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# GRUNDY CO. R-V

Jr. High  
&  
High School

# STUDENT HANDBOOK



2019-2020

A+ School



The Grundy County R-V High School (7-12) presents this handbook to you in the hope that it will help you to have a happy and profitable school career. We hope that each of you will become involved in the total school program and contribute in some way to making your school one in which you and our community can take pride.

Our school welcomes you to its ranks with the hope that you will always be conscious of its traditions and expectations. School for you will be whatever you make it. Let us all have the spirit to do the things, which will make it outstanding. **The school administration reserves the right to override any aspect of the handbook.**

## MISSION STATEMENT

**The Grundy County R-V School District is dedicated to helping each student reach their fullest potential physically, academically, and socially.**

We believe that: All people can learn. Each person has a desire to learn. All people have inherent value. Quality education is the responsibility of every citizen. A quality education is the most practical solution to the developing ills of today's society. We are responsible for guiding and motivating students in achieving their potential. Each student deserves to be taught by methods most appropriate and comprehensive education is essential for every citizen. There is dignity and satisfaction in work. Every person is responsible for self and to others. The family is a fundamental part of education. A commitment to anything other than excellence for students is an injustice.

## SCHOOL GOALS

The main goals of our school are to educate students in the basics necessary to be successful in society and to provide a variety of areas of socialization from which to choose in preparation for a career/vocation. In addition to the academic basics of language arts, math, and science, we believe emphasis must also be placed upon development of thinking and reasoning abilities, good health habits, moral values such as honesty, truthfulness, respect for self and others, and pride in home, community, and nation. Students should develop a sense of worth and wellbeing.

## SCHOOL SPIRIT

School spirit may be described by three characteristics:

Courtesy: Toward staff members, fellow students, and the officials of school athletics.

Pride: In everything our school endeavors to accomplish and in past achievements.

Sportsmanship: The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school, supporting our school and keeping our scholastic and activity standards at the highest possible level.

## SCHOOL FIGHT SONG

Fight for the fame of Grundy R-V, now and forever; don't let her die. To our spirits we are bright; fight for the colors, black and white. Teamwork's the password to every game. Fight fair and square; honor its name. Grundy R-V depends on you so onward to victory. Rah! Rah! Rah!

Mascot--Panther

Colors--Black & White

# Missouri Department of Elementary & Secondary Education

## NCLB NONPUBLIC COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part E. Sec. 9503 requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt a complaint process for participation of private school children.

### Who May File a Complaint?

A local education agency (LEA) is required to provide to eligible private school children, their teachers, and their families Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. Private school officials have recourse through the complaint process if they do not believe their eligible children, teachers, or families are receiving equitable services.

### Address to File a Complaint

The complaint should be addressed to Director, Federal Grants Management, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-4080.

### Definition of a Complaint

A private school official has a right to complain to the state educational agency (SEA) that the LEA did not engage in a timely and meaningful consultation process or did not give due consideration to the views of the private school officials. Any dispute regarding the accuracy of low-income data for private school students also can be the subject of a complaint. A formal complaint must be a written, signed statement that includes specific details of the situation of noncompliance by the local educational agency.

### Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning nonpublic issues in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### Formal complaints Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, and facts on which the complaint is based, will be initiated.

2. Notification of LEA. The SEA will inform the involved school district(s) of the complaint.
3. Report by SEA. Within thirty (30) days after receiving a complaint, the SEA will gather needed information including documentation and statements of the parties and may conduct and independent investigation. The SEA may provide technical assistance and may facilitate an appropriate resolution to the complaint through an on-site visit, if required.

#### Decision

The SEA will resolve the complaint and will provide the parties, a written summary of the investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. The complainant or the LEA may appeal the decision of the SEA.

#### Appeals

##### Appeal to the U.S. Department of Education

No later than 30 days following the written response by the SEA, or in the event the SEA fails to resolve the complaint within a reasonable period of time, the private school official may appeal the decision of the SEA to the secretary of the U.S. Department of Education. Such appeal must be accompanied by a copy of the SEA's written response, if available, and a complete statement of the reasons supporting the appeal.

#### Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators and nonpublic officials. LEAs are asked to distribute the complaint procedure to nonpublic entities during consultation meetings.
3. DESE will keep records of any complaints filed through this policy.

Revised 9/6/07

## **Public Complaint**

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the Board will refer the complaints through the proper administrative channels for solution before investigation or action. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher/Principal
2. Title VI, Title IX and Section 504/ADA Coordinator
3. Superintendent
4. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the board. (Board policy 1480)

## Grievance Procedure

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

**Level One** – Principal or Immediate Supervisor (Informal and Optional-may be bypassed by the grievant) – Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator.

**Level Two** – Title IX and Section 504 Coordinator(s) – If the grievance is not resolved at level one and the grievant wish to pursue the grievance, they may formalize it by filing a written complaint on a Compliance violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title ix and Section 504 Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

**Level Three** – Superintendent – If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receive the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

**Level Four** - Board of Education – If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receive the report from the Superintendent. The grievant may request a meeting with the Board to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievant to file formal complaints with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

Title VI, Title IX and Section 504/ADA Coordinator  
Address: 205 SW Border St., Galt, MO. 64641  
Office Hours: 8:00 am – 3:00 pm

Name: Melody Prescott  
Phone Number: 660.673.6511

# **Grundy R-V School District is a Tobacco Free Campus.**

## **FERPA Notice of Designation of Directory Information**

### **STUDENT EDUCATIONAL RECORDS**

Dear Parents and Guardians:

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 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 Grundy County R-V School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 1st. Grundy County R-V School District has designated the following information as directory information.

- |                           |  |
|---------------------------|--|
| ▶ Student's name          | ▶ Grade Level  |
| ▶ Address                 | ▶ Participation in officially recognized activities and sports |
| ▶ Telephone listing       | ▶ Weight and height of members of athletic teams               |
| ▶ Photograph              | ▶ Degrees, honors and awards received                          |
| ▶ Date and place of birth |  |
| ▶ Dates of attendance     |  |

Grundy County R-V School District

# **FERPA EDUCATIONAL RIGHT ANNUAL NOTIFICATION**

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

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

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

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your right. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

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

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Grundy County R-V School District in compliance with FERPA. A copy may be obtained in person or by mail from: (Mr. Robert Deaver, Superintendent, Grundy County R-V School, PO BOX 6, Galt, MO., 64641

Grundy County R-V School District

## **Non-Discrimination Statement**

Grundy R-V School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent  
Grundy County R-V School  
205 SW Border Street, Galt, MO 64641  
660.673.6511

## **Notice of Nondiscrimination**

As per Board of Education policy adopted July 22, 2010, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Grundy County R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap, in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Grundy County R-V School District's compliance with the regulations implementing Title VI and Title IX is directed to contact Melody Prescott, Special Education Director, 205 SW Border Street, Galt, MO 64641 or by calling 660-673.6511.

## **INSTRUCTIONAL SERVICES – BOARD POLICY**

### **Statewide Assessments**

All students will participate in statewide assessments. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

The state assessment schedule for 2019-2020

<b>MAP</b>	Grades 7-8
<b>End-of-Course (EOC)</b>	Geometry, Algebra I & II, Biology, American Government, American History, and English I & II
<b>ACT</b>	Juniors
<b>ASVAB</b>	Juniors
<b>PSAT</b>	Juniors
<b>Aspire</b>	Sophomores



# Grundy R-V Junior/Senior High School Directory

Grundy R-V High School  
205 SW Border Street  
PO Box 6  
Galt, MO 64641

## District Telephone Numbers

Superintendent's Office	660-673-6511	
High School Central Office	660-673-6511	Fax 660-673-6523
Elementary Office	660-673-6314	Fax 660-673-6346

## School Personnel

### Administrative Officers

Mr. Phillip Fox	Superintendent
Mr. William Dow	High School Principal
Mr. Ethan Bunnell	Athletic Director
Mrs. Melody Prescott	Title VI, Title IX, and Section 504/ADA Coordinator

### Central Office Support Staff

Susan Brown	Principal's Secretary
Shelly Searcy	Superintendent's Secretary and Bookkeeper

### Cooks

Rose Bingham  
Jenny Gann

### Custodial Staff

Gene Schreffler

### Health Services

Angela Huffman, RN

### Paraprofessionals

Jessica Gannon  
Julea Lentz

### Bus Drivers

Darrel Cunningham

Meredith Burnham  
Cindy Connell  
Bob Shipley

## Faculty

Mrs. Amy Axtell	Business & A+ Coordinator
Mr. Ethan Bunnell	Health & Physical Ed
Mrs. Mindi Clark	Library
Mrs. Dena Courtney	English
Mr. Eric Dyer	Science
Ms. Erin Hunolt	Guidance Counselor & Test Coordinator
Ms. Cheyenne Martin	Vocational Agriculture
Mr. Dixon Munday	English
Mrs. Julie Peto	Music
Mrs. Melody Prescott	Special Education & Special Education Director
Mrs. Trisha Sharp	Art
Mr. Bob Shipley	History
Mrs. Tasha Wyant	Math

## The Eight-Period Schedule

The daily schedule will operate as follows:

Period 1	8:04 - 8:49
Period 2	8:52 - 9:37
Period 3	9:40 - 10:25
Period 4	10:28 - 11:13 (Advisory)
Period 5	11:16 - 12:24
Period 6	12:27 - 1:12
Period 7	1:15 - 2:00
Period 8	2:03 - 2:48
1 <sup>st</sup> Lunch Shift	11:13 - 11:33
2 <sup>nd</sup> Lunch Shift	12:04 - 12:24

## **Guidance Programs**

### **Ms. Erin Hunolt, School Counselor**

Grundy R-V students in grades 7-12 are provided with guidance and counseling services to assist them in their education as they grow and mature. Planned assistance is given in both small groups and individual settings. Students are encouraged to meet with Ms. Hunolt on a personal basis to discuss any subject of concern.

Major guidance programs provided include:

<b>Counseling Programs</b>	<b>Schedule Planning</b>
Individual Small Group	Assists students and parents in planning junior high and four-year high school course study to meet student's goals.
<b>Appraisal Programs</b>	<b>Referral Programs</b>
Varied tests and measurement devices to help students appraise strengths/weaknesses. Career Aptitude Tests, Achievement Tests, Individual Appraisals.	Provides referrals to other public/private professionals and agencies and parental agencies.
<b>Post-High School Planning</b>	<b>Occupational Awareness</b>
Assists students in planning for "life after high school." Vocational School Financial Aid College Military Service Job Placement	Career Reference Center Career Path Program Job Units Career Day Presentations Individual Activities Choices career exploration software

## **A+ Schools Program**

### **Mrs. Amy Axtell, A+ Coordinator**

In an effort to enhance opportunities for high school students, the Missouri State Legislature established the Outstanding Schools Act of 1993, which includes the provisions of the A+ Schools Program.

The Missouri A+ Schools has three goals

1. Ensure that all students graduate from high school.
2. Ensure that all students complete a selection of high school studies that is challenging and has identified learning expectations.
3. Ensure that all students proceed from high school graduation to a college, a post secondary vocational/vocational school, or a high wage job with workplace skill development opportunities.

Grundy R-V High School students may be eligible for the \*financial incentives that may include up to 100% tuition from any Missouri Public community college or post-secondary vocational/technical school for a 2 year time period. This is an exciting opportunity for Grundy

County R-V students, regardless of whether they plan to attend a traditional four-year university, a community college, a vocational/technical school, or plan to enter the labor force immediately upon graduation from high school.

Students must meet the following requirements to be certified as an A+ student:

- Attend an A+ designated high school for at least three consecutive years prior to graduation
- Graduate with a grade point average of 2.5 or higher on a 4.0 scale non-weighted
- Have at least a 95% attendance record with all absences included except school excused absences
- Perform 50 hours of unpaid tutoring/mentoring to younger children with 25% Job Shadowing
- Maintain a record of good citizenship
- Avoid the unlawful use of alcohol, drugs, and /or tobacco
- Attend a Missouri public community college or post secondary vocational/technical school on a full time basis and maintain a GPA of 2.5 or higher.
- Achieve a score of Proficient or Advanced on the Algebra I End of Course test or higher level math assessment test

\*Subject to change by the Missouri Legislature

### **Inclement Weather - School Dismissal**

Announcements will be made on the following stations if school is to be dismissed because of inclement weather:

KTTN 1600 AM 92.3 FM 101.7 FM (Trenton)

**DO NOT CALL THE HOMES OF ADMINISTRATORS, SCHOOL OFFICES, OR ANY SCHOOL PERSONNEL FOR THIS PURPOSE. THIS INFORMATION WILL ALWAYS BE ON THE RADIO.**

If school is dismissed because of snow and/or ice conditions, all activities such as practices, trips, meetings, games, and contests will also be canceled.\*

\*Exceptions: Tournament ball games, regional, district, and state meetings or contests. Some things could happen at the discretion of the Administration.

### **Visitors**

Grundy R-V practices a non-visitation policy. Students are not allowed to invite visitors to the school during the school day with the exception of parents, grandparents or guardians.

Walk-in visitors must report to the office and receive a visitor pass. Walk-in visitors will not be permitted to interrupt students or teachers during class time unless there is prior administration approval. Visitors are welcome to attend school activities but must be signed up in advance for some activities.

### **Lost and Found**

Lost and found items should be turned into and reclaimed from the high school office.

## **Tornado Warning**

The tornado-warning signal will be an intermittent sound of the bell system. Classes in Rooms 0-8 are to assemble in Room 2 (Room 5-7 use the North Door of Your Room, Room 8 Cut through the art room). Classes from Rooms 9-13, old gym, and band room are to assemble in the Closest Restroom in the Commons. Offices, Kitchen and Guidance - Assemble in the Closest Restroom in the Commons. New Gym – Assemble in the Boy’s Locker Room. Shop – Assemble in the Boy’s Locker Room. Leave all books and materials in the room and do not return. Remain in designated area, quietly and orderly, until the all clear signal is given.

## **Fire Drill Procedure**

The fire-warning signal will be a continuous blast from the fire horns. All students will, at the direction of the teacher, rise and walk rapidly in a single file line to their designated areas. Everyone should remain at designated areas, quietly and orderly, until the all-clear signal is given. Students are to keep out of the streets and teachers are to **take attendance**.

## **Earthquake Procedure**

At the first sign of a tremor, students are to drop to the floor and get along side a desk or table. When tremors have subsided, the building should be evacuated following the fire evacuation procedures outlined above.

# **ACADEMICS**

## **Junior High Requirements for Advancement**

The Grundy County R-V Board of Education adopted 7<sup>th</sup> and 8<sup>th</sup> grade promotion policy, 07/18/2005.

Students are required to pass 6 of 8 credits attempted during the school year. In addition, students must pass all core classes in order to be promoted to the next grade. These subjects are Mathematics, Communication Arts, Science, and Social Studies.

**7<sup>th</sup> and 8<sup>th</sup> grade students will be allowed to make up a “F” in a core class during summer school in that class if the student is successful in passing one semester. Board approved May 13, 2013.**

## **Graduation Requirements**

The above includes both the State Department of Education and Grundy R-V Public School System requirements for graduation. A FULL SCHEDULE IS DEFINED AS EIGHT COURSES, each of the eight courses receiving the equivalent of ½ credits per semester.

Students must also meet the attendance requirements: eight semesters of attendance while earning a full schedule.

## Number of Credits required for Graduation

A minimum of 28 credits is required for graduation for the class of 2020. Students successfully completing 1 year of Vo-Tech – 27 credits and students successfully completing 2 years of Vo-Tech – 26 credits. ***Beginning with the class of 2021:*** 27 credits required for graduation with one less electives (10) being required. Students successfully completing 1 year of Vo Tech – 26 credits and students successfully completing 2 years of Vo Tech - 25 credits. **For the class of 2022 and all subsequent years:** 26 credits required for graduation with one less (9) electives being required. Students successfully completing 1 year of Vo Tech – 25 credits and students successfully completing 2 years of Vo Tech 24 credits.

**Board Approved May 8, 2019**

## Grundy R-V Graduation Requirements – 28 Credits - Class of 2020

English	4 units	Social Studies	3 units
Science	3 units	Math	3 units
Fine Arts	1 unit	Practical Arts	1 unit
Physical Education	1 unit	Personal Finance	½ unit
Health	½ unit	Other Electives	11 units
Total			28 units

Must successfully pass the United States Constitution and the Missouri Constitution tests.

## Class Standing for School Year 2019-2020

The designation of class standing at the beginning of the school year is based upon the number of units successfully completed and the number of semesters in attendance. The classifications are as follows:

**FRESHMEN:** Completion of the eighth grade.

**SOPHOMORE:** At least 7 units of credit and 2 semester's attendance.

**JUNIOR:** At least 14 units of credit and 4 semester's attendance.

**SENIOR:** At least 21 units of credit and 6 semester's attendance.

If a student has not earned the required 28 units of credit and 8 semesters in attendance by the end of the senior year, he/she will not receive a diploma and will not be eligible to participate in graduation activities.

## Early Graduation - BOARD POLICY

A student who wishes to graduate from high school in less time than the ordinary eight (8) semesters, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. A student who graduates early must complete all graduation requirements established by the Board. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies. In all other school activities the early-out graduate will be treated as a graduated student. Adopted 11-21-94 File: IKFA

## Change of Schedule

All semester courses should be arranged at the beginning of the first semester. Students have one week to make changes. This does not include students who fail a semester and must be placed in another class. Student-generated course changes will not be accepted.

To try to insure adequate background for success in a subject, there are sequenced classes and/or some prerequisites that must be completed prior to enrolling in a more advanced class. Please note these requirements as you plan your course of study for high school.

## Grading System

Although the following system is recommended for grading, teachers may use their own systems. Students will be informed about the grading scale in each class if it differs from this one:

A 95-100	A- 90-94	B+ 87-89	B 83-86	B- 80-82	C+ 77-79
C 73-76	C- 70-72	D+ 67-69	D 63-66	D- 60-62	F 0-59

An incomplete grade, "Inc.", advises that allowable make-up work has not been turned in. At quarter grade-posting time a student will have up to five (5) days upon return to school to turn in this work or F's will be given and averaged to compute the quarter grade.

All incomplete grades received, as a quarter grade must be removed at the office two weeks from the date grade cards are issued or each will become an automatic F. All make-up grades are the responsibility of the students.

## WEIGHTED COURSES

Weighted courses are those courses listed below which are planned to require an above average proficiency. The student may expect weighted courses to have a more intensive study program than required courses. (b) Students in Tier (1) weighted courses are awarded an additional 1/3 point per one-half unit of credit for grades received and students in Tier (2) weighted courses are awarded an additional 2/3 point per one-half unit of credit for grades received.

Grade Points per One-Half Unit of Credit:

<u>GRADE</u>	<u>REGULAR COURSE</u>	<u>TIER (1) COURSE</u>	<u>TIER (2) COURSE</u>
A	4.00	4.333	4.667
A-	3.670	4.000	4.333
B+	3.333	3.667	4.000
B	3.000	3.333	3.667
B-	2.667	3.000	3.333
C+	2.333	2.667	3.000
C	2.000	2.333	2.667
C-	1.667	2.000	2.333
D+	1.333	1.667	2.000
D	1.000	1.333	1.667
D-	.667	1.000	1.333

**Tier (1) 1/3 point more**

Psychology / Dual Credit	Biology II / Anatomy & Physiology	Chemistry
History / Dual Credit	Speech / Dual Credit	Spanish II
Micro Applications II	World Literature / Dual Credit	World History
Economics	Ag Economics / Dual Credit	Accounting II
Government / Dual Credit	Sociology / Dual Credit	Physics First

**Tier (2) 2/3 point more**

College Algebra / Dual Credit	College Statistics	Physics
College English / Dual Credit	Trigonometry	Math Analysis
College Biology / College On Line	Latin I & II On Line	

Board Adopted Policy: July 18, 2013

Weighted grading is used only to complete class rank and grade point average; it is not used for honor roll, National Honor Society or any other honors programs or scholarships.

Any College Course not offered by Grundy County R-V will only be brought in for high school credit and will not count towards high school GPA.

Board Adopted Policy August 11, 2016

Online courses must be Board approved to count toward GPA

**Ineligibility**

An ineligible list is prepared about every 4 ½ weeks. Students who receives an “F” in any class and has an overall grade point average below 1.667 (unweighted) becomes ineligible until the next grading period. If a student becomes ineligible they will not be eligible until the next grading period, which includes progress reports. If ineligible, they may not participate in any extracurricular activity including school dances.

**Class Rank**

Each semester students are ranked according to cumulative grade point average. If a student received an incomplete “INC.” or delayed grade, the student will remain unranked until the next ranking period. Extenuating circumstances may be appealed to the principal.

**Summer College Classes/Off Campus**

Only classes taken on the Grundy R-V High School campus or NCMC campus during the regular school year will be considered approved and count for credit at the high school level and for GPA. Exception: The Grundy R-V School Board may approve other classes from a different institution.



## Dual Credit Program

Grundy R-V High School participates in the Dual Credit Program sponsored by NCMC.

The following rules pertain to this program.

1. Juniors and seniors on schedule to graduate will be eligible to participate.
2. Classes offered through dual credit arrangements will be counted toward daily attendance.
3. On those days dual credit classes are not in session students will report to the high school library for study hall unless otherwise arranged with the principal.
4. All dual credit classes will be weighted as per district policy.
5. Dual credit classes will be counted toward the honor roll.
6. Dual credit will be awarded for courses that are unavailable through the high school curriculum.
7. All tuition costs for dual credit courses are the responsibility of the student.
8. Students should return after NCMC classes within 30 minutes of college class dismissal.

## Dual Credit NCMC Requirements

1. Non-weighted over-all GPA 3.00
2. Recommended by the High School Principal
3. Must have met required scores for individual classes on Placement Tests (e.g. ACT, ASSET, Compass). The following scores are required: English – 18, College Algebra – 22, (21 if GPA is over 2.6), Government, History, or Biology on Reading – 18.
4. NCMC's Dual Credit tuition rate is \$100 per credit hour. Dual Credit Student Applicants who pay by cash or check must submit an initial minimum payment of \$50 per credit hour at the time of application. The NCMC student accounts office will bill them for the remaining balance. Students wishing to pay by credit card will not be required to submit an initial payment instead they will be billed after their application is processed. NCMC web address is [www/ncmissouri.edu/dual credit](http://www/ncmissouri.edu/dual%20credit).

## Honor Roll - ADMINISTRATIVE REGULATION

Students in grades 7-12, maintaining exceptionally high academic standards, will be recognized by publication of an honor roll at the end of each quarter, based on quarter grades. To be eligible for the honor roll, a student must be enrolled as a full time student, earn no grade lower than C, have no incomplete grades turned in, and receive an overall quarter grade average of "B". Grade averages will be determined by adding 4 points for each "A", 3 points for each "B", 2 points for each "C". Part time courses will receive proportionately fewer points per letter grade. Grades must average at least 3.00 (on a 4.00 scale system) for "B" honor roll; and 3.67 or better for "A" honor roll. The following method (4.00 system) is used in determining Honor Roll, Valedictorian, and Salutatorian, based on one-half unit subjects per a semester. Grades of C- and below will be used only to calculate Valedictorian and Salutatorian.

A	4.00	A-	3.67	B+	3.33	B	3.00	B-	2.67	C+	2.33
C	2.00	C-	1.67	D+	1.33	D	1.00	D-	.67	F	0.00

Computations will be rounded off for Honor Roll to the hundredth place only.

## **Parent/Teacher Conferences**

Parent-teacher conferences are scheduled after 1<sup>st</sup> quarter on October 24, 2019 and after 3<sup>rd</sup> quarter on March 12, 2020. Your parents are urged to come in and confer with your teachers regarding your progress in class. Conferences may be scheduled at other times at the request of parents, teachers, or administrators.

## **Progress Reports**

Progress reports will be sent out at the mid-term of each quarter. Parents will receive a report of every class your child is enrolled in. The dates for progress reports are:

September 17<sup>th</sup>                      November 18<sup>th</sup>                      Feb. 4<sup>th</sup>                      April 14<sup>th</sup>

## **Tutoring**

Tutoring is available for students in the morning before school or after school. Arrangements need to be made with the teacher.

## **Awards & Honors - BOARD POLICY**

Awards and honors will be primarily administrative matters. High school valedictorian and salutatorian will be determined by weighted grade point average, regardless of tenure at Grundy R-V.

## **Awards - ADMINISTRATIVE REGULATION**

Students who display outstanding scholarship, courtesy, enthusiasm, and school spirit will be recognized at an awards program the morning of the last day of school. One such award may be given in any subject area for grades 7-12. Awards in all areas, except athletics, band, and cheerleaders will be the same type medals. Athletic, band, and cheerleaders will be a "letter" and one symbol and bar the first year of participation and one added bar each successive year of participation. Junior high students may receive a 4" letter their first year of participation in band, athletics, or cheerleading. Athletic: students who participate on athletic teams and meet certain standards will receive letters. One letter per student. Band - students who participate in band and meet certain standards will receive letters. One letter per student. Cheerleader - Cheerleaders will earn letters after completing the year successfully. One letter per student. There will also be awards for perfect attendance.

Attendance - Perfect attendance will be recognized. Students obtaining a driver's license and picture will be allowed four periods (½ day) of absence toward perfect attendance

## **Extra-Curricular Activities - ADMINISTRATIVE REGULATION**

All extra-curricular activities must have prior administrative approval and be placed on the school calendar of the principal and the superintendent prior to any financial commitment or advertisement of the activity.

## School Sponsored Activities / Organizations

We believe that a well-rounded student should have many opportunities for learning and developing potential in addition to the curriculum offered. Therefore, we are proud to sponsor the following activities and organizations in which you are invited to participate:

FFA/Summer Agriculture Program .....	Ms. Cheyenne Martin
FBLA & Yearbook .....	Mrs. Amy Axtell
Vocal .....	Mrs. Julie Peto
National Honor Society.....	Ms. Erin Hunolt
Sr. High Cheerleading.....	Mrs. Jessica Webb
Jr. High Girls Basketball .....	Mr. Eric Dyer
Jr. High Boys Basketball .....	Mr. Ty Stillwell
Assistant Jr. High Boys Coach .....	Mr. Caleb Fairley
Sr. High Girls Basketball.....	Mr. Ty Stillwell
Assistant Sr. High Girls Coach .....	Mr. Caleb Fairley
Sr. High Boys Basketball.....	Mr. Stephen Wells
Jr. & Sr. High School Track .....	Mr. Ethan Bunnell
Baseball .....	Mr. Ty Stillwell
Assistant Coach.....	Mr. Caleb Fairley
Softball .....	Ms. Jessica Parsons
Assistant Coach.....	Mr. Ethan Bunnell
Jr.& Sr. High Academic Quiz Bowl.....	Mr. Bob Shipley

Consult the sponsors for information/requirements pertaining to each organization. Wednesday night will generally be observed as “Dark Night” to allow you to attend church or community activities or to share an evening with your family or friends.

## Parties & Dances

Must dismiss no later than 10:00 p.m. on a night prior to a school day and 11:00 p.m. other nights.

**Students on decorating or clean up committees must report for any scheduled TEST.**

**All out-of-school dates must be signed in at the office by end of school day prior to attending the dance or prom. All fines, dues, and bills (including lunch charges) have to be paid prior to attending dances.**

## Extra-Curricular Activities/Organizations:

**In order to be eligible to participate in any MSHSAA extra-curricular activity or any other school organization activities, students must:**

- ❖ Maintain good citizenship at all times.
- ❖ Have no more than 2 suspensions in or out of school in the same quarter.
- ❖ If a student is absent from school, they cannot attend night activities for the day absent, unless accompanied by a doctors note.
- ❖ To be eligible to participate in extracurricular activities for sports and sport related

- organizations students must maintain a C- average and have no “F” in any class.
- ❖ Have all incomplete grades removed.
  - ❖ Abide by the rules set forth by the sponsor of the activity.
  - ❖ Have accident insurance in order to participate in interscholastic sports.
  - ❖ Adhere to eligibility requirements of the Missouri State High School Activities Association, of which this school is a member.
  - ❖ **Must attend all blocks of the school day and the school day after activity or no participation in next activity.**

Any exceptions to this rule must receive **prior** administrative approval. A statement from the parents verifying this will be satisfactory. Exceptions will be activities class-related, or activities required for the student’s grade.

Sponsors of each organization will set up participation guidelines where such guidelines do not conflict with state activity guidelines.

### **Student Organizations - ADMINISTRATION REGULATION**

All solicitation of money or sales must have prior administrative approval. All money collected by student organizations must be promptly deposited with the school secretary. No financial obligations may be incurred without prior administrative approval.

All student organizations must maintain a current membership list at the office of the building principal.

### **Student Organizations - BOARD POLICY**

All meetings and activities of student organizations will be conducted with a faculty sponsor in attendance. Any extra-curricular activities or student meetings planned during the regular school day must have prior administrative approval. Student organizations whose admission of new members is determined by decision of present membership rather than by choice of the student and qualifications are strictly forbidden and illegal.

Solicitation of any kind is prohibited on school grounds during regular school hours and one-half hour before school convenes and one-half hour after it is dismissed.

### **National Honor Society**

The four qualifications for membership are scholarship, character, leadership, and service.

- ❖ Selection of members is based upon all four attributes, not on scholarship alone.
- ❖ Candidates eligible for National Honor Society shall maintain an average of 3.25 non-weighted or more.
- ❖ Candidates must have completed three semesters of attendance.
- ❖ Sophomores are selected as provisional members and may not hold an office.

Teacher approval of candidates will be required based on a point system presented on a ballot. Summary points must be secured from the vote to earn a nomination into the honor society.

## CLASS SPONSORS

Senior (graduation, plan trip & meetings) .....	Mr. Bob Shipley & Ms. Cheyenne Martin
Junior .....	Mrs. Melody Prescott & Mrs. Mindi Clark
Sophomore .....	Mrs. Dena Courtney & Mr. Eric Dyer
9th Grade.....	Mrs. Tasha Wyant & Mr. Dixon Munday
8 <sup>th</sup> Grade.....	Mrs. Trisha Sharp & Mr. Ethan Bunnell
7th Grade.....	Mrs. Amy Axtell

The Grundy County R-V Board of Education has set the maximum amount of money that can be charged for class dues. (Board approved May 2005) Amounts are:

7 <sup>th</sup> Grade	\$10.00
8 <sup>th</sup> grade	\$10.00
Freshman	\$20.00
Sophomore	\$20.00
Junior	\$30.00
Senior*	\$30.00

\*See Senior class rules for senior trip, page 23-24.

## Extra-Curricular Sports Activities

Team membership is open to all students who wish to participate and meet team requirements. Girls' athletics include cheerleading, basketball, track, baseball and softball. Boys' athletics include cheerleading, basketball, track, and baseball.

Students must obey the law of the community. Any student who has been apprehended because of a violation of the law shall not be permitted to participate in an event until he/she has been cleared of charges or until he/she has satisfied his/her fine or penalty. A student placed on probation shall be considered a good citizen on probation and may be considered eligible on probation as long as he/she meets all other standards.

**Failure to inform school of such offenses could result in a 365 day suspension from MSHSAA Activities, MSHSAA bylaw 212.0 (Citizenship Standards).**

## Student Participation Activity Conflicts Guidelines

In order to manage activity conflicts the following criteria will be used concerning student participation.

1. Competitions have precedent over all other activities. A student will be expected to compete in a scheduled event in lieu of participating in any other activity, which might conflict.
2. The higher the level of competition the more precedence that competition will have over all others. For example: A state competition in conflict with a district competition, a student in conflict will be expected to compete in the state competition. District competitive events will take priority over conference and conference over local events and practices.
3. When competitions of the same level occur the sponsors will resolve the conflict. Should the

sponsors be unable to resolve the conflict, the principal will meet with the students involved to give them their choice of competitions.

4. This criteria will apply to all events where a student is in conflict. A student risks being taken off the teams involved for refusing to abide by the criteria set forth.
5. In cases where events are canceled and reset every effort will be made to avoid conflicts when the rescheduling is done. In cases where a rescheduled event cannot avoid being placed in conflict with another event, the above criteria for student participation will remain in force. An activity being placed on the calendar first does not give that activity precedence over the established criteria for student participation.
6. In activities where all team members may not be needed the above criteria could be altered by sponsor agreement and principal approval.

## **Sportsmanship**

As an athlete representing Grundy R-V High School, you have a responsibility to exhibit good sportsmanship at all times. You are a representative of your student body, your school and your community.

Attitude is one of the principle prerequisites in becoming a champion in any sport and of course, that is best defined by how you act, how you feel and think in showing your disposition.

A winning philosophy is important, but realizing the importance of how the game is played is equally important. Simple acts or gestures of respect such as: displaying good conduct, cooperating with officials, shaking hands with opponents before and after the contest, showing self control at all times, accepting decisions and abiding with them, accepting both victory and defeat with pride and compassion and never being boastful or bitter will aid you, the individual and your team, as well as portray the standards of sportsmanship expected of athletes at Grundy R-V High School.

In all reality, interscholastic athletics are much like everyday life. There are and will be disappointments in athletics, but there will be disappointments in all of life's activities. It's how you react to those disappointments that will measure what values you have learned through your athletic endeavors.

## **Responsibilities of Participants of all Athletic Competition**

1. Striving to achieve sound citizenship and desirable social traits including emotional control, honesty, cooperation, dependability and respect for others and their abilities.
2. Maintaining academic and eligibility standards as established by the Missouri State High School Activities Association and Grundy R-V High School.
3. Learning the spirit of hard work and sacrifice.
4. Learning to attain physical fitness through good health habits.
5. Desiring to excel to the limits of your potential.
6. Showing respect for both authority and property.
7. Be willing to accept the leadership role that is instilled through the school program.

Keep in mind that you are in the public eye and your personal conduct always must be above reproach.

## Athletics Participation Guidelines

1. Students are free to make their own selection as to sports in which they wish to participate.
2. A student, who has gone out for a sport but quits of his own accord, will not be eligible to start participating for another sport before the end of the competition in the sport that was dropped. The head coach of the sport dropped and the head coach of the new sport may waive this rule only under special circumstances and after discussion with the administration.
3. Once the high school sports season has officially begun, athletes are not allowed to participate in any other sport that would affect the high school sport they have begun. (Example – Slow Pitch / Fast Pitch softball, Golf / Fast Pitch softball, etc.) Administration and coaches will have final determination.
4. All students will be transported to and from respective games, meets etc. via school transportation. The only exception to this is when a parent makes a request to transport the student and contacts the head coach personally to make arrangements, the day before. The administration will make the final decision in these matters.
5. If it is necessary to be absent from practice or scheduled events, the student are expected to obtain permission from the head coach prior to the scheduled practice or event. If the absence is unforeseen, the student should make every attempt to contact the head coach concerning the nature of the absence. The head coach will determine whether the absence is **excused** or **unexcused**.
6. Students who are absent from school, for **any part of the day**, on the day of competition or the day following an athletic event, will not be eligible for competition on that day and will be ineligible to participate in the next competition unless they have a written doctor's note or the approval of the administration and the head coach. Do not use athletics as an excuse to miss school. In the event of the suspension of a student, the student will not be eligible for competition until he/she has fulfilled the disciplinary requirements established by the administration. The classroom obligation always comes first.
7. The use of tobacco related products are absolutely prohibited.
  - \*The first offense will be one event dismissal.
  - \*The second offense will be squad dismissal.
8. **The use of alcohol is absolutely prohibited.**
  - \*The first offense will result in a 30-day suspension from all athletics.

## Physical Exams & Insurance Requirements

1. The school shall require of each student participating in athletics a certificate of an issued physical signed by a physician, advanced nurse practitioner or a certified physician's assistant stating that the individual is physically able to participate in athletic practices and contests for their school. The medical certificate is valid for the purpose of this rule is issued on/or after February 1 of the previous school year.
2. A student shall not be permitted to practice or compete for a school until it has verification that the student has basic athletic insurance coverage.

The certificate must have signatures from the physician, the student and their parent and be on file in athletic director's office before the student will be allowed to practice with any Grundy R-V High School athletic team.

## **Homecoming - ADMINISTRATIVE REGULATION**

Each school year the principal will designate one home basketball game as “Homecoming”. Each class will nominate one candidate for King and Queen from each grade level (9-12), who must be a ball player, cheerleader or manager. Voting will be done by secret ballot by the entire student body grades (7-12). Candidates will be crowned king and queen at the homecoming game. The cheerleaders and ball teams will be in charge of any decorations. Homecoming dance will be for students in grades 7 through 12 and must be finished by 11:00 p.m.

## **School Trips – ADMINISTRATIVE REGULATIONS (including athletic trips)**

A school trip is any chaperoned excursion by a group of students off of school grounds, planned by the school, for the benefit of the students, except short field studies during the regular school day associated with one particular class and not causing students to be absent from any other classes. All school trips are to be planned to avoid absence from regular classes as much as possible and must be approved by the principal.

All school trips must be accompanied at all times by a certified member of the teaching staff. The principal must approve a complete schedule of the trip and all included events. The trip will then be placed on the official calendar of the principal and the superintendent prior to the trip. No arrangements for transportation, no advertising, and no financial commitments will be made prior to approval of the trip.

The principal, superintendent, and each student going on any school trip, except those to inter-school athletic events, will receive a printed schedule of the trip from the trip sponsor at least two days prior to the trip.

## **Graduation and Senior Trip Rules**

1. Cap & Gown, plus one rose will be bought by the senior class, provided they pay senior class dues.
2. Students must be on track to graduate.
3. Student must have all dues, fines, bills, etc. paid prior to final reservations being made. Once the deadline has been passed, the student will not be allowed to go on the senior trip.
4. Students must pass all 2<sup>nd</sup> Semester classes and receive no F's the 4<sup>th</sup> quarter
- 5. Students must maintain a 93% attendance rate second semester.**
6. Student must have parents complete and sign a medical information sheet. The school must have a copy of the student's medical insurance card.
7. Student and parents must have read and signed the information and rules about the trip.
8. Discipline – If a student during his/her junior and/or senior years has been given OSS 2 or more times at our school, that student will not be allowed to go on the senior trip.
9. Lodging and three meals a day will be paid for by the senior class fund (this includes sponsors).
10. Any activity that is participated by the whole group will be paid for by the senior class fund (this includes sponsors). Exceptions would be illness or unforeseen circumstances beyond the student's control.
11. All money left over in the senior class fund will be given back to the school to be deposited in the next senior class.



12. A detailed expense account will be given to the administrator.

If a student in his/her junior or senior year has been disciplined for physically or verbally threatening a staff member, teacher, or another student, that student will not be allowed to go on the senior trip.

### **Transportation to and from School Activities**

When transportation is provided to school sponsored activities, students who participate in these activities will be expected to travel in the school-provided transportation to and from the event. Only the following exceptions will be considered.

Students may travel home with parents only if parents or legal guardians come in person to the sponsor or the coach involved or sign the Sign Out Sheet. This must be with the approval of the sponsor or coach.

Parents may want their child to ride with someone else. In this case, the parents must do the following:

Personally inform the coach or sponsor with whom the student will ride. If the parent is not present they may make a previous request in writing in the high school principal's office by 2:00 p.m. the day of the activity. The written request must state who will be transporting the student.

The next action is the person designated by the parent must come in person to the sponsor of the activity and pick up the student.

No student will be released from a school activity to another person under the age of 18 years. In case of an emergency, or circumstances beyond the control of the parents or student, a student may be released with a member of the immediate family. An administrator or the person in charge will make this decision.

Coaches of athletic teams reserve the right to refuse a player's request to return home with anyone other than the team unless an emergency situation arises or a special problem exists.

No student will be permitted to use his or her own vehicle for activity transportation unless accompanied by a teacher, coach, or administrator employed by the Grundy R-V School District.

Violations of any of the above will result in temporary suspension for the activity in which the violation occurred.

### **Attendance Regulations**

PARENTS/GUARDIANS and STUDENTS should READ this policy **carefully**. If you have any questions, please call the high school office.

Regular and functional attendance on the part of all students is necessary to do satisfactory work. Repeated tardiness and absences frequently cause students to become discouraged and/or fail. Your participation is important in your continuing education, not only at Grundy R-5 Schools, but also in any endeavor in which you embark upon after graduation from Grundy R-5. You have a responsibility to your fellow classmates to contribute to each class. Therefore, it is very important that you be in school on time everyday that school is in session. Only in unavoidable cases should a pupil be taken out of school before the close of day.

## Absences

**If a student is absent from a class more than six times in a semester, this could result in a loss of credit for that class.** School related activity would not count toward being absent from class. Any student has the right to request permission from the administration for an absence. If a student is absent, the office will attempt to call home and verify the absence. If no contact is made, the student will be considered truant from school and could result in disciplinary action. Parents are encouraged to call the school at 673-6511 to notify the office of a student being absent. If this is done by 9:30 a.m. then that day's homework can be obtained and picked up at the end of the day. You can always appeal to the administration for credit lost. **Credit lost time can possibly be made up during summer school/credit recovery.**

### Positive Attendance Incentives

The school will provide attendance incentives to students with perfect attendance for each quarter **having missed no time from school. (Exceptions: school related and a half-day for Drivers Test)** Each class will compete monthly for a reward party. If a student has perfect attendance during a given quarter than a reward party will be given to those students.

### Make-Up Work for Absences:

For all absences, it is the responsibility of the students to obtain make-up work from the individual teachers. Students have two (2) days for each absence to make-up work (with a maximum of 6 days per absence period). However, students should understand that if the work is not made up within the designated time, then work made up would not receive full credit. Those students who are seniors and juniors will receive an "F" if not made up within the designated time. Special arrangements may be made for extended absences.

Assignments prior to an absence are due the day the student returns to school. **Anytime a student is missing three (3) or more assignments in a class, parents will be notified so the situation can be remedied.**

A test is to be taken the first day the student has that class on return to school if the student was absent the day of the test. If the student missed the test day and the review day, the student will arrange a tutoring session or sessions with the instructor and the instructor will arrange for the test date. If the student does not ask for a tutoring session, they will take the test at the teacher's discretion.

### Leaving During the School Day

Since the school has legal responsibility for all students and needs to be aware of their absence and destination, students who leave school for **ANY REASON MUST SIGN OUT IN THE OFFICE.** Only in emergency situations will the school phone parents/guardians to obtain permission for the students to leave. Students who leave school without parent permission and/or signing out will be skipping a part of class, a class, or classes. Such absences will be unexcused and the student will be disciplined, either ISS or OSS.

## College Visits

Juniors will be allowed one college-visit day and seniors two college-visit days with **prior counselor and office notification.**

### EARLY DISMISSAL REQUESTS BY PARENTS/GUARDIANS

**Permission to Leave School:** Any excuse to leave the school grounds should be written and handed into the office by 8:15 a.m. Permission to leave the building during the day may be granted by the principal upon receiving the written request by 8:15 a.m. Students may be dismissed from school before regular dismissal times only for valid reasons. Notes requesting an early dismissal should be given to the office. The following procedure will be used:

1. Obtain permission to leave from the principal's office.
2. Indicate on the "Sign Out Sheet" - his/her name, time leaving school, and destination.
3. "Sign In" with the correct time when he/she returns to school.
  - Permission will not be granted for students to leave school with their vehicles or to ride with someone else unless a phone call / written note is obtained from the parent/guardian.
  - Permission will not be granted for students to leave school for gym clothes, books, or materials used in class. Students and parents/guardians are responsible to see that these are brought to school on time.

### Tardy Policy

Students must be responsible for arriving to school on time (a late arrival to school will be considered a tardy) and when proceeding from one class to another within the designated time. A tardy to class means a student was not in the classroom by the second bell. Students have three (3) minutes between classes to get to lockers, restrooms, and water fountain. This is ample time if it is used wisely. It will help if all students walk on the right side of the hall as they pass from class to class.

- Using the telephone, talking to another student, getting a drink, getting books from the locker, etc. are not acceptable excuses for being tardy to a class.
- Oversleeping, sleeping in after a ball game, stopping to get gas for the car, etc. are not acceptable excuses for arriving late to school.

***Students arriving late to school must report to the office and sign-in.***

After accumulating two (2) tardies in a quarter, the office will notify the student's parents/guardians to inform them of the problem and the consequences for future tardies.

<b>Classroom Tardies:</b>	1 <sup>st</sup> tardy	Warning
	2 <sup>nd</sup> tardy	Teacher detention 15 min.
	3 <sup>rd</sup> tardy	Teacher detention 30 min.
	4 <sup>th</sup> – up	Sent to Office
<b>Office Tardies:</b>	1 <sup>st</sup> tardy	Warning
	2 <sup>nd</sup> tardy	Principals Detention 30 min.
	3 <sup>rd</sup> tardy	Principals Detention 45 min.
	4 <sup>th</sup> – up	1 day ISS

Habitual tardies may result in equal days of ISS, as well as notification of the tardy problem to the Juvenile Office and/or State DFS Hotline. A tardy will be kept just like our school's attendance. At the end of a quarter a student will begin anew.

The issuance of an excused tardy pass will be at the discretion of the principal, counselor, attendance secretary, or classroom teacher.

## **Lockers**

Lockers will be assigned the first day of school. All locker changes must go through the principal's office. Keep lockers clean at all times. Do not write in or attach items to your locker – NO TAPE. **If you have to attach something use magnetic stickers.** Any violation can result in paying for damages and disciplinary action. In order to protect possessions students will lock their lockers. Students placing padlocks on lockers must provide a key or combination to the principal at the time the lock is installed. Lockers are loaned for student use and remain the property of the school. As such they are subject to inspection at any time.

## **Textbook Rentals and Fees**

Textbooks for grades 7 through 12 will be loaned on the free textbook program. Students will be held responsible for the loss of or damage to textbooks loaned to them. Fees assessed will be based on usage as follows:

- During 1<sup>st</sup> year.....100% of cost of replacement
- During 2<sup>nd</sup> year.....100% of cost of replacement
- During 3<sup>rd</sup> year.....75 % of cost of replacement
- During 4<sup>th</sup> - 6<sup>th</sup> year.....50 % of cost of replacement

## **Use of Library**

Students are encouraged to use the library as much as possible. Students may use the library during class time provided they have a pass or are accompanied by a teacher. Care for and prompt return of books is important so that everyone can benefit from them. Therefore, students who have overdue books will not be allowed to check out other books until the overdue book is returned. A drop box is provided for students to put their Library Books in. Students who have lost or damaged books will be charged a replacement fee with a minimum of \$10.00 for a paperback and \$15.00 for a hard copy.

The library book and textbook selection policy is contained in a separate manual, which will be provided upon request.

## **Audio-Visual Materials**

It is Grundy Co. R-V's position that movies may be approved for student viewing for educational purposes, used as a culminating activity, as an incentive, etc., upon Building Administrator's approval. Grundy Co. R-V Faculty and Staff are required to complete a "Request for Movie" form and submit it to the appropriate Building Administrator for approval. The movie must be approved prior to student viewing. K-6<sup>th</sup> grade shall only be permitted to view "G" rated movies and 7<sup>th</sup>-12<sup>th</sup> grades shall only be permitted to view "PG" rated movies with adult discretion.

## Telephone Use

The office telephones are for SCHOOL BUSINESS ONLY. If a student needs to make a call, they must get approval from administration. **Calls are not to be made during class time.**

Parents and others are asked not to call for students personally. A message will be given to the student when he/she is free. Only in cases of emergency will students be called to the phone during school hours.

**Only a school official(s) will make outgoing calls from the office involving case of sickness or emergency.**

### Cell Phone (Board Policy)

Developments in class phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic devices will be banned during instructional periods, including advisory, as well as, in dressing areas during extracurricular activities. Cell phones – will only be allowed before and after school and during the student's lunch period. Violation of this policy will result in the following:

1<sup>st</sup> offense – item will be confiscated and returned at the end of the school day

2<sup>nd</sup> offense – item confiscated and parents will be required to pick the item up in the principal's office

3<sup>rd</sup> and subsequent offenses – item confiscated, parent must pick up the item and student will serve one day of in-school suspension. Additional disciplinary measures may be taken if persistent violation of this policy occurs.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons. Exceptions for special requests may be directed to the building principal for consideration.

## Cafeteria

### A Closed Noon Hour Will Be Maintained.

Students will not be allowed to leave the school grounds for outside lunch. Leaving the school grounds during the lunch periods could result in ISS or OSS. The school maintains a cafeteria in which students may obtain a convenient, well-balanced nourishing lunch for a nominal fee. Only one lunch charge will be allowed. **\*\* A new board policy 5550 on Meal Charges was adopted June 8, 2017 and is on the district's website. A copy is sent home with each student, or you may request a copy at the central office.**

Students are encouraged to purchase school lunches so that this service can continue to be provided as economically as possible. Prices are as follows; Milk - \$.25, Full Price Lunch - \$2.60, Reduced Price Lunch - \$.40. School lunches may be purchased in the office before school starts or at noon. Students who bring lunches must have it at school before school starts in the morning. They may purchase milk/juice separately. No food is allowed to be brought to students (by parents or friends at lunchtime). No food or drink items are to be taken from the cafeteria. ***Students are to attend and remain in the commons area during their lunch breaks.***

## Items

1. At no time, is food to be taken out of the cafeteria without prior permission from administration. No food will be allowed in the classrooms, hallways or lockers without prior permission from administration. Lunchboxes are acceptable. No drinks other than water that is in a clear container will be allowed during the school day.
2. No organization may sell food items of any kind during the school day; such items may be sold only after school hours. This does not include a breakfast program sponsored by a school organization.
3. The pop, juice machine and Power Ade is before/after school use only. **No pop, juice or PowerAde during lunch.**

## Dress Code Guidelines

This dress code applies to the school building, school property, classroom, and all school activities in which the student represents Grundy R-5 Schools.

1. Neat, clean (no body odor) appearance.
2. Garments (shorts, miniskirts, dresses, etc.) must be of appropriate length (finger tip rule) as determined by the teachers and principal.
3. No tight or revealing apparel.
  - No low cut front, back, or cut in sleeves.
  - No short, midriff tops or midriff cutout shirts, tank tops, spaghetti straps, muscle type undershirts or muscle type shirts or any other type of clothing that is offensive to a staff member.
  - Shirts will be buttoned, jeans will contain no **inappropriate** holes, and underwear will remain under clothes at all times, no bicycle shorts.
  - Top and bottom will meet, and shoulders shall be covered at all times.
  - Waistlines of all shorts, skirts, jeans, slacks, etc. will be worn above the hip at all times.
  - No leggings/jeggings unless you are also wearing a top that must be of appropriate length (fingertip rule) as determined by the teachers and principal to cover the leggings/jeggings
  - No pajamas, or sleepwear clothing.
4. No alcohol, drugs, tobacco, obscene words, vulgar language, double-meaning messages, racial or sexual remarks, supporting illegal acts, implied messages, or questionable forms of graphics on any garment.
5. Student apparel that school authorities deem gang related or symbolic in nature.
6. Hats, caps, bandanas, armbands or similar articles of dress are not to be worn in the building during the school day or at school functions in the building, unless authorized by the teacher to be worn for protection, safety, medical, or sanitary reasons or permitted for school-approved celebrations.
7. Sunglasses are not to be worn in the building at any time including activities. Medical clearance must be provided to the office to exempt this requirement.
8. If you are in doubt, don't wear it.

Students wearing clothing deemed unsuitable will be sent to the office. The principal or counselor will make the final decision about student dress. Students may be asked to reverse or change unsuitable clothing. Students who cannot go home to change clothing will remain in the office and will not be permitted to attend class. The student will receive her/his homework and will be allowed to turn it in.

Cleanliness and neatness of dress and hair are important to all students and should be encouraged and supervised by parents/guardians.

### **Parking Violations**

- Students must park in the school provided parking lot on the north side of the building. Students blocking driveways, sidewalks, no parking zones, etc. parking/driving privileges will be revoked.
- The parking lot is considered school property meaning that students should not be in the lot during non-school hours.
- Students also will be considered under the jurisdiction of school while on the parking lot or school grounds at any time including non-school hours, or non-school days. All rules and regulations of Grundy R-5 Schools are in effect.
- Students are not to be sitting in their vehicles after arriving at school in the parking lot.
- Students are not to go to their cars once they enter the school building until school is dismissed. **The office may give special permission for the students to go to their car.**
- Students will not be allowed to work on their motor vehicles during the school day.
- Non-Students and/or OSS students are not to be in the parking lot during the school day.
- Speeding, reckless driving, or making excessive noises on school property or near any school building will not be tolerated within the Grundy R-5 area.
- **Students are reminded that parking on school property is a privilege not a right and that privilege can be revoked.**

### **Junior Stand**

- The Junior stand will have three or four workers a night.
- If a student can't work they must find someone to replace them. The replacement must be a freshmen or older.
- If a student does not find a replacement, they may be fined \$25.00
- Workers must be there to set up and must also clean-up.  
Times to be there: Softball - 4:30 pm; Basketball – 5:00 pm Tournaments – TBA

### **ARTICLES PROHIBITED AT SCHOOL**

- \*Alcohol / Tobacco
- \*Drugs/drug paraphernalia

- \*Pornographic materials
  - \*Dangerous instruments or weapons – Read section on - **Grundy County R-5 School Board Policy on weapons**
  - \*Cigarette lighters
  - \*Flammable materials
  - \*Laser Lights
  - \*Water pistols or other water devices
  - \*Toy guns
- \*These items will be confiscated, destroyed, and/or turned over to the proper authorities.

## **ARTICLES PROHIBITED IN THE CLASSROOM**

- Electronic games
- All electronic devices
- Hats and sunglasses. Must be left in the locker

**Unless a teacher requests the use of such an item in class, these items are not to be brought to school. If they are, they will be taken to the office and then taken home at the end of the day, not to be brought back. If the items are returned to school again they will be retained in the office until the end of the school year. Exceptions: toy guns, water pistols, and/or water devices will not be returned, except upon parent request.**

### **Student Code of Conduct**

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the Grundy R-5 Schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by students, will result in the imposition of certain disciplinary action. Any conduct not included herein, or a an 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 Grundy R-5 Board of Education.

## **Rules and Regulations**

### **Safe Schools Act**

The Safe Schools Act is now law and has been officially adopted by the Board of Education. Board Policy File JFCJ.



## **Discipline Policy-Administrative Regulation**

The standards of the following policy are important for the maintenance of an atmosphere where orderly learning is possible and encouraged. It is the objective of the Grundy R-5 Schools to recognize, preserve, and protect the individual rights of all students, and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of an atmosphere where orderly learning is possible and encouraged.

All Grundy R-V personnel are responsible for the care and supervision of students and are all authorized to hold every student strictly accountable for any disorderly conduct in school, on any property of the school, on any school bus going to or returning from school, during school sponsored activities or during intermission or recess periods.

Any teacher who notices the misconduct or is responsible for the student, by the building principal or the superintendent, may discipline students exhibiting disruptive or defiant behavior. Any disciplinary action must be preceded by an explanation of the charges to the student and an opportunity for the student to respond.

Academic penalties will not be used, however credit and grades will not be earned until related objectives are accomplished and proven. Students not performing satisfactorily or not completing assignments or tests may not earn grades or credit. Once grades or credit are earned, they will not be removed.

**When a student is sent to the office for disciplinary action, the administrator has the option of following the disciplinary action outlined below or administrating other disciplinary action at their discretion.**

### **Behavior Expectations**

- Each student will be responsible for promoting a positive and healthful environment for others by maintaining order, self-discipline and having consideration for the rights and property of others. As such, each student will bear the responsibility for his own conduct.
- Each student will be responsible for neatness and cleanliness of personal attire and hygiene.
- Each student will respect other students, teachers, staff, administrators, other school personnel, as well as visitors as human beings and fellow citizens of the community.
- Each student will respect the personal property of others and refrain from causing intentional damage, unnecessary wear and tear to books and equipment, school materials, and school property, including the buildings, furnishing, and school parking lots.
  
- Each student will refrain from fighting, creating a disturbance, denying others the use of school facilities or buildings, using or carrying any weapons on school grounds, intentionally injuring another person or acting in such a manner to expose others to risk of danger, harm, or injury. A student will not use threats, bullying, or intimidation against any other person.
- Each student will respect the health and safety of others and refrain from using, possessing, transmitting, or being under the influence of any alcoholic beverage, narcotic substance, illegal

or prohibited drug or substance.

- Each student will respect the health and safety of others by refraining from illegal gambling, extortion, theft, assault, excessive noise, or any other unlawful activity.
- Each student will respect the educational process and learning environment of others by refraining from intentional or habitual tardiness, truancy, or any activities that diminish the rights of others or the opportunity for other students to receive an education and obtain the maximum benefit from the school district's instructional/educational programs.

## Consequences

Realizing that discipline is essential to the normal operation of school, any or all of the following steps may be taken to help students who have demonstrated misbehavior.

1. Counseling
2. Parental conferences
3. Before or after school detention
4. Work detail
5. Activity Suspension
6. In-school suspension (ISS)
7. Suspension from class
8. Out of school suspension (OSS)
9. Permanent expulsion from school

Steps taken will depend on the nature of the misbehavior, a student's past record, and more importantly, the school's official opinion as to what is necessary to ensure appropriate behavior by this particular student.

## Description of Discipline Actions

- **Detention** – can be used by a classroom teacher or administrator for disciplinary or academic reasons. Twenty-four hours notice will be given so a student who has been assigned a detention may have the opportunity to inform his/her parents/guardians and make arrangements for transportation home. Students may reschedule one suspension per class year.
- **Work Detail** – may be assigned as punishment, especially in regard to property damage. (Transportation to and from assigned work detail shall be the responsibility of the student and or student's parents/guardians.)
- **Activity suspension** - student will not be allowed to attend any extra-curricular activities for a specified length of time. This could include suspension from organizational meetings and/or trips.
- **In-School Suspension (ISS)** – students may be placed in a suspension room under the supervision of an administrator, teacher, or designated aide. While in the ISS room, a student must obey these rules:
  1. Bring all books, pencils, pens, and paper that you will need for the day to the ISS room. Bring in a sweater, sweatshirt, or jacket.
  2. You should have a least one (1) - library book or outside reading material.
  3. You will remain in the ISS room at all times. Passes to other parts of the building will not be given.
  4. You will be allowed one bathroom break in the morning and one in the afternoon.

5. You will bring your lunch trays back to the ISS room and eat your lunch at the designated time, then return your tray to the cafeteria
6. Sit with feet on the floor. Neither sleeping nor lounging will be allowed.
7. Talk only to the person in charge. Conversations with other students in or out of the ISS room, while in ISS, are not allowed.
8. Your regular classroom teacher will provide assignments; you are expected to work on these assignments while in ISS. You will be given full credit if assignments are satisfactorily completed and given to the ISS supervisor before the dismissal of school on that particular day. All assignments must have your name, date, the teacher's name, and block number.
9. **NO FOOD OF ANY KIND WILL BE PERMITTED AND ONLY WATER IN A CLEAR CONTAINER WILL BE ALLOWED.**
10. If you chose not to follow the rules or have show rudeness to the ISS supervisor or other students in ISS, the student will be dismissed from ISS and referred to the principal. The student will then be placed in OSS and will lose all credit for assignments and tests. Students must still successfully complete the ISS and will be reassigned to ISS.
11. Students will not be allowed to participate or attend school activities **until the ISS is served.**
12. Students serving ISS will not be allowed to attend Vo-Tech classes on the day of assigned ISS.

- **Out-of-School Suspension (OSS)** – Students will be temporarily removed from school for varying lengths of time. \*

**\*OSS Rules**

1. Students who are placed on Out-of-School suspension will not be readmitted to class until a parent/teacher/principal conference has been held, unless a parent/guardian has made contact with the principal before the suspension is completely served.
2. Students will receive zeros on all work during the time they spend on OSS (including any tests given during their OSS time), and work may not be made up for credit.
3. Students on OSS are not allowed on school property, attend class, attend Vo-tech, or participate in any school activities during the OSS time period.
4. Students may request their assignments during the OSS time period (no credit will be given).

Parents/guardians may pick-up the assignments during school hours. Students may only pick-up material after the dismissal of school for that particular day.

- **Expulsion** – Student will be removed from school for the remainder of the school year. This action is taken by the Board of Education upon recommendation of the superintendent.

**If the student has repeated offenses in a variety of discipline areas, the administration can impose more severe punishment than that which is listed in the student handbook.**

## **Due Process/Student Complaints and Grievances**

All students at Grundy R-5 Schools have the right not only to an education, but also the rights

guaranteed by the United States Constitution. In situations involving student infractions or building policies that may result in punishment, the following due process procedures apply:

1. The student will meet with the principal, counselor, or superintendent.
2. The student will be given oral or written notice of charges against them.
3. If the student denies the charges, she/he shall be given an oral or written explanation of the facts that form the basis for the proposed discipline.
4. The student shall be given an opportunity to present his/her version of the incident.
5. **In the event of a suspension of more than ten (10) days, where a pupil gives notice that she/he wishes to appeal the suspension to the Board of Education, the suspension shall be stayed until the Board of Education renders its decision, unless in the judgment of the superintendent of school, the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as practicable thereafter.** Ref; 167.171 Mo.Rev.Stat.
6. Appeals to the superintendent or Board of Education must be in writing and within ten (10) days of the previous decision.

Alleged acts of unfairness and any decision made by school personnel, except otherwise provided for under student suspension and expulsion, which the students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Grundy R-5 Board of Education or individual school rules, may be appealed to the school principal or designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

1. The principal shall schedule a conference with the student and any staff member involved to attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the grievance is not resolved at level one and the grievants wish to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from Title VI, Title IX and Section 504/ADA Coordinator. The complaint shall state the nature of the grievance and the remedy requested.
3. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform the participants of the action that will be taken.
4. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Behavior Code – Referral to Principal-Non-Severe Behaviors

## EVERY TEACHER IN GRUNDY COUNTY R-5 SCHOOLS FOLLOWS THE FOLLOWING CLASSROOM MANAGEMENT PLAN

If a rule is broken:   1<sup>st</sup> consequence: Verbal warning  
                                  2<sup>nd</sup> consequence: Detention at teacher's convenience in the teacher's room  
                                  3<sup>rd</sup> consequence: Referral to the principal

Failure to serve a classroom–assigned detention will result in a student being referred to the principal for further discipline. Parents may request they be contacted immediately by the teacher if the student is assigned detention or by the office if a student is referred to the principal.

### Referral to the Principal – Severe Behaviors

The following types of behaviors will be considered “severe discipline problems” and will result in disciplinary action, which may include OSS from 1 to 10 days, as well as contact with the juvenile office and/or the proper law enforcement agency. The principal will determine the length of suspension.

1. Fighting, including roughhousing, pushing, shoving, tripping, etc. Students should not be touching another even in “fun.” We were just “joking,” etc. **will not be considered a legitimate excuse** if a student is in any way roughhousing with another student.  
*Parents/Guardians and students should be aware that under the Safe Schools Act, a Federal law, all fights on school property must be reported to the Juvenile office and/or the Sheriff's office.*
2. Vandalism/attempted destruction of property or destruction of property.
3. Theft or attempted theft.
4. Profanity/use of written or spoken language and/or gestures, which are disparaging, demeaning, or obscene. All offenses involving disrespect to any adult staff member will have more serious consequences.
5. Harassment, either verbal or physical, of another student or staff member.
6. Possession of tobacco, drugs, or alcohol.
7. Possession of prohibited articles on school grounds.
8. Inappropriate displays of affection including holding hands, having your arms around another, etc.
9. Skipping classes. Skipping a class or part of a class. Students who have been in school part of the day and who are more than five minutes late to a class will be considered to be skipping.
10. Safe Schools Act Violations: Students who bring a weapon to school may be expelled for a period of one year. Students who are expelled from one public school for a weapons violation may not attend any public school for a year.
11. Failure to obey a reasonable request by a school employee/arguing with a school employee. Rude behavior or remarks to a staff member or bus driver will have more serious consequences. Respect for school personnel is required. \*

\*Students who want to discuss a situation with a bus driver, teacher, or school employee may schedule a private conference with the bus driver, teacher, or employee at the adult's convenience. Students should remain after class to schedule a private conference with their teachers. Students should wait until they are

getting off the bus to ask the driver for a conference.

Bus drivers, teachers, and staff members should arrange the conference within a 24-hour period if possible. The principal, superintendent, or counselor, at the request of the student or employee, will attend the conference.

Parents may request that the teacher or office contact them immediately, if the student is assigned detention, ISS, OSS, work detail, or if a student is referred to the principal.

## Behavior Chart

<b>Offense</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>	<b>Continuing Violations</b>
Alcohol/Drug Possession or Representation Thereof	2-10 days OSS Authorities notified Recommended for long term suspension -	4-10 days OSS Authorities notified Recommended for long term suspension -	10 days OSS Recommended for long term suspension Authorities notified	10 days OSS Recommended for long term suspension - Authorities notified
Cell phone use	Verbal warning and office possession	'Warning and parent pick up cell phone	1 day ISS and parent pick up cell phone	To be decided
Cheating/Plagiarism	Verbal warning-0 score	1 day ISS – 0 score	2 days ISS – 0 score	1-5 days ISS – 0 score
Disrespect/Insubordination to students	1-3 days ISS	2-6 days ISS	1-5 days OSS	2-10 days OSS
Disrespect/Insubordination to teacher/staff	2-3 days ISS (Parent conference w) teacher/principal	3-6 days ISS (Parent conference w) teacher/principal	2-5 days OSS (Parent conference w) teacher/principal	3-10 days OSS (Parent conference w) teacher/principal)
Driving or riding to/from Vo-Tech without permission	1 day ISS	2 days ISS	Removal from program	
Failure to obey a reasonable request by school personnel	1 day ISS	3 days ISS	1-5 days OSS	2-10 days OSS
Fighting or physical contribution to a fight	Sent home – 3 days OSS JO notified	Sent home – 5 days OSS JO notified	Sent home – 6 days OSS JO notified	Sent home – 6-10 days OSS JO notified
Firearms Possession on School Property	Expulsion for calendar year Authorities notified			
Food or drink in school	Verbal warning	1 day ISS	2 days ISS	2-5 days ISS

Forgery	1 day ISS	3 days ISS	1-3 days OSS	3-5 days OSS
Harassment	1 day ISS	3 days ISS	5 days ISS	2-10 days OSS
Horseplay/pushing	Verbal Warning	1 day ISS	3 days ISS	1 day OSS
Inappropriate/public display of affection	Verbal Warning	Lunch detention	1 day ISS	2 days ISS
Inappropriate dress	Verbal Warning-remain in office until clothes are changed	1 day ISS	2 days ISS	3-5 days ISS
Indecent exposure-indecent liberties taken with another student	1-3 days ISS or 1-5 days OSS JO notified	2-10 days OSS JO notified	Long term expulsion JO notified	
Lack of Class preparation and/or Participation	Remain in office until work is completed	½ day ISS	1 day ISS	2-10 days ISS
Parking/Driving violations	Verbal warning	5 days–loss of parking privileges-possible 1-5 days ISS	10 days-loss of parking privileges-possible 2-6 days ISS	Loss of parking privileges for quarter, semester, and or year-possible 1-5 days OSS
Pornographic material	1 day OSS	2-5 days OSS	5-10 days OSS	
Possession of dangerous instruments, weapons, i.e. Pocket knives, Clubs, explosive material, (fireworks, etc.)	1-10 days OSS JO notified permanent expulsion	1-10 days OSS JO notified permanent expulsion	1-10 days OSS JO notified permanent expulsion	1-10 days OSS JO notified permanent expulsion
Profanity/Use of written or spoken language and/or gestures which are disparaging, demeaning, or obscene	Principal’s detention or 1 day ISS	1-2 days ISS	3-5 days ISS	1-5 days OSS
Profanity/Use of written or spoken language and/or gestures which are disparaging, demeaning, or obscene to staff members	3 days ISS	5 days ISS	1-5 days OSS	3-10 days OSS recommendation for long term suspension
Skipping school/class Or truancy	1 day ISS	3 days ISS	1 day OSS	3 days OSS
Student threat towards other students/Verbal abuse	Conf. w) Coun. /Principal/ Min. – OSS Max	Conf. w) Coun. /Principal/ Min. – OSS Max	Conf. w) Coun. /Principal/ Min. – OSS Max	Conf. w) Coun. / Principal/ Min. – OSS Max

Student throwing food or objects	1 day ISS	3 days ISS	1-3 days OSS	3-5 days OSS
Theft	1-5 day OSS JO notified	2-6 days OSS JO notified	2-10 days OSS JO notified	2-10 days OSS JO notified
Tobacco use or possession	1 day OSS	2 days OSS	2-10 days OSS	10 days OSS/ recommended for long term suspension
Tormenting / Teasing	Verbal warning-conference with counselor)	1 day ISS	3 days ISS	1-3 days OSS
Verbal abuse/Threats against staff/Striking staff member	1-10 days OSS or more; conference with counselor principal recommendation for long term expulsion	10 days OSS or more; conference with counselor principal recommendation for long term expulsion	Recommendation of long term suspension	Recommendation for expulsion
Willful destruction of student, teacher, staff or school property	1-5 days ISS-pay for damages	2-6 days ISS-pay for damages	1-5 days OSS-pay for damages	2-10 days OSS-pay for damages

## **Cheating/Plagiarism**

Cheating/plagiarism are a serious breach of trust that will not be tolerated at the Grundy R-5 Schools.

Cheating/plagiarism are defined as:

1. Copying another student's homework and turning in the copied material as your own.
2. Copying answers from another student's test during an examination, crib notes, hidden answers, picture phones, palm pilots, etc.
3. Allowing another student to copy your work.
4. Allowing another student to look off of your test paper during an examination.
5. Copying material from another source, such as an encyclopedia, Internet source, book, or magazine, without giving credit to your source and claiming it as your written work.
6. Talking or passing notes to another student during a test will be interpreted as cheating.

All students caught cheating; assisting another student in cheating, in the possession of plagiarized material(s), or caught plagiarizing will receive a zero on the test or assignment, as well as additional disciplinary action may be taken at the discretion of the teacher and/or administrator.

Should there be a question concerning whether or not a student "let" another student copy during a test or another situation, it will be up to the teacher's discretion. Should both students be found guilty, both students will be punished equally.

The teacher will notify parents/guardians of any incident.



## **Bullying – Board Policy**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related contest.

Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, and expulsion and law enforcement contacted.

## **Sexual Harassment – Board Policy 2130**

### **Nondiscrimination and Student Rights – Harassment**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct or a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term “school personnel” includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The district prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

## **Network and Computing Systems Policy**

This organization is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions will result in disciplinary action in the form of temporary revocation of user accounts, regardless of the success or failure of the attempt. Revocation can result from disciplinary actions taken by a panel judiciary board called upon to investigate network abuses. This organization reserves the right to amend this document at any time.

The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Authorized personnel have the right to access information on the network and computing system. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the litigation process.

### **Section 1: General Computing Policy**

Once a user receives a password/user-id to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using that password/userid. Therefore:

- 1.1 Applying for a password/user-id under false pretenses is a punishable disciplinary offense.
- 1.2 Sharing your password/user-id with any other person is prohibited, in the result that you do share your password/user-id with another person, you will be responsible for the actions that the other person appropriated.
- 1.3 Deletion, examination, copying, or modification of files and/or data belonging to another user without his or her prior consent is prohibited.
- 1.4 Attempts to evade or change resource quotas are prohibited.

- 1.5 Continued impedance of other users through mass consumption of system resources is prohibited.
- 1.6 Use of facilities and/or services for commercial purposes is prohibited.
- 1.7 Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation regardless of system location or time duration.
- 1.8 Any use of the network to obtain, view, download, or otherwise gain access to objectionable material is prohibited.

## **Section 2: Electronic Mail Policy**

Grundy County R-V has restricted the use of electronic mail to only those individuals who have prior approval by faculty or administration for its use.

## **Section 3: Network Security**

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

- 3.1 Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
- 3.2 Use of system and/or networks to connect other systems, in evasion of the physical limitations of the remote system/local, is prohibited.
- 3.3 Decryption of system or user passwords is prohibited.
- 3.4 The copying of system files is prohibited.
- 3.5 The coping of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- 3.6 Intentional attempts to “crash” network systems or programs are punishable by disciplinary offenses.
- 3.7 Any attempts to secure a higher level of privilege on network systems are punishable disciplinary offenses.
- 3.8 The willful introduction of computer “Viruses” or other disruptive/destructive programs into the organization network or into external networks is prohibited.
- 3.9 Disks should not be brought from home. If disks are brought to school a computer teacher or the technology director must first check them before being used.

*Any violation of the Network and Computing Policy as stated in this handbook:*

- |                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup></b> offense | Principal/Student Conference, loss of computer and network privileges for 2 weeks. |
| <b>2<sup>nd</sup></b> offense | Loss of computer and network privileges for rest of year and/or 1 day of ISS       |

### **Subsequent Offense**

Permanent loss of computer and network privileges, out-of school suspension.

## **Interrogations and Searches - BOARD POLICY**

### ***Searches by School Personnel***

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen property, weapons or other items posing a danger to the health or safety of students and school employees.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Student may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law, when a student refuses to allow a search or where the search cannot safely be conducted. Parents may also be contacted.

### ***Interview with Police or Juvenile Officers/Other Law Enforcement Officials***

The Grundy County R-V School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school; the school will attempt to notify the parents, students must be informed of their constitutional rights by the law officials, students may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

### ***Removal of Students from School by Law Enforcement Officials***

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school. File: JFG.

## **Search Seizure - ADMINISTRATIVE REGULATION**

The students will maintain any school lockers used by students in a safe and orderly manner. No liquids, explosives, dangerous instruments, or live creatures will be kept in lockers. The school will remain a co-tenant of the lockers and may conduct routine searches for missing property or disorderly or unsafe conditions. Students placing padlocks on lockers must provide a key or combination to the principal at the time the lock is installed.

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law may be done. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

In the event a law enforcement official requests permission to search a student, an administrator shall be present during the search.

Articles or information acquired during searches may be presented to legal authorities for evidence in criminal prosecution; items prohibited at school may be disposed of; other items will be returned to the student.

## **Student Alcohol/Drug Abuse - BOARD POLICY**

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Grundy County R-V School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

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, Section 195.010, RSMo.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency. Board policy files JFCH

## **Weapons in School - BOARD POLICY**

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 grounds, buses or at school activities.

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

1. A firearm as defined in 18 U.S.C. 921.
2. Any device defined in 571.010, RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in 571.010, RSMo, on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The Superintendent of Schools to the Board of Education may modify the suspension or expulsion on a case-by-case basis upon recommendation. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

## **Care of School Property by Students - BOARD POLICY**

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. The principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged, shall assess payment.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2,000. Proceedings against the non-emancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.  
Adopted: 10-30-91. File: JFCB

## **Health Services**

### **Medications**

All medications, prescribed by an authorized prescriber, as well as all non-prescription medications, will be administered in accordance with Board policy JHCD, Administration of Medicines to Students.

Administration of medicines will be the **responsibility of the school only if the school's Student Medication Policy is followed**. Questions regarding further explanation of the Student Medication Policy may be directed to the school principal or the school nurse.

## **School Policy for Administration of Medications during School Hours Rules and Regulations**

1. If at all possible all drugs that can be given at home before coming to school and upon returning home should not be brought to school to be given during school hours. Many times the scheduling can be arranged so this is possible. The family doctor can be consulted to set up a schedule.
2. The first dose of any antibiotic or other medication should be given at home in order to decrease the risk of an allergic reaction occurring at school.
3. The nurse or principal's designee will administer the medication in compliance with the regulations.
4. If the doctor feels that is necessary to administer medication during school hours a statement should be provided as to the time, the amount, the name of the medicine, and how often to give, also what type of reaction if any to expect. The statement should be signed by the doctor and the parent or guardian. This may also come in the form of a properly labeled prescription bottle from a pharmacy.
5. A note from parents giving the school permission to administer the medication must accompany the medication prescribed. The note should include the date, the name and dose of the medication, and the time of day that it is to be given.
6. School personnel do not provide any non-prescription medication at any time. Over-the counter medication in the *original unopened container* may be provided by parents and given when accompanied by a written request from the parent or guardian. *Opened & /or out dated* over the counter medication will not be given. All medications must be properly identified. Only one dose of an as-needed medication will be administered during any school day.
7. All medications, with permission slips, must be brought by a **parent/guardian** to the nurse's office and stored in a safe, appropriate place. It is the student's responsibility to report to the nurse's room at the time his/her medication is to be given.
8. Students are **not allowed** to bring medications to school. All medications need to be brought to the school office by a **parent/or guardian**.
9. Unused medications need to be **picked up by a parent**. Any remaining medications that have not been picked up by a week after school is out, will be disposed of properly.

### **Lice and Scabies Policy**

In keeping with the Grundy R-5 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusions of students from school, the administration provides the following procedure:

1. Schools will not perform routine school wide head lice screening, however, should multiple cases be reported, the nurse will identify the students most likely to have been exposed and arrange to have those students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified.

3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays, and other appropriate treatments that can be purchased to eliminate head lice or nits. For effective treatment, label directions must be followed exactly as written on shampoo bottles. The nurse will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school until treated with an approved lice shampoo. Home remedies have not been proven to be effective treatment.”
5. When a student who had a live head lice infestation returns to school, the school nurse or designee will examine the student. If live lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment.
6. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
7. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children’s Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment, and prevention of head lice for staff, students, parents and the community.

### **Immunizations/School Health Records of Students - BOARD POLICY**

It shall be the policy of the Grundy Co. R-V School District that all students attending the district schools shall be in compliance with state laws and regulations requiring immunization against poliomyelitis, rubella, measles, mumps, tetanus, pertussis, diphtheria, and hepatitis B, varicella (chickenpox) and meningococcal.

The parents or guardians of each student entering the school district shall furnish satisfactory proof that the student has been adequately immunized, or that the immunization process has begun.

It shall be unlawful for any student to attend school in the district unless the student has been satisfactorily immunized or unless the parents/guardians have signed and placed on file with the school administrator a statement of exemption because of religious beliefs or medical contraindications. Failure to comply with this legal requirement will result in the student’s exclusion from school until proof of compliance has been presented to the district. If the student produces evidence of having begun the process of immunization, he or she may continue to attend school as long as the process is proceeding. Homeless children are the only exception, and are allowed a 24 hour time period in which to provide proof of compliance.

The superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.



## School Bus Regulations

The safety of students during their transportation to and from school and school activities is the responsibility of the parent/guardian, bus drivers, and school officials. Students are responsible for all rules of conduct while waiting or riding a school bus. Administration may revoke riding privileges of students who fail to obey rules

Students are encouraged to use the bus transportation provided to and from school whenever possible. However, all students who ride the bus at any time are subject to the following conditions:

1. While on the regular daily route or to and from school activities, the bus driver is the person-in-charge. His/her judgment of student behavior will be respected by the school administration.
2. Students will conduct themselves at all times so as not to cause embarrassment or unfavorable reflection upon Grundy County R-V.
3. Students will show proper respect to the driver and other passengers at all times.
4. Students will board and leave the bus as instructed by the driver (the emergency door will be used in case of "emergency" only).
5. All passengers will remain seated while the bus is in motion, no standing or moving from seat-to-seat.
6. Students will keep hands and possessions to themselves; will not hit other students with hands or other objects.
7. Students will not use abusive or foul language.
8. No objects or parts of the body outside the bus windows.
9. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
10. Use or possession of tobacco or drugs on the bus is prohibited.
11. No glass bottles will be allowed on buses.
12. Any student riding the bus to school must follow the regular procedure for permission to leave school.
13. Any damage to the bus must be reported to the driver immediately.
14. The superintendent and/or principal have the authority to discontinue the transportation of any student who, in the driver's opinion, displays intolerable behavior.
15. Any student whose transportation is suspended shall not be permitted to ride the bus until satisfactory arrangements have been made by parent/guardian with the superintendent and/or principal.
16. The bus driver's main duty is to drive in such a manner as to insure the safety of all passengers at all times. In order to do an effective job, distraction from passengers must be kept to a minimum. Any situation causing a driver to shift his attention from the road to the passengers could endanger the safety of all passengers on the bus.
17. No student that continues to display disrespect of bus rules will be allowed the privilege of riding the bus.
18. Bus drivers have been instructed to keep written records to infractions to the rules; the record will include the name/s of student/s involved, date, description of event and the corrective measures used.

**You as parents can do more than anyone else to help keep order on the bus. Please discuss with your children the importance of respecting the rights of others and the tremendous responsibility of the bus driver. We simply can't allow a few disruptive students to endanger the safety of everyone on the bus. Thank you for your support and help in this matter.**

# **Curriculum Services – Board Policy**

## **State Mandated Curriculum: Human Sexuality**

Any course materials and instruction related to human sexuality will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity as the preferred choice of behavior;
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

## **Public Notice – Grundy County School District**

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, and children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The **Grundy County R-V School District** assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The **Grundy County R-V School District** has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to the third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at **205 SW Border Street, Galt, MO 64641** or **223 Jones Street, Humphreys, MO 64646** Monday through Friday between **8:00 a.m. and 3:00 p.m.**

This notice will be provided in native languages as appropriate.

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