

**RISCO R-II
SCHOOL DISTRICT**



**STUDENT – PARENT
ELEMENTARY
HANDBOOK
2022-23**

Table of Contents

Academic Dishonesty.....	46	Failure to meet conditions of Discipline.....	49
Administration.....	1	Faculty and Staff.....	2
After School Hours.....	8	False Alarms.....	50
Announcements and the Daily Bulletin.....	8	Family Education Rights and Privacy Act(FERPA)....	24
Area Schools to Provide Handicapped Programs....	8	Fees.....	13
Asbestos Hazard.....	26	Fighting.....	50
Alternative School.....	42	504 Public Notice.....	27
Arson.....	46	Food, Candy, and Beverages.....	14
Assault.....	46	General Disciplinary Expectations/Procedures.....	42
Assemblies.....	9	General Student Behavior Guidelines.....	42
Authority of Faculty, Staff, and Sub Teachers.....	9	Gift Delivery.....	13
Automobile/Vehicle Misuse.....	47	Google Account Permissions.....	76-79
Back-Packs.....	35	Grade Reports.....	14
Bell Schedule.....	4	Grading System.....	15
Board of Education.....	1	Guidance and Counseling.....	15
Board of Education Award.....	9	Harassment, including Sexual Harassment.....	50
Building Care and Use.....	9	Hazing.....	51
Bullying/Cyberbullying.....	47	Homebound Policy.....	15
Bus Misconduct.....	47	Homeschool Students.....	16
Cafeteria.....	10	Homework.....	16
Cell Phones.....	35	Honor Roll.....	16
Chromebook User Agreement Form.....	73	Hotline and Information Numbers.....	29
Citizenship Standards for Co-Curricular Activities..	35	Impact on Grades.....	45
Classroom Academic Awards.....	11	Incendiary Devices or Fireworks.....	51
Classroom Standards.....	36	In School Suspension (ISS).....	43
Complaint Procedures.....	32	Inclement Weather Announcements.....	16
Closed Campus for Lunch.....	11	Leaving School.....	16
Conditions of Suspension, Expulsion.....	44	Library Services.....	17
Corporal Punishment (definition of).....	56	Local Assistance Numbers.....	29
Counseling for Threats.....	11	Lockers.....	17
Departmentalization.....	11	Lost and Found.....	17
Detention and/or In School Suspension.....	57	Mission Statement.....	5
Discipline.....	41	Model Notification of Rights under FERPA.....	25
Discipline of Students with Disabilities.....	62	Morning Procedure.....	17
Disciplinary Hearings.....	60	No Child Left Behind Act.....	24
Dishonesty.....	48	Nuisance Items.....	51
Disrespectful-Disruptive/Conduct-Speech.....	48	Nurse and Medicine.....	17
District Statements.....	5	Out of School Suspension.....	43
Documentation in Student's Discipline Record.....	44	Parent Information.....	31
Dress Code.....	36	Parent Opt-Out Form.....	75
Drills (Earthquake, Fire, Tornado, and other).....	12	Parent Rights and Responsibilities.....	32
Drugs/Alcohol.....	48	Parent Permission/Signature	81-87
Earthquake Preparedness Disaster Plan.....	64	Perfect Attendance.....	38
Earthquake Safety.....	65	Playground/Recess Rules.....	38
Education for Excluded Student.....	8	Policies and Procedures.....	7
Educational Neglect.....	32	Postscript.....	23
Eighth Hour Program.....	42	Progress Reports.....	18
Elem. Cross Grade Level Placement.....	13	Prohibited Conduct.....	46
Eligibility to Participate in Co-Curricular Activities..	37	Public Display of Affection.....	51
Emergency Medical Treatment.....	13	Public Notice.....	30
Every Student Succeeds Act.....	27	Remedial Conference.....	61
Expectation for Students Attending Ath Event.....	38	Reporting to Law Enforcement.....	44
Expectations for Adults Attending Ath. Event.....	32	Retention in Grade.....	18
Extortion.....	49	Safe Schools Act.....	18
Failure to care for or Return District Property.....	49		

School Calendar.....	3
School Motto.....	5
Sexting and/or Possession of Violent Material	52
Signature Page.....	80-83
Student Discipline.....	44, 60
Student Expectations.....	34
Student Attendance Requirements.....	39
Students Rights and Responsibilities.....	39
Student Suspension and Expulsion.....	58/60
Tardiness.....	40/54
Teacher Electronic Communications Notice.....	63
Technology Agreement.....	70-75
Technology Misconduct.....	52

Telephone.....	21
Theft.....	53
Threats or Verbal Assault.....	53
Tobacco.....	53
Transportation to School Activities.....	22
Transportation By Bus to and from School.....	21
Truancy.....	40/54
Unauthorized Entry.....	54
Unnecessary Articles at School.....	22
Vandalism.....	54
Visitors to School.....	23
Weapons.....	54
Withdrawal from School.....	23

WORKING TOGETHER FOR OUR CHILDREN'S EDUCATION, DISCIPLINE, AND PERSONAL GROWTH

The administration and staff of the Risco R-II School District want to maintain positive and open communication with the parents of our students. The purpose of distributing the School Parent and Student Handbook is to increase communication and inform parents of school policies and procedures. We feel this will help each of us in our cooperate efforts to provide the best learning environment for our students.

Please read and discuss the Risco School's Student and Parent Handbook with your family. It includes school policies and procedures with regard to student expectations, behavior, and conduct, the educational process, attendance, health and safety issues, and discipline.

If you have questions concerning the material in the handbook or about any part of your child's educational process, please call the appropriate school personnel to discuss any issue.

Risco R-II School District
PO Box 17
Risco, MO 63874
High School 396-5568
Elementary 396-5501
FAX 396-5768
<http://www.risco.k12.mo.us>

RISCO R-II SCHOOL DISTRICT BOARD OF EDUCATION

Ashley Calvert	President
Kent Buck	Vice-President
Chuck Pipkin	Treasurer
Daniel Presley	Secretary
Josh Stephens	Director
Mark McDowell	Director
Jeff White	Director

ADMINISTRATION

Mrs. Amy Baker	Superintendent
Mr. Brandon Blankenship	PreK-6 Principal
Mrs. Laura Pavy	7-12 Principal

FACULTY & STAFF

Allen, Gary	Custodian
Baker, Amy	Supt., FMLA Compliance
Bedwell, Melissa	3 rd Grade
Bixler, Beth	Teacher's Aide
Bixler, Darian	Nurse
Blankenship, Brandon	K-6 Principal, Coach, AD, Title IX Coord.
Blankenship, Staci	7-12 Science
Boyle II, Terence	Maintenance Supervisor
Brannon, Hannah	4 th Grade
Burnett, Sheila	HS Secretary
Carter, Casey	Technology Coord.
Collier, Monica	7-12 Math
Craft, Samantha	5 th Grade
Dye, Erin	K-12 Counselor/PAT
Earnheart, Justin	K-12 Special Services, 504 Coord.
Earnheart, Vonda	2 nd Grade
Garris, Jennifer	Reading Recovery
Gasser, Mandy	K-12 Art
Godbey, Jody	Elementary Secretary
Hayes, Misty	6 th Grade
Hill, Dillon	K-12 PE, Coach
Hogan, Charlotte	Speech/Language Pathologist
Kennedy, Aneliese	7-12 Business
King, Jessie	Kindergarten
Kirkpatrick, Shelly	Pre-K
Ludwig, Heather	7-12 English
McDowell, Rachel	K-12 Music
Midgett, Ann	Food Service
Owens, Abby	1st Grade
Patterson, Kelly	7-12 History
Pavy, Laura	7-12 Principal, Curriculum Coord.
Reeder, Paula	Supt. Secretary
Rojas, April	Cook
Rye, Carlene	Custodian
Smith, Jon	J.A.G.
Wilson, Brenda	Custodian

2022-2023 SCHOOL CALENDAR

August

17-19	Staff Orientation	Staff Only
22	Students First Day	

September

5	Labor Day	No School
26	Staff Work Day	No School

October

6		Early Release
7	End 1 st Qtr	No School
10	Columbus Day	No School

November

11		No School
21-25	Thanksgiving Break	No School

December

16		Early Release
19-30	Christmas Break	No School

January

2	Teacher Work Day	No School
16	Martin Luther King Jr Day	No School

February

20	President's Day Break	No School
----	-----------------------	-----------

March

9	Qtr 3 Ends	Early Release
10		No School
20-24	Spring Break	No School

April

7	Good Friday	No School
---	-------------	-----------

May

19	4 th Qtr Ends	
19	Last Day of School	

ELEMENTARY BELL SCHEDULE (PreK-2nd)

7:30	Teachers Report for Duty
7:45	Teachers Arrive
7:57	Principal Announcements
8:00	Students Dismissed From Cafeteria
8:45 - 9:15	1 st Grade Reading Room
9:15 - 9:45	2 nd Grade Reading Room/ Kg Reading Room
10:35 - 10:50	K-2 nd Morning Recess
10:53 - 11:17	Elementary Lunch
11:20 - 11:38	Lunch Recess
11:42 - 12:06	i-Ready/AR Time
12:02 - 12:24	RTI (Math)
12:13-1:06	PreK-2 nd Special Class
2:26-2:41	K-2 nd Afternoon Recess
2:49	PreK Dismissed
2:51	K-2 nd Dismissed
3:00	Duty Teachers Leave
3:15	Teachers Leave

ELEMENTARY BELL SCHEDULE (3rd-6th)

7:30	Teachers Report for Duty
7:45	Teachers Arrive
7:57	Principal Announcements
8:00	Students Dismissed from Cafeteria
8:04 - 8:32	RTI (Reading & Math alternating)
8:35- 9:54	1 st Block (1 hr. 19 min.)
9:57 - 10:50	3 rd -6 th Special Class
10:53 - 11:17	Elementary Lunch
11:20 - 11:38	Lunch Recess
11:42 - 12:06	i-Ready/AR Time
12:07 - 1:25	2 nd Block (1 hr. 18 min.)
1:30 - 2:53	3 rd Block (1 hr. 23 min.)
2:58	3 rd -6 th Grade Dismissed
3:00	Duty Teachers Leave
3:15	Teachers Leave

HIGH SCHOOL BELL SCHEDULE

7:30	Teachers Report for Duty
7:45	Teachers Arrive
8:02	First Bell
8:05 - 8:55	First Hour
8:58 - 9:48	Second Hour
9:51 - 10:41	Third Hour
10:44 - 11:34	Fourth Hour
11:34 - 11:59	Lunch
12:02 - 12:24	Advisory
12:27 - 1:17	Fifth Hour
1:20 - 2:10	Sixth Hour
2:13 - 3:03	Seventh Hour
3:03	Dismissal Bell
3:03	Duty Teachers Leave
3:18	Teachers Leave

MISSION STATEMENT

“Working together to prepare knowledgeable, productive, responsible citizens from our most valuable treasure—the children of today—the leaders of tomorrow.”

DISTRICT VISION STATEMENT

Risco R-II will provide an educational program that prepares students academically and technologically. We will be a caring producer of life-long learners. We will prepare students to be responsible, respectable, productive citizens. We will provide educational programs that meet the needs of each student. We will provide a place where parents and students feel comfortable to participate. We will provide quality instruction that will help each individual meet his/her intellectual, emotional, social, and physical potential to the highest level.

DISTRICT BELIEF STATEMENTS

We believe:

All students can learn.

All individuals will have maximum opportunities.

All individuals will be responsible and held accountable.

Teachers, parents, and students are responsible for student achievement.

All students have inherent value.

Teachers are responsible for guiding and motivating students.

RISCO R-II MOTTO

If you want to be proud of yourself, do things to be proud of.

Risco R-II School District is an Equal Opportunity Agency

No student shall be excluded or otherwise disciplined due to age, sex, race, religion, national origin, poverty, wealth, pregnancy, parenthood, marriage or handicap. Behavior offenses will be considered on individual basis. All discipline will be considered from the standpoint of what is necessary to maintain good order in the total school situation for all involved.

ELEMENTARY MISSION STATEMENT

"We are committed to working together to inspire, guide, and challenge **ALL** students in order to prepare them for success in high school."

ELEMENTARY VISION STATEMENT

"We will provide exceptional educational programs that meet the needs of each student. We will inspire **ALL** students to become confident, critical thinkers. We will guide **ALL** students in the areas of responsibility, respect, and accountability. We will challenge **ALL** students to realize their full potential and grow into the best person they can be."

Policies and Procedures

AFTER SCHOOL HOURS

Students are not allowed to be on school property after 3:15 without adult supervision. Students who are on campus after hours without adult supervision are considered trespassing.

Exceptions are:

- 8th Hour
- Tutoring
- Practice
- Club Meetings
- Science Fair
- History Day

ANNOUNCEMENTS AND THE DAILY BULLETIN

Announcements and the daily bulletin are one of the means by which we deliver information to our student body. The announcements will be delivered by the principal in the cafeteria at the beginning of each day.

AREA SCHOOLS TO PROVIDE HANDICAPPED PROGRAMS

The Risco, Holcomb, Malden, Clarkton, Gideon, Campbell, and Bernie school districts, along with the Department of Elementary and Secondary Education, recognize the need for providing free and appropriate educational programs for various handicapping conditions through special education programs.

EDUCATION FOR EXCLUDED STUDENT

A student placed in ISS will be afforded educational assistance in the following ways:

- Full use of the regular textbooks is allowed.
- No academic penalties will be imposed for the exclusion.
- Completion of all assignments/tests missed during this period of exclusion is allowed.
- Expelled students will not be afforded the right to make up missed work.

ASSEMBLIES

Assemblies will be scheduled periodically during the school year. The continuance of the assemblies will depend on how well received they are by the student body. Poor conduct or a lack of participation may warrant the discontinuation of the assemblies. Students who do not display good school citizenship may not be allowed to attend school assemblies. Students whose conduct is inappropriate will be removed from all future assembly programs for the remainder of the school year.

Students who do not wish to participate in an assembly for personal or religious reasons will be allowed to attend a supervised study session.

AUDIO AND VISUAL RECORDING

Because the district predominantly serves minors, it is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation, or at a district activity unless authorized in this policy and/or excluding programs, and extracurricular activities.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. (Policy **KKB**)

AUTHORITY OF FACULTY, STAFF, AND SUBSTITUTE TEACHERS

Students must courteously and respectfully comply with the reasonable requests of all staff members and substitute teachers in or out of the classroom. Students are also expected to give their names if asked for them by any staff member or substitute teacher. Failure to comply with the directions of school personnel or substitute teachers acting in the performance of their duties shall be considered insubordinate and will be subject to disciplinary measures in accordance with the school discipline code.

BOARD OF EDUCATION AWARD

A Board of Education Award shall be compiled each year for students in grades 3-12. Any student with a cumulative GPA of 3.667 or above will receive a Board of Education Award. Board of Education Award winners must be enrolled at Risco on the first day of school during the current school year. GPA will be figured using all subject areas on a 4-point scale for grades 3-12.

BUILDING CARE AND USE

We are very fortunate to have a nice school facility. It is the responsibility of each student to help maintain our school in its present condition. Walking onto the gym floor with shoes other than clean tennis shoes will not be tolerated. Destruction or abuse of school property in any form shall be grounds for disciplinary action that may range from paying for any and all damages up to suspension from school. Depending on the severity of damage, local law enforcement authorities may be notified.

CAFETERIA

Risco R-II provides a cafeteria where students may eat during the breakfast and lunch periods. Students are expected to leave tables clean and conduct themselves in an orderly manner. All lunch trays and trash are to be carried to the trash disposal area. Breaking into the breakfast or lunch lines is unfair and is not allowed. No food, beverages, or lunch trays may leave the cafeteria for any reason. Anyone found to be littering, throwing food items or not properly returning their lunch tray to the disposal area will be assigned clean-up duty.

The cost of lunch for Elementary students is **\$1.25** per day and High School students is **\$1.50** per day and reduced lunch is 40 cents per day. The cost of breakfast for all students is 75 cents per day and reduced breakfast is 30 cents per day. The cost of an extra milk or juice for all students is 25 cents. The high school secretary will accept lunch money in the high school office before school.

Elementary students will need to bring lunch money to school sealed in an envelope with the child's name, grade, and amount of money enclosed written on the outside. Elementary teachers will send money to the office where the elementary secretary will credit the student's account. Every two weeks students will receive a statement that includes credits/debits of the student's lunch account. Parents are encouraged to pay any amount in advance to their account. Students with an excessive balance due will be required to pay in full before additional charges will be allowed.

Meal Charges: Unless meals are provided at no charge, the district expects students to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to limitations established in this procedure.

STUDENTS

1. A student may not accumulate more than ten unpaid meal charges.
2. Students may not charge a la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

WORKING WITH PARENTS/GUARDIANS

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

At the end of each semester the Principal in each building may prevent students from attending a major extra-curricular function (e.g., homecoming, field trips, etc.) if the balance is not paid in full or if parents/guardians have not set up payment arrangements to take care of the outstanding balance.

USER AGREEMENT

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use

the district's technology resources by the superintendent or designee. (Policy **EHB-AP1**)

CLASSROOM ACADEMIC AWARDS AND RECOGNITIONS

Students must attend and complete both semesters of a year-long course in order to be awarded academic achievement recognition in that course.

CLOSED CAMPUS FOR LUNCH

Students are not allowed to leave the school campus during their lunch. Students are permitted to have lunch delivered to them if their parent or guardian delivers the lunch. All lunch items delivered by a parent or guardian should be dropped off at the office.

Students who leave campus during lunch without authorization from the principal will be considered truant.

COUNSELING FOR THREATS

Any student who makes a death threat at school, on school property, or at any school related activity must undergo professional counseling services before being re-admitted to classes.

DEPARTMENTALIZATION

Our 3rd, 4th, 5th and 6th grade classes will be utilizing a departmentalized education program. Students will begin the day with their own grade-level teacher and then at two different points "will" rotate to another teacher for instruction in other academic areas. This will allow our elementary to have greater consistency and vertical alignment within each core discipline. The schedule will be as follows:

Time	Hayes	Craft	Brannon	Bedwell
8:04-8:28 (28 min).	RTI (Reading and Math) Alternating	RTI (Reading and Math) Alternating	RTI (Reading and Math) Alternating	RTI (Reading and Math) Alternating
8:35-9:54 (1 hr 19 min)	6 th ELA	5 th Math	4 th Math	3 rd ELA
9:57-10:50 (53 Min.)	Prep/ Special Class	Prep/ Special Class	Prep/ Special Class	Prep/ Special Class
10:53-11:17 (24 min)	Lunch	Lunch	Lunch	Lunch
11:20-11:38 (18 Min)	Recess/Duty	Recess/Duty	Recess/Duty	Recess/Duty
11:42-1:00 1 hr/18 min.	5 th ELA	6 th Math	3 rd Math	4 th ELA
1:00-1:41 40 min.	5 th Social Studies	6 th Science	3 rd Science	4 th Social Studies
1:44-2:24 40 min.	6 th Social Studies	5 th Science	4 th Science	3 rd Social Studies

2:27-2: 51 24 min.	i-Ready/AR 6 th Grade	i-Ready/AR 5 th Grade	i-Ready/AR 4 th Grade	i-Ready/AR 3 rd Grade
2:52-2: 57	Pack-up	Pack-up	Pack-up	Pack-up

DRILLS-EARTHQUAKE/FIRE/TORNADO & OTHER EMERGENCY DRILLS

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, earthquakes, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually. (Policy **EBC**)

EARTHQUAKE PREPAREDNESS DISASTER PLANS AND DRILLS

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a district-wide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as the result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA) , SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation. (Policy **EBC**)

12

ELEMENTARY CROSS GRADE LEVEL PLACEMENT FOR INSTRUCTION

- Occasionally cross grade level placement for instruction in communication arts and math may be used to better meet the instructional needs of individual elementary students. When this practice is employed all valid available assessment data as well as the students' social, emotional maturity will be considered. All available evidence of student ability and need will be considered in a meeting comprised of relevant teachers, administrators, and parents.
- Student performance on assessments will annually be screened for consideration for advanced instructional placement. The minimum criteria for students to be considered for this instructional option will be composite scores two grade equivalents above current age appropriate placement on MAP or other standardized assessments. Final placement decisions will be made by the principal.

EMERGENCY MEDICAL TREATMENT

Parents and/or guardians shall be asked to supply important information that could be needed in the event of an emergency (telephone numbers, names and telephone numbers of persons who can be reached if parents/guardians are unavailable, etc.). This information should be updated as often as necessary.

FEES

Materials that are part of the basic education program are provided without charge to students. Students are expected to provide their own supplies of pencils, pens, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits including:

1. Club or organization dues.
2. The materials for a class project the student will keep.
3. Voluntary purchase of pictures, publications, class rings, etc.
4. Uniform maintenance.
5. Fees for overdue, lost, or damaged library books, textbooks, and school-owned equipment.

Meal Charges: Unless meals are provided at no charge, the district expects students to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to limitations established in this procedure.

STUDENTS

1. A student may not accumulate more than ten unpaid meal charges.
2. Students may not charge a la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

13

WORKING WITH PARENTS/GUARDIANS

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

At the end of each semester the Principal in each building may prevent students from attending a major extra-curricular function (e.g., homecoming, field trips, etc.) if the balance is not paid in full or if parents/guardians have not set up payment arrangements to take care of the outstanding balance.

FOOD, CANDY & BEVERAGES

Students are not to have food, candy, or beverages in classrooms. Chewing gum is not allowed in carpeted areas and will be at the discretion of the instructor in other areas. Failure to follow this policy will result in disciplinary action.

No open containers (unsealed beverages of any kind) will be allowed to come onto campus. Students who bring sodas for lunch should either bring them onto campus with the seal unbroken or purchase one on campus. Anyone bringing an unsealed container on campus will be asked to pour it out. In repeated offenses proper disciplinary action will be taken.

No food will be taken out of the cafeteria. Drinks brought out of the cafeteria should have a screw on lid on the container if kept inside the locker.

GIFT DELIVERY

Occasionally, flowers, balloon bouquets, or other decorative arrangements are sent to students during school hours. When such deliveries are made to the school, they will be kept in the office and the student will be notified to pick the item(s) up at the end of the school day.

GRADE REPORTS

Report cards are issued after every nine (9) weeks. The quarterly grade is not a grade of record. It is a preliminary indication of progress being made by the student. The semester grades (which becomes a part of the official transcript and which are also used for calculating class rank) shall represent an evaluation of the total semester's work. However, both quarters' work will be averaged to

arrive at the semester grade. It is possible for a failing quarterly grade to be brought up to a passing semester grade. It is also possible for a passing quarterly grade to become a failing semester grade.

Students who owe fines, fees, or who have school merchandise issued to them which has not been returned will not be issued their report card until all obligations have been fulfilled. In addition, student records or transcripts will not be mailed to requested addresses until the student has satisfied all debts.

GRADING SYSTEM

Each course consists of a series of orderly, sequential, and coordinated lessons. Students are evaluated on their performance, and this performance provides the basis for their course grade. The overall course grade is based on factors which may include but are not limited to daily preparation, quizzes, tests, essays, reports, presentations, class participation, term papers, conditions of assignments and tests (*including neatness, spelling, grammar, and mechanics*), punctuality, and attendance.

The following is a uniform scale for determining letter grades for all grade levels.

PERCENT	GRADE	GPA 4-POINT
96 - 100	A	4.000
90 - 95	A -	3.667
87 - 89	B +	3.333
83 - 86	B	3.000
80 - 82	B -	2.667
77 - 79	C +	2.333
73 - 76	C	2.000
70 - 72	C -	1.667
67 - 69	D +	1.333
63 - 66	D	1.000
60 - 62	D -	0.667
0 - 59	F	0.000

An incomplete ("I") is given as an opportunity for students to make up incomplete class work due to unavoidable circumstances. All class work should be made up prior to the sixth (6th) school day of the next marking period (or the 2nd day after the end of the school year if the "I" is given the last marking period). The principal may extend this deadline if deemed necessary. It is the student's responsibility to seek out and complete all required make-up assignments and examinations.

GUIDANCE AND COUNSELING

The school counselor is available before school, during lunchtime, and after school to schedule appointments or to make special time arrangements for an appointment.

HOMEBOUND POLICY

Only students who are approved by a medical doctor for homebound instruction are eligible. It should be noted that not all courses lend themselves to independent study. Therefore, only classes where a student can legitimately complete coursework away from school will be approved. Where applicable, course assignments will be modified to accommodate the needs of the student.

15

HOMESCHOOL STUDENTS ENTERING SCHOOL

To be able to earn credit for courses when entering Risco R-II from a home school setting, students who enroll during the first two (2) weeks of the semester will be allowed to make up work missed. If enrollment occurs after the first two (2) weeks of a semester, then the student will be required to demonstrate competence on major course concepts of an exam prepared by the teacher and approved by the administration.

Students who are enrolling in Risco School after having received instruction in a home school setting will be academically assessed to determine correct grade level/course placement.

HOMEWORK

The following guidelines will help govern our homework policy: Each grade level should have generally and approximately no more than 10 minutes of homework times the grade level the student is currently in. For example a 1st grader =10 min. of homework, 2nd grader =20 min. of homework, 3rd grader = 30 min. of homework, etc.

No homework will be assigned over an extended break. While this policy will be our general guidelines, exceptions will be allowed for projects and various other activities.

HONOR ROLL, MERIT ROLL, BOARD of EDUCATION

The Honor Roll will be compiled each quarter of the school year.

Must be enrolled in Risco School District for the entire school year to receive any of these awards.

Board of Education- 3.66 GPA or above for the year.

Honor Roll: 95% attendance and 3.5-4.0 GPA for the quarter.

Merit Roll: 3.0 or above for the quarter.

INCLEMENT WEATHER ANNOUNCEMENTS

School dismissal announcements due to weather will be made on radio station STAR 92.9 FM, KKLK 94.5 FM, KJEZ 95.5 FM, and KFVS –12 Television. Parents who provide the office with an e-mail address will be notified of special announcements in this manner.

LEAVING SCHOOL

At no time is a student to leave the school campus during the day without authorization from the office and signing out. Violators will be considered truant.

LEAVING SCHOOL TO COMPETE IN SCHOLASTIC/ATHLETIC EVENTS

Occasionally students are required to leave before the end of the school day to compete in scholastic or athletic competitions. Other students wishing to be a spectator at these events will not be allowed to leave before the end of the day without special permission from the administration. Attendance without permission will be considered an unexcused absence.

16

LIBRARY SERVICES

All students enrolled in school are encouraged to use the library and to take advantage of the many resources it has to offer. The same rules that apply to regular classrooms apply to the library. Students are responsible for overdue, lost, or damaged books issued in their name. Any student with two (2) or more books checked out must have all library books returned before any other materials may be checked out.

LOCKERS

Lockers are the property of the school and are subject to the same cleanliness and care as other parts of the building. Lockers may be inspected and/or searched at any time without prior notification by the administration.

Never leave valuables or large sums of money unattended in the lockers. Students, not the school, are responsible for their own property. The school will not be responsible for items stolen or missing from student lockers.

LOST AND FOUND

The Lost and Found Department is located in the principal's office. All articles found (*including textbooks*) should be turned in at the office. Students are advised not to bring large sums of money or valuables to school. The school is not responsible for lost or stolen articles (*including money*).

MORNING PROCEDURES PRIOR TO THE START OF THE SCHOOL DAY

Students are not allowed to enter the building before 7:30 a.m. Breakfast will be served at approximately 7:30 a.m. Students in grades Kindergarten through 6th arriving at school prior to 8:00 a.m. will report to the cafeteria for breakfast then be dismissed to class at 8:00 a.m.

NURSE AND MEDICINE

A nurse is provided for students who feel ill or become injured in any manner during the school day. Students needing to see the nurse must obtain permission from their instructor.

A student who must take a prescription or nonprescription medicine during the school day must report to the school nurse. The nurse will either give the medicine at the proper time or give the student permission to take the medication as directed.

Students with SPECIAL HEALTH PROBLEMS are to report to the school nurse at the beginning of the school year, or when such a problem dictates. (*Special problems may include vision, hearing, diabetes, epilepsy, asthma, bladder infection, rheumatic fever, recent surgery, medication, or anything that may hinder a student's performance at school. A physician's note regarding these problems/illnesses should*

be brought to the school nurse to keep on file.)

A STUDENT **MUST** SEE THE NURSE AND GET HER PERMISSION PRIOR TO LEAVING SCHOOL FOR ILLNESS.

*Note to parents: If your child/student has a fever of 100°F or above please keep them at home until they have been fever free, untreated for a 24 hour period. Similarly, our guidelines states that a child/student should be without episodes of vomiting or diarrhea untreated (without medication) for 24 hours before returning to school. Please be advised that absences will still count against them. If your child/student is sent home by the nurse with eye drainage or eye redness when others in the class or household have had pink eye, your child/student will be required to have an excuse from the Dr to return to school.

17

PROGRESS REPORTS

Four (4) times during the scholastic year, approximately four (4) weeks prior to the end of the respective quarter, progress reports are issued to all students. This report helps students and parents avoid any surprise failures. Parents who receive assessment reports and would like more detailed information are urged to contact the principal's office to arrange a conference with the instructor.

RETENTION IN GRADE

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. A conference involving the teacher, principal, and parent(s)/guardian(s) will be scheduled to discuss possible retention.

State law requires that all students who are reading below a 3rd grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

2nd -8th grade students with two or more F's in either semester (4 or more courses in an academic year) may be required to attend summer school.

SAFE SCHOOLS ACT

The State of Missouri enacted the *Safe Schools Act* in 1996. The Safe Schools Act, among other things, allows school districts to suspend students who commit felonious acts outside of school. A few examples of the types of illegal acts a student can be suspended for include: assault, burglary, arson, and the sale or possession of illegal drugs. In addition, students who threaten or assault staff members may be assessed long-term suspensions.

SEARCHES

Notice regarding searches, including:

- Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- The district may conduct periodic and unannounced administrative searches of lockers,

- computers, and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, other personal possessions, and cars in accordance with the law.
- The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
- The details of extracurricular drug testing, if applicable. (Fourth Amendment of U.S. Constitution, Policy **JFG** and **JFCI** when applicable)

18

STATEWIDE ASSESSMENTS

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

Participation

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district's assessment program, including statewide assessments.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) and End-of-Course (EOC) assessments in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migrant or homeless, students in foster care, and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

The school board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress as required by law.

Parental Notice

At the beginning of each school year, the district shall notify the parents/guardians of each student

that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments, Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

19

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

When possible, the district will provide parents/guardians information on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated to them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian. (Policy **IL**)

STAFF/STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students. (Policy **GBH**)

SUICIDE AWARENESS AND PREVENTION

Suicide is a leading cause of death among youths in Missouri and is a public health concern

impacting all Missouri citizens. The Risco R-II School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

Policy **JHDF** will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

TEACHING ABOUT HUMAN SEXUALITY

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate. (Please see Policy **IGAEB**)

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. (Policy **IGAEB**)

TELEPHONE

The phone in the office is used only in the event of student illness or emergency. The office will not accept calls for students from anyone other than a family member. A student will not be called from class to answer the phone unless it is an extreme emergency. The office will not grant an excused tardy to students who are late to class due to using the telephone.

TRANSPORTATION BY BUS TO AND FROM SCHOOL

Busses run routes throughout the R-II School district to pick up and return students. Transportation changes should be requested by parents with a written note to their child's teacher or by phone to the

building secretary before 2:30 p.m. These requests will then be forwarded to the appropriate driver. To err on the side of safety, when the driver believes no one is home to receive a 4th grade or younger child, he will bring the child back to school. Parents will be called and will be responsible for picking up their child from school.

First offense for most infractions on the school bus will result in a warning. A second offense will result in the student being removed from the bus for up to five school days. A third offense will result in a student being removed from the bus for up to ten school days. A fourth offense will result in a student being denied bus privileges for a period of time determined by the principal. If a specific infraction is deemed to be flagrant, the principal has the option to assess severe penalties regardless as to how many times the student has committed an infraction.

TRANSPORTATION TO SCHOOL ACTIVITIES

All students participating in school-sponsored activities will be expected to ride the bus to the games or inter-school contests. Students will not be allowed to drive their own car to games or other school-sponsored activities. This applies only to those who participate.

Before students will be allowed to leave with a parent or immediate family member, that person must sign a permission sheet provided by the sponsor for that activity. Parents wishing for their student to leave any extracurricular activity with a family member other than themselves will need to fill out forms at the beginning of the season or the extracurricular activity that their child is involved in listing relatives (grandparents, aunts/uncles, siblings that have graduated) that may sign their child out at extracurricular activities for the year. Parents may contact the High School Office during the year to make changes to the form as necessary. Should the privilege ever be abused, it will be deemed just cause to eliminate the student from further participation in that activity.

If extenuating circumstances apply, a student may be granted permission to provide their own transportation to the event. This must be approved by both the coach/sponsor of the activity and the principal and/or superintendent. Failure to obtain permission will result in the student being ineligible for that event. This applies to only those who participate.

UNNECESSARY ARTICLES AT SCHOOL

The only items students should have at school are those needed for class work. Unnecessary articles may be taken from students and returned only to the student or his/her parents to take home. This includes but is not limited to toys, headphones, game consoles, etc.

USER AGREEMENT

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement on file with the district may be

granted permission to use the district's technology resources by the superintendent or designee. (Policy **EHB-AP1**)

VISITORS TO THE SCHOOL

All parents, guardians, visitor are welcome at the school. For the safety of all children, it is mandatory for all visitors who come to the school for any reason to first check in with the office to let us know that you are on the campus. The building secretary will assist you in whatever needs you might have.

This way we can monitor all persons in our building and help assure the safety of the students. IF YOU HAVE AN EMERGENCY AND MUST TAKE YOUR CHILD FROM THE SCHOOL EARLY, the secretary or building principal will get your child from the classroom for you. This will keep the distractions and interruptions to the class at a minimum.

ALL STUDENTS ARRIVING LATE OR LEAVING EARLY MUST CHECK IN OR OUT AT THE OFFICE.

WITHDRAWAL FROM SCHOOL

A student who desires to withdraw from school must see the counselor. The student must return his/her books, complete the required checkout procedure, and clear all fees and fines with the office. The administration advises that withdrawing students have parents or guardians telephone the principal or counselor or present a written note stating the date of and reason for withdrawal. Transcripts will not be forwarded until all school debts are paid.

POSTSCRIPT

This handbook cannot include every possible experience of a student in Risco R-II. It is understood that it may be necessary to make changes or additional policies to cover new situations that may arise. When new policies or procedures are announced, they are to be considered a part of this handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Risco R-II School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Risco Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories –names, addresses, and telephone listings –unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

- If you do not want Risco Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The last page of this handbook is the "Parent Opt-Out Form" for United States Military Recruiters and Colleges & Other Higher Education Institution Recruiters.

The District has designated the following information as directory information:

- Student's name
- Address
- Photograph

- Telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

In addition, there is directory information that will be released without parental consent. These items will include print & electronic publications of the school district. Some examples may include: yearbook publication, newspaper articles, school website articles/pictures, and marquee news.

Parents will have ten (10) school days after reviewing this information to provide notice in writing to the school district that they choose to not have this information released.

If you have any further questions concerning this, please contact Amy Baker, Superintendent for clarification.

MODEL NOTIFICATION of RIGHTS UNDER FERPA for ELEMENTARY and SECONDARY SCHOOLS

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 (2) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official) clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and 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 ht right to hearing.
- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA, authorizes disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent of student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

ASBESTOS HAZARD

On October 22, 1986, President Reagan signed into law the *Asbestos Hazard Emergency Response Act* (AHERA, P.L. 99-519). The law required EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary school. On October 30, 1987, EPA published the Asbestos-Containing materials in Schools Rule (40 CFR 763 Subpart E). This new rule requires all public and private and elementary and secondary schools to inspect for friable and non-friable asbestos develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

Risco R-II School District conducted a complete inspection of its facilities in 1988, utilizing the services of Environmental Consulting & Laboratory Services. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of the management plans.

You, as a parent, are encouraged to examine the management plan that affects your child (ren).

The purpose of the Federal and State regulations is to protect the health and well being of all

persons entering the buildings of the District for any reason. This District takes very seriously the recommendation made in the management plan.

The person in the District trained to oversee asbestos activities and ensure compliance is Mrs. Amy Baker. As required in the Rule, Mrs. Baker is the single contact for the public to obtain information about asbestos-related activities in the District. You may reach Mrs. Baker at the school or by calling 396-5569. Thank you for your cooperation and understanding.

504 PUBLIC NOTICE

The Risco R-II School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Risco R-II School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature of severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual education needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Risco R-II School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be viewed on the district website at www.risco.k12.mo.us.

EVERY STUDENT SUCCEEDS ACT

Our district is required to inform you of information that you, according to The Every Student Succeeds Act of 2015 (Public Law 114-198), have the right to know.

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

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

In addition to the information that parents may request, a building receiving Title I.A. funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the state academic assessments as required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who has not met applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. (20U.S.C.6312, Policy **GBL**) Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact the school counselor. (Policies **IGBCA, IGBCB, IGBH**)

Trauma-Informed Schools Initiative Publication

[Dese.mo.gov/traumainformed](https://dese.mo.gov/traumainformed)

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

1. "Trauma-informed approach" –an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan.
2. "Trauma-informed school" – a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
 - d. seeks to actively resist re-traumatization

LOCAL ASSISTANCE

Ambulance	911	City Hall
396-5561 Fire Department		911 Police
Department	396-5561	Public Schools -
Superintendent's Office	396-5569	High School Principal's Office 396-5568

HOTLINES AND INFORMATION

Your safety at school is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff or your parent/guardian. If you are uncomfortable bringing this situation to the attention of an adult you know, call the Missouri School Violence Hotline at 866-748-7047. Your call may be anonymous.

Alcohol and Drug Abuse Hotline	1-800-999-8176
Cancer Information Service National Hotline	1-800-4-CANCER
Career Information Hotline—Missouri	1-800-392-2949
Child Abuse (24 Hours)	1-800-392-3738 Child Help
USA	1-800-422-4453
Crisis Drug/Alcohol Hotline	1-800-392-0433 Crisis and
Referral Hotline	1-800-334-1661
Department of Elem. And Secondary Education	1-573-522-3207
Division of Family Services Hotline	1-800-392-1261 Drug
Hotline	1-800-262-2643
Federal Information Center	1-800-392-7711 General
Crisis Hotline/Suicide	1-800-356-5395
Juvenile Diabetes Foundation	1-800-223-1138 Legal
Aid	1-800-748-7456
Mental Health Hotline	1-800-367-4100 Mental
Health Crisis Line	1-800-392-0280
Missouri Highway Patrol	1-800-535-5555

PUBLIC NOTICE

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

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

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

The Risco R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Risco R-II High School during regularly scheduled school days.

This notice will be provided in native languages as appropriate.

Rev. August 15, 2013

PARENT INFO.

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ²In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated. **7. How**

will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
 - 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
 - 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
 - 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
 - 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
 - 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
- 8. How are complaints related to equitable services to nonpublic school children handled differently?**
In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
- 9. How will appeals to the Department be investigated?**
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

EDUCATIONAL NEGLECT

Every parent/legal guardian of a child between the ages of seven and sixteen years is responsible for enrolling the child in a program of academic instruction as per Public School Law of Missouri, 167.031RSMo. Non-attendance by a student shall cause the parent/legal guardian to be in violation of the provisions of state law. Violating the compulsory attendance law is a Class C misdemeanor. Penalty for violation is a fine, imprisonment, or both.

EXPECTATIONS FOR ADULT SPECTATORS ATTENDING ATHLETIC EVENTS

In the event a referee or Risco School administrator finds it necessary to eject a spectator for poor sportsmanship (examples include but are not limited to yelling at or attempting to communicate negatively with the referees, the coaches, or players) they will face the following consequences:

1st offense- Spectator will be banned from attending the next three home games.

2nd offense- Spectator will be banned from attending home games for the rest of the season, or a minimum of five home games.

*It is important to note that this policy applies to away games as well. For example, if you are ejected at an away game for poor sportsmanship, this Risco RII conduct Policy will apply as if it had occurred at home.

RIGHTS AND RESPONSIBILITIES OF PARENTS

"Parents" includes single parents, legal guardian, or person having lawful control of the student.

Parents have the right and responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and obey the school rules.
3. Ensure their child's compliance with school attendance requirements.
4. Encourage and help the child to develop proper study habits at home.
5. Participate in parent-teacher conferences.
6. Be sure their child is appropriately dressed at school and school-related activities.
7. Discuss report cards and assignments with their child.
8. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
9. Cooperate with school administrators and teachers.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy. (Policy **JHDA**)

STUDENT EXPECTATIONS

BACKPACKS

Student backpacks and their contents are to be stored in student lockers, not in hallways or on top of lockers.

CELL PHONES/RADIOS/TAPE or CD PLAYERS/HEADPHONES/VIDEO GAMES

Students are not to bring radios, tape or compact disc players, headphones, electronic pagers, laser pointers, or video games to school unless they have direct authorization from a faculty member.

Cell phone use in the elementary school building will be allowed only after school. Cell phones should be silenced and out of sight upon entering the elementary building. The only exception to this rule will be when a teacher gives a student permission to use their phone for educational purposes. This does not extend permission for the phone to be in sight or in non-silent mode in either the hall or another class period.

First Offense: The classroom teacher will confiscate the phone and return the phone to the student at the end of the school day. Item may be searched for inappropriate or illegal content when deemed reasonable.

Second Offense: Principal/Student Conference, notification of parent. Parents will be asked to come and pick up the phone. Parents may pick up the device during the normal school day (7:40 am-3:30 pm). Item may be searched for inappropriate or illegal content when deemed reasonable.

Third Offense: Principal/Parent/Student Conference, one 8th hour assigned. Item may be searched for inappropriate or illegal content when deemed reasonable. Parents may pick up the device during the normal school day (7:40am-3:30 pm) following the student serving their assigned 8th hour.

CITIZENSHIP STANDARDS FOR ALL CO-CURRICULAR ACTIVITIES

Students who represent a school in cocurricular activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

A student shall not be considered eligible while under suspension. If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date. If this date is the last day of school that week, he/she shall not be considered eligible on subsequent dates school is not in session.

The creditable citizen's standard applies to

all cocurricular activities sponsored by the Missouri State High School Activities Association.

CLASSROOM STANDARDS

The following are suggested as desirable standards of conduct in the classroom:

1. Please be polite, courteous, and respectful at all times.
2. Follow the teacher's directions.
3. Respect the rights and property of others.
4. Listen quietly while others are speaking.
5. Walk quietly in classrooms and hallways.
6. Keep arms, feet, and other objects to yourselves.
7. Toys or objects that disrupt the learning process must be left at home.
8. Insist on your personal best.

DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District.

Student dress, grooming, and personal appearance is the responsibility of the individual and parents/guardians, within the following guidelines.

The Student's Personal Dress and Grooming Standards:

1. Shall not disrupt the school's learning environment, the educational process, or place in jeopardy the health or safety of any student or employee of the district. This applies to any extra-curricular event as well.
2. Shall not conflict with secondary dress code guidelines listed below:
 - Due to hygienic concerns, students may not wear rings or studs in any body piercing other than the ears.
 - Tank tops, tube tops, halters, strapless dresses, or tops that show the midriff are not to be worn. Tops should not be low-cut or worn without a bra and should have a 3 finger width strap.
 - No short-shorts. Shorts, skorts, skirts, or dresses must extend past the fingertips and be no more than 5 inches above the knee.
 - Hats, caps, and nonprescription sunglasses are not to be worn inside the building. Any kind of head cover or forehead band is to be removed when the student enters the building. No bandannas will be allowed.
 - Any decorations, patches, lettering, or advertisements (i.e. observable tattoos, garments, or jewelry) that may be considered obscene, offensive, or lewd is not to be worn at school. This includes any tattoos, garment or accessory with any drug emblem, gangs, dirty language, tobacco product, beer, wine, or any type of alcoholic beverage advertisement.
 - Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso.
 - Shoes should be worn at all times.

- Distressed jeans that are frayed with holes that reveal skin that would otherwise be prohibited if the garment were shorts shall not be worn.
- Appropriate personal hygiene should be maintained by all students.
- Any yoga or yoga type pants/leggings may only be worn with a top that is long enough to extend past fingertip length.

38

The principal or superintendent is empowered to require such modification to the appearance or attire so as to render the appearance or attire no longer disruptive to the learning environment, the educational process, or place in jeopardy the health and safety of the students and employees of the district.

Students who are inappropriately dressed will be required to call home for delivery of proper attire. A second violation of the dress code will result in a more severe consequence (i.e. 8th hour, 1 day ISS, 1 day out-of-school suspension).

Certain considerations will be made in the primary grades K-3 and will be handled with sensitivity.

ELIGIBILITY TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES

A student must be currently enrolled in and regularly attending courses that offer a minimum of 2.5 units of credit (*this is normally five courses*). In addition, a student must have earned 3.0 units of credit the preceding semester. Credits earned after the close of the spring semester during summer school will fulfill this requirement.

- ◆ A student who is nineteen (19) years of age prior to July 1 will be ineligible the next school year.
- ◆ Repeated violations of any school rules may result in the student being declared ineligible.
- ◆ In any instance not specifically covered by the rules of eligibility, the principal may rule a student ineligible.
- ◆ Sponsors or coaches in charge of activities may deny a student the privilege of participating if training or practice rules prescribed by the sponsor and/or coach are violated.
- ◆ Students must have earned at least a minimum 2.0 grade point average (GPA) the previous quarter to maintain eligibility in co-curricular activities. Failure to do so in any one quarter will place the student on probation in the following quarter. Probation is a time when the school administration will more closely monitor the student's academic progress and may require extra tutoring, etc; on the part of the student. The student may still participate during the probationary period. If the student fails to maintain a minimum 2.0 GPA for two consecutive quarters then the student becomes academically ineligible the fifth school day the following quarter. Once a student establishes a 2.0 GPA for an entire quarter, they can then be re-instated, becoming eligible on the fifth school day of the new quarter.
- ◆ 6th graders will receive a 1.125 scale factor to determine their quarter GPA. This is due to the fact that 7th and 8th graders, as well as the high school students have PE, Art, Music classes that can greatly boost their GPA, while the elementary students simply receive an S for their special classes.
- ◆ Before a student can be certified to compete in co-curricular activities, the student must sign and return a copy of the acceptance form found in the Guidelines for Co-Curricular Activity Participation.

EXPECTATIONS FOR STUDENTS ATTENDING ATHLETIC EVENTS

Students who attend athletic events are subject to all school rules and policies including the dress code. Students are expected to sit in the bleachers provided and not stand or loiter. No running, wrestling, or playing is allowed. Students are expected to demonstrate good sportsmanship at all times to both home and visiting teams as well as to the officials. No vulgar or suggestive gestures or language is allowed. Booing officials and opposing team members is prohibited. No heckling of opposing team members or our team members is allowed. Only authorized school personnel should be on the court or field at any time. No objects of any kind should be thrown onto the court or field. Students who leave an athletic event will not be allowed to re-enter. Failure to follow the policies and guidelines will result in a student not being admitted to future athletic events in which Risco Jr.-Sr. High School is participating.

PERFECT ATTENDANCE

All students (K-11) who achieve perfect attendance the entire academic school year will receive a paid field trip. Seniors who achieve perfect attendance for the entire school year will receive \$25.00. Perfect attendance is defined as missing no more than two (2) class hours per quarter and no more than a total of six (6) class hours during the entire academic school year.

PLAYGROUND/RECESS RULES

1. Do not throw rocks on the playground.
2. Do not put rocks down the slide or on the basketball court.
3. Always go feet first down the slide.
4. Stay out of the fence row.
5. Don't play with sticks or limbs.
6. If you bring playground equipment out to recess you are responsible for bringing it back in.
7. When all of elementary is at recess, only 3rd – 6th graders are allowed on the basketball court.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools should foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the district's mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities will include:

1. Attending all classes, daily and on time, except when excused.
2. Being prepared for each class with appropriate materials and assignments.
3. Exhibiting respect toward individuals and property.
4. Conducting themselves in a responsible manner.
5. Paying required fees and fines, unless waived.
6. Observing all school rules, including safety rules.
7. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
8. Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.
9. Dress and appear in accordance with the school standards of property, safety, health, and good grooming.
10. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with school rules.
11. Refrain from the use of all drugs, including tobacco and alcoholic beverages while on school premises or under school supervision. Students shall not possess any type of weapon on the school premises or any school related function.
12. Conduct between couples while at school should be such that students, faculty, or visitors are not offended or embarrassed. Relationships are a vital part of growing up and should be kept on a wholesome level at all times. Hand-holding and other physical contact is not allowed.

STUDENT ATTENDANCE REQUIREMENTS

Daily attendance is extremely important and has been linked to success in school. The efforts of the school board, administration, and teaching staff cannot benefit students that are not present for class. The responsibility of attendance is that of the parent and the student. When a student is absent the parent/legal guardian should contact the office by phone or note, no later than the next day after missing school, stating the reason for the student's absence. The terms unexcused and excused will not be used, but reasons for absence will be noted.

When a student accumulates four (4) absences in one semester, written notification and explanation/reminder of the school attendance policy will be sent home to the parent/guardian. Documentation of this notice will be kept in the student's file until at least the end of the current school year.

When a student accumulates eight (8) absences in one semester, the building Principal will notify the parent and schedule a conference with the parent. The student's teacher as well as the building

41

Principal will be in attendance at this conference. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to reinforce school district attendance expectations; to provide information about compulsory attendance laws and educational neglect; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

When a student accumulates twelve (12) absences in one semester, the district will then determine whether there is reason to suspect educational neglect or whether the parent is violating compulsory attendance laws. If so the district will contact the Missouri Division of Family Services or local prosecutor.

Students accumulating twelve (12) or more absences in one semester will be subject to the possibility of retention or mandatory summer school.

Students must be present at school for at least ½ day on the day of an activity in order to participate or attend that activity, unless prior arrangements are made with the administration.

It is the responsibility of the student and/or parent to arrange for make-up work in the event of any absence.

Students who are also absent from school on a Friday or the day before a holiday will not be allowed to participate in an activity that is schedule for the weekend or during the holiday period unless previous arrangements are made with the principal.

In addition, any student with below a 2.0 quarter GPA (unless consideration is given as an exception under: Student Attendance Requirements section) will not be allowed to participate in extra-curricular activities unless prior permission is received from the principal. New eligibility will take effect on the fifth school day after a quarter ends.

The school shall reserve the right to review continuous absences for medical reasons. Documentation for pre-existing medical conditions must be updated annually. Homebound teaching is provided for students whose illness necessitates an absence of ten (10) or more consecutive school days. This service is provided upon receiving from the student or parent/guardian a doctor's order or prescription for homebound services.

TARDINESS

A student is considered tardy if the student is not inside the classroom when the tardy bell rings. All tardies will be recorded and upon the student receiving a fourth (4th) tardy in a quarter, the student will receive lunch detention. Lunch detention is defined as sitting in seclusion during lunch time as well as lunch recess. All subsequent tardies will result in this consequence. Excessive tardies are regarded as trancies and may be referred to the New Madrid County Juvenile Authorities. Tardies will reset at the beginning of each quarter.

TRUANCY

Students absent from school without parental authorization or who leave school during their assigned school day without administrative authorization is considered truant. The school policy dealing with truancy will be enforced. In addition, students who are repeatedly truant from school will be referred to the New Madrid County Juvenile Authorities.

DISCIPLINE

ALTERNATIVE SCHOOL

Students who are attending an alternative school will be allowed to attend school activities with parental supervision only. However, school dances, senior trip and walking at commencement will not be allowed.

GENERAL DISCIPLINARY EXPECTATIONS AND PROCEDURES

Good discipline is necessary for good instruction. It is the desire of the Board of Education that all students, with the help of the entire school staff, develop self-discipline in a school environment that will be conducive to learning and free of distraction or disruption. Serious or repeated infractions of a school rule may be referred to the Superintendent of Schools or the Board of Education in an ascending orderly process with due process procedures being observed at all levels.

The district has jurisdiction over its students during the regular school day and while to and from school on district transportation. The district's jurisdiction includes any activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

GENERAL STUDENT BEHAVIOR GUIDELINES

Students at Risco R-II School:

1. Respect the rights, feelings, and property of others at all times and in all places.
2. Keep their hands, feet, and other objects to themselves.
3. Listen and follow directions the first time.
4. Always do their best.

EIGHTH (8TH) HOUR PROGRAM

Eighth (8th) hour is a supervised study period used primarily as a consequence for conduct infractions. Assignments are NOT EXCUSED due to conflict with jobs, school activities, or transportation problems. The only acceptable excuses are (a) a doctor's appointment already scheduled; (b) probation or parole appointments already scheduled; or (c) prior arrangements approved by the Principal. A note will be sent home to the parent(s) or guardian if a student is assigned an (8th) hour.

The Principal must clear all absences from 8th hour in advance. Therefore, if a student does not attend 8th hour due to a prearranged doctor/probation appointment and fails to notify the Principal or office personnel IN ADVANCE, the student will be assigned more severe consequences and still must serve the 8th hour skipped. It is the responsibility of the student to contact the Principal about prearranged appointments and to bring in proper documentation (a drs. excuse that includes date and time) to the principal's office the following day to be excused from 8th hour.

If you have an absence from school on an assigned day, you must attend 8th hour the next day 8th hour is held and you are in attendance to avoid any additional consequences. It is the responsibility of the student to keep track of the dates for his/her assigned 8th hours.

There is no admission to 8th hour after 3:00. A student who fails to attend an assigned 8th hour will not be allowed to attend any school-related activity until the 8th hour has been served.

Students are strictly required to be on good behavior in 8th hour. All students must have approved study material. No sleeping or talking is allowed. A student will be removed from 8th hour for misconduct. Students who cannot behave properly in 8th hour or who repeatedly fail to attend may lose the option of being assigned to 8th hour, and more strict disciplinary action will be applied.

Any infraction of the school rules could result in being assigned to (8th) hour. The Principal will assign 8th hours. Parents are responsible for picking up their child promptly at 4:00 pm if they are assigned an eighth hour.

44

IN SCHOOL SUSPENSION (ISS)

ISS is a supervised detention during the regular school day. A school official supervises ISS. Student class work is sent to the student in the ISS classroom. The ISS teacher will check the work before it is returned to the regular classroom teacher, where it will be graded for credit. ISS is a restrictive environment designed to deal with students who have been assigned for behavior infractions.

Students assigned to the ISS program must report to the office immediately upon arriving at school. Failure to do so will result in an extra day of ISS. Students are released from the ISS room at 2:55 p.m. During the school day, students are released from the ISS room at three (3) different times: Once in the morning and afternoon to use the restroom; and at 11:15 a.m. at which time the students will eat lunch supervised by the ISS teacher.

While assigned to the ISS, there is no tolerance for misconduct (behavior, refusal to work, sleeping, etc.) Students who fail to follow the rules of the ISS will be assessed an out-of-school suspension and will still owe all ISS not served.

Any student assigned to the ISS is not allowed to participate in or attend extracurricular activities until he/she has fully completed all scheduled time (a student may practice but not compete in interscholastic competition). For example, if a student has ISS on WTHF, at 3:00 pm on Friday they will be able to participate in all extracurricular activities, but if a student has ISS on THFM, they will not be able participate in any extracurricular activities until 3:00 pm on Monday.

The following are areas that could result in a student being assigned to the ISS: truancy; disrespect; failure to do assigned class work; failure to comply with reasonable requests from staff members; disturbing or disrupting the classroom; use of vulgar and abusive language; excessive tardiness; roughhousing; or failure to follow classroom or school rules.

The principal may assign students to ISS at his/her discretion.

OUT-OF-SCHOOL SUSPENSION

When the conduct of a student warrants an out-of-school suspension, attempts will be made to notify the parent and/or guardian by phone or mail. The parents or guardian are to have responsibility for the student during an out-of-school suspension.

Students who are assessed an out-of-school suspension may not participate in or attend any school-related activity until their out-of-school suspension has been served. Depending on the severity of the offense, Missouri State High School Activities Association rules and guidelines may prevent a

student from further participating in cocurricular activities for a designated period of time.

Students assigned out-of-school suspensions are not allowed to make up any assignments or examinations. If a student misses more than eight (8) days due to an out-of-school suspension, the student may be denied credit.

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 certain disciplinary action. 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. 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.

REPORTING TO LAW ENFORCEMENT

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

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

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

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

46

district, regardless of whether the activity takes place on district property, unless one of the following 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 the 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 violated 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.

IMPACT ON GRADES

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

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.

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:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense:	Detention, corporal punishment, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	Corporal punishment, 1-180 days out-of school suspension or expulsion. Restitution if appropriate.

ASSAULT:

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

First Offense:	Principal/Student conference, detention, 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.

48

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

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion

AUTOMOBILE/VEHICLE MISUSE: Un-courteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days of out-of-school suspension.

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, exclusion from a peer group, 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:	Detention, in-school suspension, or 1-180 days of out-of-school suspension.
Subsequent Offense:	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 may be suspended or revoked.

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

First Offense:	Nullification of forged document, Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

DISRESPECTFUL OR DISRUPTIVE 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:	Principal/Student conference, detention, in-school suspension, 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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:	In-School suspension or 1-180 days out-of school suspension.
Subsequent Offense:	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 prospection drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs as substances identified under schedules I, II, III, IV or V in section 202 (c) of the Controlled Substances Act.

First Offense:	In-School Suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

50

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:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention ,in-school suspension, of 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY: Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

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

51

FALSE ALARMS (see also “Threats for Verbal Assault”): Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	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:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of school suspension, or expulsion
Subsequent Offense:	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:	In-school suspension, 1-180 days out-of school suspension, or expulsion
Subsequent Offense:	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 groups, 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:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	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, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

NUISANCE ITEMS: Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, 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, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 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 for 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, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, 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, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

54

THEFT: Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

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:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

TOBACCO:

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

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

55

TRUANCY OR TARDINESS (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; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	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 belong to the district, staff, or students.

First Offense:	Restitution. Principal/Student Conference, detention, 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.
---------------------	---

WEAPONS (see Board policy JFCJ)

1. Possession or use of any weapon 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:	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 '571.0101, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. '930 (g)(2).

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

* * * * *

<p>Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.</p>

CORPORAL PUNISHMENT

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools is permitted and may be used. It shall be used in reasonable form and upon the recommendation of the principal when necessary, it will be administered by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, nor without a witness or administrator.

The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: August 8, 2011

Revised:

Cross Refs: JG, Student Discipline
JHG, Reporting and Investigating Child Abuse/Neglect

Legal Refs: 160.261, 171, 563.061, RSMo.

Risco R-II School District, Risco, Missouri

DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS

The provisions of detention or an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: August 8, 2011

Revised:

Cross Refs: JG, Student Discipline

Legal Refs: 160.261, RSMo.

Risco R-II School District, Risco, Missouri

STUDENT SUSPENSION AND EXPULSION

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from the school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms “suspension” and “removal” refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for “suspensions” in this policy. The term “expulsion” refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC< Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

SUSPENSIONS

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
 2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
- 60
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
 4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
 5. Any suspension by a principal must be reported, immediately, and in writing, to the superintendent, who may remove the suspension, either part or in full, at any time.
 6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

- c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
- d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reason or the action.
- e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the schedule date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

SUSPENSIONS FOR MORE THAN 180 SCHOOL DAYS AND EXPULSIONS

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outline below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposes suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
 - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.

- b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

STUDENT DISCIPLINE HEARINGS

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspension in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
62
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

REMEDIAL CONFERENCE

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any “act of school violence” as defined in 160.261.2, RSMo., and Board policy JGF, a conference must be held to review the student’s conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the “act of school violence” was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: August 8, 2011

DISCIPLINE OF STUDENTS WITH DISABILITIES

It is the goal of the Risco-II School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district’s discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: August 8, 2011

Cross Refs: IGBA, Programs for Students with Disabilities

Legal Refs: 160.261, 162.680, .955-.963, 167.161-.171, RSMo
Individuals with Disabilities Education Act, 20 U.S.C. 1400-1487
34 C.F.R. Part 300
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. 794
34 C.F. R. Part 104
Americans with Disabilities Act, 42 U.S.C. 12101-12213

Risco R-II School District, Risco, Missouri

TEACHER ELECTRONIC COMMUNICATION NOTICE

Staff members of the Risco RII School District are encouraged to communicate with students for educational purposes using a variety of effective methods, including electronic communication. When communicating electronically with students, staff members are required to use district provided communication devices, accounts, webpages and social networking sites, when available.

Some staff members are given permission to communicate with students on a limited basis using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) for the purpose of organizing or facilitating a district-sponsored class or activity (for example, text messaging students participating in Junior Beta, Senior Class trip, on an athletic team, or an overnight field trip).

To facilitate these authorized communications, your student will be asked to provide his or her contact information to staff members to use to communicate with your student. This information includes, but is not limited to, your students mobile phone number, messenger, and/or email address.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only electronically communicate with your student between the hours of 6:00 a.m. and 10:00 p.m.

If you are in agreement with this process, or if you would like staff members to use contact information other than what may be provided by your student, please contact the principal, or one of the building secretaries.

Thank You,

Dr Amy Baker
Superintendent

Rev. August 04, 2020

Staff members of the Risco RII School District are encouraged to communicate with students for educational purposes using a variety of effective methods, including electronic communication. When communicating electronically with students, staff members are required to use district provided communication devices, accounts, webpages and social networking sites, when available.

EARTHQUAKE PREPAREDENESS DISASTER PLAN

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a district-wide school building disaster plan to protect students and staff

before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries. An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation. (Policy EBC)

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

67

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or

desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
 - Canned food and can opener.
 - At least three gallons of water per person.
 - Protective clothing, rainwear, and bedding or sleeping bags.
 - Battery-powered radio, flashlight, and extra batteries.
 - Special items for infant, elderly, or disabled family members.
 - Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
 - Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

Missouri Revised Statutes

Chapter 160

Schools--General Provisions

Section 160.455

August 28, 2013

Distribution to each student certain materials on earthquake safety--duties of school district.

160.455. At the beginning of each school year, each school district in the state shall distribute to each student such materials that have been prepared by the Federal Emergency Management Agency, the state emergency management agency or by agencies that are authorities in the area of earthquake safety and that provide the following objectives:

1. Developing public awareness regarding the causes of earthquakes, the forces and effects of earthquakes, and the need for school and community action in coping with earthquake hazards;
2. Promoting understanding of the impact of earthquakes on natural features and manmade structures; and
3. Explaining what safety measures should be taken by individuals and households prior to, during and following an earthquake.

(L. 1990 S.B. 539 § 4)

Terms:

Please read and sign the handbook to ensure you have read and agree to the Risco RII School District’s Parent/Student Chromebook User Agreement. You must comply at all times with the Risco RII School District’s Parent/Student Chromebook Policy and Student Acceptable Use Agreement (AUP) and all of its contents. Any failure to comply may end your rights of possession effective immediately and the district may repossess the property.

Title:

Legal title to the property is with the district and shall at all times remain with the district. Your right of possession and use is limited to and conditioned upon your full compliance with this Agreement and the Parent/Student Chromebook Handbook.

Loss or Theft:

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

Transfer Out Students:

- If a transfer to another school takes place, you will have **48 hours** to return the computer (Chromebook, carrying case, and charger/power adapter) to the district. If not returned within 48 hours, property will be considered stolen and will be reported to the proper authorities. The district reserves the right to press any and all criminal charges in association with failure to return equipment.

Graduates:

- Seniors must clear ALL records and pay all fees before participating in graduation.

Estimated Repair Pricing Resulting from Deliberate Damage or Neglect:

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

Item	Replacement Cost
Chromebook (includes device and management software)	\$300

Charger/Power Adapter	\$35
Screen	\$70
Screen Top/Cover	\$100
Bottom Case	\$42
Keyboard/Touchpad	\$100
Main System Board	\$125
Carrying Case	\$20

Repossession:

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

Terms of Agreement:

Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the district. A fee of \$10 per day may be assessed for equipment not returned according to these terms.

Appropriation:

Your failure to timely return the property and the continued use of it for non-school purposes without the district's consent may be considered unlawful appropriation of the district's property.

Use of Computers and Notebook Computers on the Network:

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

Loaner Chromebooks will be available through the Technology Department on a 24-hour basis or until the Technology Department has successfully repaired the unit. Students will be required to sign a loaner agreement before the loaner unit is assigned to them.

Loaning or Borrowing Chromebooks:

- **Do NOT loan computers or other equipment to other students.**
- **Do NOT borrow a computer from another student.**
- **Do NOT share passwords or usernames with others.**

Internet Safety:

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

General Chromebook Rules:

Operating System:

Students are not allowed to modify or reset Chromebooks to the factory default.

Backgrounds, Themes, and Screensavers

- Inappropriate media may not be used as a background, theme, or screensaver.
- Passwords on screensavers and power-on screen are not to be used.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and/or gang related symbols or pictures will result in disciplinary actions.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Earphones are required and must be used.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize.

Transporting Chromebooks

- Chromebooks must be transported in the district provided protective case.
- Chromebooks must be shut down and stored in a safe location when not being utilized.
- Chromebooks should not be carried in backpacks or other bags.

Student Guidelines for Acceptable Use of Technology Resources:

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

- No one is permitted to connect to the district's network via any type of wireless device without faculty or staff permission and direct supervision.
- Purchases being made. The district will install all educational applications needed to support the student's current curriculum. The district will not be held accountable for any unauthorized purchases made from the student's individual accounts. Nor should any expectations be made that transfer of purchased items will be made upon the deletion of student's risco.k12.mo.us Google account.

Websites

- Creation and posting of Google Sites created by student's risco.k12.mo.us Google account is strictly prohibited.

Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to install peripherals or modify settings to equipment without the consent of the district's Technology Department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, software or their configuration will result in cancellation of technology and network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Videoconference and Video Chat

- Video is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With video equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Video sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this agreement or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and agreement may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data, privacy or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.
- The district provides content filtering but not all malicious activity can be impeded.
- The district is not responsible for goods and/or services purchased or sold through district technology resources.

Violations of the Chromebook User Agreement

Violations of this agreement may result in loss of access as well as other disciplinary or legal action. Student's' violation of this agreement shall be subject to the consequences as indicated within this agreement as well as other appropriate discipline, which includes but is not limited to:

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

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

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

Google Account Permissions

At Risco RII School District, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Risco RII, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign the handbook to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. It is highly recommended that you sign the consent. Students will not be able to use their logins for communication with their teachers or collaborate with peers.

By signing this handbook, I give permission for Risco RII School District to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts

Docs, Sheets, Slides, Forms
 Drive
 Groups
 Google Hangouts, Google Chat, Google Meet, Google Talk
 Jamboard
 Keep
 Sites
 Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

DocHub
 Kami

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Risco RII School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may

combine personal information from one service with information, including personal information, from other Google services.

77

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

At Risco RII , we may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With Risco RII School G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Risco RII School District. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact Casey Carter at 573-396-5501, ext. 1004. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html)

Risco RII School District Chromebook User Agreement Form

Student Name: _____

School: _____ School Year: _____

Grade: _____

I acknowledge that I have read, understand and agree to all the terms outlined in the Risco RII School District Parent/Student Chromebook Handbook and User Agreement. I further understand that as a user of technology resources owned and operated by the Risco RII School District. I am responsible for my own actions. I also acknowledge that Risco RII School District cannot guarantee the privacy, security or confidentiality of any information sent or received via electronic mail. Network administrators can review my e-mail, file folders, and communications to maintain system integrity and insure that I am using the system responsibly. I understand that any and all of the following sanctions outlined in the User Agreement could be imposed if I violate an agreement and/or procedure regarding the use of Risco RII School District Technology Resources. I further understand that this agreement is valid at all times that I have access to Risco RII School District technology, and will be kept on file.

Student Signature _____ Date _____

I acknowledge that my student has read, understands and agrees to all the terms outlined in the Risco RII School District Parent/Student Chromebook Handbook and User Agreement. I further understand that I am responsible for my child's actions while using technology resources owned and operated by R-II Schools. I also acknowledge that Risco RII School District cannot guarantee the privacy, security or confidentiality of any information sent or received via electronic mail belonging to my student. Network administrators can review my student's e-mail, file folders, and communications to maintain system integrity and insure that they are using the system responsibly. I understand that any and all of the following sanctions outlined in the User Agreement could be imposed if my student violates an agreement and/or procedure regarding the use of Risco RII School District Technology Resources. I further understand that this agreement is valid at all times that my student has access to Risco RII School District technology, and will be kept on file.

Parent or Guardian Printed Name _____

Parent or Guardian Signature _____ Date _____

Risco RII School District Google for Workspace and Education

At Risco RII School District, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Your student may also have access to additional apps when needed, those may include YouTube, Google Earth, Google Maps, Google Play, etc. (for a complete list please contact your child's teacher or Casey Carter, at (573) 396-5568, ext. 1004) At Risco RII Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their chromebooks, and learn 21st century digital citizenship skills.

The information in the attached chromebook policy handout provides answers to common questions about what Google can and can't do with your child's personal information.

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. This could impact communication and group project participation for your child.

I give permission for Risco RII School District to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice attached in this document.

Thank you,

Casey Carter
Technology Director

Full name of student

Printed name of parent/guardian

_____ _____
Signature of parent/guardian Date

SIGNATURE PAGE

Please read and discuss this handbook, complete this page and return it to your child's first hour teacher or to their homeroom teacher if they are an elementary student.

If you have more than one student at Risco R-2 Schools, you have to return a signature page for each child (i.e. 3 children, 3 signature pages).

I have read this handbook for 2022-23 and understand the school policies contained within.

Student MUST SIGN

GRADE

Parent/Guardian MUST SIGN

DATE

DIRECTORY INFORMATION/PARENT OPT-OUT FORM

Two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories –names, addresses, and telephone listings –unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent. If you do not want Risco Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. The District has designated the following information as directory information:

- Student’s name
- Address
- Photograph
- Telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Yearbook publication
- Newspaper articles
- School website articles/pictures
- Marquee news

Do not disclose _____ my child’s name, address, or telephone number to the following without my prior consent (check one or both):

- United States Military Recruiters
- Colleges & Other Higher Education Institution Recruiters

Parent’s Signature _____

Student’s Signature _____
(If student is over 18, student rather than parent must sign.)

If you have any further questions concerning this, please contact Mrs. Amy Baker, Superintendent for clarification.

