



## **Student Policies for Grades PreK-12**

This Student Handbook is a condensation of some of the policies of the Ripley County R-IV School. It is provided to share with interested parties, summaries of policies dealing with student's codes of conduct and the School District's guidelines for administering policies affecting such codes. The complete texts of policies summarized in this handbook are available for inspection by interested parties during normal school business hours. Interested parties desiring to examine school policies should make an appointment to facilitate such examination.

As the policies in this handbook are the official policies approved by Ripley County R-IV School Board, district employees are not at liberty to make exceptions to them. The School Board appreciates your cooperation in not asking them to make exceptions. The administrator is the custodian of records.

ADOPTED BY  
RIPLEY COUNTY R-IV SCHOOL BOARD  
August 9, 2013  
July 21, 2014  
July 21, 2015  
July 18, 2016

**FY 2016-2017**

## FORWARD

This handbook was prepared with the express purpose of giving students, teachers, and parents a better understanding of all facts of the Ripley County R-IV school system. Procedures outlined in this handbook are consistent with policies adopted by the Board of Education.

This handbook is not intended to be just a list of rules and regulations but rather a guide to effective educational planning. This is necessary in order to create a positive learning atmosphere for all students attending Ripley County R-IV School.

The goal of education is to develop each student into a productive citizen now and throughout life. Students have many different options upon graduation. Some may choose to attend a college or university or technical school. Some may choose to immediately enter into the work force. It is our job as parents, teachers, and administrators to prepare our students for each option.

Each student is urged to get involved and participate in extra-curricular activities and thus find things in our school, which can help him/her to develop responsibility and positive peer relationships.

We suggest each student discuss the rules and regulations in the handbook with his or her parent or guardian. The student is directly responsible for all content in this handbook and the student and parent must sign below indicating that they understand the rules and regulations contained. We sincerely hope that this will be a very enjoyable and worthwhile year for all students and their parents.

I have read and agree to abide by the rules and regulations set forth in the Ripley County R-IV Student Handbook.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## GENERAL PROCEDURES

### Activities – Extracurricular

A student will be asked to leave the activity if, in the mind of a responsible adult, he/she is causing a disruption which merits removal. Students may be suspended from attending activities for a number of games or for the remainder of the school year. Students involved in negative behaviors (fighting, vulgar language, destruction of property, throwing objects, etc.) will be removed from the activity and not allowed to attend for the remainder of the school year. Additionally, students involved in negative behaviors close to the end of the season (within 2 games) may be suspended from games for the next school year.

### Activities – Fundraising

All fundraising must be approved by the principal. Unapproved fundraisers will be terminated immediately. When a fund raising activity is undertaken, all members will participate. No “Road-Block” fundraisers.

### Activities – Organizations

All school student organizations must be sanctioned by the school and will be listed and posted by the principal. Any approved student organization must meet the following criteria:

- a) Board approval
- b) Comply with Title IX of the Civil Rights Act with regard to nondiscrimination on the basis of race, sex, religion, or ethnic background
- c) Have an approved adult sponsor
- d) Have written and worthwhile goals
- e) Not be secret or fraternal in nature
- f) Receive and disburse all money through the school student body activity account

### Arrival at School

**Children should not arrive before 7:30 a.m. Supervision is provided after 7:30 p.m. Students may not enter the building until 7:45 a.m. Any student arriving before 7:45 a.m. must go directly to the cafeteria. Classes begin at 8:00 a.m. and students are expected to be in their seats at this time. Students arriving after 8:00 a.m. will not be served breakfast.**

### Athletic Participation - Academic Requirements

- abide by all MSHSAA guidelines
- student must have been promoted to a higher grade prior to the first day of classes for the new school year
- students will not be eligible if you failed more than two courses the previous semester
- must be currently enrolled in and regularly attending classes unless special circumstances exist
- obtain a physical examination given by a doctor
- The principal and coaches will develop rules and regulations to govern student/athlete conduct

## **Athletic Participation – Athletic Contests/Social Activities**

Students who are absent from school on the day of a social activity, athletic contest, or any school sponsored activity will not be permitted to participate in that activity. Exceptions may be granted by the Principal and/or Superintendent for extenuating circumstances, i.e. doctor appointment, funeral, etc. Students need to be in attendance at least half a day. Students over their days/hours during the semester will be ineligible for the following events:

- 1) Field trips
- 2) Sports attendance
- 3) Sports participation

## **Attendance**

School Attendance -MO Law 167.031 provides for compulsory attendance.

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

## **Attendance - Excusable Absences**

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received. Excusable absences include, but not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family.
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. Note will be required upon return.
5. Special circumstances pre-approved by the administrator. (Not all circumstances will be considered excusable)  
This will be done on a case by case basis.

The following procedures should be followed by students who are absent to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (including tests) shall be completed as indicated by the classroom teacher.

## **Attendance - Un-excused Absences**

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff and appropriate action taken.

After a student has been absent for three (3) consecutive days, it is the principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the principal shall send a registered letter to the parent/guardian requesting a conference within a week. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the principal will make a referral to the proper legal authorities. The principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

## **Attendance - Excessive Absences**

A student shall be allowed four (4.00) days per semester with a parent note for excused absence. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions. If a student misses more than 16.00 days of school per year, he/she will be mandatory summer school with the possibility of retention. Students attending mandatory summer school must maintain an 80% attendance rate or they will be retained.

Absences of more than four (4.00) days per semester will require a doctor's excuse to be considered excused. An excuse must be furnished on the first day student returns to school. Un-excused absences exceeding 10.00 per year may be reported to Social Services as educational neglect.

Students who miss more than (8) eight days of school may be referred to the Ripley County Truancy Court. Excessive absences and/or tardies can negatively impact student achievement. Parents are encouraged to make sure that their children attend school on time and on a regular basis. Parents are encouraged to contact the school regarding the circumstances of their child's absences.

Pupils may be dismissed by the Administrator upon a parent's written request. The student will be held responsible for all work missed. Permission to leave during the school day shall be given only by the Administrator or designee.

Pupils who are absent from school because of personal illness, emergency in the family, or official school business, will be allowed by the teacher, to make up work missed. For days missed that are excused absences, students will be allowed 2 days for the first day and 1 day for each day thereafter to complete make-up work. We request that any doctor/dental appointments be made as late in the day as possible.

Students needing to be out five (5.00) days or longer due to health issues may apply for homebound. In order for a student to be homebound, the school must be contacted the next day with a completed request form from the parent or doctor. Homebound days will not count against attendance. Students on homebound may not attend any extracurricular activities.

Students suspended from school, or those who have un-excused absences may make up work in according to reasonable limits regarding the time frame set by the administrator. When a student has missed 16.00 days or more, he/she may go before the attendance committee and ask the committee to repeal the school's decision.

## Attendance - Truancy

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. Mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's non-attendance is due to the educational neglect of the parent/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonable result in truancy will immediately report or cause a report to be made to the principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline (1-800-392-3738) to the Missouri Division of Family services (DFS). The principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

Action to be taken involving Truancy:

- 1. First Offense:** Parent will be informed by phone, letter, or visit and a conference will be held with the student. On first offense parents may be asked to be present at conference with the student. Corporal punishment may be administered.
- 2. Subsequent Offense:** In-school suspension for three (3) days will occur. The parent will be notified by letter of the action taken. A truant office may be notified.
- 3. Third Offense:** Student will be suspended from school. The parent will be notified by letter of the action taken. One or both parents will be required to bring the student to school before he/she is permitted to re-enter. The suspension will be no longer than 10 school days (2 weeks)

## Building Use

Arrangements and approval should be made with the administrator for all activities which need to use the building after school hours. Arrangements should be made at least one week in advance. No students should be in the building unless under the direct supervision of a teacher.

## Bus - Behavior Policies

1. The bus driver is in complete charge with the same responsibility as a teacher in the classroom to maintain order and safety.
2. While the bus is in motion, all students must be seated.
3. Students who must cross the road to load or leave the bus must cross in front of the bus.
4. Parents/Guardians are to notify driver at least one day in advance when student does not plan to ride bus.
5. Students are not to extend head, arms, or etc., through windows.
6. Students not having provided signed permission by parents/guardians will be discharged only at home or school.
7. All students will be assigned seating arrangements on the bus and are expected to share seats.
8. If damage is done to a bus interior, those students involved shall be held responsible for it.

9. Students will ride only their assigned bus and will exit the bus only at their assigned stop. Students wishing to visit another household will provide the teacher and bus driver with notes from the parents/guardians of the households involved.
10. Profane language, spitting, fighting, or excessive loudness will not be permitted on the bus.
11. Radios, electronic games, tape players, water bottles, balls and bats from home, illegal, dangerous, disruptive items, drugs, alcohol, tobacco products, matches and cigarette lighters and any other materials which the school feels is improper will not be permitted on the bus.
12. All bus drivers have been instructed to pick up students that are outside and ready. They are not to wait on students that are not ready.
13. No animals will be permitted to ride the school bus.
14. Students who board a school bus will not be allowed to leave the bus to ride in a private automobile, unless permission is granted by the Administrator.
15. The throwing of any objects on the bus or out of the bus windows is strictly prohibited.
16. No school visitors will be allowed to ride the bus, except for school approved activities.

Students who live within 1 mile of school and who desire to ride and walk part of the time may do so if a permission slip has been received from the parents. This permission slip acknowledges that the parents are responsible for any accidents that result.

Video cameras will be used intermittently on R-IV school buses to help insure the safety of students and to protect school property from vandalism.

Students who violate rules on the school bus will be disciplined according to the situation.

## **BUS - TRIPS AND BEHAVIOR**

Students must obey drivers and sponsors. Failure to do so may endanger the safety of students and may result in denial of the privilege of riding a bus or even more severe penalties. Students must ride both ways on the bus and will not be permitted to ride home with parents unless the parent signs a form provided by the sponsor. Parents may prearrange for their student to ride home with other licensed drivers by completing a form with advanced approval from the principal. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their IEP or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

## **Cafeteria**

The school cafeteria is operated for the convenience of the students and teachers. Each day a well-balanced meal is planned by the supervisor of the lunch program. Breakfast will be served each day. Students are to remain orderly in the cafeteria at all times. If a student arrives after 8:00 a.m., the student will not receive a breakfast.

### **Students who eat in the cafeteria will obey the following rules:**

- 1) Students are required to eat school lunches or bring their lunch.
- 2) No fast foods will be ordered in or brought in for lunch.
- 3) Students who eat school lunches must take a ½ pint of milk with the lunch.
- 4) Students who bring lunch from home may bring drinks to accompany the lunch. Beverages (in a container other than glass bottles) may accompany the lunch and are to be kept in the lunch bag and consumed only at lunch.
- 5) Students who are eating school lunches will not be permitted to bring snack foods to the cafeteria.

- 6) Students may bring a snack for themselves only and that snack is to be eaten during recess.
- 7) Don't throw food.
- 8) Put all trash in proper cans.
- 9) Speak in soft voices and follow directions the first time given.
- 10) No trading food.

## Cell Phones

Students are not permitted to have cell phones at school.

- 1st Offense:** Administrator will keep phone for 24 hours.  
**2nd Offense:** Administrator will keep cell phone for three days or three days out-of-school suspension.  
**3rd Offense:** Administrator will keep cell phone for five days or five days out-of-school suspension.  
**Subsequent Offenses:** Will result in longer suspensions.

## Cheating

Cheating is any form of academic dishonesty. Cheating occurs when a student uses and takes credit for the work of another person, whether the material is directly copied or superficially disguised (plagiarism). File-sharing and other forms of dishonesty through the use of computers/electronics devices are considered cheating. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards. All forms of cheating are prohibited.

## Club Meetings

Club meetings will be arranged and held by the sponsors when necessary. Times will be announced in advance. All club meetings must be prearranged with the sponsor. Club secretaries are to keep a record of all meetings, which will be turned in to the sponsor after each meeting. Treasurers should check each month before the meeting in order to have an accurate account of their financial condition. Organization meetings will be held in the beginning of the year. All meetings must be cleared with the principal.

## Dress Code - Appearance

The school board recognizes that among those rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. When, however, dress and grooming substantially disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter subject to disciplinary action.

The school recommends students dress appropriately for daily weather according to dress code. Students will not be permitted to remain indoors during recess due to improper dress for weather. Student dress, grooming, and appearance should be the responsibility of the individual and his or her parents under the following guidelines:

1. Dress grooming should be clean and in keeping with health and sanitary practices.
2. All attire shall be free from writing or advertising that is obscene or suggestive including but not limited to alcohol and tobacco. Any clothing suggesting gang colors, behavior, or gestures is not acceptable.

3. Appropriate footwear (shoes or sandals) and undergarments must be worn.
4. Acceptable attire for all students will be casual and loose-fitting. All attire must cover the back, stomach, chest, and shoulders and not disclose undergarments. Students are not allowed to wear pajama pants.
5. Hair must be well-groomed, neat, and clean in appearance.
6. Skirts or dresses will be no shorter than 2 inches above the center of the knee. Slits in skirts or dresses will be no longer than 4 inches above the center of the knee. Leggings or bicycle shorts may be worn under skirts or dresses but must extend to the center of the knee. Leggings or bicycle shorts cannot be see through.
7. Shorts can be worn in grades K-8. Short lengths are to be no shorter than 6 inches above the center of the knee. Leggings or bicycle shorts may be worn under shorts but must extend to the center of the knee.
8. No leggings or bicycle shorts of any length will be allowed to be worn as an outer garment. Leggings or bicycle shorts must have an outer garment that must extend past the length of the fingertips when arms are straight down at their sides. Leggings or bicycle shorts cannot be seen through. Repeated violations may result in forfeiture of right to wear shorts for the remainder of the school year.
9. Sleeveless blouses or shirts may be worn as long as the arm hole is not so large as to display under clothing or an inappropriate viewing of the body. Shirts must cover belt loops or cover below the waist band approximately 2 inches when student stands with arms at sides. We, as a school district, realize that as children grow and mature, some clothing becomes inappropriate as school attire. As a result of this realization, no tank tops or spaghetti straps will be allowed.
10. Hats or caps and sun glasses will not be worn inside school buildings.
11. Students will not be permitted to trade or wear other students' clothing during school hours.
12. Holes in clothes – No skin or under-garments exposed above the knees.

Habitual uncleanliness of dress and appearance that would present health and safety hazards or cause disruption to the educational process will result in the student being removed from class. Upon correction of the problem the student will be readmitted to class.

When a second violation of the dress code occurs, disciplinary action such as suspension may result.

## **Driving/Parking Policy**

As a result of continued growth and the increasing number of students driving to school, parking has become a very serious issue. Therefore, at the June 15, 2009 board meeting the Ripley County R-IV Board of Education adopted the following policy:

In order for a student to drive to school and park on the grounds of the Ripley County R-IV school District all student drivers must adhere to the following guidelines:

1. Must be at least sixteen (16) years of age and possess a valid driver's license.
2. Must maintain proof of vehicle registration and insurance for any vehicle to be driven.

3. Must operate the vehicle in a safe and orderly fashion while on the school campus.
4. Must park in the designated area.
5. Must file intent to drive form with the school office no later than one (1) week from the start of school.
6. Must realize that all vehicles parked on school grounds are subject to be searched at any time, without notice, without consent and without a search warrant.

Failure to comply with these rules may result in the forfeiture of student's rights to drive or park on the grounds of the Ripley County R-IV School District. The following guidelines have been established concerning the loss of driving/parking privileges:

- First Violation:** Warning from administration.  
**Second Violation:** Loss of driving/parking privileges for one week.  
**Third Violation:** Loss of driving/parking privileges for two weeks.  
**Fourth Violation:** Loss of driving/parking privileges for remainder of school year.

Upon each violation the parents will be notified by phone or in writing of the violation. Every effort will be taken to prevent the loss of student driving privileges; however, the safety of all students is vitally important to all of us. Therefore, it is imperative that these rules and regulations be enforced.

### **Emergency Information - Earthquake, Fire, Lock Down and Tornado Drills**

Regulations concerning safety drills such as earthquake, fire, lock down and tornado will be posted in each classroom so each student may have any opportunity to acquaint themselves with correct procedures on leaving the building in emergency situations.

These are serious situations. Students are expected to use appropriate behavior during drills or in an actual emergency. Failure to do so will result in disciplinary measures.

### **Eligibility for Entry into Pre-K**

A child must be 4 years old by August 1<sup>st</sup> in order to be eligible to attend Pre-K. Multiple criteria will be used to place students in Pre-K including, but not limited to, score on DIAL-4, age and health concerns. The child must also be toilet-trained.

All students enrolling in Kindergarten must have a social security number, state certified birth certificate and shot record before being assigned to a class.

Pre-K students are expected to attend school on a daily basis. Excessive absences may result in the student being removed from Pre-K and replaced by another student from the waiting list. Pre-K absences will be reviewed on a case by case basis.

### **Eligibility for Entry into Kindergarten**

Missouri State law requires that a child be (5) years old before August 1 to be eligible for entry into Kindergarten.

All students enrolling in Kindergarten must have a social security number, state certified birth certificate and shot record before being assigned to a class.

## Eligibility for Entry into Grades 1 – 8

All students enrolling in grades 1 – 8 must have a social security number, state certified birth certificate, shot record and two proofs-of residency before being assigned to a class.

## Equal Rights Opportunities

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the Ripley County R-IV School District will foster an educational environment that provides equal educational opportunities for all students. Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students. Ripley County R-IV School does not discriminate against any individual for reason of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

All students must immediately report to the Administrator for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy.

## Grading, Acceleration, Promotion, and Retention Policies:

Report cards are to be issued every nine weeks of the school year. If necessary, special reports will be made to parents at more frequent intervals. Grade symbols or A-B-C-D-F will be used to indicate achievement of students.

Deficiency slips will be issued at the middle of the 9 week quarters. One copy of the deficiency slip will be signed by the parent or guardian and returned to school.

The Ripley County R-IV School District has adopted the following grading policy. For grades 1-8:  
(Kindergarten does not use this system.)

|               |              |              |              |                |
|---------------|--------------|--------------|--------------|----------------|
| 97-100.....A+ | 87-89.....B+ | 77-79.....C+ | 67-69.....D+ | Below 60.....F |
| 93-96.....A   | 83-86.....B  | 73-76.....C  | 63-66.....D  |                |
| 90-92.....A-  | 80-82.....B- | 70-72.....C- | 60-62.....D- |                |

The Ripley County R-IV School District is committed to continuous development of students enrolled in the district's schools, and to student achievement of the skills for the current grade assignment for promotion to a higher grade. The superintendent, in cooperation with the professional staff, shall develop administrative procedures for the promotion, acceleration and retention of students.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made test, other measures of skill and content mastery, standardized test results and teacher observation of student performance. The principal will direct and aid teachers in student evaluations and will review grade assignments in order to ensure uniformity of evaluation standards.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law. **(See Board Policy IKE)**

The Ripley County R-IV School district may use excessive absences alone for denial of promotion or graduation, but may also consider them with other factors including, but not limited to: reason for absences, standards of achievement, social, emotional, mental, or physical development that would not allow satisfactory progress in the

next higher grade. If a student misses more than 16 days of school per year he/she will be mandatory summer school with the possibility of retention. Student attending mandatory summer school must maintain an 80% attendance rate or they will be retained.

## **Harassment & Sexual Harassment**

The Ripley R-IV School District is committed to providing an educational and work environment that is safe and free from intimidating, hostile, offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district should immediately be reported to a building principal, counselor or to the district superintendent.

## **Hazing and Bullying/Cyberbullying**

All forms of hazing, bullying, cyberbullying and student intimidation are prohibited. Students participating in or encouraging inappropriate conduct will be disciplined. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing, bullying or cyberbullying are instructed to promptly report such incidents to a school official.

### **Definitions**

**Hazing:** Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try-out for an organization when the criteria are reasonable approved by the district and legitimately related to the purpose of the organization.

**Bullying:** Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

### **Complaint Procedure**

A student shall report a complaint of bullying or cyberbullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student. The staff member will either gather information or seek administrative assistance to determine if the alleged bullying or cyber bullying conduct

occurred. After the information is gathered, the building principal shall be notified of the complaint. The building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure the conduct ceases. If the behavior is found to meet the definition of bullying or cyberbullying, the building principal must complete the appropriate written documentation.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.

## **Head Lice Policy**

Students will be examined as needed for the presence of head lice and/or nits. If they are found, the student will be sent home as soon as possible. A letter and information on treating lice infestation will be sent with the child. The student will not be allowed to return to school until all nits and/or lice are completely gone. A strict "no-nit" policy will be enforced.

The head lice policy will include the following provisions:

1. A parent may bring the child back to school as soon as the child is free of lice and/or nits.
2. When a child returns to school after being out for an infestation, the parent must bring the child to the school and wait with the child until the child has been checked and found to be free of head lice and nits. The child cannot ride the bus to school until he/she has been rechecked by school personnel.
3. If a child is still infested after being rechecked, the child will be sent home again, until they are completely free of nits and/or lice.
4. If the child is still infested after three exams and has missed more than three days of school, then a referral will be made to the Division of Family Services.
5. After being readmitted to school the student will be checked again in 10 days.

## **Honor Roll and Merit Roll Requirements**

Special recognition will be given to students who make the Honor Roll and Merit Roll all four quarters. To make the Honor Roll a student must have nothing below an A- in any subject except writing, physical education, art, music and conduct. To make the Merit roll a student must have nothing below a B- in any subject except writing, physical education, art, health, music, and conduct. To receive the eighth grade top student award, the student must have attended Ripley County R-IV School all eight years (1st – 8th). Those on the honor and merit roll all eight years may receive the award (\$75 honor and \$50 merit) regardless of how long they have been in the district. Those students with perfect attendance all eight years (missing 2 days or less) will receive \$50.

Students on the merit roll all year will receive a certificate and those on the honor roll all year will receive a trophy. A trophy will be awarded to those with perfect attendance (those missing two days or less).

## **Insurance**

Accident insurance information will be provided for all students. Students are encouraged to take out the accident insurance which is very nominal in cost, but broad in coverage. Information concerning the details of the insurance will be contained in a brochure to be given to each student sometime during the first week of school. Claim forms may be obtained on line.

## **Lost & Found**

Found articles are to be turned in to the principal's office. The school is not responsible for lost articles. Mark belongings with your name so they can be returned.

## **Nuisance Items**

Items such as water guns, cards, laser lights, deer calls, dice, matches, stink bombs, rubber balls, lotion, silly putty, silly string, cigarette lighters, yo-yos, and other nuisance items have no place at school. If such items are brought to school they will be confiscated by the proper school authorities. Disciplinary measures will be used depending on severity and frequency.

## **Personal Property**

Personal property is the sole responsibility of the student. The school district will not be liable for or assume the responsibility of personal property belonging to the students. Therefore, items such as toys should not be brought to school.

## **Program of Studies Requirement for Graduation from Eighth Grade**

Each elementary student will receive regular instruction in and receive a passing grade for reading, language arts, mathematics, science, social studies, comprehensive health (including tobacco, alcohol and other drug prevention education), and career awareness education. In addition, each elementary student will receive regular instruction in art, music, and physical education.

Students in 7th and 8th grades will receive instruction in and will receive a passing grade in the United States and Missouri Constitutions, and American History and Institutions are required by Section 170.011, RSMO. Students in 7th and 8th grades will have access to a total of four exploratory classes.

## **Public Display of Affection**

Public display of affection is inappropriate in school. Such actions are as follows: 1) Arm in arm/Holding hands; 2) Arm(s) around each other; 3) Touching inappropriately; 4) Kissing; 5) Sitting in one's lap. These situations will be enforced whether it is a boy/girl, girl/girl, or boy/boy situation.

## **Release of Student Information**

The Ripley County R-IV School District maintains student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of the schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner.

Most information about Ripley County R-IV School students cannot be made public without consent of parents or guardians. Federal law prohibits schools from releasing information without permission, except for what is "directory information". Directory information is defined as the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diploma or certificate and awards received, the most recent educational agency or institution attended by the student and other similar information.

Our school may be requested to provide directory information of our students to military recruiters, colleges, and other educational agencies. Should a parent or guardian of a student wish to restrict or prohibit the distribution of any part or all of this information, they must submit notification in writing to the school principal within 15 days of the receipt of this student handbook. The written notification will become part of the student's record.

## **Seclusion & Restraint**

Seclusion, isolation and restraint are used only in response to emergency or crisis situations and should: (a) not be viewed as a behavior change or intervention strategy, (b) be implemented only under extreme situations and as a matter of last resort, (c) be implemented only by trained personnel, and (d) be accompanied by school wide proactive positive supports to prevent the need for their use. This policy is not an endorsement of the use of seclusion and restraint. This policy applies to all students.

Further information concerning seclusion and restraint may be obtained on the Department of Elementary and Secondary Education website at: <http://www.dese.mo.gov/schoollaw/>

## **Soda & Candy**

Food, candy, and drink (soda and energy drinks) are not to be brought to school by students for consumption during class periods, except for special projects (early morning practices, club meetings, etc.) that have been scheduled by the instructor/sponsor and approved by the principal. You may bring lunch for your noon meal and the lunch is only to be eaten during lunchtime.

## **Student Due Process Rights**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

## **Student Complaints & Grievances**

Any alleged act of unfairness or any decision made by school personnel, which the students and/or parents believe to be unjust or in violation of pertinent policies of the Board of individual school rules, may be appealed to the school principal or a designated representative.

## **Student School Records**

1. The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials". The act also states that schools must provide parents/guardians of students the opportunity to inspect these records and challenge and records that maybe misleading, inaccurate, or otherwise inappropriate. Any school that wishes to release personally identifiable data from a student's record must first obtain written permission (consent) from the parents/guardians of the student before releasing such information. Only in a specific instance is written permission not required.

2. Other school officials within the same school may request and receive a student's records.
3. Students, parents, or guardian may request correction of educational records which they believe are inaccurate, misleading, or inappropriate by setting up a conference with the Administrator.
4. Student records will not be released when students have outstanding financial obligations, including library and textbooks.

## **Telephone Use**

Students must have a phone pass from the teacher to use the phone. Use will be only during recess and at the office unless special circumstances exist. For incoming calls---Only in cases of emergency will students be called to the telephone during class period. Please, if possible leave a number and the student will return the call at a convenient time. Disciplinary action will be taken for misuse of this privilege.

## **Testing**

The Ripley County R-IV School District participates in statewide assessments as required (MAP, EOC, Terra Nova, & etc.)

## **Transfer Procedures**

Any student who intends to transfer from Ripley County R-IV should inform the administrator's office of his/her intentions and, if possible give the address of the new school he/she will attend.

1. Pick up withdrawal sheet from the administrator's office
2. check-in all books (including library books) and settle all obligations as indicated on withdrawal sheet.
3. Bring withdrawal sheet to office for final check

Transcripts of permanent record will not be sent to another school unless obligations are cleared. A student who does not check out is still liable for all debts.

## **Visitors**

All visitors must report to the office, sign-in and receive a visitor's pass upon the principal's approval. Visitors who fail to report to the office and obtain a visitor's pass and subsequently come into contact with student(s) are violating the Safe Schools Act and may require administration to contact the police department. Visiting by minors is not permitted.

## STUDENT 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 each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. The more serious the offense, or the more frequent the misbehavior, the more severe the consequence. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. The principal, superintendent, and/or board of education reserve the right to punish behavior that adversely affects the school even though it may not be specified in the following written rules. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Refusal of corporal punishment will result in out-of school suspension for the remainder of the day and one additional day. If other punishments are refused, upon the return from suspension, the student will still serve all detentions, ISS days, etc. Consequences will be the same for handicapped students unless otherwise stated in the IEP.

### Levels of Discipline

1. Verbal reprimand or warning – The principal will send a letter home to the parent/guardian concerning the problem and will warn the student that a future act will result in more severe punishment.
2. Loss of privileges – The school administrator may notify the parent/guardian of privilege suspension. These privileges include eating in the cafeteria, parking on district property, participation in extracurricular activities, bus transportation and use of district technology.
3. Conference – A conference will be held with the student, teacher, administrator and other appropriate staff members to develop a plan for improving behavior. The parent/guardian may be contacted.
4. Parent/guardian involvement – The parent/guardian will be informed of the problem area. A conference with the student, parent/guardian and appropriate staff members may be scheduled.
5. Corporal punishment – A certified teacher will witness each time corporal punishment is administered, in accordance with policy JGA. Parents/Guardians will not witness corporal punishment. Refusal of corporal punishment will result in out-of-school suspension for the remainder of the day and additional days. Subsequent refusals will result in progressive suspension days. See policy JGA
6. Alternative discipline – Extra assignments or other appropriate school work will be given by a teacher.
7. In-school suspension (ISS) – Students will promptly and directly report to the assigned area each day of in-school suspension. Being late may result in additional ISS days. Students must complete assignments sent to the ISS room by the regular teachers, to the satisfaction of the teacher in charge. All students will need to have textbooks, paper and pencils ready each day. Students will not be allowed to leave the ISS room to gather

materials. If a student breaks ISS rules, additional assignments may be given by the teacher in charge or the student may be sent to the principal. Refusal of ISS will result in out-of-school suspension and upon return the student will serve the original ISS.

8. Short out-of-school suspension – The student will be excluded from regular classroom participation and school-related activities for a period of up to three (3) school days. Parents/Guardians will be notified and a conference with administration, parents/guardians and the student may be conducted. See policy JGD
9. Long out-of-school suspension – The student will be excluded from regular classroom participation and school-related activities for a period of four (4) to ten (10) school days. Parents/guardians will be notified and a conference with administration, parents/guardians and the student will be conducted. Suspension exceeding ten (10) days will be determined by the superintendent. Suspension exceeding 180 days will be determined by the Board of Education. See policy JGD
10. Expulsion – The principal, through the superintendent, may recommend that a student be expelled. The student is suspended pending a hearing and/or action by the Board of Education. Through this action, the student is excluded from school and all activities for the remainder of the current semester. The student and parent/guardian are notified of changes by telephone and certified letter. See policy JGD

**If other punishments are refused, upon the return from suspension, the student will still serve all detentions, ISS days, etc.**

#### **Reporting to Law Enforcement**

It is the policy of the Ripley County R-IV School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

#### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

#### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

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

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed

to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

## **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

## **Offenses**

### **Academic Dishonesty**

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

- First Offense:** In-school suspension, corporal punishment and no credit for the work.  
**Second Offense:** In-school suspension, corporal punishment and no credit for the work.  
**Third Offense:** Out-of-school suspension, corporal punishment and no credit for work.

### **Arson**

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

- First Offense:** Corporal punishment, in-School suspension, 1-180 days out-of-school suspension or expulsion; notification of law enforcement officials. Restitution, if appropriate.  
**Subsequent Offense:** Corporal punishment, 1-180 days out-of-school suspension or expulsion. Restitution, if appropriate.

## Assault

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

**First Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension or expulsion.

**Subsequent Offense:** Corporal punishment, 1-180 days out-of-school suspension or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

**First Offense:** 1 – 180 days out-of-school suspension or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

## Bullying and Cyberbullying (see Board policy JFCF)

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

**First Offense:** Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Corporal punishment, 1-180 days out-of-school suspension or expulsion.

## Bus or Transportation Misconduct (see Board policy JFCC)

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

**First Offense:** Verbal warning and special assignment of seats.

**Second Offense:** Suspension from riding the bus 1-10 days.

**Third Offense:** Suspension from riding the bus 1-30 days.

**Fourth Offense:** Suspension from riding the bus for remainder of year or 1-180 days.

## Destruction of Property

**First Offense:** Repair or pay for destroyed or damaged property and/or in-school suspension, corporal punishment.

**Second Offense:** Repair or pay for destroyed or damaged property and/or in-school suspension, corporal punishment.

**Third Offense:** Repair or pay for destroyed or damaged property and/or in-school suspension, corporal punishment.

## **Dishonesty**

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

**First Offense:** Nullification of forged document. Principal/Student conference, corporal punishment, or in-school suspension.

**Subsequent Offense:** Nullification of forged document. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.

## **Disrespectful, Disruptive or Disorderly Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense:** Violators of this policy will receive counseling with administrator and/or counselor based on the severity of offense, in addition too may receive corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.

**Second Offense:** Corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** In-school suspension or 1-180 days out-of-school suspension.

## **Dress Code Violation**

Any violation of the student dress code described in the handbook. If the student cannot provide appropriate clothing to change into, clothing will be provided by the school.

**First Offense:** Clothing change required

**Second Offense:** Clothing change required and 1 day in-school suspension.

**Third Offense:** Clothing change required and 2 days in-school suspension.

**Fourth Offense:** Clothing change required, 3 days in-school suspension, and parent/guardian conference.

## **Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

**First Offense:** Corporal punishment, in-school suspension or 1-180 days out-of-school suspension.

**Subsequent Offense:** Corporal punishment, 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**First Offense:** Police/juvenile and parent/guardian contact; 10-day suspension; conference with student, parent/guardian, principal and superintendent before returning to school; permanent suspension from all sports and activities for remainder of school year.

**Subsequent Offense:** Police/juvenile and parent/guardian contact; 30-day suspension; student and parent/guardian must appear before the Board of Education to be reinstated. If parents or student refuse to do so, the administration will recommend suspension for the remainder of the school year.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**First Offense:** Police/juvenile and parent/guardian contact; 10-day suspension; conference with student, parent/guardian, principal and superintendent before returning to school; permanent suspension from all sports and activities for remainder of school year.

**Subsequent Offense:** Police/juvenile and parent/guardian contact; 30-day suspension; student and parent/guardian must appear before the Board of Education to be reinstated. If parents or student refuse to do so, the administration will recommend suspension for the remainder of the school year.

## **Extortion**

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**First Offense:** Receive counseling with administration based on severity of offense, and in addition may receive corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Extracurricular Activities (misconduct)**

**First Offense:** Removal by principal or school official (1-5 game suspension) or ejection by referee/umpire (1-10 game suspension).

**Subsequent Offense:** Suspended from all extracurricular activities for remainder of year.

## **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences**

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

- First Offense:** Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  
Report to law enforcement for trespassing if expelled.
- Subsequent Offense:** Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  
Report to law enforcement for trespassing if expelled.

### **Failure to Work in Class**

Sitting idly, sleeping, or otherwise failing to participate in class.

- First Offense:** Verbal reprimand, corporal punishment, or alternative discipline.
- Second Offense:** Corporal punishment, alternative discipline, or 1 day in-school suspension.
- Third Offense:** Corporal punishment, alternative discipline, or 2 days in-school suspension.
- Fourth Offense:** 3 days in-school-suspension.
- Fifth Offense:** 4-10 days in-school suspension, or 1-10 days out-of-school suspension.

### **False Alarms (see also "Threats or Verbal Assault")**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

- First Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Fighting (see also, "Assault")**

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

- First Offense:** Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension;  
possible notification of law enforcement.
- Subsequent Offense:** Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension;  
possible notification of law enforcement.

### **Gangs/ Secret Organizations Offenses**

Any student wearing, carrying or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or causing and/or participating in activities which intimidate or affect the attendance of another student.

- First Offense:** Corporal punishment, in-school suspension, 1-180 out of school suspension, or expulsion.
- Subsequent Offense:** 1-180 out of school suspension, or expulsion.

### **Gambling**

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

- First Offense:** Principal/Student conference, loss of privileges, or in-school suspension.
- Subsequent Offense:** Principal/Student conference, loss of privileges, in-school suspension, or 1-10 days out-of-school suspension.

## **Graffiti**

A drawing/inscription/etching made on a wall, body or other surface. Graffiti that is vulgar or abusive in nature will be subject to “disrespectful, disruptive or disorderly conduct or speech” punishment as well. The student will report to the principal before or after-school to perform repair/cleaning duty.

- First Offense:** Repair/clean graffiti, in-school suspension, out-of-school suspension.  
**Second Offense:** Repair/clean graffiti, in-school suspension, out-of-school suspension, corporal punishment.  
**Third Offense:** Repair/clean graffiti, in-school suspension, out-of-school suspension, corporal punishment.  
**Fourth Offense:** Repair/clean graffiti, in-school suspension, out-of-school suspension, corporal punishment.

## **Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

**First Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

**First Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Corporal punishment, 1-180 days out-of-school suspension or expulsion.

## **Hazing (see Board policy JFCF)**

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

**First Offense:** Counseling with administrator, corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Corporal punishment, 1-180 days out-of-school suspension or expulsion.

## **Incendiary Devices or Fireworks**

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

**First Offense:** Confiscation, warning, principal/student conference, corporal punishment or in-school suspension.

**Subsequent Offense:** Confiscation, principal/student conference, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.

## **Indecent Exposure**

Includes display of breasts, buttocks and genitals in a public location

**First Offense:** Parents will be informed by phone, letter or visit, and in-school suspension, corporal punishment, out-of-school suspension.

**Subsequent Offenses:** Corporal punishment, 1 – 180 days of out-of-school suspension.

## **Language (vulgar and abusive language)**

**First – Third Offenses:** Corporal punishment, in-school suspension, out-of-school suspension.

**Fourth Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension.

## **Nuisance Items**

Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

**First Offense:** Confiscation. Warning, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** Confiscation. Corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.

## **Public Display of Affection**

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**First Offense:** Principal/Student conference, corporal punishment, in-school suspension.

**Second Offense:** Corporal punishment, in-school suspension, out-of-school suspension.

**Third Offense:** Corporal punishment, in-school suspension, out-of-school suspension.

**Fourth Offense:** Corporal punishment, 1-180 days out-of-school suspension.

## **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

- First Offense:** Confiscation. Principal/Student conference, corporal punishment, out-of-school suspension or in-school suspension.
- Subsequent Offense:** Confiscation. Corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Sexual Activity**

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

- First Offense:** Principal/Student conference, corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)**

Tardies that are acquired after the start of the school day. Offenses listed below are per quarter.

- First Offense (third unexcused):** 1 day in-school suspension.
- Second Offense (fourth unexcused):** 1 day in-school suspension.
- Third Offense (fifth unexcused):** 1 day in-school suspension.
- Fourth Offense (sixth unexcused):** 1 day in-school suspension.
- Fifth Offense (seventh unexcused):** 1 day in-school suspension.

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

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

- First Offense:** Principal/Student conference, suspension of user privileges up to complete removal of user privileges.
- Second Offense:** 2 weeks removal of user privileges up to complete removal of user privileges.
- Third Offense:** Semester removal of user privileges up to complete removal of user privileges.
- Fourth Offense:** Complete removal of user privileges.

2. Possession of (turned off) pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

- First Offense:** Confiscation.
- Second Offense:** Confiscation and corporal punishment or in-school suspension.
- Third Offense:** Confiscation and parent must pick up device, plus corporal punishment or in-school suspension.
- Fourth Offense:** Confiscation and parent must pick up device, plus corporal punishment or in-school suspension.

3. Use of, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

- First Offense:** Confiscation, in-school suspension, and parent must pick up device.
- Second Offense:** Confiscation, out-of-school suspension, and parent must pick up device.
- Third Offense:** Confiscation, out-of-school suspension, and parent must pick up device.

4. Using electronic device as an instrument of disorderly conduct during the regular school day, including instructional class time, class change time, breakfast or lunch.

- First Offense:** Confiscation, 3 days out-of-school suspension, and/or notification of law enforcement.
- Second Offense:** Confiscation, 5 days out-of-school suspension, and/or notification of law enforcement.
- Third Offense:** Confiscation, 10 days out-of-school suspension, and/or notification of law enforcement.

5. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

- First Offense:** Restitution. Principal/Student conference, corporal punishment, or in-school suspension.
- Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

6. Use of audio or visual recording equipment in violation of Board policy KKB.

- First Offense:** Confiscation. Principal/Student conference, corporal punishment, or in-school suspension.
- Subsequent Offense:** Confiscation. Principal/student conference, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension.

## Theft

Theft, attempted theft or knowing possession of stolen property.

- First Offense:** Return of or restitution for property. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense:** Return of or restitution for property. Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.

## Threats or Verbal Assault

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

- First Offense:** Corporal punishment, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension or expulsion.

## Tobacco

Possession or use of any tobacco products on district property, district transportation or at any district activity.

- First – Third Offense:** Confiscation of tobacco product and corporal punishment or in-school suspension.

**Fourth Offense:** Confiscation of tobacco product and out of school suspension, corporal punishment, or in-school suspension.

### **Truancy - On campus (see Board policy JED and procedures JED-AP1 and JED-AP2)**

Absence from class without the knowledge and consent of parents/guardians and the school administration while remaining on school grounds.

**First Offense:** In-school suspension.

**Second Offense:** Corporal punishment, in-school suspension and notification of parent/guardian.

**Third Offense:** Corporal punishment, in-school suspension, out-of-school suspension and notification of parent/guardian.

### **Truancy - Off campus (see Board policy JED and procedures JED-AP1 and JED-AP2)**

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

**First Offense:** Parent will be informed by phone, letter, or visit and a conference will be held with the student. On first offense parents may be asked to be present at conference with the student. Corporal punishment may be administered.

**Second Offense:** In-school suspension for three (3) days will occur. The parent will be notified by letter of the action taken. A truant office may be notified.

**Third Offense:** Student will be suspended from school. The parent will be notified by letter of the action taken. One or both parents will be required to bring the student to school before he/she is permitted to re-enter. The suspension will be no longer than 10 school days (2 weeks).

### **Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**First Offense:** Principal/Student conference, corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension or expulsion.

### **Vandalism (see Board policy ECA)**

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

**First Offense:** Restitution and/or corporal punishment, in-school suspension.

**Subsequent Offense:** Restitution, corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

**First Offense:** Corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

**First Offense:** 1 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

**Subsequent Offense:** Expulsion.

3. Possession or use of ammunition or a component of a weapon.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Behavioral Expectations** - All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to punish the student; to deter future misconduct; and to provide a safe and positive environment in which students can maximize their learning potential.

# School-Wide Discipline Rules

## General School-Wide Rules

1. Follow directions 1st time given.
2. Stay in assigned areas.
3. Keep hands, feet & objects to yourself.
4. No littering or damaging the school's or another person's property.
5. No fighting.
6. No computers before 8:00 a.m. unless classroom teacher is present.
7. Must have pass when leaving room for any reason.
8. Must sign out when leaving assigned area.

## Lunchroom

1. Follow directions 1st time given.
2. Don't throw food.
3. Put all trash in proper cans.
4. Speak in soft voices.
5. No trading food.

## Gym

1. Follow directions 1st time given.
2. Use equipment properly.
3. No boots/must have socks.
4. No running on bleachers.

## Hallway/Sidewalk

1. Follow direction 1st time given.
2. No running, pushing or shoving.
3. Walk on the right side.
4. Whisper at all times.
5. Walk in single file.

## Classroom

1. Be in assigned seat properly & ready to work.
2. Have all needed supplies each day.

3. Keep hands, feet, & objects to self.
4. No swearing, rude gestures, or cruel teasing or put-downs.
5. Follow teacher's directions 1st time given.

## Restrooms

1. Take turns and be courteous.
2. No pushing or shoving.
3. Whisper at all times.
4. Don't deface or damage school property.
5. No jumping/hanging on stalls.
6. Put paper towels in trash cans.

## Playground

1. Follow directions 1st time given.
2. Use equipment properly.
3. No fighting.
4. Stay in assigned area.
5. Stop playing & line up when bell rings.
6. K-4: No running across driveway to playground

## Consequences

1. Warning/Name recorded.
2. V = Miss one recess.
3. VV = Miss two recesses.
4. VVV = Miss three recesses.
5. VVVV = Miss three recesses send to principal & contact parent.

## Exceptions to Consequences:

Severe behavior (fighting, cheating, stealing, Lying, over 4 checks)

Gum chewing: 1st time – warning;

2nd – loss of recess (unless it is immediately after the 1st time, then it is viewed as 4 V's);

3rd – ISS; 4th – Corporal Punishment or OSS.

## Summary of the Safe Schools Act (HB 1301 & 1298)

**School Discipline Policies**--This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the district's policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parents or legal guardians must be provided a copy of the disciplinary policy. All employees of the district are to receive annual instruction on the content of the disciplinary policy.

**Reporting Requirements**--District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or interact with the student on a professional basis. This section defines "acts of violence" and "violent behavior", including a list of felonies that are required to be reported. Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee who is directly responsible for the child's education or who interacts with the student within the scope of their duties.

Report Threats against students, teachers, or schools – School Violence Hotline 1-866-748-7047

**Student Suspension**--Current law requires a minimum of a one-year suspension for a student bringing a weapon to school—to include playground, parking lot, and school bus. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon. Civil war era weapons, when used for a civil war reenactment on school property, are exempted.

**Discipline Records**--Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

**Abuse Investigations**--This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment authorizes the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel.

**Children with Disabilities**--Section 162.680.RSMo, contains the state prohibition on denial of educational services based upon the child's disability. This section is amended to provide that if violent behavior of a child with a disability causes a substantial likelihood of injury, the school shall initiate procedures to change the student's educational placement.

**Residency Issues**--Prior to registration a pupil, parent or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. A process is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local board of education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of educational costs based upon submitting false information relating to a student's residency.

**Transfer of Documents**--School officials enrolling the pupil must request within forty-eight (48) hours a transfer of documents from all school districts the pupil attended within the previous twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district or employed by another school

district, or to any governmental entity other than a school district, juvenile or family court, unless written permission is granted by the parent, guardian or student, if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based upon a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

Removal of Students--Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good-faith effort to have the parent or other custodian present at the suspension or expulsion hearings.

Re-admission Conference--Section 167.171. RSMo, outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to re-admission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits re-admission of a student convicted or indicted of specified criminal acts. An exception is provided for children with disabilities as identified under state eligibility criteria. A conference is also required if a student attempts to enroll in one district during a suspension or expulsion from a second district. The second school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

Communication with Juvenile Officers--Juvenile officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

#### Notice of Violent Acts

School personnel is required to notify the superintendent and law enforcement if any person is believed to have committed first, second or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must also report possession of a controlled substance or a weapon by people in violation of school policy. A teacher must immediately report to the principal knowledge of an assault or possession of a weapon or controlled substance. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by school officials relating to their reporting requirements under this section and Section 160.261. RSMo, is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one (1) year.

#### Violence Prevention Programs

The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered to the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for participation in these programs. Beginning no later than the 1998-99 school year and thereafter, districts are authorized to administer violence prevention programs for kindergarten through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention.

### Statement of Disciplinary History

School districts may require a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.

### Alternative Education

Suspension or expulsion is stated not to relieve the State or the suspended student's parent or guardian from responsibility to educate the student. Districts are encouraged to provide in-school suspensions or other alternatives to suspensions or expulsions. Districts constituting the domicile for a child for whom alternative education programs are provided shall pay the per pupil cost of that education. School districts may contract with other political subdivisions, public agencies, not-for-profit organizations or private agencies to provide alternative education.

### **Asbestos**

Some buildings on the campus of the Ripley County R-IV School contain asbestos or suspected asbestos materials. Therefore, the district is required to conduct an inspection of these materials every three years. The last inspection was conducted on August 11, 2015. During that inspection all asbestos or suspected asbestos containing materials were found to be in full compliance with all regulations for such materials. Anyone wishing to view the Ripley County R-IV Asbestos Management Plan may do so by visiting the office of the Superintendent.

### **Family Policy Compliance Office**

Model Notification of Rights under FERPA for Elementary & Secondary Institutions

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained of the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure of school officials with legitimate educational interests. A school official is a person employed the by School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has

contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such a disciplinary or grievance committee, or assisting another school official of performing his or her tasks. A school official has a legitimate record of order to fulfill his or her professional responsibility. (Optional) Upon request, the School disclosed education records without consent to officials of another school district of which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states of it annual notification that it intends to forward records on request.]

4. The right to file a complaint the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office 33  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Standard Complaint Resolution Procedure for No Child Left Behind Act Programs**

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: the Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator, e.g. Asst. Superintendent/Director of Student Services, Asst. Superintendent/Director of Personnel, Asst. Superintendent/Director of Curriculum & Instruction.
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any person directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

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

## **NOTIFICATION OF TEACHER QUALIFICATIONS**

According to the No child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you, in a timely manner, the following information:

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that you may request, the District will provide to you individually:

Information on the achievement level of your child in each of the state academic assessments as required under this part; and

Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **Due Process Procedures for Students with Disabilities (34 CFR 300.506-300-514)**

The district must obtain your written consent before conducting an initial evaluation or making an initial placement of your child in a special education program. In order to obtain your consent, the district will make every effort to explain its position and hear your concerns. If you refuse to give written consent for the initial evaluation or initial placement, the district must take the following steps.

1. The district administrator will request, in writing, that you meet with your child's teacher and other appropriate staff to discuss their immediate concerns for your child. This will be done as often as necessary to reach an agreement.
2. If you continue to refuse to give your consent, the school district will provide to you, in writing, the following information:
  - A.) The need for the initial evaluation or initial placement of your child;
  - B.) The fact that you refuse to give consent;
  - C.) The fact that the school district will initiate a due process hearing (three-person hearing panel) if you continue to refuse to give your consent. You also have the right, within ten (10) days, to request a due process hearing.

After your child's initial placement in a special education program, you may initiate a due process hearing at any time you do not agree with any action proposed or refused concerning the re-evaluation, educational placement or the provision of a free appropriate public education for your child.

### **Administrative Review:**

If agreement cannot be reached through discussions with school personnel, you will be advised of the school district's position, in writing, which will clearly indicate the action which they propose or refuse to initiate.

After you receive this notice, you may request, in writing, an informal administrative review with district administrator. The review is to be conducted within ten (10) days of receipt of your request unless you agree to a later time. The review must be held at a time and place that is convenient to you.

**The Administrative Review Shall:**

1. Be conducted by the school district Administrator or someone designated by the Administrator.
2. Be informal.

**At the Administrative Review:**

1. The school district will tell you about and permit you to review all information they have on your child.
2. The school district will fully explain to you each reason they have for the action which they propose.
3. You or your representative may present any information you have which pertains to the proposed action.
4. Cross-examination shall be permitted.

**Three-Person Hearing Panel:**

If a satisfactory agreement is not reached, you may appeal the decision within ten (10) days, to the local board of education. During this time your child's educational placement cannot be changed without your written approval. The school board must take the following action:

1. A three-person hearing panel will be formed within ten (10) days of your request. One panel member is to be selected by you, one by the school district and one mutually agreed upon by you and the district. No panel member can have a personal or professional interest which would conflict with his/her objectivity.
2. The hearing panel will have fifteen (15) days to set the date and location, give notice to all involved, hold a due process hearing and render findings and recommendations to you and the local board of education.
3. A written notice will be sent to you and the local board of education regarding the findings and recommendations.

**At the Formal Hearing You and The District Have the Right:**

1. To be represented by legal counsel and by individuals with knowledge or training in problems of handicapped children.
2. To present evidence, cross examine witnesses and compel the attendance of witnesses.
3. To prohibit the introduction of evidence or records that has not been disclosed at least five (5) days before the hearing.
4. To obtain a written or electronic verbatim record of the hearing.
5. To obtain a written findings of fact and decisions of the hearing.

**As A Parent, You Have the Right:**

1. To have your child present.
2. To open the hearing to the public.

**State Board of Education Review:**

You and the school district have thirty (30) days in which to decide whether you are in agreement with the panel's findings. If either of you disagree, you may request a review by the State Board of Education. Within thirty (30) days, the State Board of Education must review the panel's findings and render a final decision. If neither you nor the local board requests such a review, the decision of the hearing panel shall be final after the thirty (30) day period.

### **Administering Medicines to Students:**

1. When medicine is to be administered by school officials, the medicine must be accompanied by a label affixed by a pharmacy/physician. In addition, written instructions, signed by the parent/guardian and /or physician, will be required and will include the following:

|                 |                         |                    |
|-----------------|-------------------------|--------------------|
| Child's name    | Time to be administered | Name of medication |
| Date Prescribed | Dosage                  |                    |

2. Ripley County R-IV School recognizes that some students may require medications for chronic or short-term illnesses during the school day to enable them to remain in school and participate in the district's educational services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs. This includes the administration of over-the-counter medications that do not require a prescription as long as one administers these medications according to the specific directions outlined on the manufacturer's label and pursuant to established district administrative procedures. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. You will find a copy of the form that you are required to sign if your child has permission to receive certain over-the-counter medications in this handbook. If you wish to obtain a form to sign, please contact the office.
3. The administration of the medicine to a student, when all the above conditions have been met, shall be limited to the Administrator or other designated person(s). All medication shall be kept in a designated place or the Administrator's office. The parent/guardians of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.
4. If the child has a chronic medical problem for which he must keep medication on hand, such as allergies, a letter from the child's parents explaining the reason for the medication and what medication it is, should be kept on file in the office.

### **Network/Technology Usage Ripley County R-IV School District**

The Board of Education of the Ripley County R-IV School District recognizes that it is important for students to have access to electronic based research tools and master skills for their application to learning, problem solving, and production of work and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are confidential, have restricted access, are inappropriate and are disruptive to the classroom or workplace. It is the purpose of this document to outline acceptable student and employee behavior with respect to the use of the District network/technology resources.

## **Definition of Terms**

For the purpose of this document the following terms are defined:

**User**— is any person who is permitted by the district to utilize any portion of the district's network/technology resources. This would include, but not be limited to, the following:

Students

Employees

School Board Members

Agents of the School District

**Network Login**—is any identifier which would allow a user access to the district's network/technology resources or software. This would include access to, but not be limited to, the following:

Internet Access

Network Access

Email Access

Database Access

**Password**—is a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user's network login as belonging to the user.

## **Network Security**

The district's technology resources may be used by authorized students, employees, School Board members and other persons as authorized by the administration.

Use of the district's network/technology resources is a privilege, not a right. No student, employee or other potential user will be given a network login, password or other access to the district's network/technology resources if he/she is considered a security risk by the administration.

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

## **User Agreement**

Unless authorized by the administration, all users in grades K-8 must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures. Parents/Guardians must also sign the User Agreement before Internet access is granted. A Parent/Guardian may choose to sign an "Internet Denial" which will stop their child from using district's Internet resources but would still allow their child access to the district's network resources.

All employees, Board members and other users of the district's network/technology resources must also have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources.

In addition, all users must recognize that they do not have a legal expectation of privacy in any email activities, network activities and or Internet usage. A network login is provided to users of the district's network/technology resources only on the condition that the user consents to interception or access to all communications accessed, stored, sent, or received using district resources.

**Closed Forum**

The district's network/technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district's web page may include the district's address, telephone number, and an email address where members of the public may easily communicate concerns to the administration.

Any expressive activity involving the district's network/technology resources that students, parents and members of the public might reasonably perceive to bear the approval of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate educational reasons.

All other expressive activities involving the district's network/technology resources are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

**Damages**

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

**Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's network/technology resources. All district network/technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district network/technology resources at any time. The district may monitor employee and student usage of network/technology resources. Electronic communications, all data stored on the district's network/technology resources, and downloaded material—including files deleted from user accounts—may be intercepted, accessed or searched by district administrators or authorized personnel.

**Violations**

Use of the district's technology resources is a privilege, not a right. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges—as defined in the student handbook.

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures—as defined in the Board policies and regulations.

Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of the actual violation.

### **Content Filtering and Monitoring**

The district will monitor the on-line activities of minors and operate a “filtering/blocking device” on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, pornographic and considered harmful to minors as required by law. Evasion or disabling, or attempting to evade or disable a filtering/blocking device installed by the district is prohibited.

The administration or authorized personnel may disable the district’s filtering/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the district’s filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district’s network/technology resources:

1. Obtaining a network login under false pretenses is prohibited.
2. Using another person’s network login and/or password is prohibited.
3. Sharing your network login and/or password with any other person is prohibited.
4. A user is responsible for the actions taken by any other person using the network login and/or password assigned to the user.
5. Deletion, examination, copying or the modification of files and/or data belonging to other users is prohibited.
6. Mass consumption of technology resources that inhibits use by others is prohibited—e.g. listening to music over the Internet.
7. Unless authorized by the administration, non-educational Internet usage is prohibited.
8. Use of the district’s network/technology resources for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited unless authorized by the administration.
9. Accessing fee based services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
10. Users are required to obey all laws including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
11. Accessing, viewing or disseminating information using district network/technology resources—including email or Internet access—that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
12. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
13. Accessing, viewing or disseminating information using district network/technology resources—including email or Internet access—that constitutes insulting or fighting words, the very expression of which injures or harasses other people is prohibited. This includes, but is not limited to the following: threats of violence; sexual innuendos; defamation of character, race, religion or ethnic origin.
14. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave

protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.

15. Any unauthorized, deliberate, or negligent action which damages network/technology resources, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
16. Users must seek prior permission from the district technology coordinator and then may only install properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district technology coordinator.
17. At no time will district network/technology resources be removed from the district premises unless authorized by the administration.
18. All users will use the district's property as it was intended. Network/technology hardware will not be lifted, moved or relocated without permission from the district technology coordinator. All users will be held accountable for any damage they cause to district network/technology resources.
19. All damages incurred due to misuse of the district's network/technology resources will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
20. Use of the district's network/technology resources to gain unauthorized access to any system or files of another is prohibited.
21. Use of the district's network/technology resources to connect to other systems in evasion of the physical limitations of the remote system is prohibited.
22. Any attempts to secure a higher level of access or privilege on the network is prohibited.
23. The introduction of computer "viruses, worms, hacking tools, etc." or other destructive/disruptive programs into a school network or individual workstation is prohibited.
24. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the administration.
25. Student users shall not agree to meet with someone they have met on-line without parental approval.
26. Student users shall promptly disclose to their teacher or another school employee any message received that is inappropriate or makes the user feel uncomfortable.
27. All users shall transmit communications using ONLY district-approved and district-managed communication systems. For example, users may not use web-based email, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district technology coordinator.
28. All district employees will abide by state and federal laws, Board policies and district rules when communicating information about personally identifiable students.
29. Forgery or attempted forgery of email messages is illegal and prohibited.
30. Students are prohibited from sending unsolicited electronic mail to more than five (5) addresses per message, per day, unless the communication is a necessary educational related function in the curriculum or an authorized publication.
31. All users must adhere to the same standards for communicating on-line that are expected in the classroom and consistent with district policies, regulations and procedures.

### **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of an instance which potentially violates the law, district policy, regulations or procedures. Exceptions will also be made for the district technology coordinator who needs access to district network/technology resources to maintain the district's resources.

**Waiver**

Any user who believes he/she has a legitimate reason for using the district's network/technology resources in a manner which may violate any of the district's adopted policies, regulations and procedures may make a written request for a waiver from the building administrator.

In making a decision to grant a waiver to a student the administrator shall consider the purpose, age, maturity, and level of supervision involved.

**No Warranty/No endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides through district network/technology resources. The district's network/technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, miss-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its network/technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

## Student Network/Internet User Agreement

### Ripley County R-IV School District

I, \_\_\_\_\_ (**print student name**) have read the information on the Network/Technology usage at Ripley County R-IV School District and agree to abide by all the policies, rules, regulations and responsibilities contained therein.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade Level ( grade 3, 10, etc.)

As a **parent/guardian** of the above named student I give permission for my child to use the Internet/Email resources provided by the school district and have read the Network/Technology usage and am aware of all the policies, rules, regulations and responsibilities contained therein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

(This form must be signed and returned to the office.)

## Acknowledgment of Student Self Administration of Medication

As parents/guardians of \_\_\_\_\_ we authorize our  
(Student's Name)

son/daughter to possess and to self-administer medication to treat his/her asthma or anaphylaxis including, but not limited to inhaled bronchodilators and auto injectable epinephrine.

We warrant that:

1. A licensed physician prescribed or ordered such medications for use by our son/daughter.
2. A licensed physician has instructed our son/daughter in the correct and responsible use of such medications.
3. Our son/daughter has demonstrated to our son/daughter's licensed physician or licensed designee the skill necessary to use the medication and nay device necessary to administer such medications.
4. Our son/daughter's physician has approved and signed a written treatment plan for managing asthma or anaphylaxis episodes and medication for use by our son/daughter. The treatment plan includes a physician's statement that our son/daughter is capable of self-administering the medication under the treatment plan. A copy of this treatment plan is attached to this acknowledgment.
5. We agree to complete and submit to the school all written documentation required by the school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

WE ACKNOWLEDGE THAT THE SCHOOL DISTRICT AND ITS EMPLOYEES SHALL INCUR NO LIABILITY AS RESULT OF ANY INJURY ARISING FROM THE SELF-ADMINISTRATION OF MEDICATION BY OUR SON/DAUGHTER OR THE ADMINISTRATION OF SUCH MEDICATION BY SCHOOL STAFF.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## RIPLEY COUNTY R-IV SCHOOL

### OVER-THE-COUNTER MEDICATIONS FOR SCHOOL USAGE

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

1. **Acetaminophen Regular Strength (Tylenol or Generic substitute)** for temporary relief of headache, minor muscular aches, pains, strains or sprains, and menstrual cramps. If your child has a fever of 100 or above you will be contacted to take your child home.
2. **Orajel or Generic toothache substitutes.** For toothache or mouth irritation.
3. **Generic Mentholated Cough Drop.**
4. **Benadryl Cream or Generic Hydrocortisone Anti-Itch Cream.** Apply locally for itching 3-4 times a day as needed. If rash of unknown organ is noticed, you will be contacted to take your child home.
5. **Sting Kill Swabs.** Apply to and around affected areas. For the temporary relief of pain and itching due to insect bites.
6. **Neosporin Ointment or Generic Triple Antibiotic Ointment substitute.** First aid to help prevent infection in minor cuts, scrapes, and burns.
7. **Blistex/Carmex.** Used for chapped lips.

**Please place your initials on ONE line in front of the statement in which you agree:**

\_\_\_\_\_ I have carefully read the above information regarding each medication available for my child's use should the need arise and hereby authorize the faculty, staff, or school nurse to administer ANY of them as they see necessary.

\_\_\_\_\_ I DO NOT want ANY of the above medications given to my child during the school year.

\_\_\_\_\_ I have carefully read the above information regarding each medication available for my child's use should the need arise and hereby authorize the faculty, staff or school nurse to administer any of them EXCEPT (please list medications you DO NOT want your child to receive)

List any medication allergies \_\_\_\_\_ NONE \_\_\_\_\_

Name of student \_\_\_\_\_ Teacher/Grade \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



## Ripley County R-IV School

### Art Release

I give permission and the irrevocable and unrestricted right for the Ripley County R-IV School District to use, reproduce and publish my students artwork for educational, promotional and/or other uses and release the Ripley County R-IV School District from any and all claims and liability relating to the use of the student work.

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**PLEASE DETACH THIS PAGE AND RETURN TO SCHOOL**