

*Every Student, Every Day*



2023-2024

Rock Port R-II Blue Jays  
Student/Parent Handbook

## **2023-24 Rock Port R-II JH / HS Student / Parent Handbook**

Welcome to the new school year! We hope that this will be an inspirational and rewarding year for each of you. Much time has been spent to assure that you have the best educational opportunities that the district can provide. We would remind you that this is your school and that it is with your cooperation and effort that we can make it a source of individual and community pride. Remember the degree to which you succeed will be in direct proportion to the degree of your commitment and effort. We expect to make this the best year that you have spent at Rock Port High School. Rex Bollinger, Superintendent; Steve Waigand, Elementary Principal; Donnie Parsons, JH/HS Principal.

### **Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about the Rock Port R-II Jr./Sr. High School. Each student and staff member is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the wellbeing of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

### **Mutual Respect**

The Rock Port R-II Jr./Sr. High School expects every student and staff member to be treated with respect and dignity.

### **Board of Education Educational Philosophy**

As the social order becomes more complex, participation becomes more difficult and the agencies of our educational system which contribute to the social well-being of our youth must endeavor to direct their efforts toward teaching our young people to assume individual responsibilities, respect the rights of others, and develop a sense of loyalty to classmates, home, church, school, community, and nation.

Education, to be important, must bring about desirable developments in the physical, intellectual, aesthetic, and spiritual life of the individual. We are concerned with the understanding of the whole child so that we may, in guiding him or her through real-life experiences based on student's needs, interests and abilities, help students to adapt themselves to their social group through his or her school life to become a thinking, creative, and active member. The education of children should be a continuous, year-round community enterprise.

Keeping the teacher and the education of American youth abreast of social change and research is a task which is dependent upon a sound, meaningful philosophy of education. The educational philosophy, which lies at the foundation of education, has the task of meeting the child's needs to enable him or her to live better and adjust to the environment around them.

**VISION STATEMENT:**

To be a source of inspiration and knowledge for all.

**MISSION STATEMENT:**

Through leadership, dedication, innovation, and community partnership, we will provide opportunities for all students to maximize their potential, and become caring, moral, productive, and self-reliant citizens.

**SCHOOL PLEDGE**

For God, country, and school,  
I pledge my loyalty, leadership, and cooperation  
To Rock Port School  
And to the high ideals for which it stands.

Under the Blue and White  
May we go forth  
To lift the standards of youth  
Higher every day.

**SCHOOL SONG**

On oh Rock Port,  
On oh Rock Port,  
On to victory.  
Proud are we of all the glory,  
Here's our health to thee  
Rah! Rah! Rah!

On oh Rock Port,  
On oh Rock Port,  
Dear old white and blue,  
Our hearts are ever thine,  
We'll all be true.

You may travel,  
Cross the prairie,  
Over hill and dale,  
Searching for a school more loyal,  
'Tis of no avail.

For no matter how she calls us,  
Be it work or play,  
We stand with ready hands,  
Her will to obey. Hey!

## **A+ PROGRAM**

Missouri's A+ Schools program is a win-win situation for schools, students and communities. The program encourages students to stay in school, make career plans, tutor younger students in school, and graduate with the skills and knowledge required for career success or further education.

### **A+ Student Eligibility**

One benefit of the A+ Program is the opportunity for the student to earn tuition that will be reimbursed when they enroll in a Missouri public community college or vocational technical school. To be eligible for these financial incentives, a student must be certified as an A+ Student of Rock Port R-2 High School. The A+ Coordinator, as official local representative of the A+ School Program, has the responsibility to certify if a graduate of Rock Port R-2 has met the criteria for certification. To be certified as an A+ Student, a student must complete the following criteria before graduation;

- Sign an A+ Agreement
- Attend a designated A+ School for three consecutive years prior to high school graduation
- Graduate from high school with a GPA of 2.5 or higher
- Maintain at least a 95% attendance record during four years of high school
- Perform 50 hours of unpaid tutoring or mentoring for other students
- Made a documented, good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment
- Maintain a record of good citizenship and avoid the unlawful use of drugs
- Register with Selective Service, if applicable

### **A+ Schools Agreement**

The first step in participating in the A+ Student Incentive Program is for the student and parent to read and sign the A+ Schools Agreement, which can be obtained from the A+ Coordinator. The A+ Coordinator will establish an A+ Schools file for the student. Documentation of any A+ activity will be kept in this folder.

Disclaimer: Tuition reimbursement is dependent upon state funding and is not the responsibility of Rock Port R-2 School.

### **A + Enrollment Requirement**

In order for a student to meet the requirement of enrolling in and attending Rock Port R-2 School for three consecutive years, the following criteria must be met:

- Students must enroll in and attend Rock Port R-2 School no later than the 20th day of the fall term of the student's sophomore year.
- If a student withdraws or transfers from another school after the beginning of his/her sophomore year, the student will not be considered eligible for A+ Schools Program, even if that student re-enrolls at Rock Port R-2 before graduation; unless the previous school is an A+ designated school at the time of the student's graduation.

### **A+ Grade Point Requirement**

The A+ Student must graduate with an accumulative grade point average of 2.5 or above on a 4.0 scale. Additional statements to clarify A+ School policy on grade point are listed below:

- Grade point average is figured only at the end of each semester and is cumulative for all four years.
- Averaging or rounding up to the next highest grade point will not be allowed.
- Cumulative grade point information will be sent to parents/guardians of A+ Participants each semester. The student's official transcript will serve as evidence of the grade point average for admission into a Missouri public community college or vocational or technical school.

**A+ Attendance Requirement**

The following guidelines and procedures will be in effect when certifying that the A+ Student has met the required 95% attendance rate for four years. The cumulative attendance information given to the A+ Coordinator will come from the official attendance record kept by Rock Port R-2 School. The cumulative attendance record will be kept for a four-year period from the beginning of the A+ Student's freshman year until graduation. Rounding up of attendance percentage will not be allowed. Cumulative attendance information will be available to parents/guardians of A+ Participants on each semester report card. After receiving this information, the parent will have an opportunity to file an attendance appeal with the high school principal if an attendance problem occurred. A parent submitting a request for an A+ waiver of days missed shall provide the high school principal with official documentation stating the reasons the student was absent from school. Documentation may include letters from attending physician, school nurse, principal or court official. The high school principal will then meet with the A+ Student Review/Appeal Committee to review the request and decide if a waiver of absence for A+ School certification will be granted. After the committee reaches a decision, the principal will notify the parents and A+ Coordinator by letter of the results of the decision.

**A+ Tutoring Requirement**

Rock Port A+ students may complete tutoring hours before or after school, during summer school, or be enrolled in the Cadet Teaching program. A+ Students must have a cumulative 2.5 grade point average in order to tutor.

Cadet Teaching is a high school course that exposes students to community service opportunities, allows them to explore the human services career pathway, and allows A+ student to complete their tutoring requirements. Students are trained prior to entering the classroom and must have the permission of the A+ Coordinator, counselor, parent, and supervising teacher to enroll in this course. Students are responsible for quarterly assignments, and excellent attendance is a must. If a Cadet Teacher has a 2nd late assignment or a 2nd unexcused absence during a semester, the A+ Student Review Committee will convene and one of the following actions could be taken:

1. A warning statement will be issued to the student's parents or guardian notifying them that the student may be placed on probation if another infraction occurs during the semester.
2. A letter of notification will be issued to the student's parents or guardian placing the student on probation for a period of 87 school days, which equals a semester, during which time no additional violations may occur.
3. The student's parents or guardian will be notified that the student has been removed from the A+ Schools Program and his/her A+ Contractual Agreement is no longer in effect.

The A+ tutoring manual is available in the A+ Coordinator's office.

**A+ Good Faith Effort to Secure Funding**

Parents must make a good faith effort to secure all available post-secondary student financial assistance funds that do not require repayment. The procedures for this requirement are:

- Parents must complete the Free Application for Federal Student Aid (FAFSA) form by mail or online. The FAFSA application form is available in the Rock Port High School Guidance Office as of the end of the first semester prior to graduation.
- Parents are encouraged to apply as early as possible, not before January 1st or after April 1st of the year of the student's graduation.

**A+ Rock Port R-2 Citizenship Requirement**

Students who sign an agreement for A+ tuition reimbursement status are to maintain good citizenship during all four years of high school. A student's citizenship status will be updated as needed.

The Rock Port R-2 A+ Citizenship Policy appears below.

### **A+ Citizenship**

Participation in the A+ Schools Program is an honor and a unique privilege for Rock Port R-2 High School students. The state, which funds the A+ Schools Program, and the district view the A+ Schools' benefits as an incentive program and therefore holds the student to a higher standard. This standard requires the student to be their best academically and be a good citizen. Good citizenship is required during all four years of high school, regardless of when a contract is signed. A student will lose his/her A+ Schools incentive eligibility for any of the following:

### **A+ Unlawful use of drugs**

Alcohol or Controlled Substances, or Other Drugs/Drug Paraphernalia— Possession of, or use on or outside school grounds, which results in a conviction (assessed fine(s) or ticket, time served, community service, drug/alcohol treatment/counseling, OSS or expulsion). Any incident of violence as defined by the "Safe Schools Act" and/or included in the Student Handbook, which results in a conviction (assessed fine, time serviced, community service, OSS or expulsion). Prior to his/her graduation, each student will be required to sign a document that states they have not violated any of the above requirements before A+ eligibility is granted. The A+ Student Review/Appeal Committee using the following guidelines will review other violations of the District's Discipline Policy: Any violation committed by a student, which involves an out-of-school suspension, will be reviewed. Any student who receives three (3) discipline referrals a semester will be reviewed.

Upon review of each individual case, by the Review/Appeal Committee, one of the following actions will be taken:

1. A warning statement will be issued to the student's parents or guardian notifying them that the student may be placed on probation if another infraction occurs during the semester.
2. A letter of notification will be issued to the student's parents or guardian placing the student on probation for a period of 87 school days, which equals a semester, during which time no additional violations may occur.
3. The student's parents or guardian will be notified that the student has been removed from the A+ Schools Program and his/her A+ Contractual Agreement is no longer in effect.

Students may appeal a decision when they have lost eligibility by the process listed below.

### **A+ Appeals Process**

Students who wish to appeal a decision, which results in their ineligibility for A+ Schools' benefits, will be required to send a letter of appeal in writing to the A+ Schools Coordinator. The following steps will be followed:

- After receiving the letter of appeal, the coordinator will convene the A+ Student Review/Appeal Committee to hear the student's appeal. The committee will consist of the A+ Coordinator, the Principal, the Counselor, and two high school faculty members.
- The appeal must be made within five (5) school days following the date of the A+ ineligibility letter.
- The student and parents/guardians will be informed of the appeal date. The student and parents/guardians will attend the appeal and give any information that may affect the student's eligibility status.
- A majority vote of the panel will decide the appeal. Parents/guardians will be notified of the decision within five (5) school days of the meeting.
- Any decision made by the panel may be appealed to the superintendent.
- The appeals process must be concluded prior to graduation.
- All A+ students must be in good citizenship standing at least 10 school days prior to graduation. Probation must be concluded by this time.

## **ACADEMIC LETTER REQUIREMENTS**

The Academic Committee established the following criteria for students to be eligible for an academic letter and to attend the Academic Banquet.

1. A grade point average of 3.67 (A-) or higher.
  - \*Accumulated over three semesters for sophomores.
  - \*Accumulated over five semesters for juniors.
  - \*Accumulated over seven semesters for seniors.
2. All students meeting the above mentioned criteria will receive an academic letter. Students with a 4.00 grade point average will receive special recognition.

## **ACCEPTANCE OF CREDITS FROM OTHER SCHOOLS**

Before students may formally enroll in Rock Port R-II Schools, they must first furnish the principal an official transcript of credits. It will be the duty of the principal to evaluate all such credits in terms of the standards required in the school.

## **ACCOUNTABILITY REPORT CARD**

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in student report cards.

## **ACTIVITY GUIDELINES**

Rock Port High School offers many different activities and organizations. These include National Honor Society, Peer Counselors, Student Council, FCCLA, FFA, Band (marching band and concert band), Marching Band Auxiliaries (Twirlers and Flag Corp), Drama Club, Dance Team, Cheerleading, FBLA, Art Club, History Club and Academic Scholar Bowl. Our experienced staff leads these organizations in different activities and experiences. At the beginning of the school year, our local chapter of the National Honor Society invites all juniors and seniors who have achieved an A- GPA to consider membership in NHS. Other criteria for selection are their records of character, leadership, and service. The information provided by each interested student plus Faculty Evaluations are used to determine readiness for NHS. Once selected by final vote of our Faculty Council, all members are to maintain the high standards used for their selection at all times. Should they fail to do so, warnings may be issued which could possibly lead to dismissal. If a student flagrantly breaks a school or civil law, no warning need be issued, but due process will be followed. Juniors not selected have a full year to further improve their service, character, and leadership records so they could be seriously considered for membership at the beginning of their senior year.

Blue Jay athletics has a long and rich tradition that our students work toward maintaining each year. Varsity athletic offerings for the girls include cheerleading, volleyball, cross country, golf, basketball, and track / field. For the boys, varsity athletics offerings include: football, cross country, basketball, wrestling, track / field, and golf.

Rock Port looks at its activities program as an extension of its curricular offerings. They allow the students to engage skills such as decision-making and critical thinking learned in the classroom to be applied in the activities arena. Providing as many activities as is feasible, while maintaining quality is the goal of the Rock Port R-II School District.

## **ACTIVITY PASSES**

Activity passes are available in the office for students, parents, and community members to purchase. This pass entitles admission to all home sporting events with the exception of tournaments, district and sectional events. Student passes- \$25, Adult passes- \$40, Family passes- \$100.

## **ADMISSION OF NON-RESIDENT PUPILS**

Students living outside the district shall be required to make arrangements with the Superintendent of Schools relative to their attendance in this school. The admission of such students must be approved by the Board of Education. The Superintendent of Schools requires that all non-resident pupils provide a transcript of grades earned previously and a character report from the head of the school district from which they come. This shall be turned in to the Superintendent's office. The admission of such students must be approved by the Board of Education. In cases involving students from another school district, the Board shall require payments of the tuition charge then in force. The Board of Education shall direct the Superintendent to contract with the sending district for all non-resident pupils residing outside the school district. Any persons of school age who shall have taken temporary residence within the district for the purpose of attending school shall be considered a non-resident.

## **AFTER-SCHOOL DETENTION**

Teachers and administration may assign students to an After-School Detention when the students' school behavior warrants. Standard detention times will run on Wednesdays from 3:35-4:05. It is the student's responsibility to notify his/her parents concerning any transportation or scheduling. Students will bring homework to work on or will have work provided for them. Students who fail to attend a scheduled detention without administrative approval will receive a 1-day In-School Suspension. Every three detentions will result in one day of ISS, resetting at semester.

## **ASSEMBLIES**

The planning of school assemblies shall be up to the principal, student council, and faculty members. All assemblies of the student body shall be opened by the Student Body President unless opened by the principal or school representative. Students will sit in their assigned class seating area. Only appropriate behavior will be permitted during any assemblies.

## **ASSESSMENTS**

We use high-quality academic assessments as one indication of the success and quality of the district's education program. 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 assessment program, including statewide assessments. (See Policy IL)

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the 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 migratory 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.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;
2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and
3. Foreign exchange students

### **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 will provide parents/guardians information, if available, 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 for 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.

### **ATTENDANCE POLICY**

The Rock Port R-II School Board finds that regular school and class attendance is crucial to satisfactory achievement within the school's curriculum, and that attendance has an independent academic value which examinations or other evaluations do not fully measure. Students may not excuse themselves from school, including study hall. Parent permission is required for a student to leave school grounds.

Attendance and participation are part of a successful learning experience. In an effort to set students up for success and ensure that they are presented with an opportunity to take every opportunity to thrive academically, the specifications for absences and procedure for tracking attendance and holding students accountable for attendance are as follows:

- Students who miss 20 or more minutes in a class period will be counted absent for that hour.
- Excessive excused absences due to unique health issues or family situations will be reviewed case by case and left to administration's discretion.

#### **Attendance-The following steps should be followed when a student is absent.**

1. Parents or guardians are to call or e-mail the school by 9:00 am the morning of the absence or prior to the absence. Parents can send a note to school with a related student giving name, date, and days of absence, and reason for absence on the morning of the absence.
2. Parents or guardians need to notify the office by 9:00am if they would like the student's makeup work collected. It can be picked up after noon that same day.
3. The office will indicate on PowerSchool to the staff if the student's absence is excused or unexcused.
4. Students must not sign their parent's name even with parents' permission. This is forgery and will result in discipline administered by the Principal.

The district will contact the Children's Division of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law.

Guidelines that constitutes a reasonable suspicion;

- 2 unexcused absences a semester

No such action as described above will be taken unless other strategies and interventions have been implemented and proven ineffective. A parent/student conference with the Principal will also be held either in person or by phone.

Absences are classified as follows:

<b>V=Verified- School has documentation.</b>	<b>EX=Excused</b>	<b>A=Absent</b>	<b>UT=Unexcused Tardy</b>
Medical Care Note	Parent or guardian phone call	No call, no show	Overslept
Funeral Notice	Drivers exam (1 time only)	Student leaves school grounds without permission	Late to class
Court/Attorney Notice			

Religious Observances			
Notice of Military Duty			
Documentation from school nurse			

**School Activities:** School activities, such as field trips and college visits (2 for seniors and 1 for juniors) approved by the counselor's office will be deemed student activity (SA). School Activities will count as being present for daily attendance; however, students not obtaining teacher signatures and missed assignments will be counted as an unexcused absence (see below).

**Excused and Verified Absences:** Students will be given one day to make up work for each day they are absent. Example: If you are excused on Monday, your work is due on Wednesday, unless other arrangements were made with the teacher. When an assignment was given prior to an absence, it is due when the teacher has assigned it on the original due date. Example: If a teacher assigned homework that was due the next day, and the student was absent, it is due upon return. An extra day will not be given. If this procedure is not followed, a zero will be given for all class work due the day of the absence.

**Unexcused Absences:** An unexcused absence will result in zero credit granted for all daily assignments due or completed during the absence. Tests that are missed during an unexcused absence may not be made up and counted as a zero.

**Pre-planned Absences:** Out of town trips (family or school) should be approved in advance to eliminate any misunderstandings. A student will have all academic work completed on the second day she/he returns from the absence (unless prior arrangements have been made in advance or by teacher discretion).

**Out of School Suspension (OSS) and In-School Suspension (ISS):** Students will have an opportunity to earn partial credit for their assignments, projects, tests, etc. on the days when they are serving ISS. No credit will be given for work missed due to OSS. Parents/Guardians need to communicate with the JH/HS office to acquire their student's assignments.

The percentages that students may still earn on work completed during ISS are as follows: 1st offense, 95%; 2nd offense, 80%; 3rd offense, 70%.

Subsequent offenses beyond three will result in the student receiving zero credit for all assignments, projects, tests, etc.

**Truancy:** Zero credit will be granted for daily assignments and/or tests for the time of the truancy.

**ATTENDANCE- SCHOOL ACTIVITY PARTICPATION:** If a student is absent from school he/she is not eligible to participate in or attend school organization activities, trips, practices, or contests that day. To be in attendance, a student must be in school for 8 consecutive, complete class periods with the exceptions of doctor or dentist appointments, funerals, or other Principal pre-approved absences. Students must submit documentation (dr. notes, funeral notice) to be cleared for activities.

If a student is absent on Friday he or she will not participate on Saturday unless it was because of a doctor appointment, funeral, or other Principal pre-approved absence.

If a student's cumulative attendance falls below 90%, he/she will be ineligible to participate in any extracurricular event until their attendance rises to a level that is at, or above, 90%. This includes, but is not limited to, athletics, student organizations, field trips, prom, trap shooting, etc. This does not, however, include activities that are required for a grade in class, i.e. marching band, concert band, choir performances, etc. Extenuating circumstances will be reviewed on a case by case basis through the principal's office.

Any student serving ISS may attend practice at the coach's discretion, but will not attend games. Any student serving OSS is not allowed to attend or participate in school activities that day.

Athletes must be in school, on time, the day after participation in an activity. Failure to do so will result in the participant not participating in the next game or practice. Exceptions will be made if the parents notify the school **before 9 a.m.** that day and the absence or tardy is recognized as excused by the administration.

Any student athlete having an unexcused absence on a given day may not be eligible to participate in a contest until he/she has attended a full day of classes without an unexcused absence before eligibility is reinstated. This is a MSHAA rule.

**BELL SCHEDULE**  
**Regular Day**

<b><u>Hour</u></b>	<b><u>Time</u></b>	<b><u>Min.</u></b>
1 <sup>st</sup>	7:50-8:42	52
2 <sup>nd</sup>	8:45-9:37	52
3 <sup>rd</sup>	9:40-10:32	52
4 <sup>th</sup>	10:35-11:27	52
5 <sup>th</sup>	11:30-12:22	52
<b>Lunch</b>	<b>12:25-12:50</b>	<b>25</b>
6 <sup>th</sup>	12:55-1:47	52
7 <sup>th</sup>	1:50-2:42	52
8 <sup>th</sup>	2:45-3:30	45

**Early Dismissal**

<b><u>Hour</u></b>	<b><u>Time</u></b>	<b><u>Min.</u></b>
1 <sup>st</sup>	7:50-8:17	27
2 <sup>nd</sup>	8:20-8:47	27
3 <sup>rd</sup>	8:50-9:17	27
4 <sup>th</sup>	9:20-9:47	27
5 <sup>th</sup>	9:50-10:17	27
6 <sup>th</sup>	10:20-10:47	27
7 <sup>th</sup>	10:50-11:17	27
8 <sup>th</sup>	11:20-11:44	24
<b>Lunch</b>	<b>11:47-12:12</b>	<b>25</b>

**2 Hour Late Start**

<b><u>Hour</u></b>	<b><u>Time</u></b>	<b><u>Min.</u></b>
1 <sup>st</sup>	9:50-10:27	37
2 <sup>nd</sup>	10:30-11:06	36
3 <sup>rd</sup>	11:09-11:45	36
4 <sup>th</sup>	11:48-12:24	36
<b>Lunch</b>	<b>12:27-12:53</b>	<b>26</b>
5 <sup>th</sup>	12:56-1:33	37
6 <sup>th</sup>	1:36-2:13	37
7 <sup>th</sup>	2:16-2:53	37
8 <sup>th</sup>	2:56-3:30	34

## **BREAKFAST/LUNCH PROGRAM**

Rock Port R-II Schools have both a breakfast and lunch program for students and staff. Junior High and High School students may purchase breakfast for \$2.50 per meal, and \$3.40 per lunch meal. Extra/only milk or Juice is .45 cents. Students who meet federal guidelines may qualify for free or reduced price breakfasts and lunches. The federal guidelines may be picked up at the principal's office. Reduced price breakfast is .30 cents and reduced price lunch is .40 cents. An Ala Carte breakfast is available in the JH/HS for JH/HS students if they choose to stay in the JH/HS part of the building rather than eating breakfast in the cafeteria.

For payments, please place the money or check in an envelope and have the student's name and the amount enclosed written on the outside. Bring the envelope to the High School office and place in drop box. The number of lunches to be purchased may be varied, but the school requests that a sufficient number of lunches be paid for in advance.

Lunch balances are available on Power School and grade cards. Students with a negative balance will not be allowed to charge an extra milk or meal to their account. Please read the information below concerning the school lunch program, and understand that we are willing to assist you in seeing that this practice is managed in the most respectful way possible. Students are to clean their area of all napkins, milk cartons, spills, trays, silverware, lunch sacks, etc., prior to leaving their table. Pushing, shoving, and horseplay in the lunchroom or lunch line will not be tolerated.

No students 7-12 will be permitted to leave the school grounds for the purpose of eating lunch away from the facility. When a student reaches a balance of less than \$3.00 in his or her account, the cashier will remind the student to deposit money.

- When a student reaches \$0.00 or below in his or her account, the student will not be permitted to purchase items in addition to the regular breakfast or lunch.
- When a student reaches a negative balance in his or her account, an email and/or letter will be sent home notifying parents of the account balance.

Parents are welcome to come and eat lunch with their child. Please contact the office prior to 9:00 a.m. on the day you would like to eat lunch with your child so enough food will be prepared.

### **Meal Charges (EF-AP1)-**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances. To that end, this policy is:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the service line regarding meal accounts.
- To support positive and clear communications among Administration, Teachers, Students and Parents/Guardians.
- To encourage Parent/Guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

### **Notice**

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of the procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need. A copy of this procedure will also be posted on the district's website.

## **Scope of Responsibility**

### **Food Service Department**

- Responsible for maintaining current charge records.
- Notification to School Administration of outstanding balance on a weekly basis.

### **Administration**

- Notify student Parent/Guardian of outstanding balance – email, phone call, formal letter or arranged meeting.
- Take all appropriate measures established in this policy to insure unpaid meal charges are paid.

### **Parent/Guardian**

- Maintain a positive balance in your child(ren)s lunch account(s).
- Fill out free and reduced lunch form to avoid outstanding lunch balances.

## **Administration of the Policy**

1. Student Groups:
  - 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.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department. The district will invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
4. The district will work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.
5. If the student debt reaches \$40 or household debt reaches \$80 and no arrangements have been agreed upon by the parents/guardian and district then a letter from the school attorney will be drawn up and sent notifying the parties involved that the debt will be turned over to a debt collectors or the Atchison County Small Claims Court for collection.

## **Interventions**

After a student accumulates \$ 40 meal charges or household debt reaches \$80, the district will encourage the parents/guardians to submit an application for free and reduce-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meal application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.
5. Administration will meet and work with families to establish repayment plans and make the process of paying back meal charges manageable for families.
6. A repayment plan will be written outlining the duration of payments and the amount of each payment. In addition the repayment plan will reference the Meal Policy Debt Collection procedure should the Parent/Guardian default on repayments. This written plan will act as a contract and will be signed by both the Parent/Guardian and School Administration.

## **Debt Collection**

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectable and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Service Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

## **Bad Debt**

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs.

## **BUILDING ENTRANCE PROCEDURES**

Visitors need to enter the building through the main entrance on the west side of the school. They may gain entrance by pressing the security system button located inside the first set of doors at the main entrance. Every non-staff/student shall sign in and out in the main office.

## **BUILDING REGULATIONS**

The following is a list of building regulations for Rock Port R-II School. Please remember that not all situations may be covered in these regulations. Any and all situations will be handled on an individual basis by the administration.

1. For everyone's safety, running in the hall will not be tolerated.
2. No students are permitted to be in the halls during a class period without a pass from a teacher or the office.
3. Tobacco is not permitted in the school building or on school grounds at any time. This includes night activities that are held as a school function such as dances, games (home or away games), and parties.
4. Outside drinks are subject to inspection by school personnel. Consumption of drinks in classrooms are determined by each individual teacher.
5. Junior and senior high school students are not to be in the elementary area any time without a pass or permission from the office, except when they are directly going to or directly coming from lunch or going to a classroom for purposes of being a teacher's aide.
6. Students are not to be in the building prior to 7:30 a.m. The school is not responsible for the wellbeing of students prior to 7:30 a.m. or after 3:30 p.m.
7. Junior high students are not to be in Blue Jay Hall before school or during the noon hour. High school students are not to be in areas assigned to junior high students before school hours or during the noon hour.
8. Each student is to keep his/her desk and the floor around it in a neat and orderly condition. Book bags are not allowed in the classroom.
9. With classes being crowded, we cannot afford to have visitors in classes. Please do not bring guests to school.
10. Students are expected to respect the rights and feelings of their fellow students. Hazing, bullying, and harassment of fellow students will not be tolerated.
11. Students are expected to be respectful and courteous to all teachers, custodians, cooks, bus drivers, secretaries, and other school personnel.
12. Records are kept of students sent to the office for disciplinary action. Parents of students whose visits become too frequent will be notified of those visits with the possibility of suspension if the problem is not corrected.

## **BUILDING VIDEO SURVEILLANCE**

The grounds of the Rock Port R-II School District are monitored within the interior and around the exterior of the building and campus.

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. (See Policy KKB)

## **BULLETIN BOARDS**

General information and special announcements will be posted on the bulletin boards. Students are urged to check the bulletin boards regularly. Information concerning scholarships, jobs, college entrance exams, and other valuable information will be found there.

## **BULLYING**

In order to promote a safe learning environment for all students, the Rock Port R-II School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. The principal of each building is designated as the individual to receive and investigate reports of bullying.

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the district designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. (See Policy JFCF)

## **BUS RULES AND SAFETY REGULATIONS**

The following is a list of bus rules and safety regulations for Rock Port R-II Schools. Please remember that not all situations may be covered in these regulations. Any and all situations will be handled on an individual basis by the administration.

1. The school furnishes transportation for those pupils who live one mile or more from the school building.
2. The bus driver is in charge of all pupils and the bus. Pupils must obey the bus driver promptly and cheerfully or forfeit the privilege of riding the bus.
3. Pupils must be on time. The bus cannot wait beyond its regular schedule for those pupils who are tardy.
4. Pupils should never stand in the roadway while waiting for the bus.
5. Unnecessary conversation on the bus and with the bus driver is prohibited.
6. Except for ordinary conversation, classroom conduct is to be observed by pupils while riding the bus. Unnecessary noise and loud talking is prohibited.

7. All pupils must remain seated in their regular seat at all times.
  8. The use of any form of tobacco is not permitted on the bus.
  9. Foods, gum, candy, or pop on the bus is left to the discretion of the bus driver.
  10. Pupils must not, at any time, extend arms or their head out of the bus window.
  11. Pupils must not throw waste paper or other rubbish on the floor of the bus or out of the bus windows.
  12. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.
  13. Pupils must observe directions of the driver when boarding or leaving the bus.
  14. Any damage to the bus should be reported immediately to the bus driver.
  15. Pupils are not permitted to leave the bus until they arrive at their destination, except upon written instructions from the student's parents or the principal.
  16. All bus routes are carefully laid out and approximate time schedules are established. Routes are approved by the Board of Education and the Missouri Department of Elementary and Secondary Education. No deviations are to be made from these routes and schedules.
  17. No one is to touch the emergency door except in case of an emergency.
  18. A pupil receiving a bus violation slip in the morning must have it signed by the principal in order to ride the bus home in the evening. A pupil receiving a slip in the evening must have it signed by her/his parents before boarding the bus in the morning. An evening slip must also be turned in to the principal's office the following day.
1. The first violation of any of these rules and regulations is only a warning that the infraction has taken place. The second violation report will bring disciplinary action and possible suspension. The third violation report will resort in a suspension of bus privileges of one day or more.
  1. Pupils who refuse to cooperate and to observe these rules and regulations will be denied the privilege of riding the bus. Cooperation is urgently requested so that we may have a safe and satisfactory transportation program.

#### **CELL PHONE/PORTABLE ELECTRONIC DEVICES**

Cell phones, I-Pods, and other electronic devices will not be allowed to be used in the school building during the normal school day, 7:50am – 3:30 pm. Exceptions are made during passing time and lunch. During allowed usage times, the phone must be on vibrate - no ringers. If any major issues occur due to the use of cell phones during lunch or in the hallways, the administration reserves the right to revoke all cell phone privileges. Students may bring cell phones to the high school office to be kept during the school day and retrieve them at the end of the day if they wish. Students may also keep such items up in their locker during the school day. Students are not to have any of the items listed above on their person during the school day within the classroom. If a teacher sees any such item they will be confiscated. The Rock Port R-II School District is not responsible for lost or stolen items kept in lockers. Violations of cell phone policy will result in the following:

- 1st Offense: Confiscated items will be returned to the student at the end of the day (after 3:30).
- 2nd Offense: Confiscated items will be turned over to the student at the end of the day (after 3:30) and the student will be assigned an After School Detention.
- 3rd Offense and all subsequent offenses: Confiscated items will be turned over to the parent/guardian and the student will be assigned 1 day of In School Suspension (ISS). Administration reserves the right to revoke cell phone privileges all together for students habitually breaking cell phone procedures.

Offenses will reset each semester.

#### **MISUSE**

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyber bullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal or unethical behavior during the instructional and non- instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts. If a student is caught using a school owned or personal electronic device improperly the following progressive consequences will apply:

- 1st Offense: The electronic device will be confiscated, secured in a safe location, and turned over to a parent/guardian. Student will be subject to 1 after school detention and loss of cell phones/portable electronic privileges for 45 days.
- 2nd Offense: The electronic device will be will be confiscated, secured in a safe location and turned over to a parent/guardian and the student is subject to 1 day of In School Suspension and lose of cell phones/portable electronic

device privileges for 90 days

- 3rd Offense: The electronic device will be confiscated and secured in a safe location. The student will be subject to 1 day Out of School Suspension and lose cell phones/portable electronic device privileges for rest of 180 days.

### **CHANGE OF ADDRESS**

Each family must contact the school if they change their residence during the school year. This applies to both transported and non-transported students.

### **CHAPERONE GUIDELINES FOR FIELD TRIPS**

- The field trip supervisor must be a faculty member of the institution taking the trip.
- All chaperones must be at least 18 years of age and a member of the school faculty/staff or a district registered volunteer.
- Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return.
- The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities.
- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline, and shall report all suspected violations to the field trip supervisor immediately.
- Chaperones may not discipline a student, staff member, or another chaperone.
- Rock Port R-II School District is a smoke and drug-free school. Drinking of alcoholic beverages or drug use by a chaperone at any time during a field trip is prohibited.
- Chaperones must actively supervise and keep an accurate check on members assigned to them.
- Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.
- Gender of the group members shall be considered when assigning chaperones and floor assignments.

- Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- Chaperones will not be permitted to join a field trip at its destination unless the chaperone application is completed ahead of time.
- Chaperones must wear appropriate clothing at all times.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
- Chaperones are required to report any illness of students to the field trip supervisor/sponsor immediately.

### **CHEATING/PLAGIARISM**

Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching-learning process. Any actions intended to obtain credit for work that is not one's own is considered academic dishonesty or cheating. The action may include, but is not limited to the following:

1. Submitting another student's work as one's own.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Giving or obtaining test questions or answers from a member of an earlier class.
4. Copying from another student's test or computer file, or allowing another student to copy during a test or computer program.
5. Using materials that are not permitted during a test.
6. Plagiarizing (presenting materials as one's own original work when, in fact, the material is copied from a published source without adequate documentation).
7. Copying, or having someone other than the student to prepare the student's homework, paper, project, laboratory report, computer program, or take-home test for which credit is given.
8. Permitting another student to copy, or writing another student's homework, project, report, paper, computer program, or take-home test.
9. Copying materials, including computer software, in violation of the copyright law.

Any student found cheating or plagiarizing will receive a zero (0) on the questioned material and shall be subject to further penalties by the teacher, administration and/or the Board of Education.

### **CLASS/ORGANIZATIONAL MEETINGS**

Classes or other regular student organizations desiring meetings should plan to talk to their sponsor and /or sponsors one week in advance of the meeting in order for clearance to be received from the principal's office and the meeting be included in the daily bulletin.

Normally no class meetings or other meetings will be approved during the last five days of each semester since many tests are normally scheduled during this time. All meetings will be held during eighth period, unless otherwise approved by the administration. Academic make-up work by a student will take precedence over attending meetings. A student on the F list will need to stay in study hall instead of attending meetings.

### **COMPLIANCE PROCEDURES**

The Rock Port R-II School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA. (See Policy KLA)

#### **Process**

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business

days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

### **DAILY BULLETINS**

Daily bulletins are posted on the school website and will be read during first hour classes. Students should listen to the announcements as they often have information students need. All announcements need to be turned in to the office by 2:00 p.m. the day before they are to appear in the bulletin.

## **DANCES/SOCIAL EVENTS**

All rules and regulations regarding student behavior during the school day will be in effect for all school dances. The following rules also apply to school dances:

- An academically ineligible student or a student on the hold list will not be allowed to attend.
- Students must have met all attendance thresholds.
- If a student leaves a dance early, he/she will not be re-admitted.
- No student below the 9th grade or over age 20 will be allowed to attend a high school dance.
- Dates who do not attend Rock Port High School must have been preapproved using the Out of School Date form.
- Administration or designated appointee reserves the right to refuse admission to any individual.
- Junior High dances will be for 7-8 students. Junior high students will not attend high school dances.
- Prom is for students in the Senior and Junior classes and their dates. No Jr. High students will be allowed to attend prom.
- Appropriate dress will be required for admission to dances. (Prom -formal; sock hops - casual).
- The doors will be open for forty-five minutes after the scheduled start of the dance. No one will be admitted after the doors close unless special arrangements are made with the principal in advance.
- No outside visitors or members of the public will be admitted inside the dance location.

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Rock Port, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Rock Port 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 Rock Port Schools to include this type of information from your child's education records in certain school publications. Examples include:

- the annual or yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets
- school website at <http://www.rockport.k12.mo.us>
- The Rock Port Twitter account @RPBlueJays

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 their prior written consent.

If you do not want Rock Port to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within thirty days of enrollment in Rock Port R-II School District. Rock Port has designated the following information as directory information:

1. Student's name, address, telephone listing
2. Date and place of birth
3. Pictures
4. Participation in officially recognized activities
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Honors and awards achieved
8. Electronic mail address
9. Grade level, major field of study

## **DRESS CODE**

Any apparel worn by students must be neat and in no way distracting or disruptive to the academic process. The dress code applies to clothing worn during the school day as well as to school activities.

- Removal of hats and hoods when entering a building is a sign of good manners and respect. Students will remove head apparel as they enter our school during the school day. Students will keep hats off until exiting the building.
- All undergarments must be covered by both boys and girls. No ripped jeans/pants with exposed skin above a standard pocket line will be allowed.
- Shorts, dresses and skirts must not expose any part of your personal anatomy, or be too short or too tight. Both shorts and pants must be worn in a way that the belt-line of the apparel is at or above the waistline of the wearer.
- Clothing that refers to alcohol, any form of tobacco, has improper designs or language that is vulgar, abusive, distracting, and/or suggestive or has a double meaning is prohibited.
- T-shirts with the sides cut out will not be allowed. Participating in P.E., sports' practices, or the like requires that shirts be worn at all times (i.e. no shirtless runners).

The above descriptions are in no way definitive. The administration and staff have the responsibility and reserve the right to determine apparel that is unacceptable and/or disruptive. Students who wear unacceptable clothing will be given school-issued garments provided by the administration. Students that continually wear unacceptable clothing may receive disciplinary measures. Continuous violation of the dress code will result in further disciplinary action.

## **DRUG AND ALCOHOL POLICY**

The Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend Rock Port R-II School District. The use, sale, transfer, possession, or under the influence of intoxicants, alcohol, and/or physical or mind altering chemicals (drugs) are prohibited on or in school property including school parking lots, at school sponsored activities or events, or in any vehicle while such vehicle is being used to transport students for the school district.

While it is not the intention of the Board of Education, faculty or administration to restrict the education of any eligible person in the school district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to take place. It is not fair to those students desiring to make the most of their educational activity opportunities to be exposed to unnecessary distractions as caused by fellow students under the influence of drugs or alcohol or in possession of these substances.

1. For the purpose of this policy a drug shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief or extended amount of time. The substance may be taken into the body by inhalation through the respiratory system, absorption through the skin or body openings, ingestion through the digestive system, or injection into any of the body's fluid systems.
2. Any student of the Rock Port R-II School District, while in possession of or under the influence of drugs without prior notification of the school nurse or respective school principal or superintendent, shall be in violation of this policy. Moreover, any student in possession of or under the influence of alcohol is also in violation of this policy. Any quantity of drugs/paraphernalia in the student's possession not previously cleared by Section 3 below shall be in violation.

3. Students need to send all OTC (over the counter) pain relievers and any other OTC drugs to the school nurse and be passed by a teacher, secretary, or administrator to go to nurse and take them.
4. The student body shall be informed that the Board of Education and the school's staff consider drug and alcohol enforcement to be a continuing duty. Therefore, all "over-the-counter" drugs will also need to be cleared with the nurse or respective principal or superintendent before being taken. Students will need to daily notify one of the above people of their need for medication as long as the medication is taken.
5. The school administration or teachers shall have the right to search the person, clothing, lockers, books, vehicles, or any other personal belongings of any student under their supervision that they suspect to be in violation of this policy and as often as they deem necessary, whether during school hours, at or away from the school buildings, or at any school event, formal or spontaneous, whether at the school or at some alternate location.
6. Any student found by the administration and/or staff to be in violation of this policy shall be automatically suspended from all activities for a minimum of forty-five days. The student shall also receive a five to thirty day unexcused suspension from school and will not be re-admitted without being accompanied by a parent or guardian at the time of re-admittance. Because this student does not exhibit qualities befitting special honors or privileges, all honors, earned letters, offices, special trips, etc., shall be forfeited by the students for any school activity of record during the suspension.
  - A. The forty-five day period is counting only days school is actually in session or days when a school activity is held. The forty-five day period may span actual semesters or school calendar years.
  - B. An activity shall be defined as any school event outside of the academic class time necessary for units of credit. Examples of activities would include athletic events and contests, field trips, club meetings, student government activities, cheerleading activities, and any other qualified by the above definition.
7. All substances confiscated shall be routinely analyzed by a state approved lab as to their content. Substances in violation of current state law shall cause the school to notify proper law enforcement authorities and file any appropriate charges deemed necessary.
8. A second violation of this policy shall result in expulsion from school for one calendar semester with loss of credit units for the semester. This section shall apply to any calendar semester regardless of what time in the semester the violation occurs (e.g., a violation occurring in the last week of the calendar semester shall carry the same penalty as a violation occurring in the first week of the semester). A student must have approval before being re-admitted to school classes and events.
9. A third violation of this policy shall result in permanent expulsion from the Rock Port R-II School District.
10. All e-cigarettes, vape pens, tanks, mods, JUULs, etc. are considered drug paraphernalia and will fall under the "Drug and Alcohol Policy", and are subject to the above penalties.

## **ELECTRONIC COMMUNICATIONS**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also 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 communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. (See Policy GBH)

### EXTRACURRICULAR ACTIVITY-PHILOSOPHY

The extracurricular activity program is provided to supplement the student's education. It is an important part of total school program and contributes to the scope of the learning experience. A variety of activities are offered to appeal to as many students as possible. Those who choose to participate are provided opportunities to:

1. Compete and associate with students from other schools.
2. Develop social skills difficult to duplicate in the classroom.
3. Gain recognition, satisfaction, and a more positive self-concept.
4. Develop behaviors that foster good citizenship and sportsmanship.
5. Learn to contribute as a group member and become part of a team.

### EXTRACURRICULAR ACTIVITY-ELIGIBILITY

In addition to MSHSAA requirements, the Rock Port School District requires students to meet the following eligibility standards.

1. Students in grades 7-12 receiving a failing semester cumulative grade during a scheduled grade check of the year will be placed on probation and parent(s)/guardian(s) will be notified. Probationary students will be allowed to participate in extracurricular activities. Students may be removed from probation when grades meet the standards and necessary steps are completed with the teachers and the principal's office on a week to week basis (Monday thru Saturday). Probationary period is given to each student for the first failing grade of each semester. Students who transfer into the district will receive the same probationary arrangement.
2. A probationary student receiving a failing semester cumulative grade in any class will be **ineligible** for any extracurricular activities for a two week period (Grade Check). Students may participate in practice, but not in any scheduled competitions. ~~(eliminated Guided Study Hall part)~~ Students may be eligible when grades meet the standards and necessary steps are completed with the teachers and the principal's office. The coach may require a greater performance standard than that of eligibility. This policy/regulation affects any student in grades 7-12, involved in an activity other than the regular school day or other than activities that are graded or classroom requirements.
3. Students in grades 7-12 receiving a failing grade at semester end will be ineligible for any extracurricular activities **for the entire next quarter**. If the failing grade is at the end of semester 2, the student will be ineligible for the first quarter of the coming school year unless credit recovery or other arrangements for the failed class has been done over the summer and approved by the Principal. ~~-(took out Guided Study Hall part)~~ The student will become eligible for the next quarter provided all grades are passing.
4. A student must be enrolled in 2 hours of approved coursework to be eligible for MSHSAA sanctioned activities.

**Grade Checks:** Grades will be checked within the first 2-3 weeks of the new school year, and then at the completion of every mid-term and quarter. At the beginning of the semester all students will be eligible provided they have no failing grades from prior semester and meet the eligibility guidelines established by the MSHSAA.

Special education students must be making satisfactory progress in the special education program in order to maintain their activity eligibility.

These eligibility guidelines apply to all junior high (where offered) and high school extracurricular activities.

### EMERGENCY RESPONSE PLAN- COOPER NUCLEAR STATION

See attachment in back of student handbook section.

## GRADING SCALE/COURSE OFFERINGS

The following is the grading scale that will be used in the Rock Port R-II School District.

<u>Percent</u>	<u>Grade</u>	<u>Honor Points</u>
95-100	A	4
90-94	A-	3.67
87-89	B	3.33
83-86	B	3
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1
60-62	D-	0.67
Below 60	F	0

All grades will be weighted according to difficulty. The classes are weighted as follows:

**Incomplete grades** – Any student who is assigned an incomplete at the end of a semester will have two weeks from the end of the semester to make up the missing work.

### Pass/Fail

Body Conditioning, Academic On-Campus, Dance, Twirling, Flags

### Level 1.0

Agriculture Science I, Agriculture Science II, Agriculture Construction, Agriculture Landscaping, Agriculture Power, Agriculture Structures, Algebra  $\frac{1}{2}$  (9), American Government, American History, Band, Child Development, Chorus, Consumer Math I, Creative Clothing, Current Events, Economics, Family Living, General Art, Geography, Hospitality Management, Housing, Introduction to Business, Language Arts I, Language Arts II, Music Appreciation, Music in Film, Nutrition & Wellness, Physical Education, Physical Science, SAE, Vocational Technical Classes, which include the following: Auto Tech, Building Trades, Child Care, Collision Repair, Culinary Arts, Health Services, Mechanical Industrial Tech, Welding & Machine Shop

### Level 1.1

Accounting I, Art II, Applied Communication, Appreciation of Literature, Algebra I, Art Careers, Band 3, Biology, Business Tech I, Desk Top Publishing, High School Health, Integrated Chemistry, Language Arts III, Multi Media I, Personal Finance, Speech I,

### Level 1.2

Accounting II, Agriculture Management, Agriculture Marketing/Sales, Algebra II, Band 4, Business Law, Business Tech I & II, Mass Media I, Multi Media II, Spanish I, Speech II

### Level 1.3

Algebra III/ Themes, Anatomy/Physiology, Biology II, Business Economics, Geometry, Mass Media II, Multi Media III, Spanish II

### Level 1.4

All college credit courses are 1.4 weight. Dual credit classes taught by RPHS instructors are the following: American History, Calculus, College Algebra, Information and Computer Systems, Spanish III and Spanish IV Chemistry 1, Physics, Mass Media, and Research.

Online college dual credit courses are the following: American History to 1865, American History 1865 to the present, Music Appreciation, Oral Communications, Psychology, Sociology, Statistics, and Western Civilization. Dual credit classes change often. Please see the school counselor for details. Along with traditional classroom courses, the district has access to additional courses not offered by our teachers. Enrollment in online courses is subject to schedule availability along with counselor and administrative approval.

## **GRADUATION REQUIREMENTS**

The following are the state and local requirements for graduation from Rock Port R-II High School.

Language Arts	4 credits
Social Science	3 credits
Math	3 credits
Science	3 credits
Practical Arts	1 credit
Fine Arts	1 credit
P.E. & Health	1.5 credits
Personal Finance	0.5 credits
<u>Electives</u>	<u>9.0 credits</u>
Total	26 credits

The selection of elective subjects must have the approval of the principal. Where any subject has been discontinued before it is completed, no partial credit shall be given. Speech I does not count towards the four years of Language Arts credit. Each year of Dance and Auxiliary count as  $\frac{1}{4}$  of a Fine Art credit.

The Rock Port R-II School District recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies. Except for courses earned through MoVIP, no more than two (2) units of credit earned in correspondence and/or extension courses may be applied toward graduation from Rock Port R-II School District; moreover, enrollment in correspondence and/or extension courses must be pre-approved and will not be computed in class rank and will count as non-GPA credits. Dual enrollment classes taught online or by Rock Port staff will be counted as credits if prior approval given by the principal.

Students who do not earn a full 7 credits or more each school year may be in jeopardy of moving a grade level with their cohort class. The credits needed to advance to higher grade levels follow:

Sophomores- must have 5 or more credit hours

Juniors- must have 12 or more credit hours

Seniors- must have 18 or more credit hours

## **CLASS RANK**

Class rank is figured by averaging grades for all full time students (enrolled in 7 or 8 classes). Teachers use the school's grade point system, and assign grades for students in each class they teach. The students' grades are added and then divided by the number of classes taken.

Grade point average is figured each semester by multiplying the given grade by the weight of the class. If a student gets an A (value of 4) in a 1.3 point weighted class, he/she will receive 5.2 GPA points ( $4 \times 1.3$ ). (See weighted classes). Generally a student will have 7 or 8 classes per semester.

Cumulative grade point average is figured from first semester 9<sup>th</sup> grade through last semester 12<sup>th</sup> grade. To be eligible for valedictorian and salutatorian students must be enrolled full time in the last two semesters in high school at Rock Port High School.

To receive a high school diploma from Rock Port R-II and to be included in class rank and honor roll, transfer public school students and transfer home-school students must meet the following requirements. They must become full time students and have an official public school or an official home schooled transcript. School administration

and or their designee will evaluate those transcripts for class placement, class rank, and honor roll. Transfer students must meet all of Rock Port High School's graduation requirements. Exceptions – refer to "Graduation Requirements for Students in Missouri's Public Schools", "Variances and Substitutions for the State Minimum Graduation Requirements", which is a publication of the Elementary and Secondary Department of Education.

To become a full time student at Rock Port High School, a student must attend eight periods a day. Any exceptions to the above criteria will need to be approved by the Board of Education.

## **VIRTUAL EDUCATION POLICY (P6190)**

### **Virtual Instruction**

The District will participate in the State's Virtual Instruction Program (MoVIP). MoVIP offers District students the opportunity to participate in free or tuition-paid online courses in a variety of grade level and content areas from kindergarten through grade 12. District students who wish to enroll in the Missouri virtual school must first enroll in the public school of residence.

MoVIP courses may be taken during the school day or outside of the school day. The number of credits that a student may earn during any academic period will not be limited by the District. Students and their parents/guardians are encouraged to meet with school counselors to develop an educational program, including MoVIP courses, which best meets the individual needs of District students. Students participating in MoVIP courses will have access to District facilities and technology which are otherwise available to students participating in the regular school program. The District does not provide equipment, Internet access, supplies, or materials to students participating in the Missouri Virtual School.

The District will receive notification from MoVIP concerning the percentage of work satisfactorily completed by each student for each virtual education class completed. District staff members will assign a grade and course credit depending upon the percentage of work satisfactorily completed for each class. In awarding credit and assigning grades, the District will apply the same standards for grade assignment and credit award as are applied to courses completed in the District's traditional curriculum. Credit toward meeting District graduation requirements will be awarded for MoVIP courses provided the work completed meets the academic standards required in the District's traditional educational program.

The District may also recognize and assign credit for courses offered through other electronic media courses such as satellite video courses, cable video courses, interactive education television consortium, and computer-driven or on-line courses. Students may also be awarded credit for satisfactorily completed course work from accredited institutions. In addition, the District may offer virtual courses that could take place outside of a District facility. The District will ensure that virtual courses purchased from outside vendors are aligned with the Show-Me curriculum standards and comply with state requirements for teacher certification. Students and their parents/guardians should consult with their school counselor to determine whether satisfactory completion of such work is eligible for award of District credit. This discussion should occur prior to enrollment in such programs

### **Virtual Education**

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student's non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A).

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

### **A. Enrollment**

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The process may include consultation with a school counselor. However, consultation does not include the counselor's approval or disapproval of enrollment in the Program. Enrollment must be initiated by the end of the Drop/Add period of each semester.

When a District school denies a student's enrollment in a Program course or enrollment as a full-time Program

student, the District will provide in writing a “good cause” reason for the denial. Such good faith determination will be based upon a reasonable determination that the enrollment is not in the student’s best educational interest. Where enrollment is denied, the following process will be utilized:

1. The District will notify the student and the student’s family in writing of the right to appeal denial of Program enrollment to the Board of Education; and
2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and
3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student’s best educational interest; and
4. The written submissions by the family and the District will be incorporated into Board minutes; and
5. The Board’s written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and
6. The family may appeal the Board’s determination to the Department of Elementary and Secondary Education. The Department shall provide their decision within seven (7) calendar days.

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.

Home school and private students wishing to take additional courses beyond their school’s regular course load will be permitted to enroll in Program courses under an agreement, including the student’s payment of tuition or course fees.

#### **B. Payment for Program Courses**

Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation 6190. Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student’s behalf. In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.

#### **C. Program Course Evaluation**

The District will consider recommendations made by DESE relative to a student’s continued Program enrollment. Based in part on DESE’s recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student’s educational needs.

Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality.

The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law.

The District will include students’ enrollment in the Program in determining the District’s average daily attendance (ADA). For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.

#### **D. Notice**

The District will inform District parents of their child’s right to participate in the Program. Opportunity to participate in the Program will be provided in parent handbooks, registration documents and on the homepage of the District’s website

Rock Port High School utilizes Launch as its preferred vendor for online courses however additional courses may be available through MoVIP approved outlets.

## **GUIDANCE AND COUNSELING**

Guidance services are varied and include the following:

1. Orientation: Preparing students to meet the changes in their environment from elementary to junior high school or from junior high school to senior high school.
2. Information Services: Collecting, organizing, and distributing vocational and education information. Students interested in a particular career are invited to check with the counselor for information that he/she may have.
3. Counseling: A student-counselor relationship is one in which a student has the freedom to express his ideas and feelings. The student is encouraged to seek information and to examine the alternatives before making decisions. Counseling seeks to help students assume responsibility for their behavior and for making plans and decisions. It is one of the major guidance functions.

The counselor is prepared to give vocational information and to assist in long-range planning. Information on occupations in critical need or shortage will be disseminated by the counselor. Failures in school may be discussed with the counselor. The student with a complex personal problem should go to the counselor.

However, problems often overlap and no hard and fast rule prevails as to whom a student should consult about a question - he should go to the person who he thinks can help him most. This may be his parents, his classroom teacher, his counselor, peer counselors, or the principal. Peer counselors are trained and available to help students with their problems. Students may talk to a peer counselor during school time if schedules permit. A time and place will be provided by the peer counselors or high school counselor. The high school counselor has a list of this year's peer counselors available to the students.

Students wishing to talk with the counselor may set up an appointment with her themselves, or ask the principal to make an appointment for them.

## **HEALTH STANDARDS AND NURSING SERVICES**

Communicable Diseases

The prevention and control of communicable diseases in the school requires the combined efforts of local physicians, parents, and the school. If a student is ill or has a fever, he should be kept home, quiet, and in bed. Illnesses are most contagious in the early stages during the fever. If a student becomes ill at school or has an accident, parents will be notified regarding his physical status after her/his condition has been evaluated. Parents will also be advised of the student's need to be home, or the need to be further evaluated by their physician.

### **Nursing Services**

The school health service seeks to assist the physical, emotional, and social health of pupils through such means as health histories, teacher observation, and nurse appraisal.

Screening procedures consist of visual, auditory, measurements of height and weight, blood pressure, dental, and scoliosis. Screening programs are not diagnostic, but may indicate a health need which should be referred for further evaluation by a doctor in that particular field of medicine.

### **Administering Medication at School**

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with district policy. However, we recognize that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

*Prescription Medications* - The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

*Over-the-Counter Medications* - The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual. (See Policy JHCD)

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication. (See Policy JHCD)

### **Cleanliness**

Students are expected to come to school clean and well groomed. When a student has not been responsible for their own cleanliness, then it may be necessary for the administration to inform her/him and their parents of the immediate need to correct the situation.

### **Health Insurance**

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. For more information and eligibility requirements please visit [www.benefits.gov/benefits/1606](http://www.benefits.gov/benefits/1606).

### **Sexuality Education**

We recognize that parents/guardians are the primary source of sexuality education for their children. We also recognize

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, in accordance with law, the district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. This includes developmentally appropriate training on sexual abuse as well as a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy. The district will also notify parents/guardians of their right to remove their student from any part of the district's human sexuality instruction. The district will 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.

### **Asbestos**

The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings as well as providing posted responses to actions taken. (See Policy EBAB-AP1)

### **Immunization Requirements**

Students shall not be permitted to attend school unless she/he has been immunized as required under the rules and regulations of the Missouri Department of Health. The following immunizations are required:

<u>Vaccines</u>	<u>Grades</u>	<u>Doses</u>
DTP/DT/Td	K-12	4+
Tdap	8-12	1
Polio	K-12	3+
Measles	K-12	2
MCV	8-12	2
Mumps	K-12	2
Rubella	K-12	2
Hepatitis B	K-12	3+
Varicella	7-11	1 or proof of disease (chickenpox) parent or guardian
Varicella	K-6	2 or proof of disease (chickenpox) by MD or DO

### **HOLD LIST**

Students who owe for missing classroom items, owe dues/fines, or owe for trips/camps/competitions will be placed on the Hold List until all bills are paid. Students on this list may not participate in activities such as school dances, Prom, or Graduation ceremonies.

## **HONOR ROLL**

An Honor Roll will be published at the end of each quarter to formally recognize the scholastic achievement of the students. To qualify for the High Honor Roll, the student must maintain at least an A- average, with no grade lower than a B. To qualify for the Honor Roll, the student must have at least a B average, with no grade lower than a C.

## **INTERNET ACCEPTABLE USE POLICY**

The purpose of the Internet in the Rock Port RII School District is to support research and education in and among academic institutions in the U.S. by providing access to unique resources. Internet usage must be in support of education and research and consistent with the educational objectives of the Rock Port RII School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, threatening, obscene, or pornographic materials.

Along with access to computers and people all over the world comes the availability of material that may not be considered of educational value in a school setting. We have taken precautions to restrict access to controversial materials by teaching students responsible use by using software to block student access to inappropriate materials.

The use of District technology and electronic resources is a privilege, which may be revoked at any time. Students are only allowed to conduct electronic network-based activities that are classroom related. Access to electronic mail (E-mail) is a privilege and designed to assist students in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational purposes. E-mail files are subject to review of District and school personnel.

Students who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter," which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive or destructive devices, or otherwise objectionable under current District policy or legal definitions.

Vandalism will result in cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy data of the Internet or the district's electronic equipment. This includes, but is not limited to, uploading or creation of computer viruses.

The following activities associated with the district's computer equipment and network are not permitted:

1. Using someone else's network access or password or sharing your network access or password with anyone.
2. Displaying offensive messages or pictures especially those without an educational purpose or opening or sending offensive messages or pictures from the school's network and/or school's equipment.
3. Harassing, insulting, or attacking others via the school's network and/or school's equipment.
4. Employing the network for non-educational or commercial purposes including printing non-school items or intentionally wasting limited resources.
5. Trespassing in others' folders, work, or files including network files or authorized files on individual hard drives.
6. Visiting interactive or social media sites on the Internet without prior approval of the instructor/administrator.
7. Damaging, or attempting to damage computers, computer systems/software or computer networks. Failing to return a device.
8. Violating copyright laws. Loading software on any school-owned network or equipment without legal license and permission.
9. Bringing devices from home to use on the network without approval of the instructor/administration.

All terms and conditions as stated in this document are applicable to the students and employees of the Rock Port R-II School District. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri and the United States of America. Any student or staff member may apply for Internet usage. To do so you must complete the designated application. Students should return the contract to the school official from whom they receive the application. The application will be kept by the network administrator. The student or staff member may keep a copy of the policy for their files. Students and faculty will participate in Digital Driver's License training every two years, or when a new student or staff member enters the district.

Consequences for violating the Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;

4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion



## **LEAVING SCHOOL GROUNDS**

Students who become ill during the school day should report to the office. The principal, nurse, or his representative will call parents before any student is allowed to leave.

Students whose parents request early dismissal from school should bring a note from home or have their parent/guardian email or call administration or secretary indicating the time of dismissal and the reason for needing to be dismissed early. Such notes should be turned in to the principal's office before 8:05. This information will be relayed to teachers so that they are aware that the student will be leaving early.

Students are not to leave the school grounds during the school day without prior permission from the principal. **All students who leave the building during the school day must have parental permission and need to sign out in the office. This includes students doing Work Study/Release, running to the store for a teacher/class, etc.**

Leaving without permission or signing out will be considered truancy.

## **LIBRARY RULES**

A set of rules for the library has been established in order to keep the library in good order and to provide each student with good access to books, reference materials, and computers.

The rules are: Books may be checked out for three weeks. A fine of .05 cents per day per book will be charged for overdue books. Reference books may be used in the library only; they may not be checked out. Magazines and newspapers are available to students to read in the library, or may be taken to 8<sup>th</sup> hour study halls and returned to the library before the conclusion of the day. Students must have a written pass to be in the library unless accompanied by a faculty member. Computers are to be used for the purpose of completing assignments or doing research work.

Students playing computer games will be asked to give up computers and will be sent back to classrooms. The library is to be used for research purposes, whether that is with print materials or computers. Disruptive students will be sent back to classrooms and may lose the privilege of using the library. If a student has an overdue book, she/he loses library privileges until the overdue book is returned and fines paid.

## LOCKERS

Lockers have been provided in the halls and the gymnasium dressing rooms. Students should not open any locker other than their own. Students must not abuse their lockers by over-crowding them and they should be kept clean so that paper and other materials cannot be seen when the locker is shut, or so that books do not fall out when the locker door is opened. If lockers are not kept in order, they may be taken away from the student. Intentional damage and graffiti will be paid for by the student.

Locks are not required on lockers; however, it may be to the advantage of each student to place a lock on their lockers. This will help prevent the loss of items. Locks are available from the office. Students may bring their own locks, as well. The office requires access to all lockers. For your own benefit, always lock your locker. *The school will not accept responsibility for stolen items.*

## LOST AND FOUND

A lost and found department is maintained in the principal's office. If you have anything of value, turn it in to the office, and likewise, if you should lose something inquire at the office. All losses should be reported to the principal. Do not leave money or other valuables in the lockers, lockers rooms, or unattended. The school will not accept responsibility for lost or stolen items.

## PROTECTION OF PUPIL RIGHTS

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. (See Policies JHC, JHDA, KI) These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED) –

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

## **NONDISCRIMINATION**

The Rock Port R-II School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Rock Port R-II School District is an equal opportunity employer. The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law. (See Policy AC-AF1)

## **NEW STUDENTS**

Students transferring into Rock Port will have their grades from their previous school averaged in with their scores while at Rock Port. Students who have transferred in without having previously been enrolled in school that semester will be given the grades that they earned here at Rock Port. However, since there are no transfer grades, the individual teachers will decide what work needs to be made up for the student in question to receive full credit.

**\*TRANSCRIPTS/HEALTH RECORDS MUST BE SENT FROM PRIOR SCHOOL BEFORE ENROLLMENT.**

## **NORTHWEST VOCATIONAL TECHNICAL SCHOOL**

At the end of their sophomore year a student in good standing with academics, attendance and behavior can apply to attend the NW Vo-Tech School. The application process is done by the 7-12 counselor in preparation for a student's junior year. Students selected to attend NW Vo-Tech School must arrive at RPHS at 6:30 a.m. to get on a commuter bus from Tarkio that takes the students to Maryville. The commuter bus then returns students to Highway 59 and Highway 136 intersection where the RPHS bus will transport them back to Rock Port. Students typically return about 11:25 a.m. Courses offered include: Auto Tech, Building Trades, Child Care, Collision Repair, Culinary Arts, Health Services, Mechanical Industrial Tech, and Welding/Machine Shop. Rock Port students are required to ride the Vo Tech bus unless they present written documentation to the HS Principal to drive to and from the Vo Tech School. Excellent attendance at Vo Tech is paramount, instruction is mostly hands on and the experience missed when absent is extremely difficult to make up. More than 6 absences in a semester will result in a student not being eligible to return to Vo Tech, unless approved by administration. Tuition to the Vo Tech School is paid for by the Rock Port Board of Education; so good attendance is necessary to get value for the tuition dollar. If students do not have Vo-Tech classes on a particular day, they will still be expected to attend their classes at Rock Port High School.

## **NUTRITION GUIDELINES**

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

It is the policy of the Rock Port R-II School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

## **PERMISSION TO DROP COURSES**

Students are to be permitted to drop courses and enroll in other courses no later than the first three (3) days of both the first and second semesters.

Permission to drop a course must be obtained from the counselor after consulting with the classroom teacher. The Drop/Add slip must also be signed or approved through email/phone call by a parent or guardian for the class change to take place.

## **Positive Behavioral Interventions and Supports (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all the data, systems, and practices affecting student outcomes every day. Rather than establishing specifically what not to do, PBIS schools define and teach the behaviors and expectations they want to see. This year we will be focusing on Tier 1 supports and practices that impact all students across all settings using the district-wide acronym P.R.I.D.E. (**P**ositivity, **R**espect and **R**esponsibility, **I**ntegrity, **D**etermination, **E**xcellence). As an elementary and junior high/high school team, we are in the beginning stages of creating and implementing our common, shared expectations based on P.R.I.D.E. that will be utilized throughout the district. Below is our district wide expectations matrix for common areas around campus.

In the **Bathroom**, Blue Jays show:

- Appropriate language and voice levels
- Honor the privacy of others
- Appropriate and courteous use of facilities
- Promptness
- Use of good hygiene

In the **Classroom**, Blue Jays show:

- Consideration to others and their views
- Ability to quickly follow rules and directions
- Engagement and focus on completion of tasks
- Accountability for actions, efforts, and goals
- Willingness to push past learning comfort zones

In the **Cafeteria**, Blue Jays show:

- Appropriate table manners and language usage
- Consideration to others and following expectations
- Hold others and self-accountable
- Eat in a timely fashion
- Ability to clean up after oneself

At **Extra-curriculars**, Blue Jays show:

- Good sportsmanship
- Appropriate language and actions toward all
- Control of emotions, body, and language
- Spirit participation
- Clean areas of play and bleachers after use

In the **Parking Lot**, Blue Jays show:

- Clean music and language
- Obey all traffic laws
- Patience when entering and leaving
- Awareness of pedestrians and crosswalk use
- Good role modeling

## **POWERSCHOOL**

The Rock Port School District utilizes PowerSchool as its student information system. PowerSchool, a web based student information system, empowers all stakeholders to focus on the real job at hand, optimizing student achievement of each and every student. By providing real-time visibility to the key determinants of a student's success, such as attendance and grades, stakeholders can be much more proactive in monitoring a student's progress.

Parents and students are able to log on to the PowerSchool site with a username and password provided by the school on grade reports. You may also download the PowerSchool app on your electronic device and create an account. Our district code for the PowerSchool app is BXDB.

Not all aspects of Parent Access may be available right away or at all times. For instance, there will be certain times when PowerSchool is not available or not updated as frequently as usual. The beginning and end of school years or terms (quarters and semesters) and summer break are such times.

### **PUBLIC DISPLAYS OF AFFECTION**

Any public display of affection that offends other students, teachers, support staff, or administration is considered inappropriate. Young adults should control their emotions and learn the proper time and place to show their affection. Failure to comply with this policy will result in the following: verbal warning to offenders, parents notified of unacceptable behavior, and possible other disciplinary consequences.

### **REPORT CARDS**

Report cards are handed to the students or mailed home at the end of each nine-week period. Report cards will not be withheld, however permanent records will not be transferred and graduation program participation may be suspended until all debts, such as lost books, lunch charges, etc. are cleared with the school.

### **MID-TERM PROGRESS REPORTS**

**Progress reports are available in the middle of each grading period.**

Quarter 1—Mid-term reports available September 15

Quarter 2—Mid-term reports available November 17

Quarter 3—Mid-term reports available February 2

Quarter 4—Mid-term reports available April 12

### **RETENTION OF STUDENTS**

Junior High Retention

To be retained, the student must have failed two or more core classes. The individual may be passed conditionally if they fail only two or fewer core classes. However, failing three or more core classes is an automatic retention.

Failing the course is determined by the following criteria:

1. Receiving failing grades both semesters.
2. Receiving a yearly average grade below 60% for any class.

Conditional advancement will be determined by the faculty and administration in conjunction with the parent / guardian. The conditions will be put in writing and if not fully complied with will result in retention the next school year.

### **SAFETY DRILLS**

We routinely inform and practice procedures with students regarding fire, tornado, earthquake, and intruder drills. For more information on these materials please contact the high school office.

The use of the internet and online resources is a great opportunity for our students. There are some potential dangers involved with this access as well. We teach students safe and responsible internet use, including identifying characteristics of sexual predators when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging. We try to instill the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and/or law enforcement. (See Policy IGAEB)

### **Grading Periods**

1st Quarter – August 23 – October 13

*Grade cards given out at Parent/Teacher Conferences October 23*

2nd Quarter – October 17 – December 21

*Grade cards sent home January 2*

3rd Quarter – January 3 – March 8

*Grade cards given out at Parent/Teacher Conferences March 18*

4th Quarter – March 12 – May 23

*Grade cards sent home May 26*

### **SCHOOL CLOSING PROCEDURES**

The decision to close school because of inclement weather is normally reached between 5:30 to 6:00 a.m. after a survey of pertinent conditions has been made. If the administration or employees designated by them judge school should be closed that day, notices will be given as soon as possible to the following:

- channel 60 and
- radio stations
  - KFEQ (680 AM)
  - KMA (960 AM)
  - KSJQ (92.7 FM)
  - KMBZ (99.3 FM)
- A Blue Jay text alert will also be sent, and information will be posted on Twitter and the school website.

If the decision is made to dismiss school early due to weather, notice will immediately be given to the places listed above. Administrators will make every effort possible to communicate this information in a clear and timely manner so that parents of grade school children are aware that school is dismissing early so that proper supervision of the children will be secured when they reach home.

On days when school is cancelled due to weather, there will be no activities in the school building. No scheduled inter-school contests will be held at the school or traveled to at other schools on days when school is not in session because of weather-related problems with the following exception: If the event is part of a regularly scheduled tournament, consideration will be made to travel to the event by the administration. No consideration will be made to travel to the event, however, if the area is included under a weather warning by the National Weather Service. Sessions of tournament being held at our school will also require the approval of the administration during inclement weather before they may be held.

**SCHOOL PROPERTY**

Students that have school property issued to them for their use will be held responsible for such property. This will include any and all books, electronics, materials, athletic uniforms and equipment, etc. Any such items, if lost, stolen, or damaged in any manner, will be the responsibility of the student who has the items issued to them to see that they are paid for or replaced. Students who do not pay for or replace these items will be placed on the school's hold list.

Lockers are considered school property and may be searched without the presence of the student. Reasonable suspicion allows for the search of book bags and students should the need arise. This may be done by appropriate personnel or trained narcotic dog.

**SCHOOL PURCHASE**

Students and faculty of Rock Port can only purchase items with a signed requisition or purchase order from the office. No purchases on credit will be allowed.

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. 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. The district does not support the use of corporal punishment.

### **Reporting to Law Enforcement**

It is the policy of the Rock Port 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.

### **Due Process**

Depending on the discipline that has been handed down by administration in response to a student's violation of a rule/rules, some students are entitled to due process. Suspensions longer than ten school days are entitled to formal due process. Students have the right to know the infraction they are being accused of and they have the right to explain their side of the issue. Final decisions as to consequences will be left to principal. Consequences will be fair and consistent throughout the student body. Formal due process is required for suspension longer than ten days. Written notification will be made to the student and to their parent/guardian. If there are witnesses there will be written notice of witnesses to testify against the student and to what they will testify. The student will have the opportunity to appeal. The student will have the right to have legal counsel. Appeals are made to the school superintendent for a final decision.

### **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. When appropriate, 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. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

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

### **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 and 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 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.

### **Discipline Code (Policy JG-R1)**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

### **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, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

### **Assault**

1. 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 or fourth degree.

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. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical 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**

Uncourteous 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.
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Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
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**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	11-180 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.

**Defiance of Authority** – Refusal to obey directions or defiance of staff authority.

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

**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**

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

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

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

First Offense:	Restitution. 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**

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.

### **Gambling**

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

activities, assignments, contests and games.

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

### **Harassment, including Sexual Harassment**

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**

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can 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 by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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

### **Sexual Activity**

Consensual acts of sex or consensual simulations 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**

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.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB- AP1 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.

4. 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. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

### **Theft**

Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. 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.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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### **Tobacco**

1. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products, and any imitation tobacco product 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 prohibited product. Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, 5 days in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products and any imitation tobacco product 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 prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

### **Truancy or Tardiness**

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**

Willful damage or the attempt to cause damage to real or personal property belonging 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**

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

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

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

First Offense:	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.

### **Student Drug/Alcohol Abuse (Policy JFCH)**

The Rock Port R-II School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

### **Weapons in School (Policy JFCJ)**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or

possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

#### **Discipline of Students with Disabilities (Policy JGE)**

It is the goal of the Rock Port R-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.

#### **Discipline Reporting and Records (Policy JCF)**

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

#### **Definitions**

The following definitions and terms apply to this policy:

*Act of School Violence/Violent Behavior* – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

*Need to Know* – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*School or District Property* – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

*Serious Physical Injury* – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

*Serious Violation of District's Discipline Policy* – One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

#### **Discipline Records**

All students will begin each year with a clean record except for the following:

- A. An in or out of school suspension which cannot be served completely due to the dismissal of school for the summer may be carried over into the new school year.
- B. Students do not begin each year with a clean record for failure to comply with the prohibition against all alcoholic beverages, unauthorized drugs, and narcotics.

#### **STUDENT PARKING LOT**

The student parking lot is provided as a convenience item for students that need to drive to school. Vehicles are to be parked in an east/west direction only. Vehicles are not to be parked on the street where the buses unload at any

time during the school day. Vehicles parked in an orderly manner allow more room for vehicles and makes it easier for individuals to leave early when necessary. Those individuals that do not park properly in the parking lot will have their parking privileges on school property removed.

There are many young children that walk to and from school each day. This requires that drivers exercise utmost caution when driving to and from school each day. Those individuals that do not exercise this caution will be turned in to the authorities. When driving on or off school property extreme caution is also a necessity and those that cannot practice this caution may be prohibited from driving on any school property.

Again these items are provided by the school and your parents as a convenience for you. It is suggested that students who do not wish to accept these responsibilities walk or ride to school. Do not cause others to suffer due to your lack of proper judgment or lack of acceptance of responsibility.

### **STUDY HALL RULES**

The following are rules established for study halls. Individual teachers may have additional rules for the study hall that they supervise.

1. Everyone leaving *must* have a pass and sign out on the sign-out sheet. Each pass must show the teacher's name, the student's name, destination, and time that the student left the room. Traffic in and out of study hall is to be held to a minimum.
2. No more than one student may be gone at a time for a restroom pass.
3. Students should have a pass to go to the office.
4. Students should be quiet. They should have work to do. If they don't have work to do, it is important that they not be allowed to bother students who do.

### **TARDINESS**

Students are expected to get to school on time and to class before the bell rings. A student who does not bring required materials to class may receive a tardy (unexcused). Any student late to school must first stop in at the office and will then be passed to class. Either an excused or unexcused tardy or absence will be issued. There are three minutes between classes. This is sufficient time to travel from one class to another. There is no need to go to lockers or the restroom every hour. Plan your time wisely to avoid tardies.

The following are the disciplinary actions taken for excessive tardies:

**First Offense:** If the student has been late for school or to any class three times, it will result in an after school detention arranged by the teacher or principal.

**Second Offense:** If the student has been late for school or to any class an additional three times (six times total), it will result in a second detention.

**Third Offense:** If the student has been late for school or to any class an additional three times (nine times total), it will result in ISS arranged with the building principal.

Students start each new quarter with zero tardies. They do not continue to accumulate from quarter to quarter. Continuous violation of the tardy policy will result in further disciplinary actions as deemed appropriate by the building principal.

### **TELEPHONE CALLS**

In case of emergency, parents may contact their children by calling the High School office. It is requested that these be kept to a minimum, due to the fact that this practice can become a stumbling block in the process of the educational program. Students may be allowed to use the phone in the High School office during class changes or from study hall, not from a classroom.

### **TRANSFER STUDENTS**

Students who transfer to Rock Port R-II Schools during or after their sophomore year (10<sup>th</sup> grade) will be permitted to graduate upon satisfactory completion of a program of studies that would have met the graduation requirements at the school they formerly attended. Such students would have to meet the requirements in Section 170.011, RSMo (See Appendix C & D) of the Graduation Requirements for Students in Missouri Public Schools (January 2007). This publication states that all graduating seniors must have at least 24 credits, including American History and at least 1 semester of American Government. Graduates must also pass the Missouri and United States Constitution tests, as well as have 30 minutes of CPR Training.

### **SPECIAL EDUCATION 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. Rock Port R-II 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. For more information on these rights, contact the school or access parental rights at <https://dese.mo.gov/special-education/compliance/laws-regulations>.

Rock Port R-II 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 in each of the three administrative offices. This notice will be provided in native languages as appropriate.

### **RIGHT TO KNOW**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. (See Policy GBL)

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 qualification 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.

## **TRAUMA INFORMATION**

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.” The purpose of this initiative is to develop an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan. The implementation of a trauma-informed approach is an ongoing organizational change process. As a school we are working toward: realizing the widespread impact of trauma and understanding potential paths for recovery; recognizing the signs and symptoms of trauma in students, teachers and staff; responding by fully integrating knowledge about trauma into its policies, procedures and practices; and seeking to actively resist re-traumatization. More information regarding the Trauma-Informed Schools Initiative can be found at [www.dese.mo.gov/traumainformed](http://www.dese.mo.gov/traumainformed).

ROCK PORT R-II SCHOOL  
ROCK PORT, MO 64482

August 23, 2023

Dear Parents,

The Rock Port R-II School District has an Emergency Response Plan for the possibility of an incident at the Cooper Nuclear Station. The purpose of the plan is to ensure the safety of all students in the event of a plant incident while school is in session, and it has been developed in coordination with the emergency authorities in Atchison County. By following the plan, we are confident that we can protect the safety of the students in an effective and orderly manner.

Should an emergency arise at the Cooper Nuclear Station while your child is enroute to school, on the way home from school, or at school, the following procedure will be followed:

- a. Enroute to School – the bus will continue to school picking up students along the way if they are at the pickup point.
- b. Enroute home – the bus driver will discontinue the discharge of students and continue to the designated evacuation center.
- c. If evacuation becomes necessary, the students will be taken to Lamkin Gym on the Northwest Missouri State University campus in Maryville where they may be released to parents or guardians.

If you have any questions or wish to see a copy of the plan, please contact the school administration at 744-6298.

Sincerely,

***Rex Bollinger***

Rex Bollinger  
RP R-II Superintendent



**Rock Port R-II Schools**

**Acknowledgment of Receipt/Access of Student Handbook**

By signing this document, you are acknowledging that you have access to or have received the Rock Port R-II School District's Student Handbook which includes the **School Attendance, Drug-Free Schools Policy, Immunization Requirements, Internet Acceptable Use Policy, and Eligibility Standards for Extra Curricular Activities, Reporting Practices and all other information printed in the Student Handbook.**

Please note the method by which you have access to or can receive the Student Handbook.

1. Access by home computer or other computer using the Rock Port R-II website.
2. And/or receive the Student Handbook in person.

### **Acknowledgement**

As the parent/guardian of the student listed below and as the student listed below, we hereby confirm that we have access to or have been given a copy of the Rock Port R-II School District's Student Handbook.

We understand the responsibilities expected of parents and students in the Rock Port R-II School District.

We understand the policies, procedures, rules, regulations, and practices as stated in this document.

We understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences.

### **COVID-19**

~~While we are hopeful that our routines and schedules will return to normal, the Rock Port school district will work with local, state, and federal agencies regarding appropriate protocols. All efforts will be made to communicate changes to students and parents in a timely manner. Maintaining a safe learning environment will be the guiding principle in any policy and procedural update. Possible changes include but are not limited to: attendance policy, use of personal protective equipment, schedule updates, daily procedures, and activity participation. We appreciate your cooperation during this time.~~

Print name of student: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_