

Sunrise Elementary School

STUDENT-PARENT HANDBOOK 2017-2018

MISSION STATEMENT

Raising Standards by Educating for Tomorrow, Today

Richmond R-XVI K-5 Vision Statement

To provide highly effective teaching with actively engaged students where children will learn to their maximum ability in a nurturing, child-centered environment.

Superintendent of Schools:

Dr. Mike Aytes

Assistant Superintendent of Schools:

Mr. Brock Dover

2017-18 Richmond Board of Education:

*Mr. Tom Williamson, Dr. Jason Morrill, Mrs. Penny Vandiver,
Jason Berning, Dr. Jonathan Renfro, Mrs. Connie Taylor & Mr. John Thoreson.*

SUNRISE ELEMENTARY SCHOOL

401 MATT WALLER DRIVE
RICHMOND, MISSOURI 64085

OFFICE HOURS

7:30 a.m.–4:00 p.m.

MONDAY-FRIDAY

PHONE: (816) 776-3059

This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP CODE: _____

PHONE: _____

STUDENT NUMBER: _____

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<i>Ist Semester</i>						
S	M	T	W	T	F	S
August						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
#	21	22	23	24	25	#
#	28	29	30	31		
September						
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October						
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#	30	31				
November						
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12	13	14	15	16	17	18
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#	27	28	29	30		
December						
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10	11	12	13	14	15	16
17	18	19	20	21	22	#
#	24	25	26	27	28	29
30	31					

Student Contacts
Contract Days

**Richmond R-XVI
School Calendar
2017-2018**





Student Contacts
Contract Days



<i>2nd Semester</i>						
S	M	T	W	T	F	S

Board Approved: Feb. 14, 2017

0	3	Aug x New Teacher Workshop
5	5	Aug 14 Convocation a.m. / Building Meetings p.m.
4	4	Aug 14 Open House at Dear and RMS
5	5	Aug 15 Building Mtgs a.m. / Professional Dev p.m.
4	4	Aug 15 Open House at Sunrise and RHS
		Aug 16 Professional Dev / Professional Dev
		Aug 17 First Day of School / Half Day Early Dismiss
1	1	Sept 4 Labor Day / No School
4	4	Sept 15 Early Dismissal / Homecoming
5	5	Oct 13 End 1st Quarter
5	5	Oct 19 Early Dismissal / Parent Conferences
5	5	Oct. 20, 23 Fall Mini-Break / No School
		Nov 22-24 Thanksgiving Break / No School
5	5	Dec 20 End 2nd Quarter / Early Dismissal
4	5	Dec 25 Christmas / No School
4	4	Dec 21 - Jan 7 Christmas Break (Students) .No School
2	2	Jan 3, 4, 5 Building Meetings / Professional Dev
		Jan 8 Students Return
3	3	Jan 15 Martin Luther King Day / No School
5	5	Feb 19 President's Day / No School
5	5	Feb 16, 19 Spring Mini-Break / No School
5	5	March 9 End 3rd Quarter
2	2	March 15 Early Dismissal / Parent Conferences
4	4	March 16 No School
		March 30 Good Friday / No School
1	1	May 13 Graduation
5	5	May 15 End 4th Quarter
5	5	May 15 Last Day of School / Early Dismissal
3	3	May 16, 17, 18 Teacher Checkout (flex hours)
		May 28 MEMORIAL DAY
		Designated Snow Days 5/16, 5/17, 5/18, 5/21, 5/22, 5/23

0	3	1	2	3	4	5	6
7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22
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31							
February							
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29	30	31					
March							
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29	30	31					
April							
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May							
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23	24	25	26	27	28	29	30
31							
June							
				1	2	3	4
5	6	7	8	9	10	11	12

-  Holiday / No School
-  Professional Dev Day
-  Parent-teacher conferences
-  End of Quarter

-  scheduled snow day
 -  half-day / early dismissal *
- * see district website for dismissal times

Total Student Days = 171
Total Teacher Contract Day = 179

approved 2/14/17

Sunrise Elementary Staff 2017-18

Office Staff:

Principal: Sara Terrill
Education Resource Teacher: Becky Gore
Principal's Secretary: Elaine Wheeler
Attendance Secretary: Kim Chrisman
Nurse: Linda Pemburlin

Special Teachers:

Art: Spencer Barr
Technology: Dana Cravens
Library: Mindi Crook
Music: Sandy Cazzell
PE: Duane Bastob

Second Grade:

Kristina Behrendt
Kerra Bowers
Kayla Harris
Jamie Marrant
Tiara Pettijohn
Robyn Wheeler

Special Education:

Kristin Barr
Daschia Carpenter
Trish Carletti
Anita Johnson
Janis Lanning (EH)

Third Grade:

Jessica Backs
Amber Chivington
Kara Elderbaum
Courtney Hardesty
Angie Steele
Darla Weekley

Counselor/SBSW:

Pam Adams (Counselor)
Julie Hyder (SBSW)

Title I Reading:

Kay LaJoie
Jeanne Scott

Fourth Grade:

Peggy Doolan
Deborah McCoy
Donna Miller
Amber Opfer
Sarah Schnell

Aides:

Shari Burks
Sherry Hall
Amber McCoy
Verlee Patterson
Lynn Sanders
Mike Youger

Fifth Grade:

Jana Backs

Brigitte Gernetzke
Lindsey Thomas
Nicole Van Buskirk

Cashier:

Kelly Downs

Custodian:

Rick Swafford

2017-18 Pledge

We all know that children learn from adults. Love, encouragement, positive support, and a nurturing environment are all critical to the healthy development of every child. We all have a responsibility and a role in the success of the students at Sunrise Elementary School.

As a student I pledge to:

- Come to school every day, ready to learn and work to the best of my ability.
- Bring necessary materials, completed assignments, and homework to school.
- Inform my parents of what I am learning at Sunrise and give them all the notices that are sent home.
- Know and follow class rules.
- Ask for help when I need it.
- Limit my TV/Computer use and find time to read every day.
- **Read and agree to follow the conditions in the District internet agreement.**

Student Signature: _____ **Date:** _____

As a parent/guardian I pledge to:

- Make sure that my child gets to school every day, gets adequate sleep and completes home/school work.
- Talk with my child about his/her daily activities.
- Know how my child is progressing by attending conferences, looking at school work, talking to the teacher, attending Back to School Night, Open House, and being involved with the school.
- Communicate the importance of education and learning to my child.
- Support school and classroom rules and policies.
- Read to my child and encourage my child to read every day, limiting their TV/computer use.
- **Read and agree to follow the conditions in the District Internet agreement.**

Parent Signature: _____ **Date:** _____

As staff, we pledge to:

- Provide high-quality curriculum and instruction by teaching to the CCSS's utilizing effective teaching strategies and providing interventions in a positive, safe, and orderly learning environment.
- Have high expectations and help all students meet standard.
- Communicate regularly with parents including parent/teacher conferences, through the use of newsletters, report cards, phone conversations, and e-mails.
- Encourage parents to be involved in decisions that affect their child's education.
- Create a positive, safe, and orderly learning environment in my class and in the school.

Teacher's Signature: _____ **Date:** _____

Cooperation among all stake holders in the education of our students is a key in the amount of success they will achieve! Thank you for fulfilling your role!

Statement of Non-Discrimination

It is the policy of the Richmond R-XVI School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries about the district non-discrimination policies should be directed to:

Superintendent
Richmond R-XVI School District
1017 E Main St
Richmond, MO 64085
(816) 776-6912

Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106; telephone: (816) 268-0550; FAX: (816) 823-1404; TDD: (877) 521-2172.

Arrival/Departure: (Student Drop-off and Pick-up)

Parent parking will be in the lot in front of Sunrise Elementary School. Car drop-off and pick-up will be in the drive in front of the building. Visitor parking is on the north front row of the parking lot and other specified areas. Bus drop-off and pick-up will be in the drive behind Sunrise Elementary School. Please no cars in the bus lane.

Arrival/Departure Time(s):

*School Hours: Monday, Tuesday, Thursday & Friday: 8:00 a.m. – 3:04 p.m.
Wednesday (PLC Early Dismissal): 8:00 a.m. - 2:19 p.m.
(NO PLC in April – Regular Dismissal on Wednesdays)*

Car Riders are dismissed at 3:04 p.m.

Students should not arrive at school before 7:40 a.m.

Teachers are not on duty until 7:40 a.m. therefore students are not supervised prior to this time. All students are to report to the gym. The only exception is students going to the cafeteria for breakfast.

Students may not be in any other part of the building until the bell rings. Parents, please do not bring your children to school **before 7:40 a.m.**

Attendance Policy and Procedures (JED and JED-AP1)

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.

4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Parents and guardians are asked to make every effort to have students at school on time every day that school is in session. If a student is not able to attend because of illness or for some other reason, **parents and guardians are asked to contact the school before 8:30 a.m.**

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

Attendance Policy Consequences for Violations for *Grades K–5*

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will contact the parent by phone.
2. When a student has accumulated four (4) excused absences or one (1) unexcused absence in any school year, the principal or designee will send a letter and a copy of the attendance policy to the parent or guardian, notifying the parent or guardian of the number of absences. The purpose of the letter is to make sure that the parent or guardian is aware of the number of absences, to make sure that the parent or guardian is aware of the policy and possible consequences, and to request that the assistance and cooperation of the parent or guardian in helping to ensure that the student attends school on a regular basis.
3. When a student has accumulated eight (8) excused absences or two (2) unexcused absences in a school year, the principal or designee will send a letter and a copy of the attendance policy. The principal or designee will then follow-up the letter with a phone call to the parent or guardian. The purpose of the letter and phone call are to inform the parent or guardian of the number of absences and remind him or her of the importance of regular attendance and of the consequences of additional absences.
4. When a student has accumulated ten (10) excused absences or three (3) unexcused absences in a school year, the principal will schedule a conference with the parents. The student's teachers may be invited to attend.. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
5. When a student has accumulated twelve (12) excused absences or three (3) unexcused absences in a school year, the principal will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If educational neglect is suspected, the principal or designee will contact the Children's Division (CD) of the Department of Social Services. If violation of the compulsory

attendance laws is suspected, the principal or designee will contact the local prosecutor. If both educational neglect and violation of compulsory attendance laws are suspected, the principal or designee will contact both organizations.

6. More than twelve (12) excused absences or three (3) unexcused absences in a school year will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

At the discretion of the principal, any conference or step listed above may be waived if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Before and After School Programs

Adventure Club, the before and after school child care program of the Richmond R-XVI School District is available from 6:00 a.m. until the start of school and from 3:00 until 6:00 p.m. Child-care may also be available during inclement weather and some holidays. Please check with the director of Adventure Club. For more information call (816) 776-3075.

Sunrise Singers and Strikers

Sunrise Singers is offered for 4th and 5th grade students. Sunrise Strikers is offered for grades 3, 4 and 5. These are performance groups that are chosen by auditioning with the music teacher. The groups meet before school from 7:20am to 8:00am. Singers meet Tues / Thurs. Strikers meet Mon / Weds / Fri. Performances will be as announced. Parents are responsible for transportation.

School Lunch Program

Richmond R-XVI School District does participate in the National School Lunch Program and the National School Breakfast Program. Free and Reduced Meals are available for students from households with qualifying incomes. Application forms are available at all school sites, online at www.richmond.k12.mo.us.

Cafeteria

Each day we serve breakfast and lunch that meet the nutritional guidelines set by the State. Breakfast costs \$1.30 for full price. Lunch costs \$1.75 for full price. If students order a second tray it will be an additional \$2.00.

Breakfast

5-day full price \$6.50
20-day full price \$26.00

Lunch

5-day full price \$8.75
20-day full price \$35.00

Lunch deposits may be made daily in the cafeteria with cash or check placed in an envelope identified by first and last name, grade, and account number. No change will be exchanged. These sales, along with charge payments, take place from approximately 8:00 a.m. to approximately 8:30 a.m. After two charges, sun butter (peanut butter substitute) and jelly sandwiches will be provided. *(There are students with peanut allergies, therefore our kitchen is peanut free – and sun butter will be served)*

The cafeteria has chips, cereal, fruit roll-ups and other snacks for sale, but are not sold to students who are charging. Parents are welcome to join their children for lunch in the cafeteria, but we ask that the teacher be informed of this at the beginning of the school day so they can notify the cooks. Adult breakfast is \$1.50 and adult lunches are \$2.00. **Prices are subject to change.**

Cell Phones

Experience has proven that cell phones present a disturbance and can also become the object of theft. Cell phones will not be permitted at school. Cell phones seen or heard at school will be confiscated and the owner's parents will be called to pick up the phone. If you have a legitimate reason your child may need a phone from time to time—please clear this with the office or the teacher. We will hold the phone in safe-keeping for the day and return it to the child at the end of the day.

Classroom Parties

Parents are strongly discouraged from checking students out after classroom/holiday parties. These absences negatively affect the average daily attendance, no matter how short the duration of time.

Commercial or Flower Deliveries

The school will not deliver flowers or gifts during class hours. These items should be picked up in the office after school. Remember that balloons and glass containers are prohibited on the bus.

Mission Statement of Fight-Free Schools

To teach the youth of today, the future leaders of our nation, appropriate interpersonal behavior skills. The focus is to provide an improved school environment, which will enhance the learning process and allow our children the optimum advantage to excel in their academic careers.

School-Wide Rules

- Keep Hands, Feet and all Other Objects to Yourself (KHFOOTY).
- Follow directions the first time given.
- Show RESPECT for others and their property.
- Violence or threat of violence will not be allowed.
- Use appropriate language.
- No cheating on assignments or tests.
- Whispering only will be allowed in the hallways. Be respectful of the other classrooms.
- No running or playing in the halls or bathrooms.
- No gum chewing is allowed.

Classroom Behavior Philosophy

The Dear Elementary and Sunrise Elementary Schools believe that each classroom needs an orderly, safe and supportive environment for our students to be successful. When a student has a problem, the teacher may have the student use a safe spot to think over the concern and then return to normal classroom activities. A safe spot is defined as a place in the classroom that a student can go to stay in control of his / her behavior. A buddy room in a nearby classroom may be used for further concerns, followed by an alternative location in the building recovery room. A buddy room is a safe spot in another teacher's classroom. The recovery room is a location where the student can receive individual help with his/her problem. Here, the student is responsible for developing a plan for success and for processing with his/her teacher. Plans are implemented for students who have chronic behavior problems. These behavior problems may include: excessive talking out, not following directions, stealing, arguing, inappropriate language, continuous out-of-seat behavior and/or not getting along with others. All these behaviors can inhibit the student and others from learning.

- One redirection is given to the student
- Safe spot in the classroom,
- Buddy room
 - Parents notified by phone and or note
- Recovery room with School Based Social Worker
 - SBSW/Principal notifies parents
- Students involved in fighting, bullying, pushing, shoving, name-calling, or any other behavior of this nature will follow the above protocol unless it is severe in nature and requires a discipline referral.

Contacting Your School

We invite and encourage all parents and community members to visit us anytime. Please check in at office and our secretaries will notify the teacher you are here. If the teacher feels it's an appropriate time for visitors he/she will welcome you to the classroom. If you would like to request a conference with a teacher, administrator, etc. please call and set up an appointment through the school office.

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Discipline Referrals

Discipline referrals occur when students are sent to the office or recovery room. These referrals are documented and the following consequences will be used.

- First Offense – Isolated from class for the rest of the day in the recovery room. If offense occurs at the end of the day, half of the following day will be spent in the recovery room.
- Second Offense & Third Offenses – One day of In School Suspension (ISS) or Out of School Suspension (OSS) at the discretion of building administrators.
- Future Offenses – Up to ten (10) days of either ISS or OSS at the discretion of the building administrators.
- Fights, violent behavior and threats (Policy JG-R).

Emergency (or Early) Dismissal

Each child should be instructed about where he/she is to go if an early dismissal is necessary. It is impossible for the school to notify each parent if an early closing of school occurs. If a current emergency address is not on record in the school office, the child will be transported to his/her regular bus drop off.

Parents should listen to any of the local radio or television stations for information about school closing during inclement weather. *Be sure your child knows where to go if school should close early for any reason. The District Website has more information on emergency closings.*

Emergency Preparedness & Safety Drills

Safety drills are held on a regular basis throughout the school year. These drills may include fire, building & bus evacuation, tornado, earthquake, bomb threat and lock-downs. Crisis and policy manuals including emergency drill practices and procedures are located at each building under the security of the building administrator and/or his/her designee.

Earthquake Safety

The New Madrid Fault Line runs through Missouri and Ray County is considered to be part of the New Madrid Seismic Zone, meaning that earthquakes can occur in Ray County. Many earthquakes are felt but cause little damage. However, earthquakes can sometimes be quite violent and cause severe damage and injuries. For that reason, Richmond R-XVI schools practice earthquake drills.

The Federal Emergency Management Agency (FEMA) offers the following guidance regarding actions to be taken during an earthquake:

Drop to the ground; take cover by getting under a sturdy table or other piece of furniture; and hold on until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

Additional information about Earthquake Safety can be found on the District website.

An earthquake is the sudden, sometimes violent movement of the earth's surface from the release of energy in the earth's crust. The number one cause of death in an earthquake is running out of a building and being struck by falling debris.

Tornado Safety

When the weather warning sirens are sounded, children will be kept at school and cared for until the all-clear signal. Definite emergency procedures are followed. ***Please, do not call the school office during this time. Phone lines must be kept open to receive information concerning the storm.***

Fever

Students need to be fever-free for 24 hours before returning to school.

Library

The library houses printed and not-printed materials and also some audiovisual equipment. Printed material is available for checkout. Scheduled library visits are arranged once a week at the beginning of the school year. Students may come during open library times with teacher permission. Books are checked out for two weeks and may be renewed once. Magazines are checked out for one week. Reference material is checked out on a one-day basis to be used in the classroom.

Library Material (overdue)

Students with overdue material cannot check out anything else until the overdue material is returned. Students will be expected to follow the library guidelines on behavior and care of books.

Money at School

Money or other valuables should not be left in or on school desks. Pupils must assume responsibility for safekeeping of valuables. Children should be discouraged from bringing extra money to school.

Open House

Each year, the R-XVI schools hold Open House for parents and patrons of the district before the start of school. The purpose of this open house is to provide an opportunity for patrons to see the schools and meet with school personnel and bring school supplies before the start of school. This is not a time for parent-teacher conferences. If you wish to discuss student progress, please set up a private conference time. You may do this by calling the school office.

Parent-Teacher Organization (PTO)

Our PTO promotes a positive educational program for all students. We invite you to become involved in one of the many PTO-sponsored activities. As a PTO member, volunteer aide, or room parent, you can make a meaningful contribution to our school and your child. Get involved and be part of the team!

Personal Property / Toys / Electronics / Cell Phones

Students **are not** to bring any **trading cards, toys, electronics (video games, radios, pagers, headphones, music players, etc.) or cell phones** to school. The school is not responsible for personal property brought to school. The teacher, through the office, must clear any unusual items necessary for classroom assignments. Any personal item / article may be removed from the student and held in the principal's office until the end of the school day OR until a parent comes to the school to pick up the item. If repeated problems occur, an item may be held until the end of the school year.

Pets

Often students have a pet they would like to share with their classroom. This can be a good educational experience for children. Please follow these rules:

- Make arrangements with the classroom teacher, so the pet is not a disruption.
- No pets allowed on school bus.
- A parent needs to accompany the pet, so that it can be taken home as soon as it has been shared.

Phone Calls to Office

We need assistance to solve a problem here at school. The office receives many calls each day asking us to deliver messages to students. You can help in the following ways:

1. Please limit phone messages to those of an emergency nature.
2. When possible, make plans with your child before school and communicate in writing to your child's teacher.

Thank you for your consideration and help with this matter.

Recess/Playground Guidelines

1. Always be courteous to teachers and other students, and follow directions.
2. Play away from all windows and doors, so classrooms will not be interrupted.
3. When recess is over, return equipment, line up quickly and quietly, and walk as you leave the playground.
4. **DO NOT** throw objects against the building.
5. Do not bring toys, purses, headphone-radios, etc, on the playground. (Balls and jump ropes will be available for each class.)
6. If jackets or coats are brought to the playground, they will be worn or tied around the waist, not left on the ground or fence. **Students must have a parent note to stay inside from recess. If the student needs to stay in longer than 3 consecutive days, a doctor's note is required.*
7. Please dress students appropriately for the weather. **Classes will go outside unless it is 20 degrees or below with a wind chill.** Parents/Guardians are also encouraged to send students in shoes that are conducive to outside play. Flip flops may be comfortable, but tend to break during play and have led to many falls for children at recess.

Report Cards & Assessments

Report cards are distributed to the students after each quarter has ended or at Parent/Teacher Conferences. Report cards may or may not be done on the electronic grade book.

The Richmond R-XVI School District requires that all students in grades 3-8 participate in Missouri Assessment Program (MAP) assessments. Students *will not* be allowed to opt-out of these state-required assessments.

The Richmond R-XVI School District will not administer Missouri Assessment Program (MAP) assessments to privately schooled students or home schooled students.

Grading Period

The school year is divided into four nine-week periods (quarters). Two quarters (18 weeks) make one semester. Grades are given for each quarter.

Safety Patrol

Fifth grade students are eligible for safety patrol. Any fifth grade student who has not been issued an ISS or OSS the semester prior, may apply for safety patrol. Safety patrol members monitor the inside of the building to help enforce hallway safety. Different patrol members will be used in the morning and afternoon depending upon whether they are a bus or car rider. Students who display behavior that does not set a good example for the other students of Sunrise Elementary will be removed from their safety patrol duties.

Student Council

Each 3rd and 4th grade classroom will elect one representative to the Student Council. Each 5th grade classroom will elect two representatives to the Student Council. The entire 5th grade class will elect officers (at the end of 4th grade). The Student Council will be responsible for at least one school-wide philanthropy project each year.

Spartan Alert

The Richmond R-XVI School District is proud to offer SpartanAlert. This is a service to keep parents and community members informed of school cancellations and important information. You may sign up for this service by going to www.richmond.k12.mo.us and clicking SpartanAlert on the left side of this home page. Follow the prompts to get important information about the Richmond R-XVI schools sent as text messages directly to your mobile phone PDA, e-mail or pager. This is sponsored by the Community Bank of Missouri.

S.P.A.R.T.A Volunteers

Spartan Patrons Assisting Richmond's Teens and Adolescents

The Richmond R-XVI School District requires that all S.P.A.R.T.A. volunteers have a background check. The school district's goal is to connect young people with caring adult volunteers at schools to promote success, encourage healthy behaviors and build stronger communities. As positive role models, S.P.A.R.T.A. volunteers enhance young people's ability to succeed. For information on becoming a S.P.A.R.T.A. volunteer, contact the school office-Julie Hyder at 776-3059 Ext. 21.

Snacks and Healthy Treats

- Healthy treats are welcome at school. However we ask you to follow these guidelines.
- All treats should be store bought or made in the bakery.
- No Homemade treats
- Please let the teacher know in advance you are bringing treats so he/she can make arrangements in the daily schedule.

- We discourage students drinking soda pop at school. Please do not send pop in your child's lunch, and if bringing in outside food for lunch, we ask that the drink is something other than pop.
- Students with severe allergies are becoming more prevalent. With this in mind, we are asking parents to only bring in snacks and treats that are without peanuts. Check with your student's teacher for further allergy concerns. We appreciate your consideration of the health of our students.

Tardiness to School

Every student arriving to school after 8:00 a.m. is considered tardy and **MUST** sign in at the office. Consequences for tardiness will be counted on a quarterly basis. At the end of each quarter, tardy counts start over.

1st-3rd tardy = No Consequence

4th- future tardy = Miss one (1) recess per tardy to make up academic study time.

Visitors

Parents are welcome at school. As a protective measure for children, all visitors **MUST** check in at the office before visiting a classroom. Children who are not enrolled in this school are discouraged from visiting classrooms because of the potential disruption of the normal routine. ***Teachers are required to see an office visitor's pass before admitting visitors to the classroom.***

Bullying (Policy JFCF)

General

In order to promote a safe learning environment for all students, the Richmond R-XVI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students

Definitions

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

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

School Day – A day on the school calendar when students are required to attend school.

Designated Official

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who

are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school

suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying

School Counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem
2. Teaching the student to defend him-or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Bus Transportation Services (Policy EEA & JFCC)

The board, in accordance with state law, may provide free transportation for public school pupils who reside one mile or more from the pupil's designated attendance center. Buses carrying school children will be considered as extensions of the school environment, and any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her privilege to school bus transportation suspended for such period of time as may be deemed proper by the school principal. Uniform rules of conduct and disciplinary measures will be enforced. In an effort to provide safe and reliable transportation to and from the Dear and Sunrise Elementary buildings, all K-5 students are eligible to ride the bus. Children **should not expect** to ride to and from a friend's house for social occasions. Emergency sheets should have information as to where students are picked up and delivered and where they are to go for early dismissal. A one-day change will not be permitted and transportation for that 1 day will be a parent responsibility. It is requested they have someone on their check out list to pick them up. Any permanent change to bussing will be made at building level and faxed to transportation department.

Child Abuse and Neglect (Policy JHG)

(Missouri Public Law, Section 210.220 to 210.165 – June 1975)

When school officials, including teachers, school nurses, and principals, and other persons with the responsibility for the care of children, have reasonable cause to believe that a child has been or may be subjected to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately.

Corporal Punishment (Policy JGA)

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it will be administered preferably by the principal in the presence of the teacher. Corporal punishment may be administered only by swatting the buttocks with a paddle.

Counseling Services (Policy JHD)

A school counselor is available at all times for individual, as well as classroom guidance.

Dress Guidelines (Policy JFCA, JFCA-AP)

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to learning.

The Board of Education expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear. Gym shoes must be worn to participate in PE. ("Heelies" are not allowed to be worn at Sunrise Elementary.)

3. Dress and grooming will not disrupt the educational environment. This includes but is not limited to; any type of hats and spaghetti straps on shirts. Shorts and skirts must be visibly below the fingertips of the students' arms held to the side in a relaxed position.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in extracurricular activities.

When, in judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. **Consequence**-warning and request to change or turn inside out.

Discipline of Students (Policy JG-R)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or 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 Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Discipline of Students with Disabilities (Policy JGE)

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

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

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a

"serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Electronic Communication between Staff Members and Students (Policy GHB)

Staff members are to maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

The district discourages staff members from communicating with students electronically for reasons other than educational purposes.

Field Trips (Policy IICA)

If field trips are taken, all students will have the opportunity to participate in them. These are an extension of what is learned at school. Parents will be asked to complete a field trip permission form when student information forms are completed. Parents will be notified with a note prior to field trips. All students must have a trip form signed by the parents before being allowed to participate in a field trip. Inappropriate behavior on a field trip may result in loss of future field trips.

Fund Raising (Policy IGDF)

Only administrative approved fund-raisers will be allowed.

Grading System (Policy IK)

The grade represents the best possible estimate of the student's achievement and status in a given class for the grading period. The use of grades is to indicate the extent to which the student has met the goals and objectives.

Internet Usage Policy (Policy EHB)

Richmond R-XVI School District links with the Missouri Research and Education Network (MOREnet) which allows access to unlimited information. Every individual using school equipment and networks must be approved to use the internet. By signing the Agreement, the student is agreeing to abide by all laws and terms of the agreement. Students are responsible for good behavior on school computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct classroom tasks and communicate with others. Students are responsible for their behavior and their communication over the network. Network storage areas may be treated like school lockers. The school reserves the right to review any file or communication without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with district and school rules may result in a loss of network access, disciplinary action by the school administration and referral to law enforcement agencies.

Medications at School (Policy JHCD)

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. All medications must be delivered to the school principal or school nurse by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging. All medications must be accompanied by a written administration request from the parent/guardian.

Over-the-Counter Medications

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

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications as required by law and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

Emergency Medication

Sunrise Elementary is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. District stocked epinephrine remains in the nurse's office at all times.

General

The Richmond R-XVI School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognized that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the

nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Programs for Homeless Students (Policy IGBCA)

The district, in accordance with state and federal law and the Missouri state plan for education for the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Recordings by Students (Policy KKB)

The Richmond R-XVI School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

- If required by a school-sponsored class or activity.
- At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
- As otherwise permitted by the building principal.

Release of Students during the School Day (Policy JEDB)

Students will not be released during the school day except in the company of their parents, guardian, or parent-designated adult. Parent, guardian, or parent-designee will be required to pick up students in the principal's office.

To designate an adult to pick up students, a parent must designate the person on the student's emergency form.

Technology Use (Policy EHB and EHB-AP)

The Richmond R-XVI School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources.

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.

The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin);

Students in possession of inappropriate electronic pictures or texts will be disciplined in the same manner as students in possession of inappropriate hard-copy pictures or messages.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

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

2. **Assault**

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

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

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

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

First Offense: Expulsion.

3. **Bullying (see Board policy JFCF on page 17)**—

4. **Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. The first two referrals will be handled by the bus company and any referral after that will be handled by the Sunrise Administration.

5. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.

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

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

6. Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)--Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

7. Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

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

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

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

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

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

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

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

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

9. Failure to Meet Conditions of Suspension--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

10. False Alarms (see also "Threats or Verbal Assault")--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

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

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

11. Fighting (see also, "Assault")--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

12. Hazing (see Board policy JFCF)—Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance, forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

13. Public Display of Affection--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

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

14. Sexual Harassment (Policy AC and regulation AC-R)

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

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

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

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

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

15. Technology Misconduct (Policy EHB and regulation EHB-R)

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

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

b. Violation other than those listed in "a," or of Board policy EHB and regulation

EHB-R, administrative procedures or netiquette rules governing student use of district technology.

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

16. **Theft**--Theft, attempted theft or knowing possession of stolen property.

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

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

17. **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

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

18. **Tobacco**

a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

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

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

19. **Truancy (see Board policy JEDA)**--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

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

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

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

21. **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

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

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

22. **Weapons (see Board policy JFCJ)**

a. Possession or use of any instrument or device, other than those defined in 18

U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

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

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

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. Subsequent Offense: Expulsion

Student Expulsion (Policy JGD)

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. More specific procedures for suspending a student are outlined in Board Policy JGD.

Prohibition against being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless the superintendent or designee grants permission.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

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

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

Reporting to Law Enforcement

It is the policy of the Richmond R-XVI School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.

6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

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

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

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, 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 Richmond R-XVI 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 disorder, hearing impairment and deafness, mental retardation, 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 Richmond R-XVI 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 Richmond R-XVI 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 Richmond R-XVI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at 1017 E. Main Richmond, MO 64085 between the hours of 8:00 AM and 4:00 PM. This notice will be provided in native languages as appropriate.

Family Education Rights and Privacy Act of 1974

The above law grants to you the following right: to review official school records and data directly related to your child within a 45-day period after written request is made.

Directory Information

Notice to Parents: "Directory information" is considered "Public Record" which must be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010-030 *Revised Statutes for the State of Missouri* and to military recruiters under Section 9528 of the "*No Child Left Behind Act*" of 2001.

The information in a student directory considered to be "public record" includes: student's name, parent's name, address, telephone number, grade level, date of birth, weight & height of members of teams, dates of attendance, honors and awards received, most recent previous school attended, yearbook, photographs of regular school activities, participation in officially recognized activities and sports, including audiovisuals or photographic records of the openly visibly activities (e.g. artistic performances, sports contests, assemblies, awards ceremonies, service projects, etc.)

NOTE: If you choose to not have this "Directory Information" released, please provide written notice to the school principal by September 7 each school year. If you choose to not have this information released, it would include ALL of the "directory information."

Public's Right to Know (Policy KBA)

The Richmond R-XVI School District will make district records available to the public in accordance with law. Any person wishing to access records shall make a request to the custodian of records during regular business hours. Anyone requesting a copy of public record will be charged a fee for search and duplication in accordance with Board policy on the release of public information.

Not all district records are available to the public. If the opportunity to inspect or copy a record is denied, the custodian of records will provide a written statement explaining why the request was denied in accordance with law if such an explanation is requested.

NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Any parent, teacher, or member of the public may file a complaint. A formal complaint must be a written, signed statement that includes: (1) an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated; (2) facts, including documentary evidence that supports the allegation, and (3) the specific requirement, statute, or regulation being violated. The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION OF RIGHTS

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Richmond R-XVI School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and security personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605
5. Directory Information: For purposes of FERPA, Richmond R-XVI School District has designated certain information containing educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: the student's name, address, telephone number, date and place of birth, major field of study, weight, height, participation in and

eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, the most recent educational agency or school attended by the student, and photographs. You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification of this effect with Richmond R-XVI School District, 1017 E Main St, Richmond, MO 64085, on or before September 1, 2015. If a refusal is not filed, Richmond R-XVI School District assumes you have no objection to the release of the directory information designated.

PARENTS RIGHT TO KNOW

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION OF RIGHTS

The Richmond R-XVI School District abides by the Protection of Pupil Rights Amendment (PPRA) which affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the United States Department of Education:
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or 1.8 Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a

student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:

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

The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of PPRA. The office that administers PPRA is the following : Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Distribution of Non-Curricular Student Publications (Policy IGBDA)

I. Guidelines

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- A. Are obscene to minors.
- B. Are libelous.
- C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- D. Advertise any product or service not permitted to minors by law.
- E. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- F. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

II. Procedures

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- A. Name and phone number of the person submitting request.
- B. Date(s) and time(s) of day of intended distribution.
- C. Location where material will be distributed.
- D. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has

made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary.

If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

III. Time, Place and Manner of Distribution

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- A. No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

IV. Definitions

The following definitions apply to the following terms as used in this policy:

- A. "*Obscene to minors*" is defined as:
 - 1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
 - 2. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
 - 3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- B. "*Minor*" means any person under the age of 18.
- C. "*Material and substantial disruption*" of a normal school activity is defined as follows:
 - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

- D. *"School activities"* means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- E. *"Unofficial material"* includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and e-mails, whether created by students or others.
- F. *"Libelous"* is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.
- G. *"Distribution"* means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies or delivery via district technology. It includes displaying unofficial material in areas of the school which are generally frequented by students.

V. Disciplinary Action

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

VI. Notice of Policy to Students

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Revised June 2017