessional
JANA DROZ: HS English
OLIVIA FILLPOT: JH English
AMY FISCHER: Library
JOHN GILBERT: JH/HS Principal
KEVIN GODDARD: Superintendent/Transportation Director
DAMON GREEN: 7-12 Physical Education/Athletic Director
SUSIE KELLY: Transportation
KEVIN LEMCKE: Physical Education/Character Education
ANNABELLE MORRIS: JH History
JANET NELSON: Nutrition Director
AMBERLY PHELPS: Special Education Director/Teacher
SAM QUILLEN: Business/FBLA
LORA RAPP: Agriculture/FFA
BRITTANY SCHENKER: Bookkeeper/Board Secretary
DIANA SMITH: Student Success Center/At Risk/Physical Education
TERRI SPAULDING: Transportation
MORGAN STEVENER: Counselor
MARK TOPPASS: Head of Maintenance

# Student Expectations & General Information

The Rich Hill R-IV School District has as its goal the development of each student
-Intellectually- -Physically- -Socially-

Accordingly, the district supports developing students with positive attitudes and strong group interaction abilities. The student handbook establishes rules, regulations, and consequences in order to create an atmosphere where orderly learning is possible and encouraged.

School officials are authorized to hold students accountable for misconduct (1) in school, (2) on school property, (3) during school-sponsored activities, (4) in non-school activities which affect school discipline, and (5) through the use of electronic sources which affect school activities or discipline.

The legal basis for these disciplinary regulations is found in the Public School Laws of Missouri. Section 171.011 establishes the Board of Education's authority to adopt rules and regulations about organizing, grading, and government in the school district. Sections 167.161 and 167.171 establish the authority of the principal and superintendent to suspend students and provide for due process on the part of the student. Building principals have the authority to invoke punishment *different from* what is stated in the handbook as consequences.

## DAILY BELL SCHEDULE

**Daily Schedule**

| | |
|---|---|
| **1st Hour** | 7:55-8:46 |
| **2nd Breakfast** | 8:46-8:51 |
| **2nd Hour** | 8:51-9:42 |
| **3rd Hour** | 9:46-10:37 |
| **4th Hour** | 10:41-11:32 |

**Lunch Schedule**

| | |
|---|---|
| **HS Lunch** | 12:04-12:28 |
| **JH Lunch** | 11:32-11:56 |

**Tiger Time Schedule**

| | |
|---|---|
| **HS** | 11:36-12:04 |
| **JH** | 12:00 – 12:28 |

| | |
|---|---|
| **5th Hour** | 12:32-1:23 |
| **6th Hour** | 1:27-2:18 |
| **7th Hour** | 2:22-3:13 |

**Early Release Schedule**

| | |
|---|---|
| **1st Hour** | 7:55-8:21 |
| **2nd Hour** | 8:25-8:51 |
| **3rd Hour** | 8:55-9:21 |
| **4th Hour** | 9:25-9:51 |
| **5th Hour** | 9:55-10:21 |
| **6th Hour** | 10:25-10:51 |
| **7th Hour** | 10:55-11:21 |

**Lunch Schedule**

| | |
|---|---|
| **HS Lunch** | 11:55-12:19 |
| **JH Lunch** | 11:21-11:45 |

**Tiger Time Schedule**

| | |
|---|---|
| **HS Tiger Time** | 11:25-11:55 |
| **JH Tiger Time** | 11:49-12:19 |

- Doors to the building will be opened at 7:35 for student entry.
- Junior high students will report to the cafeteria.
- High school students will report to the front hallway.
- First breakfast is served from 7:35 to 7:50.

# 2026-2027 Rich Hill School

Board Approved 5/13/2026

**July 20 26**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**August 20 26**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Days 5

8/4 New Teacher PD
8/18-8/20 PD
8/24 Workday
**8/25 First Day of Class**

**September 20 26**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Days 20

9/7Labor Day - No School
9/18 Mid Quarter
9/28 Teacher PD

**October 20 26**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Days 12

9

10/16 End Quarter 1
10/19 2 Quarter Begins
10/22 Early Dismissal
10/22 P/T Conference 1:00 PM - 7:00 PM
10/23 No School

**November 20 26**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Days 16

11/13 Mid Quarter
11/23-27 Thanksgiving Break- No School

**December 20 26**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Days 14

76

12/18 Early Dismissal- & End Q2 Semster 1
12/21-1/5-Christmas Break- No School

**January 20 27**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Days 18

1/4 Teacher Work Day
1/5 3 Quarter Begins
1/18 Staff PD - No Students

**February 20 27**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

Days 18

2/1 No School
2/5 Mid Quarter
2/15 No School

**March 20 27**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Days 5

11

3/5 End Quarter
3/8 Staff PD
3/9 4 Quarter Begins
3/19 Early Dismissal
3/22-3/29 Spring Break - No School

**April 20 27**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Days 20

4/9 Mid Quarter
4/19 No School
4/26 No School

**May 20 27**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Days 8

5/3 No School
5/10 No School
5/14 Graduation- Early Dismissal- Last Day of School

**June 20 27**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Snow Day
2/15, 3/29, 4/9
5.2 AMI Days
3 Snow Days

| Teacher Days | | |
|---|---|---|
| Teacher Work Days/PD | | 8.0 |
| Student Contact Days | | 156.0 |
| P/T Conferences | 1:00 - 7:00 | 0.5 |
| Total Teacher Days | | 164.5 |
| Total Teacher Hours | | 1267.0 |

| First Semester | |
|---|---|
| First Quarter | 36 |
| Second Quarter | 38 |
| Half Days | 2 |
| Total Days | 76 |
| Total Hours | 519 |

| Second Semester | |
|---|---|
| Third Quarter | 40 |
| Forth Quarter | 38 |
| Half days | 2 |
| Total Days | 80 |
| Total Hours | 546 |

| Standard Day Length | |
|---|---|
| Teacher Work Days | 7.00 |
| Student Stadard Days | 6.90 |
| 7:55 AM to 3:13 PM | |
| Teacher Standard Day | 7.75 |
| 7:30 AM to 3:18 PM | |
| Student Early Dismissal Days | 4.00 |
| 7:55 AM to 12:19 PM | |

| Total Annual Attendance (1,044 ÷ 36 Minimum AMI) | | | |
|---|---|---|---|
| Hours | 1065 | Days | 156 |

New Teacher PD
Teacher PD
Teacher Workday
Early Dismissal
School Closed
End of Quarter/Mid quarter
First day of New Quarter

# Student/Parent Information

### School Visitors

Anyone not enrolled in school must report to the Principal's Office upon their arrival in the building. This office is located directly inside the main entrance on the west side of the building.

Even parents bringing items to school for students and picking students up for appointments during the school day are considered **visitors.**

Visitors are NOT ALLOWED to go to classrooms during regular school hours until they have signed in at the office. Students MAY NOT bring guests to the school.

If a parent wishes to visit with a teacher during their plan period, the parent needs to schedule this with the main office at least two days prior to the day they wish to visit. Parents are encouraged to schedule visits with teachers before and after school hours.

### Cell Phones/Electronic Devices

During the school day (7:50-3:13), cell phones and other personal electronic device usage is prohibited. Use of cell phones or other personal electronic devices in the classroom will result in disciplinary action.

### Severe Weather Announcements

Every effort is made to hold classes on scheduled school days in the Rich Hill R-IV School District. Sometimes, however, weather conditions do not allow for the safe transportation of students to or from school. Therefore, the district makes every effort to cancel school in a timely manner during inclement weather and inform parents and students. Please check with WDAF, KMBC, KCTV news stations as well as KMOE and KMAM radio stations to verify if classes have been canceled in the Rich Hill R-IV School District.

You may also receive automated phone calls. You must say "hello" once to begin broadcasting the message. Only parents and caregivers with "custodial status" will be notified through our calling system.

### Bus Routes

For transportation questions, please contact the Transportation Supervisor, Dr. Kevin Goddard, at 417-395-2418.

### Florist Delivery

Distribution on deliveries will be at the close of the school day.
Glass: As a safety precaution, glass containers are not allowed on the school bus. When placing an order, plan for an alternative way of transporting flowers in a glass container after school.
Balloons: Balloons may cause problems on a school bus by impeding the vision of the driver. If a balloon is delivered, the driver has the authority to give or deny permission to have the balloon(s) on his/her bus.

# School Property

### Class Passing Time

Students have four minutes between classes. This is adequate time to get from one class to another. If you are late and do not have a valid excuse, you are tardy.

### Book Bags

Book bags are up to individual teacher discretion if they are allowed in their classroom. If a teacher has an assigned area, then the student must store a backpack in that assigned area.

### Lockers

- Lockers will be assigned during registration.
- Do not keep valuables or cash in your locker.
- A student may bring a lock for their locker. If utilized, an extra key or the combo must be provided to the office.
- Locker doors are to remain shut between hours.
- Students **may not** change lockers without the approval of the principal.
- Lockers need to remain neat and clean.

### Parking Lot Provisions

The only approved area for student drivers to park during school hours is located north of the high school.

- The first two rows closest to the building are reserved for teachers, visitors, and staff.
- Drivers must park in a north-south direction and in a manner that does not block other vehicles.
- Students should take all needed belongings from their vehicles upon arrival in the morning since there are **no visits to vehicles during school hours.** Administration may permit with supervision.
- Upon arrival at school, students must come directly into the school's west entrance and must **not** linger in or near vehicles in the parking lot.
- Students must have a valid driver's license to park on school property.
- A signed Parking Lot Agreement must be on file in the high school office prior to the student being able to utilize the north lot.

**When leaving school: Drivers may not turn left from the parking lot on Third Street between 7:30 a.m. to 8:00 a.m. and 3:13 p.m. to 3:18 p.m. This allows time for buses to get cleared from the school.**

***Walkers and bicycle riders will exit through the Dome and travel on Fourth Street.***

## Searches By School Personnel

Lockers and Desks

Lockers and desks are the property of the Rich Hill R-IV District and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant.

Lockers and desks may be searched by a school administrator who has a reasonable suspicion that the lockers or desks may contain drugs, drug paraphernalia, alcohol, material of a disruptive nature, stolen property, items posing a danger to the health or safety of students and school employees, weapons, or evidence of a violation of school policy.

Automobiles and the Parking Lot

Students are permitted to park on school premises as a matter of privilege, not a right. Thus, the school retains the authority to conduct routine patrols of the student parking lots.

The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy are contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime. Law enforcement officials will also be called upon when a student refuses to allow a search or where the search cannot safely be conducted.

Students who refuse to submit to searches may be disciplined appropriately for insubordination and behavior by school officials. The student does not need to be present to search.

## Lost and Found

If you find an article that someone may have lost, take it to the high school office or place the item(s) in the lost and found area in the cafeteria. The owner may be making an inquiry about it. Be sure to go the office to check on anything you may have lost. Please do not bring large sums of money or valuable possessions to school. Small amounts of money or jewelry should always be put under lock. Any loss of money or valuables must be reported to the principal's office immediately.

## Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## Skateboards, Scooters, and Roller Blades

Skateboards, scooters, and roller blades are not permitted at school. If you bring these items to school, they will be taken away and kept until the end of the day.

## Textbooks

Textbooks are furnished by the district and are issued at the beginning of each year. Students who lose or damage a book while it is checked out to them will be expected to pay for it.

# Health Services

The school nurse is available at specified times to assist students with illness or accidents. If you have an accident in the school building or on the school grounds, it is necessary that a report be made immediately to the office of the principal. The nurse will be contacted if she is not in the building at the time of the accident. Only first aid will be given, and if necessary, the student's family will be notified so that further treatment may be given by the student's family physician. The school does not pay for treatment. If you become ill while at school, report to the nurse's station or the office. Your home will be notified so that a family member may pick you up and take you home.

## Immunizations

Parents and legal guardians of each student shall furnish satisfactory proof that the student has been adequately immunized against poliomyelitis, rubella, and diphtheria. Also, records must show all other immunizations required by the school district.

- Meningococcal conjugate vaccine (MCV) will be required for all incoming **8th**-grade students
- Tdap is required for students enrolled in the **8th, 9th, and 10th** grades who have completed the recommended childhood DTaP/DTP vaccination series and have not received a Td booster dose within the past two years.
- For **11th and 12th** grade students, a Tdap or Td booster is required ten years after the last dose of DTaP, DTP, or DT.
- All incoming **12th**-grade students would be required to have two doses of MCV unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose shall be required.

Students receiving inoculations from a family doctor or in an emergency room must attain a doctor's statement (with month, day, and year of inoculation) to present to the school nurse. The school nurse will record and amend the student's permanent record. **No student shall be allowed to enroll or attend school without the proper immunizations.**

## Medication Procedures

Parents must present written documentation stating that medication is necessary during school hours.

- All medication must be in the *original* bottle with the name of the medication, the dosage, the time-of-day medication is to be given, and the doctor's name on the container.
- Any medication that is prescribed for longer than two weeks MUST have the school's medication administration form completed by both the prescribing physician and guardian.
- If the needed medication requires refrigeration, only a daily dose should be brought to school.
- Prescriptions are kept in a locked cabinet in the office.

- Students are not to carry any medication with them at school unless authorized by the building principal.
- Students who are required to carry an inhaler/epi-pen/etc. with them at all times must have a written doctor's note on file in the high school office and the nurse's office.
- The school nurse may provide pain relief medication to students before 11 am if authorized by the student's legal guardian.

**Head Lice**

- In keeping with the school district's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:
    - Routine schoolwide head lice checks are not conducted. However, if multiple cases are reported, the school nurse may screen students who were likely exposed. If head lice or nits are found on a student, the parent/guardian will be notified, and any siblings or household members at school will also be checked.
    - The nurse will provide guidance on treatment options and steps to take at home. Students with live lice must be checked by the nurse before returning to class the following day. If live lice are still present, the student will be sent home, and the parent/guardian will receive further instructions. This process continues until the student is lice-free.
    - Students with nits (but no live lice) will be rechecked within five days. If nits remain, the parent/guardian will again be advised on treatment and rechecks will continue until the student is nit-free.
    - If a parent/guardian does not follow through with treatment after being notified, the school principal may contact the Department of Social Services.

# Library and Technology

### Library Services

Library hours are from 7:55 a.m. until 3:13 p.m. Students are encouraged to use the books and materials available in the library. Most reading books will be checked out at two-week intervals. No reading materials of any type are to be removed from the library without checking it out through the librarian. Please return the books promptly when due so that other students may enjoy the books. When returning library books, check them in at the check-in/out desk. Do not return books directly to shelves.

Students who lose library books must pay the replacement cost. Students will also be required to pay for repairs to damaged books. Students who move during the year are responsible for returning library books prior to leaving the district.

### Chromebooks

We are pleased to offer students access to the district computer network for internet services using district issued Chromebooks. If students wish to save something they need to save it on their personal drive or their school Google Drive when they are logged in. Each student in grades 7-12 will be issued a Chromebook at the beginning of the school year and 6$^{th}$ grade will earn their Chromebook privileges after the school year begins. Students are reminded that the internet agreement is in effect wherever a student is while using a school-owned computer, Chromebook, or tablet. This includes, but is not limited to, while the student is at home.

### Student/Parent Technology Handbook

Please see the Student/Parent Technology Handbook found in the Quick links section of the library page of the school website.

### Technology Use Agreement

The Rich Hill R-IV School District is pleased to offer a multitude of technology resources, including electronic mail, the Internet, and Web 2.0 networking tools used to enhance student learning. Families have the right to restrict the use of Internet and e-mail by completing a form available in the school library. **Opt-Outs remain in effect for the current school year. If no documentation is on file, it will be assumed that permission for Internet, e-mail and web site usage has been granted.**

### Expectations

Responsible use of the School Department's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system following the School Policy.

**Access is a privilege—not a right—and entails responsibility.**

## Publishing to the Internet

A student's work may be considered for publication on the school's web site. The work would appear with a copyright notice prohibiting the copying of such work without express written permission.

Photos of students may be published on school/district websites, illustrating **student projects and achievements.** One may Opt-Out on the form received with the enrollment packet.

## Unacceptable Network Use

Unacceptable use includes but is not limited to:

- Cyber-bullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks;
- Sending, storing or displaying offensive messages or pictures;
- Using obscene language;
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian;
- Damaging or modifying any computer, computer system, or computer network—downloading, installing and using games, audio files, video files or other applications including shareware or freeware without permission to do so;
- Violating copyright laws;
- Sharing or using others' logins or passwords or other confidential information;
- Trespassing in others' folders, work, or files;
- Intentionally wasting limited resources;
- Posting information, sent or stored, online that could endanger others;
- Employing the network for non-academic purposes, financial gain, fraud, personal/commercial purposes, or political gain
- Attaching any unauthorized equipment to the district network.

**Violations may result in temporary or permanent loss of access. Additional disciplinary action may be determined at the building level. When applicable, law enforcement agencies may be involved.**

# Cell Phone and Personal Electronic Policy

This policy is designed to foster academic engagement, reduce distractions, and encourage healthy social interaction throughout the school day. We appreciate your cooperation and support.

## Yondr Bag

To support our school's cell phone policy, all students will be required to have a personal Yondr pouch for daily use. The Yondr pouch is a secure, lockable bag that students will use to store their cell phones throughout the school day.

## Purchasing Your Yondr Bag

- **Cost:** Each Yondr pouch costs **$30**.
- **When to Buy:** Students will be able to purchase their Yondr pouch during **school registration**.
- **Payment Options:** Cash, card, or check (made payable to Rich Hill R-IV) will be accepted at the registration table.
- **Ownership:** Once purchased, the pouch becomes the student's responsibility to bring to school daily.

## Expectations for Use

All students are expected to bring their Yondr pouch with them to school each day and follow daily cell phone locking procedures. Students who forget, damage, or lose their pouch will be required to purchase a replacement.

## If a Student Does Not Purchase a Yondr Bag

Students who do not purchase a Yondr pouch **will not be permitted to have a cell phone on them at school**. If a student without a pouch is found with a phone, it will be considered a violation of the cell phone policy and will be subject to disciplinary consequences.

## Yondr Bag Procedures for Student Cell Phones

To promote a focused and distraction-free learning environment, all students will be required to secure their cell phones in Yondr pouches each school day. The following procedures will be in place beginning the 2025-2026 school year:

1. **Distribution and Locking (Beginning of First Hour):**
    - Upon entering their first-period classroom, students will place their cell phones into their Yondr pouch at the beginning of first period.
    - Once the phone is inside, the pouch will be locked in front of the teacher.
    - Students will keep the locked pouch in their possession for the remainder of the school day.

2. **Phone Access During the Day:**
    - Phones must remain secured in the locked pouch during all class periods, lunch, and passing periods unless otherwise directed by school administration.

3. **End-of-Day Unlocking:**
    - At the end of the school day, students will proceed to a designated unlocking station to unlock their Yondr pouch.
    - Once unlocked, the student may remove their phone and carry the empty pouch home.

4. **Lost, Damaged, or Misused Pouches:**
    - Students are responsible for their assigned Yondr pouch. Lost or damaged pouches will result in a replacement fee.

5. **Parental Contact:**
    - If a parent or guardian needs to contact a student during the school day, they should call the main office.
    - Students needing to contact a parent may use the office phone.

# Breakfast, Lunch, and Student Charges

Students may pay for lunch or breakfast in the principal's office before or after school.
Meal prices are as follows for grades 6-12:

Breakfast: $1.85 Lunch: $3.05
Adult Breakfast: $3.05 Adult Lunch: $4.05
Extra milk: $0.50

***According to BOE Procedure EF-AP1" A student may not accumulate more than ten unpaid meals. An excessive amount will result in an alternative lunch choice and no breakfast options.**

- Students may not leave campus for lunch.
- Students may not "order in" food from restaurants for themselves or their friends. A parent may bring lunch for their child**.**
- Lunches are to be delivered to the high school office, and they will be kept there until the students allotted lunch shift.
- Food and drinks are not allowed in the classroom except with teacher approval.

## Cafeteria Behavior

- Students must report to the cafeteria immediately after being dismissed for lunch.
- Seniors have the exclusive privilege of going to the front of the line.
- Students bringing their lunches may purchase milk.
- Students *may not* refuse other students the right to sit at a table.
- Students are not allowed to wander and are to remain seated during the breakfast/lunch shift.
- Teachers *may* assign seating and will be responsible for deciding the order of dismissal from the cafeteria.
- Students are responsible for returning trays and silverware to the dish window and throwing paper products in the trash.
- Students may use their cellular devices during lunch. (not for phone calls)

## Student Charges

At the beginning of each month, parents will be notified, in writing, about any student charges that have incurred. Charges that will be included on their student account include:

- Lunch balances
- Library/technology fines
- Lost/damaged textbooks
- Damages to school property
- Curricular materials
- Extra-curricular charges

# Attendance Rules and Guidelines

### Attendance Policy General

A student should not exceed **45 hours** of absenteeism in each semester. If a student exceeds 45 hours of absence, then that student would go before the School Attendance Committee.

### Absenteeism Regulations

Under federal law, all students must attend an accredited school until they are seventeen (17) years of age. Under Missouri Law 167.061, **any parent or guardian who allows their child to be in non-attendance to an educational institution before there seventeenth (17th) birthday is subject to a fine or imprisonment or both.**
In order to promote attendance for the school district as well as for the student's instructional time, a High School Attendance Committee has been created.

### High School Attendance Committee

1. Consists of (a) the building principal, (b) two teachers selected by the high school principal, (c) the principal's secretary in charge of entering data for attendance, (d) and the counselor.
2. Meets and decides outcomes for students with over 45 hours of absence per semester.
3. Develops a student contract that outlines student make-up time and credit recovery on an individual, class-by-class basis.
4. Attendance letters will be sent to parents/guardians when a student accumulates 32 hours of absence, 48 hours of absence, and over 45 hours of absence.
5. The attendance committee will allow for a max of 40 hours to be made up according to school policy unless the committee feels like it is what is best for the student.

If a student does not meet the requirements set out by the attendance contract, high school students will not receive credit for their semester courses and junior high students will be retained. Students will be allowed to make up time by attending summer school to re-earn their credits.

### Returning after Absence

- If a student is absent, parents or guardians are asked to call the office to give a reason for the absence.
- Missed homework can be picked up in the high school office at 3:13 PM.
- A student will have one school day for each school day of absence to make up work. (If a student has missed two school days, all work should be turned in within two school days.
- A verified excuse from a physician or clinic must be turned in to the office within **48 hours** to provide proof of eligibility for activities.
- It is the responsibility of the student to verify their absences.
- Single-day doctor appointments will count against the seven day/semester allotment.
- Doctor ordered absences are only accepted for long-term stays in the hospital and recovery due to surgeries, mental illness, or hospitalized sickness. These days **will not** count towards a student's allotted 45 hours. (these days will still, however count towards A+ hours)
- All attendance discipline is based on a semester basis.

## Returning After a School Function

- If a student will be participating in a school-sponsored activity during school hours, they are responsible for requesting any assignments or classwork they will miss *prior* to the activity.
- All missed work is due at the beginning of the class period on the next day the student is in attendance.
- Any work not submitted at that time will be subject to the teacher's late work policy.

## Returning After an Out of School Suspension

- Work will be gathered and sent home, either physically or digitally, for students serving an out of school suspension.
- All missed work is due at the beginning of the class period on the next day the student is in attendance.
- Any work not submitted at that time will be subject to the teacher's late work policy.

## College Day Visits

- Students in the $11^{th}/12^{th}$ grade will be allowed one college visit per semester with proof of their visit. This time will not count against the student's 45 allotted hours.
- Student will have a form from the office to have signed by a college official and returned to the office.

## Attendance for Transfers

- A student transferring from another district/educational facility will be accepted any time during a school year.
- RHHS will honor any suspension or expulsion from an in-state or out-of-state school district.

# Academic Information

## Credits

Full year classes may not be dropped at the end of the first semester unless special permission is granted. Students will receive ¼ credit of electives for Study Skills for each semester.
Students (grades 9-12) are required to retake any specific course needed for graduation if they fail the course. The credits and classes as needed for graduation in the Rich Hill School District are

| Subject | Credits | Subject Specific Requirements |
|---|---|---|
| Communication Arts | 4 | |
| Social Sciences | 3 | (1 unit in Am. Hist. and 1 unit of Gov. required) |
| Mathematics | 3 | (1 unit of Algebra I required) |
| Science | 3 | (1 unit of Biology required) |
| Fine Arts | 1 | |
| Practical Arts | 1 | |
| Physical Education | 1 | |
| Health | 0.5 | |
| Personal Finance | 0.5 | |
| Electives | 7 | |

***Total Credits Required: 25 (Class of 2027), 24 (Class of 2028+)***

*A student who attends Vo-Tech for a full year **may** receive one half unit of core credit and must determine that class before attending Vo-Tech.
*If a student takes Ag Sci I, Ag Sci II, and Animal Science in their high school career, that will count as one unit of science. Note: Post-secondary institutes might not accept this as a science credit.
*Ag Journalism will count as 0.5 of an English credit.
*Computer Programming can fulfill 1.0 credit of math but might not be recognized by post-secondary institutes as a math credit.
*Students are required to pass the Missouri Constitution, United States Constitution and American Civics tests for graduation.
*A minimum of 30 minutes training in Cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking.
*All Graduates must have taken all required end-of-course (EOC) exams.
*Seniors must meet all credit requirements in order to walk at graduation.
*Students may not take the same class twice (for example Biology, Algebra I) with the exceptions assigned through the counselor.
*Full year classes may not be dropped at the end of the first semester unless the principal and the counselor have granted permission.
*Semester classes may not be dropped after the first class changing period at the beginning of the semester unless the counselor and the principal have granted permission.
*Credits are earned on a semester basis.

## General Classification of Students

Classification of students will be determined at the end of each school year after final grades. Students will be classified in high school as follows:

| | |
|---|---|
| FRESHMAN: 0 credit units | JUNIOR: 12 credit units |
| SOPHOMORE: 6 credit units | SENIOR: 18 credit units |

*Students will be allowed to graduate if they were classified as juniors for lack of having the required 21 units and during the year they meet the graduation requirements.
*Students 8-12 will annually, at the minimum, meet with the counselor to review their ICAP to ensure they are on track to graduate and are prepared for college or entry level career positions.

## Report Cards

Printed reports of grades will be provided at the end of each quarter for all students. Mid-term reports cards (approximately four weeks after the beginning of each quarter) will be sent home to any student earning a D or F.

## The Grading Scale and GPA

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| A | 95-100 | (4.00) | B- | 80-82 | (2.67) | D+ | 67-69 | (1.33) |
| A- | 90-94 | (3.67) | C+ | 77-79 | (2.33) | D | 63-66 | (1.00) |
| B+ | 87-89 | (3.33) | C | 73-76 | (2.00) | D- | 60-62 | (.67) |
| B | 83-86 | (3.00) | C- | 70-72 | (1.67) | F | 0-59 | (0.0) |

## Canvas

The junior high and high school utilizes Canvas as their online learning management system. For access to your student's up-to-date grades, please login in as an observer. For information on how to sign up as an observer, please watch the video at the following link:
https://youtu.be/My-dsIXwV1w?si=7LPhftfMPRcZHOIH

## Honor Roll

Two honor rolls exist at RHHS to promote excellence in scholastic endeavors.

1. **Principal's Honor Roll:** students earning 3.5 to 4.0 as their semester GPA.
2. **TIGER Honor Roll:** students earning 3.0 to 3.49 as their semester GPA.

Two honor rolls exist at RHJH to promote excellence in scholastic endeavors.

1. **A Honor Roll:** students earning all grades of A or A- and only one B+/B/B- is allowed.
2. **B Honor Roll:** students earning all grades of A,A-, B+,B,B- and only one C+/C/C- is allowed.

## Dual Credit

In support of more rigorous coursework, RHHS provides opportunities for **freshmen through seniors** to earn college credit and high school credit while attending classes at RHHS.

- Dual credit classes will be weighted with an additional .5 value for any grades above an "F."
- Students must meet the criteria required by the credit-granting institution and those established by RHHS.
- All students who are planning to enroll in dual credit courses must sign and complete the requirements outlined in the dual credit/dual enrollment student contract.
- Dual credit courses must be a minimum of 3 credit hours to equal 0.5 high school credit

- Students are responsible for all costs associated with dual credit courses
- Dual credit students must begin with general education courses approved by the counselor.
- All online dual credit courses must be taken through colleges/universities with which RHHS has an agreement: University of Central Missouri, Crowder College, Launch (if applicable). Exceptions to this rule may only be considered if there are extenuating circumstances, such as issues with course transferability or required courses not being available. This policy does not apply to any dual credit course taught in-person by a RHHS instructor through a different approved university.
- Dual credit/dual enrollment courses taken independently during the summer semester will not be reflected on the student's high school transcript or count toward their GPA.
- Online courses will be limited to a maximum of 49% of the student's school day.
- Courses that double as EOC courses must be taken in-person with a RHHS instructor (except in the case of a full-time virtual student). The dual credit equivalent may be taken once the student has completed the RHHS course and required EOC.

## Virtual Course

Eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. The district has established the enrollment periods as the first full week of December for spring semester and the first full week of May for the fall semester. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the counselor before enrollment to ensure that the course is consistent with the student's academic and personal goals. The district is not required to provide students access to courses beyond the equivalent of full-time enrollment. Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

## Work Study

Work study is an option for seniors to obtain real life job experience. Eligible students will obtain a job placement in a local business.

Students must meet the following criteria to be eligible:

- Students must be in good academic standing.
- Students must be in good attendance standing and not on an attendance contract.
- Students must be in good disciplinary standing.
- Work study must be done in the afternoon (no exceptions).
- Work study may not exceed 2 class periods (or 1.0 credit hours per semester).
    - We cannot grant more than 1.0 credit per semester per DESE.
- The employer must hold a business license, business tax ID number, or some other legal document proving the business's legitimacy.
- The employer may not be an immediate family member (defined as parent or sibling). The employer may be an extended relative (grandparent, aunt/uncle, cousin, etc.) if the relative's business meets the above criteria.

To remain eligible:

- Time cards must be submitted weekly on the first day of class.
- If the student's work hours drop below 10 or 20 hours (determined by hours of enrollment) for more than 2 consecutive weeks, a conference will occur to provide one week for the student to take corrective action.
- If corrective action is not taken, the student will be removed from Work Study and placed in an on-campus course. The student's Work Study grade will be factored into the overall semester grade based on the time spent in Work Study.
- Students must not miss more than 5 days of school attendance per semester. Once 5 days have been missed, the student will be removed from Work Study and placed in an on-campus course. The student's Work Study grade will be factored into the overall semester grade based on the time spent in Work Study.

Note: if any of the above criteria are not met or are violated during the work study, the work study will be terminated, and student will attend the remainder of the semester in person.

## Vo-Tech Embedded Credits

Students attending Nevada Regional Technical Center have the opportunity to earn the following embedded credits:

**PLTW**: After passing IED, CIM, and CEA, students can earn a 1.0 Math elective credit.
**Graphic Design**: if taken and passed for two years, students can earn 1.0 Fine Art credit.
**Health Science**: embedded 0.5 Health and 0.5 Science credit if pass CNA test and pass course.

## Credit Recovery

Students that have failed to receive credit in a course are eligible for credit recovery. A student may receive up to one full credit online each semester through an approved school vendor. If summer school is available, then a student is eligible to recover one full credit. All credit recovery must be approved through the counselor and principal. Junior high students may recover one full year of an individual course or one semester of two courses.

## Junior High Retention
## (Sixth, Seventh & Eighth Grades)

Students with three or more semester F's in core classes (Math, English, Science, Social Studies) will be at risk of retention. Students will be assigned to summer school to make up failed classes. The student will be retained if the student fails to attend and complete summer school courses. Parents will be notified in the mail if their child is at risk of retention at the beginning of the fourth quarter.

## Early Graduation

The student and parents/guardians will consult with high school guidance personnel and the High School Principal to develop a new graduation plan. A student who graduates early must complete all graduation requirements established by the Board of Education. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies although, in all other school activities, the early graduate will be treated as a graduate student and will not be able to participate.

## Early Graduation Petition Procedure

The student and parent must:

1. Notify the counselor and principal in writing before October 1. (This will include a meeting with the principal and counselor to discuss early out benefits)
2. Provide to the principal, a letter for the superintendent, no later than November 1, the letter must be signed by the student and the parents/guardians asking for early graduation.
3. If all requirements are met, the principal will present the names of these students for the approval of the Rich Hill R-IV School Board during the regular November meeting.
4. Students granted early graduation will no longer be eligible for school activities (athletics and activities, etc.), but they will be allowed to participate in commencement exercises.

## Valedictorian and Salutatorian

The valedictorian will be the graduating senior with the highest weighted cumulative grade point average for the four years in high school. The salutatorian will be the graduating senior with the second highest academic average for the four years in high school. All semester grades for the grading periods will be used to compute averages. All semester grades will be averaged using the four-point grading system described above in weighted classes. If there are co-valedictorians, there will be no salutatorian selected.

***Only graduating seniors who have completed at least the final four, full time (8 hr./day) semesters of their high school experiences in the Rich Hill R-IV School in person will be eligible for these honors.**

## Cum Laude Academic Honor System

The Cum Laude system will recognize academic excellence at graduation with the following GPA standards for levels of achievement and recognition after 8 successful semesters of high school attendance.

- Summa Cum Laude (gold honor cord and medal) students have 3.90-4.00 cumulative unweighted GPA. Student scores a composite score of 26 or above on the ACT. Four high school activities during 4 years of high school and the specific course requirements listed below.

- Magna Cum Laude (silver honor cord and medal) students have 3.750-3.890 cumulative GPA. Student scores a composite score of 23 or above on the ACT. Three high school activities during 4 years of high school and the specific course requirements listed below.

- Cum Laude (white honor cord and medal) students have 3.600-3.740 cumulative GPA. Student scores a composite score of 21 or above on the ACT. Two high school activities during 4 years of high school and the specific course requirements listed below.

Course Requirements:

- Communication Arts --- 4 credits required
  - Eligible courses: English 1, English 2, World Literature, American Literature, Speech/Drama/Film, College Prep English, or higher[1].
- Social Studies --- 4 credits required
  - Eligible courses: World History, American History, Government, Geography, Sociology, Current Events, Psychology or higher[1].
- Science --- 4 credits required
  - Eligible courses: Physical Science, Biology, Earth Science, Engineering, Chemistry, Physics, Advanced Biology, or higher[1].
- Mathematics --- 4 credits required
  - Eligible courses: Foundations of Algebra, Algebra 1, Geometry, Algebra 2, Algebra 3, or higher[1].

[1]Dual Credit or AP Launch Classes approved by principal
* Transfer-in credits subject to approval by principal and must come from an accredited institution.
*Full time attendance for 8 semesters is required.
*As students' names are read at commencement, the cum laude honors designation will be announced.
*A sticker will be placed on the student's diploma indicating the cum laude honor, and honor cords will be worn during ceremony.

## Academic Lettering

To qualify for academic lettering, a Rich Hill student must complete the academic school year with a cumulative GPA of 3.5 or higher. Students will receive an academic letter patch upon earning their first academic letter and bar pins for each subsequent year of qualification.

- Academic awards for students in grades 9–11 will be presented during the following academic year.
- Senior academic awards will be distributed either at the Senior Assembly or included in senior scholarship envelopes at graduation.

## A+ Program for Students of Rich Hill Schools

The Rich Hill School District has been a designated A+ School since the spring semester 2013. As such, it supports more challenging coursework, postgraduate education, and model behavior during a student's high school years.
All A+ policies are included in the "A+ Student Handbook," which can be attained through the A+ Coordinator or the School Counselor.

## A Brief Summary of the A+ Program

Incentives:

- Tuition and general fees provided to attend any public community college, state certified vocational, or technical school in the state of Missouri for two years.
- Financial need is not a factor in determining eligibility for the A+ Program.

Requirements:

- Attend a designated A+ high school for 2 years prior to high school graduation.
- Graduate from high school with a grade point average of 2.5 or higher based on a 4.0 scale. (non-weighted GPA).
- Have at least a 95% attendance record overall for grades 9-12. (All attendance appeals must be completed one month before graduation.)
- Perform at least 50 hours of unpaid school-sponsored tutoring of students prior to graduation.
- Maintain a record of good citizenship in the school and in the community and avoid the unlawful use of drugs and alcohol while in grades 9-12.
- Apply for Federal Student Financial Assistance (FAFSA) by February 1 of my senior year.
- Achieve a score of proficient or advanced on the Algebra I End of Course (EOC) exam, or a higher level DESE approved end-of-course exam in the field of mathematics OR

| ACT Math Score | | High School GPA |
|---|---|---|
| 17 or greater | and | 2.5 or greater |
| 16 | and | 2.8 or greater |
| 15 | and | 3.0 or greater |

- All males who reach their 18th birthday must register for the Selective Service.

## Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The following examinations are required and administered at Rich Hill Junior High.

- 6th Grade: ELA MAP & Math MAP
- 7th Grade: ELA MAP & Math MAP
- 8th Grade: ELA MAP, Math MAP, & Science MAP

The following examinations are required and administered at Rich Hill High School.

- Algebra I EOC
- English II EOC
- Biology EOC
- Government EOC
- ASVAB - The Armed Services Vocational Aptitude Battery
- CPR Training (minimum of 30 minutes)

The testing schedule is publicized through newsletters and social media at least 2 weeks in advance of the district testing window. The district testing window is publicized on the school calendar no later than January. The district will include the testing schedule in our regular weekly newsletters and through push notifications & social media.

Student score reports are distributed at parent-teacher conferences of the following year. If parents do not attend this event, they will be mailed home with their first quarter grade card.

# Intervention Strategies

With the goal of successful learning for all students, the school district has developed various methods for the student who is having difficulties in his/her scholastic endeavors. These strategies are meant to intervene and change at-risk behaviors that place a student in a position of failure. A brief description of the most often used strategy follows.

### After-School Tutoring

- Students will have the option to attend after-school tutoring at least four days a week. These tutoring sessions will be from 3:15-3:45 PM.
- Teachers have the right to assign after-school tutoring if they believe tutoring will help students be successful.
- Grade checks will determine if a student must participate in mandatory tutoring utilizing the following criteria.
    A. Students with a D+ or lower will be required to attend academic tutoring twice a week until their grade is raised to a minimum of a C-. Students who fall into this category can continue to participate in extra-curricular activities if tutoring requirements are met.
    B. Students with at least one F will be required to attend academic tutoring twice a week until their grade is raised. Students who fall into this category can continue to practice in extra-curricular activities if tutoring requirements are met but cannot compete in events other than practices.
- It is mandatory for students who require tutoring to complete at least one session after school.
- Note: A student who raises their grades from the F range to the D range will be able to resume participation in events, but mandatory tutoring will still be required until student raises all grades out of the D range.

### Tiger Time

Each day students will be attending Tiger Time. In a typical school week, this time will provide additional time for studying, Response to Intervention (RTI), for homework, or used as a reward for those with satisfactory grades.

- Students will report to their assigned homeroom the first day of every week for grade checks.
- Depending on grade checks, students will then be assigned to their designated locations for the remainder of the week.
    - If students require tutoring (D+ or lower), they will be assigned tutoring during Tiger Time.
    - If a student has a grade in the C range, students will be assigned at least one study hall per week.
    - If students have all grades B- or above, students will be allowed to choose their designated locations for the week.
- Tutoring during Tiger Time will count as one of the two mandatory tutoring sessions required by the activities section of the handbook.

## After-School Tutoring

- Students will have the option to attend after-school tutoring at least three days a week. These tutoring sessions will be from 3:15-3:45 PM, Monday through Thursday.
- Teachers have the right to assign after-school tutoring if they believe tutoring will help students be successful.

## The Missouri Options Program

The Missouri Options Program is a state-sponsored initiative that provides an alternative path to a high school diploma for students who are at least 17 years old and are at risk of dropping out or not graduating with their class. It's designed for students who, for various reasons, are behind in credits needed to graduate, but still have the capacity to complete the requirements. The program focuses on competency-based learning and requires students to pass the HiSET test and other requirements to earn their diploma.

Key aspects of the Missouri Options Program:

- **Target Audience:** Students who are at least 17 years old, at least one year behind in credits, and are at risk of not graduating or dropping out.
- **Path to Graduation:** Students earn a high school diploma by completing specific requirements, including passing the HiSET exam, demonstrating mastery of subjects, completing community service, and fulfilling other criteria like passing constitution and civics tests.
- **Program Structure:** The program typically involves a combination of academic instruction, counseling, and support services, often in a less traditional classroom setting.
- **Focus on Competency:** Students work towards demonstrating mastery of core subjects and skills, rather than simply accumulating credits.
- **State Support:** The program is supported by the Missouri Department of Elementary and Secondary Education (DESE).

More information and detailed requirements can be found in the Missouri Option Program Handbook found on the website and in the high school office.

# Extracurricular Activities

### Philosophy

The Rich Hill R-IV District believes that interscholastic activities supplement the secondary curricular program and are a vital part of the student's total educational experience. Student activities, athletics, and organizations are an integral part of the total education system and provide experiences not otherwise available. These activities and programs enable students to acquire additional knowledge, a sense of responsibility to self and others, problem solving skills, and emotional regulation necessary to contribute to our community at a high level.

Student participation in any of our activities is a privilege, and carries a responsibility to the team/organization, to the school, to the community, and to other students. Athletics and activities are an important part of a comprehensive educational program. Student involvement provides access to experiences that are not otherwise obtained in formal courses of study. Activities offered are based on the needs, talents, and interests of students, and are found in a variety of areas within the district. Participation in extracurricular activities supplement classroom instruction and promote student growth academically and socially.

### Competition/Participation Expectations

Middle School: Each student will be given the opportunity to participate. Teams may be split into A and B squads when practical at the discretion of the coach/sponsor.

Junior Varsity: It is the responsibility of the coaching staff/sponsor to prepare participants for success at the varsity level, while maintaining a competitive squad.

Varsity: It is the responsibility of the coaching staff/sponsor to employ players and utilize strategies in a manner which maximizes success for the team as a whole.

# Extracurricular Academic Eligibility Expectations

### Academic Eligibility Standard for High School Students

For high school eligibility, the participant must be enrolled as a full-time student. The student must have received all units of credit enrolled in and shall not have received a failing grade in any subject during the preceding semester. Academically ineligible students who are becoming eligible for the current semester will be eligible on the fifth day of classes of the new term. Summer school credit may be considered for eligibility if administrator approval is granted.

### Academic Eligibility Standard for Middle School Students

For middle school eligibility, the participant must be enrolled as a full-time student. The student shall not have received a failing grade in any subject during the preceding quarter. Academically ineligible students who are becoming eligible for the current quarter become eligible on the fifth day of classes of the new term.

### Academic Participation Standard

All students, 6-12, will have grades checked at the end of each quarter and at each mid-term. At that time, students with grades D+, D, or D- will be allowed to participate in activities, performances, and contests as long as they attend after school tutoring at least twice weekly until this grade is brought up to a C-. Once the grade is raised, the student is released from mandated tutoring. If students choose to skip tutoring, they will lose their ability to participate in activities, performances, and athletic contests until all missed sessions are attended. Students receiving an F, in any class, will be allowed to practice, but will not be able to participate in performances or contests until the grade raises to a D- or higher. Tutoring is required for these students to maintain their ability to practice with the team.

### Co-curricular Activities

Certain courses require students to participate in performances as part of their graded coursework. Students who fail to meet the academic eligibility and/or participation standard will not be eligible to participate in MSHSAA sanctioned activities. However, those students will still be required to participate in graded coursework or complete an alternate assignment as approved by the principal. A list of activities which will be graded will be approved by the principal prior to the start of the school year.

# Extracurricular Attendance Eligibility Expectations

## School Attendance

Extracurricular Activity After School

- A student must be in attendance for all eight instructional hours when he/she is participating in an extracurricular activity that day.

Extracurricular Activity During School Hours and Weekends

- A student must be in attendance for all eight instructional hours the previous school day prior to the date of the activity.

* Exceptions can be made by special arrangement and must be addressed in advance with the principal or athletic director. Failure to make prior arrangements for any missed minutes will result in non-participation for the event occurring on that day.

Any team, organization, or group may also maintain additional rules for participation which the school district recognizes and supports.

Students are also expected to attend school for the entire day following participation. Absences following a contest may result in the student becoming a non-participant for future contests.

## Practice and Contests Attendance

Attendance at all practice sessions and contests are mandatory. If a participant will be absent or tardy, he/she must personally speak to the coach/sponsor prior to missing practice or competition. Participants are not permitted to leave early without prior approval from the coach. If a student attends school, he/she is expected to attend practice. Going home due to illness will disqualify a student for that day's practice/contest. All coaches will have their own team policies that outline procedures to be followed in the event of missed practices and contests.

## School Attendance Participation Standard

All students who are on an attendance contract are deemed ineligible to participate in games until requirements of their attendance contract are met. Students may continue to practice with their team but may not travel or participate in contests.

# Extracurricular Citizenship Standard

Students representing a school in interscholastic activities must be credible citizens and judged so by the proper authority. Those students whose character or conduct reflects discredit upon themselves or their schools are not considered "credible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

## Student Responsibility

Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under any of the included citizenship standards. A student who commits an act for which charges **may be or have been filed** by law enforcement authorities shall not be eligible until all legal proceedings have been concluded and any penalty or special condition of probation has been satisfied, per MSHSAA by-law 2.2.2. Failure to notify administration prior to the school's discovery will result in MSHSAA ruling the student ineligible for up to 365 days, per MSHSAA by-law 2.2.5. If an administrator is not notified, the team will be required to forfeit any games a student has participated in from the date of the offense to the date of the school's discovery.

## Controlled Substances

At any time after a student begins 6th grade (from the first day of summer vacation to the last day of school) students shall not possess, use, consume, sell, distribute, or be under the influence of any beverage containing alcohol, illegal drug, tobacco product, or nicotine delivery product. A student will be in violation of this policy if the violation is substantiated verbally or in writing by:

- -A law enforcement official
- -A school administrator
- -A coach/sponsor
- -A faculty member
- -A medical official
- -The parent of that student/athlete
- -The confession of the student/athlete

*Hearsay and anonymous sources will not be used to substantiate violations of this policy.

**1st Violation Penalty:** The student shall lose eligibility to compete for a minimum of 20% of competitions scheduled for the season. Penalties will overlap seasons when necessary. The suspension shall begin with the first contest following discovery of the policy violation. Practice requirements will be at the discretion of the coach or sponsor.

**2nd Violation Penalty:** The student shall lose eligibility to compete for a minimum of 50% of competitions scheduled for the season. Penalties will overlap seasons when necessary. The suspension shall begin with the first contest following discovery of the policy violation. Practice requirements will be at the discretion of the coach or sponsor.

**3nd Violation Penalty:** The student shall lose eligibility for a minimum of 180 days beginning from the date of discovery.

Additional team discipline may be assigned by the coach or sponsor.

## School Discipline Standard

Students who earn either an after-school detention or in school detention will serve the detention, at the discretion of the principal, regardless of practice or contest. The detention will start at 3:15 PM and students will be dismissed at 4:05 PM. A student shall not be considered eligible while serving an out-of-school suspension.

## Hazing

Student hazing is expressly prohibited by Board of Education policy. Hazing is defined as the willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school related activity or team. Students violating this policy will be subject to suspension/expulsion from school and exclusion from all activities.

## Quitting

A student who begins participating in an activity and later quits on his/her own accord will not be eligible to start practice or pre-season conditioning for another activity before the conclusion of the one that was dropped. An exception can be made if the head coach of the sport that was dropped releases the participant from their team and the head coach of the new activity accepts the participant.

## Sportsmanship

### Participant Conduct

If a student receives a technical foul or unsportsmanlike conduct foul for intentionally harmful actions, the following conseq
Yt

13uences will result:

1st Offense: Student will meet with coach and athletic director
2nd Offense: Student will be suspended for one contest
3rd Offense: Student will be dismissed from team for the remainder of the season

MSHSAA by-law 5.5.1c states that any student who is ejected from a contest for unsportsmanlike conduct shall be prohibited from playing in the next contest at that level.

### Spectator Conduct

Students, parents, and patrons must demonstrate positive behavior on and off the field of play. If a spectator chooses to enter the field of play, team huddle, or bench area, he/she will be prohibited from attending any district activities for a period of 14 days following the violation. A subsequent offense will result in an inability to attend activities for up to 365 days.
If a spectator is identified by administration or officials for unsportsmanlike behavior, administration has the ability to discipline the offender. This can include a suspension for up to 365 days.

# Additional Extracurricular Information

### Parent/Coach Meetings

Communication between parents, coaches, and students is beneficial for logistics, conflict resolution, and maintaining positive relationships. Appropriate concerns to discuss with coaches include the treatment of your child by coaches, the treatment of your child by other participants, and ways to help your child improve. Playing time, team strategy, play calling, or other students are not appropriate items to discuss with the coach.

### 24 Hour Rule

No meetings between parents and coaches will be conducted immediately following an event. This includes contacting the coach or sponsor via text message or social media. To schedule a meeting, a parent/guardian shall contact the coach or sponsor by using the school's communication system. This can be done through phone or email the day following a contest.

If a parent/guardian chooses to confront a coach immediately following a contest or without first allowing 24 hours to pass, he/she may be prohibited from attending all Rich Hill R-IV activities for a period of two weeks (14 days) following the confrontation. A subsequent offense can result in an inability to attend activities for up to 365 days.

### Transportation

All students are expected to travel to activities via transportation provided by the district. Participants may leave events with parents/guardians only after the student's parent or legal guardian signs the Activity

3

Release Form with the sponsor/coach. Other arrangements for student release must be approved by an administrator prior to the event. Students will not be allowed to sign out with other students or anyone under the age of 18.

### Virtual Student Participation in Extra/Co-curricular Activities

Students enrolled in our district's virtual learning program are eligible to participate in extracurricular activities offered by the district, provided they meet the same academic standards and eligibility requirements as in-person students, as outlined in the extracurricular academic eligibility expectations section of this handbook.

To ensure alignment with program expectations and adequate participation in co-curricular opportunities, students wishing to join a Career and Technical Education (CTE) organization, band, or choir must be enrolled in a corresponding in-person course during the semester(s) of participation. This requirement ensures students are actively engaged in the curriculum that supports these organizations and activities.

All virtual students participating in extracurricular activities are expected to follow the same conduct, attendance, and participation guidelines as their in-person peers.

Failure to meet the academic or participation requirements may result in suspension or removal from the activity, organization, or program.

## School Dances and Social Activities

School dances and other similar activities are held for the benefit of the student body. Students are expected to adhere to the school's disciplinary rules. Violations of school rules will result in immediate removal from the activity and may result in restriction from other dances and activities for the remainder of the school year. The following rules will also apply

- Students are not to leave the building once they have entered. If a student leaves, he/she may not return to that event.
- Any student that is bringing an out of school date must fill out and return a school dance request form.
- These rules, along with others, apply to Prom. Additional information about prom can be obtained from the class sponsors.

## Field Trips

Field trips are a crucial piece of an educational experience. These trips can be seen as an extension of the classroom. Students must meet the following criteria to be eligible for field trips:

- Must be in good academic standing (meet grade and tutoring requirements if applicable).
- Must not be on an attendance contract.

## Care of Equipment

To provide the student with a sense of responsibility and appreciation for his/her equipment, each individual will be held accountable for the abuse or loss of items. Lost or stolen equipment must be paid for by the student in whose name it is checked out. If equipment is not turned in, the athlete will be ineligible for future activities until items are either returned or paid for in full.

## Physical Exam/Insurance

Prior to the first practice session, all athletes are required by MSHSAA to have a current pre-participation evaluation form (MSHSAA physical form) completed and signed by a physician, parent/guardian, and the student. The physical evaluation is valid for 730 days (2 years). Annual pre-participation documentation is still required prior to practice. A student will not be permitted to practice until it is verified that the student has basic athletic insurance coverage.

## Changes in the Activities Handbook

The Rich Hill R-IV School Board of Education reserves the right to make changes in the Rich Hill Middle and High School Activities Handbook as deemed necessary. A handbook cannot cover all possible scenarios that may take place. Items not covered are left to the discretion of the principal and athletic director in consultation with the superintendent, under the direction of the Rich Hill R-IV School Board. The handbook is a part of the Rich Hill R-IV School Board of Education's policy and rules incorporated therein by reference.

## Attire Standard

Candidates for extra-curricular events must have attire checked by the sponsor of the event, one week before the event. Appropriate dress is required and reflects on the school. Events include but are not limited to Barnwarming, Homecoming, Courtwarming, or Sweethearts' Dance. If more than one outfit is to be worn for the entire event (including parades, crowning's, and dances), *all* clothing outfits must be pre-approved.

# General Discipline

Students can forfeit their right to public school education by engaging in conduct prohibited in the district's discipline policy. Disciplinary consequences include, but are not limited to withdrawal of school privileges (**athletic, intramurals, student clubs and activities, and school social events**). Students may be punished under the terms of the district policy including

- lunch detention
- after-school detention
- in-school detention
- out-of-school suspension

An out-of-school suspension by a principal may extend to 10 school days. The superintendent may suspend up to 180 days. The Board of Education may expel the student.

### Missouri Safe Schools Act

The 1996 Missouri General assembly enacted legislation which requires school districts to report acts of school violence. It also contains consequences of failure to obey the standards of conduct and the importance of the standards to the maintenance of an atmosphere where learning is possible and encouraged.

### Discipline

The student code of conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a specific disciplinary action. Any conduct not included herein, any aggravating circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent or Board of Education. In extraordinary circumstances where the superintendent or designee judge the minimum consequence may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

School Violence Hotline: 866-748-7047

***The administration of the school district may increase or decrease consequences, based on the individual case.**

### Rights to Due Process

In each case or instance of unacceptable behavior, the student will:

- Be informed of the offense/problem area.
- Be allowed to respond to the charge.
- Have a right to appeal and a hearing for suspensions over ten days.
    - Discipline appeals are to be handed to the superintendent in writing within five days of the discipline being handed out.
- Be given a written statement of the charge if requested.

## Level One Offenses & Consequences

### Assault

Hitting, striking and attempting to cause injury or death to another person; placing a person in reasonable apprehension of imminent physical injury or death; physically injuring another person.

1st Offense

- 1-10 Days OSS
- Possible Juvenile Referral
- Possible Referral to Law Enforcement

2nd Offense

- 10-180 Days OSS
- Possible Expulsion
- Possible Juvenile Referral
- Possible Referral to Law Enforcement

### Assault of Staff

This also includes the *threat* of assault or any violence against staff/employees.

- Immediate expulsion for 10 to 180 days as set by the Superintendent
- Referral to Juvenile Office
- Law enforcement will be notified

### Fighting

Fighting occurs when both parties are actively (verbally or physically) engaged in an activity to cause injury to the other party.

1st Offense

- 1-10 Days OSS
- Possible Juvenile Referral
- Possible Referral to Law Enforcement

2nd Offense

- 5-10 Days OSS
- Possible Juvenile Referral
- Possible Referral to Law Enforcement

### Alcohol/Drugs

A student shall not buy, sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, mood-altering chemicals, inhalants, intoxicant of any kind, dietary supplement, or steroids while on school property, school buses, or school-sponsored activities/trips. The possession of drug paraphernalia is also prohibited.

**Use & Possession**

1st Offense

- 10 days OSS
- Law enforcement will be notified
- Any contraband will be turned over to law enforcement
- Referral to Superintendent for OSS for 11-180 days

2nd Offense

- Law enforcement will be notified
- Any contraband will be turned over to law enforcement
- Automatic expulsion for one semester

Return to school for first and second offenses requires a conference with building principal, student, parent or guardian before being reinstated into school.

## False Alarm

Making a false report which is disruptive or a threat to health, safety, and good order (i.e., *fire alarm or bomb threat)* is a level one offense. This includes tampering with emergency equipment or setting off false alarms.

1st Offense

- 1-10 Days OSS
- Possible Referral to Superintendent for OSS greater than 10 days
- Possible Referral to the Juvenile Office
- Possible Referral to Law Enforcement

2nd Offense

- Referral to Superintendent for greater than 10 days
- Possible Expulsion
- Referral to Juvenile Office
- Referral to Law Enforcement

## Weapons

Students are forbidden to bring any item that is generally considered a weapon onto school property. Examples include, but are not limited to: **knives, chains, clubs, metal knuckles, matches, lighters, explosives (including standard fireworks), shocking devices,** or any item which might be used as, represented as or perceived to be a weapon. Any item used with the intent to inflict physical harm will be considered a weapon.

**Possession Only**

1st Offense

- Confiscation
- 1-10 Days OSS
- Referral to Superintendent for OSS greater than 10 days
- Referral to Juvenile Office
- Referral to Law Enforcement

2nd Offense

- Confiscation
- Referral to Superintendent for OSS greater than 10 days
- Referral to Juvenile Office
- Referral to Law Enforcement

3rd Offense

- Confiscation
- Expulsion for a Semester

**Possession and Use**

1st Offense

- Confiscation
- Notification of law enforcement and the criminal justice system
- Referral to Superintendent for not less than **school year** OSS

## Use or Possession of Firearms

Students may not bring to school or onto school property an item that is ordinarily or generally considered to be a firearm. A firearm, according to Section 921 of Title 18 of the U.S. Code, is defined as

- any weapon which will or is designed to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any explosive incendiary or poisonous gas
    1. shells/bullets
    2. bomb

3. grenade
4. Rocket having a propellant charge of more than four oz.
5. Missile having an explosive or incendiary charge of more than ¼ oz.
6. mine
7. other similar devices

- any weapon which will, or which may be readily converted to expel a projectile and which has any barrel with a bore of more than one-half inch in diameter
- Any combination of parts either designed or intended for use in converting any device into a destructive device as described in the two preceding examples, and from which a destructive device may be readily assembled.

1st Offense

- Confiscation of weapon
- Referral to Superintendent for suspension of not less than one year
- Notification of the criminal justice system or juvenile system

**Use or Possession of Tobacco/E-Cigarette & Tobacco Use**

The possession or use of smoking or smokeless tobacco products on school grounds, school buses, before, during, or after school or at school-sponsored activities (at home or away) is prohibited.

1st Offense

- Confiscation and 3 days OSS

2nd Offense

- Confiscation and 10 days OSS

3rd Offense

- Confiscation
- Referral to Superintendent for OSS for 11-180 days

**Sale, Distribution, or Possession of Obscene or Pornographic Material (Includes Sexting)**

The sale, distribution, or possession of obscene or pornographic material shall be a violation of school policy. Material shall be considered obscene or pornographic if it is primarily devoted to description or representation in whatever form of nudity, sexual conduct, sexual excitement or sadomasochistic abuse or (1) its predominant appeal is to prurient interest in sex or (2) it is patently offensive or (3) it lacks serious literary, artistic, political, or scientific value for minors.

1st Offense

- Confiscation and 1 day ISS or 1-3 days OSS

2nd Offense

- Confiscation and 1-10 days OSS

3rd Offense

- Confiscation
- 10 days OSS
- Referral to Superintendent for OSS greater than 10 days

## Use of Profane, Abusive, or Obscene Language

The use of vulgar, obscene, or profane language, whether spoken, gestured, or written is considered a violation of school policy. Also, the use of words which are considered inappropriate for use in school and words which are used to demean or disparage or hurt other students or staff is a violation. Also, conduct or speech, verbal, written or symbolic, which disrupts classroom work, school activities, or school functions is a violation.

**Addressed to a Person**

1st Offense
- 1 day ISS

2nd Offense
- 3 days OSS

3rd Offense
- 5 days OSS

**Not Addressed to a Person**

1st Offense
- After School Detention

2nd Offense
- 1 day ISS

3rd Offense
- 3 days OSS

## Theft

Stealing or attempting to steal property which belongs to the school or other persons is subject to the following consequences.

1st Offense
- Restitution (payment for)
- 2 days ISS

3rd Offense
- Restitution
- 10 days OSS

2nd Offense
- Restitution
- 5 days OSS

* The school district will notify the criminal justice or juvenile system when the theft value exceeds $50.

## Threats or Verbal Assault

Verbal, written, pictorial, electronic, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

1st Offense
- 1 day ISS or
- 1-3 Days OSS

3rd Offense
- 5 days OSS

2nd Offense
- 3 days OSS

## Hazing

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

1st Offense
- 1 Day ISS
- 1-10 days OSS

2nd Offense
- 1-10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS

- Possible Referral to Superintendent for 11-180 days OSS
- Possible Referral to the Juvenile Office
- Possible Referral to Law Enforcement

- Possible Referral to the Juvenile Office
- Possible Referral to Law Enforcement

**Extortion**

Threatening or intimidating any person to obtain money or anything of value.

1st Offense
- Restitution
- 1 to 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS

2nd Offense
- Restitution
- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS

3rd Offense
- Restitution
- Referral to Superintendent for OSS 10 or more day

**Vandalism, Arson, or Careless Destruction of School, Staff, or Student Property**

Any student who willfully causes damage or attempts to cause damage to any property, real or personal, belonging to the school, the staff, or the students violates school rules.

1st Offense
- Restitution
- 1 to 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS

2nd Offense
- Restitution
- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS

3rd Offense
- Restitution
- Referral to Superintendent for OSS 10 or more day

* Any student who willfully causes substantial damage ($50) will also be turned in to the criminal justice system and the juvenile system.

# Rich Hill R-IV Policy Regarding Harassment, Bullying, and Cyberbullying:

Harassment, bullying, or cyberbullying of any student on school property, on a school bus or other school vehicle, or at a school-sponsored activity or event regardless of whether such event is held on school property is prohibited.

General Definition:

- Harassment: Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.
- Sexual Harassment: Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching

occurred through or under clothing; or pushing or fighting based on protected characteristics.

- Bullying: The intimidation or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property**; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school**. Bullying may consist of**, but is not limited to,** physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.
- Cyberbullying: **bullying as defined through the transmission of a communication including, but not limited to, a message, text, sound, image, or video by means of an electronic device including, but not limited to, a telephone, wireless telephone, a computer, or other wireless communication device."**

## Reporting Procedures

A student or staff member who has been a victim of harassment as described herein is encouraged to report such acts to a teacher or the building principal. Upon the receipt of such a report, the district shall conduct an investigation, take appropriate action to stop the violations, issue consequences to individuals found to violate the regulation, and issue a response.

## Anti-Retaliation Statement

Submission of a good faith complaint or report of discrimination or harassment as defined herein will not affect the complainant or reporter's grades, learning or working environment, future employment, or work assignments. The district will discipline or take appropriate action against any student or district employee who retaliates against any person who makes a good faith report of an alleged act of discrimination or harassment as defined herein. Retaliations include but are not limited to, any form of intimidation, reprisal, or harassment. Note: "Good Faith" is defined as "honest, fair, and lawful: absent of any attempt to defraud, act maliciously, or take unfair advantage."

## Consequences

Students found to violate this regulation shall receive appropriate consequences. Such consequences may include but are not limited to counseling, awareness training, parent-teacher conference, warning, suspension, and expulsion. Employees found to violate this regulation shall be subject to appropriate consequences under employee policies. In the event the evidence suggests that the harassment as the issue is also a crime in violation of a Missouri criminal statute, the results of the investigation shall be reported to the appropriate law enforcement agency charged with the responsibility for handling such crimes. The following are general guidelines of school issued discipline:

## Bullying, Cyber Bullying

*The counselor or administrations are the student's contacts for any issues with bullying.

1st Offense

- 1-10 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

2nd Offense

- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

3rd Offense

- Referral to Superintendent for OSS for 11-180 days
- Conference with the student, parent or guardian, principal, Superintendent, and a representative School Board member
- Notification of the criminal justice or juvenile system

## Harassment, Including Sexual Harassment

**Verbal**

1st Offense

- 1-10 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

2nd Offense

- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

3rd Offense

- Referral to Superintendent for OSS for 11-180 days
- Conference with the student, parent or guardian, principal, Superintendent, and a representative School Board member
- Notification of the criminal justice or juvenile system

**Physical**

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

1st Offense

- 1-10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

2nd Offense

- 10 days OSS
- Possible Referral to Superintendent for 11-180 days OSS
- Referral to Juvenile Office
- Referral to Law Enforcement

3rd Offense

- Referral to Superintendent for OSS for 11-180 days
- Conference with the student, parent or guardian, principal, Superintendent, and a representative School Board member
- Notification of the criminal justice or juvenile system

## Technology Misconduct

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

1st Offense

- 1 day ISS
- Possible loss of user privileges

2nd Offense

- 1 day OSS
- Loss of user privileges

- Confiscation of school-issued computer
- Restitution
- Possibly OSS

- Confiscation of school-issued computer
- Restitution
- Possibly more OSS or Expulsion

## Level Two Offenses & Consequences

### Inappropriate Physical Action

Any physical act by a student that is not appropriate for the classroom, lunch, or hallways but does not rise to the level of bullying, extortion, fighting, or assault. Examples: horseplay, throwing things, making a mess at lunch, etc.

1st Offense
- 1 Tiger Time Lunch Detention

2nd Offense
- 1 day ASD

3rd Offense
- 1 day ISS

4th Offense
- 2-3 days ISS or 1 day OSS

### Academic Dishonesty/Cheating

Copying other students' work, cribbing, representing other work as their own, the unauthorized possession or distribution of teachers' tests or material and other forms of cheating violates school rules.

1st Offense
- Zero on assignment or
- 1 day ASD

2nd Offense
- Zero on assignment or
- 1 day ISS

3rd Offense
- Zero on assignment or
- 3 days OSS

### Defiance of Authority

Defiance of authority is a student's refusal to obey directions from a teacher or staff member.

1st Offense
- 1 Day ISS

2nd Offense
- 2-3 days ISS

3rd Offense
- 1 day OSS

### Disrespectful and Disruptive Behavior

This offense includes speech and conduct which interferes with the orderly operation of the school, the classroom, or school activity.

1st Offense
- 1 day Tiger Time Lunch Detention

2nd Offense
- 1 day ASD

3rd Offense
- 1 day ISS

4th Offense
- 2-3 days ISS or 1 day OSS

### Inappropriate Public Display of Affection

Contact beyond holding hands is considered inappropriate while on school property.

1st Offense
- 1 day ASD

2nd Offense
- 1 day ISS

3rd Offense
- 1 days OSS

## Inappropriate Technology Use

Inappropriate technology use includes using district-issued devices, accounts, or internet access for non-educational purposes during instructional time or in violation of classroom or district expectations. Examples include, but are not limited to:

- Playing online or downloaded games without permission
- Streaming videos, music, or other media unrelated to class activities
- Visiting non-educational websites during class time
- Using technology in a way that distracts from learning
- Repeatedly being off-task while using district technology
- Downloading unauthorized apps, extensions, or programs
- Misusing school devices or accounts in a manner inconsistent with classroom expectations

1st Offense
- 1 Tiger Time Lunch Detention

2nd Offense
- 1 day ASD

3rd Offense
- 1 day ISS

4th Offense
- 2-3 days ISS or 1 day OSS

## Lying/Falsifying Information

Misrepresenting the truth to school authorities in the proper conduct of their duties, or intentionally concealing, or providing false information to school officials is a violation of school policy. This includes information on student records, forged notes, and misuse of passes.

1st Offense
- 1 day ISS

2nd Offense
- 2 days OSS

3rd Offense
- 5 days OSS

## Parking Lot and Driving Violations

1st Offense
- 1 day ASD

2nd Offense
- 1 day ISS
- Loss of parking lot privileges for 5 days

3rd Offense
- 3 days OSS
- Loss of parking lot privileges for 10 days

## Personal Dress Policy

Personal cleanliness, grooming, and modesty are fundamental values in the educational process at RHHS. Appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. Students **will not** be permitted to wear clothing that school officials deem to be improper for health reasons, safety purposes, of questionable decency, or disruptive nature. **The dress code applies to all school activities.**

1. All attire will be free from violent, gang-related, obscene, or suggestive writing, and the advertising of alcohol, tobacco, or drug usage.
2. Dresses, skirts, skorts, and shorts that are at fingertip length. The principal will make the final determination.
3. All tops, both for male and female, must have sleeves.
4. All shirts must be long enough to cover the midriff, back, cleavage, stomach even when seated. Shirts or blouses must be opaque and have no plunging necklines.
5. No wallet chains or any chain of that fashion may be worn at school. Dog collars worn as chokers will not be permitted. Any attire with spikes will not be allowed.
6. All students must wear some footwear.
7. Jeans or other items of clothing with cuts or holes in them above fingertip length will not be allowed.
8. Jean pants or shorts must be worn in proper position on the waist. No sagging, bagging pants will be allowed.
9. Students may not wear decorative gloves, mittens, etc. in the school building.
10. Students may not use blankets in the building.

*Class and organizational activities that present a concern for student safety may require the student to adjust hair and clothing or remove jewelry during the class period in the interest of maintaining safety standards and protecting school properties.

***The principal shall have discretion in dealing with all questionable clothing or accessories.**

## Personal Dress Violation

When the type of clothing worn or how it is worn conflicts with any of the rules under "Personal Dress Policy," the student will face the following consequences.

1st Offense
- Immediate change of attire

2nd Offense
- Immediate change of attire
- 1 day ASD

3rd Offense
- Immediately change of attire
- 1 day ISS

## Phones and Communication Devices

The uses of personal telecommunication devices such as beepers, androids, pagers, cell phones, smart watches, laser pointers, etc. are restricted **during school hours (7:50-3:13).** These devices are not to be seen in classrooms and should never disrupt the class.

1st Offense
- Confiscation of device
- 1 Day ASD
- The device will be turned into the principal's office. Parent/guardian must pick up the device at the end of day or beginning of the following day

2nd Offense
- Confiscation of device
- 1 day ISS
- Parent/guardian must pick up the device at the end of day or beginning of the following day

3rd Offense

- Confiscation of device
- 1 day OSS
- Parent/guardian must pick up the device at the end of day or beginning of the following day

4th Offense

- Confiscation of device
- 2 days OSS
- Parent/guardian must pick up the device at the end of day or beginning of the following day

5th Offense

- Confiscation of device
- 3 days of OSS
- The phone will not be allowed with the student (Check into the high school office daily)

**Skipping Assigned ASD's**

Any time a student skips an assigned ASD, he/she will violate school rules.

1st Offense

- 1 Day ISS

2nd Offense

- 1 day OSS

3rd Offense

- 3 days OSS

**Truancy, Skipping Class(es), Leaving School Without Permission**

Any time a student is absent from a class without the knowledge or permission of the student's parents and/or the school administration, the student is considered to be truant. Truancy may be for a full day or any part of a school day. A student does not necessarily have to leave campus to be considered truant.

1st Offense

- 1 day ASD

2nd Offense

- 1 day ISS

3rd Offense

- 2 days OSS

**Tardies**

A tardy will be given and recorded for any student who arrives late to class without a pass.

- For every five tardies in a specific class per semester a student will receive one absence for that class.
- If a student receives five tardies cumulatively from all classes within a week, they will receive an after-school detention.

**Technology Misconduct**

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

1st Offense

- 1 day ASD
- Possible loss of user privileges
- Confiscation of school-issued computer
- Restitution
- Possibly ISS or OSS

2nd Offense

- I day ISS
- Loss of user privileges
- Confiscation of school-issued computer
- Restitution
- Possibly OSS or Expulsion

***The administration of the school district may increase or decrease consequences as based on the individual case.**

# Rich Hill R-IV Bus Rules and Guidelines

It is a privilege to be transported to and from school or an activity. Safety is a primary concern for all on a bus.

STUDENTS MAY NOT GET OFF THE BUS ANYWHERE EXCEPT AT THEIR DESIGNATED STOP *UNLESS* THEY HAVE TURNED IN WRITTEN PERMISSION FROM THEIR PARENT OR GUARDIAN.

## Bus Rules

All students will follow the state regulations for pupils who ride school buses in the Rich Hill School District.

- The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
- The driver can assign a seat for which the student will be held responsible.
- Pupils must be on time; the bus cannot wait for those who are tardy.
- Never stand in the roadway while waiting for the bus.
- Conversation with the driver is prohibited.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Pupils must not throw wastepaper or other rubbish on the floor of the bus.
- Pupils must not at any time extend body parts out of the bus windows.
- Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
- When leaving the bus, pupils must observe the direction of the driver.
- Any damage to the bus is to be reported at once to the driver.
- Buses are drug, alcohol, and tobacco free and fall under the Safe Schools Act.
- No animals will be permitted on the bus.
- Pupils, who must cross the road after leaving the bus, must cross in front of the bus, and only upon the signal given by the driver.
- Students should not run from the building to catch the bus. While boarding the bus, students should not crowd or push. It is the driver's responsibility to supervise loading and unloading.
- Students should cooperate in all safety measures.

- Students are prohibited from using obscene and unacceptable language, gestures, remarks, or signs.
- Combustible items such as matches/lighters are not allowed on the school bus.
- Weapons or firearms are not allowed on the school bus.

Disciplinary Guidelines

- First Offense: Conference with student, ASD, ISS and/or bus suspension
- Second Offense: 1-5 days ISS and/or bus suspension
- Third Offense: 1 – 10 day out-of-school suspension and/or bus suspension
- Fourth Offense: Suspension from the bus for the remainder of the school year.

NOTE: The principal has the authority to impose a more severe penalty upon the student if his/her conduct so warrants, depending upon the nature of the incident.

**Bus Trips for Extra Curricular Activities**

A student involved in an activity is expected to ride the bus to and from the activity. A student who misses the bus and arrives at the activity by other transportation MAY NOT PARTICIPATE unless prior permission was obtained from the principal or athletic director. In some circumstances, if the **student's residence is en-route**, the student may be picked up or released at his or her residence if prior arrangements have been made.

Participants may leave events with parents/guardians only after the student's parent/legal guardian signs the Activity Release Form with the sponsor/coach. Other arrangements for student release must be approved by administration before the event. Students will not be allowed to sign out with other students or anyone under the age of 18. (All exceptions must be presented to the principal or athletic director 24 hours in advance.)

Coaches/sponsors are responsible for student safety at all school-sponsored activities.

**Bus Use for Vo-Tech/Alternate Schooling**

Students attending classes at the area vocational school are required to ride the bus to and from those locations, except when transported by a parent with prior notification (before 8 a.m.) to the principal. Students *may not* drive themselves or ride with another student unless both schools have granted prior permission. Violation of this rule may result in the student being removed from Vo-tech classes.

# Grievance Procedures

If a question or disagreement arises, parents and students are advised to the following guidelines to resolve any and all difficulties:

1. Contact the teacher/sponsor first if it relates to a classroom/activity matter or one of which the teacher/sponsor has first-hand knowledge.
2. If questions or conflicts remain unresolved after contacting the teacher/sponsor, contact the principal.
3. If questions or conflicts remain unresolved after contacting the principal, contact the superintendent.

4. If questions or conflicts remain unresolved after contacting the superintendent, you must schedule with the superintendent a proper time and place to discuss the question or problem with the Board of Education. The Board has the right to hear or refuse to hear any and all questions and problems.
5. The decision of the Board of Education is final.

# Crisis Management

A crisis is any critical situation that creates an emotional and physical impact on those involved. Examples of crises include, but are not limited to, bomb threats, child abuse, intruders, violent behavior, suicide, auto accidents, weapons on campus, death, and severe weather. The Rich Hill R-IV School District has adopted a comprehensive plan for a variety of situations. The following are general guidelines to be followed.

FIRE

Procedures are in place for the safe evacuation of all students if we would have a fire while school is in session. Follow the directions given to you be your teacher. There is a Fire Evacuation map located next to every door in the building. Please follow the directions given to you by your teacher.

TORNADO

Procedures are in place for your safety in case of a tornado. Follow the directions given to you by your teacher. There is a Tornado Safe-Room Route map located next to every door in the building. Please follow the directions given to you by your teacher and make your way into the district's tornado safe room (dome).

INTRUDER IN THE BUILDING

If you see a stranger in the building, please report to the office with descriptive information and location. Procedures are in place and the faculty and administration know how to handle this type of situation. Please follow the directions given to you by your teacher.

BOMB THREAT

If you have information about a bomb threat report to the office immediately and inform the principal. Procedures are in place to handle this type of situation.

BUILDING SECURITY

Student safety is a top priority. We have made every effort to secure all entrances that are not essential for the daily operations of the school. If at any time you see suspicious activity in or around the building, please report this information to the office immediately. Security cameras are in place to help protect our students and our buildings.

ARMED ASAILANT

If a person displays a weapon, begins shooting or shots are heard: Find a safe room immediately and notify administration or a teacher. Lockdown with Intruder procedures will be initiated. Try to provide location of the shooting, if known.

HOSTAGE

If you witness a hostage situation: Do not put yourself in harm's way. Notify building administration immediately. All students need to stay in their classrooms until further notice. Procedures are in place to handle this type of situation. Then wait for further instructions.

MEDICAL EMERGENCY

The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, staff should survey the scene for additional hazards and ensure it is safe to render aid. Remember aide rendered is covered by the Good Samaritan Law.

SUICIDE

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

# Speaker Regulations

**Speakers at District Events**

Some district events, such as graduation, classes, assemblies, and professional development meetings, include the use of student speakers or speakers from outside the district. The purpose of this policy is to establish the parameters for such speakers.

**Rules for All Speakers**

Regardless of the type of speaker or the event, the speaker is required to follow all district policies and procedures including, but not limited to, the following:

1. The topic of the presentation must reflect the mission of the district and be directly related to the curriculum or the purpose of the event.
2. The presentation must be appropriate for the age level of the students attending and must also be appropriate for any parents/guardians and children who may attend or for a professional environment, when applicable.
3. Speakers will be given a general topic or theme upon which to speak. The speech must be consistent with that topic or theme.
4. Obscene, vulgar, lewd, or indecent speech is not permitted.
5. Speakers will not plagiarize, will correctly attribute material authored by another person and will respect copyright, trademark, and other applicable state or federal laws.
6. Speakers may not advertise or promote any product, practice, or service not permitted to minors by law or district policy.

7. Insulting or fighting words, the very expression of which injures, or harasses other people (e.g., threats of violence, defamation of character or a person's race, religion or ethnic origin), are not permitted.
8. The district does not permit speech that, because of its content, presents a clear and present likelihood that it will cause 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 procedures.

*A student speaker may be required to submit a copy of his or her presentation to determine whether it meets the rules or intended purpose of the event. Students may not be disciplined based on the viewpoint expressed, including religious viewpoints, for otherwise permissible speech. Under the law, the following disclaimer shall be read aloud and printed on any written materials distributed at graduation: Student speakers are speaking as individuals, and their speech does not reflect the endorsement, sponsorship, position or expression of the district."

# Selected School Board Policy Summaries

See District Policy Manual for Complete Policies
Policy manual can be accessed during regular business hours in the Superintendent's Office.

### ESSA – Parents Right To Know

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
Whether the student's teacher—

- Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

### Grievance Procedures

Students, parents/guardians of students, or employees have the right to file a formal complaint with the school district alleging non-compliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title X of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. If any person wishes to pursue such a grievance, he/she will be provided a copy of the procedure policy by the high school principal's office.

### Notice Concerning Discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment with the Rich Hill R-IV School District are hereby notified that this institution does not discriminate on the basis of race, color, nation of origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities.

Any person having inquiries concerning the Rich Hill R-IV School District's compliance with the regulations implementing this policy is directed to contact the Superintendent at 703 North Third Street, Rich Hill, MO 64779, 417-395-2418. The Superintendent has been designated to coordinate efforts to comply with regulations implementing Title VI, Title IX, and Section 504.

*Any person may also contact the Assistant Secretary for Civil Rights, US Department of Education, regarding the institution's compliance with the regulation implementing Title VI, Title IX, or Section 504.*

**Food Service Management**
***(Nondiscrimination in School Nutrition Programs)***

All information materials and sources, including websites, used by the district to inform the public about the district's food service program will contain the following information:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information(e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;
2. Fax: 202-690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

## Student Withdrawal

Students withdrawing from school are withdrawn when the high school office receives a request for records from another school district.

## Personal Data

Student personal data is kept in a hard-copy file in the principal's office and the current SIS system.

A student is required to have a current address, phone number, parent's work phone number, and the names of two people the school can contact in case of emergency on file.

- If a student's address or phone changes during the school year, the office needs to be notified immediately to update the file.
- Parental information is imperative for the school to have in case of an emergency.

The building principal has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has incomplete information or has reason to suspect that false or incomplete information has been provided to the school district.

## Human Sexuality Curriculum Notification

Human sexuality curriculum may be delivered through courses in Family and Consumer Sciences, Biological and Life Sciences, and Health and Wellness. The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. When parents prefer that their child not receive instruction in the human sexuality curriculum, a written notice must be provided to the classroom teacher.
The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

## Trauma Informed Schools

This resource guide is for you: the parents and caregivers of children navigating the impacts of toxic stress and trauma. There are great tools and resources that already exist about how to support young people, so this will include helpful links to external resources, as well as key points that are essential for all parents and caregivers to know.
**https://dese.mo.gov/media/pdf/cnsl-traumainformed_parent_resources**

## FERPA Educational Rights Annual Notification

Each year the Rich Hill R-IV 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 (FA). 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 a 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 refuse to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. 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. RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Dept. of Education, Washington, D.C., concerning the Rich Hill R-IV 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 Rich Hill R-IV School District in compliance with FERPA.

**Notice of Designation of Directory Information**

Rich Hill R-IV School District has designated the following information as directory information: student's name, grade level; parents' names, enrollment status, participation in district-sponsored or recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, artwork or coursework displayed by the District, school or school districts previously attended, and photographs, videotapes, digital images and recorded sounds, unless such would be considered harmful or an invasion of privacy. This includes school pictures, yearbooks, and the district's website. If you do not want Rich Hill R-IV School District to disclose directory information from your child's educational records without your prior written consent, you must notify the district through the online registration process.

# Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Rich Hill R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Rich Hill R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the district's administration office at 703 North 3 rd Street,

Rich Hill, MO. Office hours are Monday through Friday, 7:30 am to 3:15 pm.

This notice will be provided in native languages as appropriate.

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

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

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


**General Information**

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

| Complaints filed with LEA | Complaints filed with the Department |
|---|---|
| 4. How will a complaint filed with the LEA be investigated?<br>5. What happens if a complaint is not resolved at the local level (LEA)? | 6. How can a complaint be filed with the Department?<br>7. How will a complaint filed with the Department be investigated?<br>8. How are complaints related to equitable services to nonpublic school children handled differently? |

**Appeals**

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?


1. **What is a complaint?**
    a. For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. **Who may file a complaint?**
    a. Any individual or organization may file a complaint.
3. **How can a complaint be filed?**
    a. Complaints can be filed with the LEA or with the Department.

4. **How will a complaint filed with the LEA be investigated?**
    a. Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. **What happens if a complaint is not resolved at the local level (LEA)?**
    a. A complaint not resolved at the local level may be appealed to the Department.

---

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V*
Revised 4/17

[2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

6. **How can a complaint be filed with the Department?**
    a. A complaint filed with the Department must be a written, signed statement that includes:
        i. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
        ii. The facts on which the statement is based and the specific requirement allegedly violated.
7. **How will a complaint filed with the Department be investigated?**
    a. The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. <u>That time limit can be extended by the agreement of all parties</u>.
    b. The following activities will occur in the investigation:
        i. **Record.** A written record of the investigation will be kept.
        ii. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
        iii. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
        iv. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
        v. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
        vi. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. **How are complaints related to equitable services to nonpublic school children handled differently?**
    a. In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. **How will appeals to the Department be investigated?**
    a. The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision

to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. **What happens if a complaint is not resolved at the state level (the Department)?**
    a. The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.