

**Rock Port R-II Blue Jays  
Student/Parent Handbook  
2018-2019**



# Rock Port R-II Blue Jays Student/Parent Handbook

## 2018- 2019 Rock Port R-II JH / HS Student / Parent Handbook

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

### **Intent of Handbook**

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

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

### **Mutual Respect**

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

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

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

Education, to be important, must bring about desirable developments in the physical, intellectual, aesthetic, and spiritual life of the individual. We are concerned with the understanding of the whole child so that we may, in guiding him or her through real-life experiences based on student's needs, interests and abilities, help students to

adapt themselves to their social group through his or her school life to become a thinking, creative, and active member. The education of children should be a continuous, year-round community enterprise. Keeping the teacher and the education of American youth abreast of social change and research is a task which is dependent upon a sound, meaningful philosophy of education. The educational philosophy, which lies at the foundation of education, has the task of meeting the child's needs to enable him or her to live better and adjust to the environment around them.

**VISION STATEMENT:**

To be a source of inspiration and knowledge for all.

**MISSION STATEMENT:**

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

**SCHOOL PLEDGE**

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

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

**SCHOOL SONG**

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

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

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

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

## **A+ PROGRAM**

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

### **A+ Student Eligibility**

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

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

### **A+ Schools Agreement**

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

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

### **A + Enrollment Requirement**

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

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

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

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

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

### **A+ Attendance Requirement**

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

### **A+ Tutoring Requirement**

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

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

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

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

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

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

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

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

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

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

### **A+ Citizenship**

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

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

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

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

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

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

### **A+ Appeals Process**

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

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

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## **ACADEMIC LETTER**

## **ACADEMIC LETTER REQUIREMENTS**

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

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

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

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

## **ACTIVITY GUIDELINES**

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

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

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

## **ACTIVITY**

## ACTIVITY PASSES

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

## ADMISSION OF NON-RESIDENT PUPILS

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

## AFTER-SCHOOL DETENTION

Teachers may assign students to an after-school detention when the students' school behavior warrants. The student will serve the detention with the weekly detention supervisor on Tuesdays and Thursdays from 3:15-4:00 unless the student and teacher make other arrangements. It is the student's responsibility to notify his/her parents concerning any transportation or after school plans.

Students will bring homework to work on or will have work provided for them. Students not staying for detention unless excused by the principal will have an additional detention. If detention is missed twice, it will result in a 1-day In-School Suspension.

## ASSEMBLIES

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

## ATTENDANCE POLICY

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

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

- **Students who miss 20 or more minutes in a class period will be counted absent for that hour.**
- Students who miss a total of **7 EXCUSED ABSENCES** will be required to attend Make-up Study Time.
- Make-up Study Time can be acquired through Saturday Schools and/or After-School Detention.
  - One Saturday School earns students back one day of attendance.
  - Four detentions earn students back one day of attendance.
  - **ALL UNEXCUSED ABSENCES MUST BE MADE UP IN MAKE-UP STUDY TIME.**
- Students will not earn credits for their classes and will be placed on the Hold List until they have attended the necessary amount of Make-Up Study Time to place them under seven absences and/or to make up any unexcused absences. These classes will be considered "Incomplete" (IC) until that time. Once students have completed their Make-Up Study Time hours, they will receive the credit that they earned for their classes.
- The deadlines to complete Make-Up Study Time are as follows:
  - 1<sup>st</sup> Semester IC's – Make-Up Study Time must be completed by the end of January.
  - 2<sup>nd</sup> Semester IC's – Make-Up Study Time must be completed by the end of Summer School.



- Excessive excused absences due to unique health issues or family situations will be reviewed case by case and left to administration's discretion.

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

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

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

Guidelines that constitutes a reasonable suspicion;

- 2 unexcused absences a semester
- 6 absences deemed either absent, excused, or excused verified a semester.
- 6 tardies to first hour class a semester.

No such action as described above will be taken unless other strategies and interventions have been implemented and proven ineffective. **This includes an attendance letter to the parent or legal guardian at 1 unexcused absences or 4 absences (absent or excused) or 4 tardies to first hour.** A parent/student conference with the Principal will also be held either in person or by phone.

Absences are classified as follows:

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

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

**Excused and Verified Absences:** Students will be given one day to make up work for each day they are absent.

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

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

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

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

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

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

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

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

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

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

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

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

## **BELL SCHEDULE**

Regular Bell Schedule:

8:05	Warning
8:10-8:57	1st Period
9:00-9:47	2nd Period
9:50-10:37	3rd Period
10:40-11:27	4th Period (Lunch Bells by Grades)
11:30-12:17	5th Period
12:17-12:45	Lunch
12:50-1:37	6th Period
1:40-2:27	7th Period
2:30-3:07	8th Period (JH Activity Period)

12:05 Dismissal Early Dismissal Schedule

1 <sup>st</sup> 8:10-8:38
2 <sup>nd</sup> 8:41-9:09
3 <sup>rd</sup> 9:12-9:40
4 <sup>th</sup> 9:43-10:11
5 <sup>th</sup> 10:14-10:42
6 <sup>th</sup> 10:45-11:13
7 <sup>th</sup> 11:16-11:44
Lunch
Dismiss 12:05

Late Start Schedule

1<sup>st</sup> 10:00-10:34

2<sup>nd</sup> 10:37-11:11

3<sup>rd</sup> 11:14-11:48

Lunch 11:49

4<sup>th</sup> 12:15-12:49

5<sup>th</sup> 12:52-1:26

6<sup>th</sup> 1:29-2:03

7<sup>th</sup> 2:06-2:40

8<sup>th</sup> 2:43-3:07

**BREAKFAST/LUNCH PROGRAM**

Rock Port R-II Schools have both a breakfast and lunch program for students and staff. Junior High and High School students may purchase **breakfast for \$1.55 per meal**, and **\$2.25 per lunch meal**. Extra/only milk or Juice is .45 cents. Students who meet federal guidelines may qualify for free or reduced price breakfasts and lunches. The federal guidelines may be picked up at the principal's office. Reduced price breakfast is .30 cents and reduced price lunch is .40 cents. An Ala Carte breakfast is available in the JH/HS for JH/HS students if they choose to stay in the JH/HS part of the building rather than eating breakfast in the cafeteria.

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

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

**No** students 7-12 will be permitted to leave the school grounds for the purpose of eating lunch away from the facility. When a student reaches a balance of less than \$ 2.50 in his or her account, the cashier will remind the student to deposit money.

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

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

### **Meal Charges (P5550)-**

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

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

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

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

A copy of this procedure will also be posted on the district's website.

### **Scope of Responsibility-**

## Food Service Department

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

## Administration

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

## Parent/Guardian

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

## Administration of the Policy-

### 1. Student Groups:

- Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals and the district will not withhold student records in violation of law.

### 2. No charges will be allowed for ala carte foods and beverages.

### 3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department. The district will invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.

### 4. The district will work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

### 5. If the student debt reaches \$40 or household debt reaches \$80 and no arrangements have been agreed upon by the parents/guardian and district then a letter from the school attorney will be drawn up and sent notifying the parties involved that the debt will be turned over to a debt collectors or the Atchison County Small Claims Court for collection.

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

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

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

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

## **BUILDING ENTRANCE PROCEDURES**

Visitors need to enter the building through the main entrance on the west side of the school. They may gain entrance by pressing the security system button located inside the first set of doors at the main entrance.

## **BUILDING REGULATIONS**

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

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

## **BUILDING VIDEO SURVEILLANCE**

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

## **BULLETIN BOARDS**

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

## **BULLYING – POLICY 2655**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict

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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. Cyberbullying means bullying as defined above through the 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 may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline. Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action. Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

#### **BUS RULES AND SAFETY REGULATIONS**

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

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



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

#### **CELL PHONES/PORTABLE ELECTRONIC DEVICES**

In order to promote the professional and polite use of technology that will be required to bridge students into the existing expectations of the global work force and educational communities, cell phones and electronic devices used as cell phones may now be used on the Rock Port High School premises during appropriate designated times. Cellular devices on school grounds will be carefully controlled and monitored by all staff members. The primary means of communication for students will continue to be made through the main office.

Possessing a cellular device on school property is a privilege, not a right. The school system retains the authority to ensure the proper use of the phones. The following rules pertain to cell phones and electronic devices used as cell phones on the school premises and failure to follow these rules will result in disciplinary action and consequences:

Cellular devices may not be used during class time. Cellular devices must be off during class and not on vibrate. No headphones or wireless earpieces may be attached to the device without permission from the teacher. Teachers may require students to place phones or electronic devices in a safe holding container during class time or when a student goes to the restroom. Students are not to take their phones out of the classroom if they leave to go to the restroom, their locker, etc. Students seen with their cell phones in the halls or elsewhere in the building during times when cell phones are not allowed will have their phone confiscated and then face disciplinary consequences.

- **Students who need to make phone calls must have prior permission from a teacher.**
- During class changes, students will be permitted to use cellular devices to **text only**. No phone calls will be allowed. Prior to the tardy bell, phones should be powered down and put away.
- Students will be permitted to use their cellular devices at lunch to text only. No phone calls will be allowed. At the teacher's discretion during 8<sup>th</sup> hour, students may text only in their designated study hall. The cellular device must be on vibrate or silent and not make alert noises when a text is sent or received. Students may not place regular voice phone calls during this time.
- Cellular devices cannot be used when a guest speaker is present.

- During assemblies, pep rallies, class or club meetings, cellular devices may not be used for calls or texting. They should be put away as described above for class time.
- Students may not stop by their lockers to check their phones if they leave the classroom to go to the bathroom, office, etc.
- Students are responsible for the care, security, and the use of their cellular device during school activities and events.
- Students are not permitted to possess a cellular device during any testing, specifically MAP or EOC's.
- Students will not be allowed to have cell phones or electronic devices in locker rooms or bathrooms.

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

If a student is caught using an electronic device improperly the following progressive consequences will apply:

- 1st Offense: The electronic device will be confiscated, secured in a safe location, and returned at the end of the day. Student will be subject to 1 after school detention and loss of cell phones/portable electronic device privileges for 10 days.
- 2nd Offense: The electronic device will be will be confiscated, secured in a safe location and a parent/student conference will be held with the principal before the electronic device is returned and/or the student is subject to 1 Saturday School Detention and lose of cell phones/portable electronic device privileges for 30 days
- 3rd Offense and hereafter – The electronic device will be confiscated and secured in a safe location. The student will be subject to 1 day ISS and lose cell phones/portable electronic device privileges for rest of the semester. The parent/guardian may pick up the cell phone in the high school office.

These consequences will apply regardless if the electronic device is their own or not and further consequences can apply.

### **CHANGE OF ADDRESS**

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

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

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

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

### **CHEATING/PLAGIARISM**

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

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

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

### **CLASS/ORGANIZATIONAL MEETINGS**

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

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

### **DAILY BULLETINS**

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

## **DANCES/SOCIAL EVENTS**

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

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

## **DIRECTORY INFORMATION**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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

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

## **DRESS CODE**

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

- Removal of hats and hoods when entering a building is a sign of good manners and respect. Students will remove head apparel as they enter our school during the school day. Students will keep hats off until exiting the building.
- School policy prohibits the wearing of apparel that is backless, has a low neckline, or exposes the midriff or cleavage. No racer-backs, spaghetti straps, strapless shirts, off the shoulder, cutaway tops, or side cut outs will be allowed.
- All undergarments must be covered by both boys and girls. No ripped jeans/pants with exposed skin above a standard pocket line will be allowed.
- No metal or other adornments on clothing (such as chains), that could even possibly damage school equipment or furniture will be allowed. This includes wallet chains, pliers, and any other objects causing damage to school property.
- Shorts, dresses and skirts must not expose any part of your personal anatomy, or be too short or too tight. Both shorts and pants must be worn in a way that the belt-line of the apparel is at or above the waistline of the wearer.
- Other prohibited clothing includes compression shorts, clothing that is revealing, and see-through garments. In addition, clothing that refers to alcohol, any form of tobacco, has improper designs or language that is vulgar, abusive, distracting, and/or suggestive or has a double meaning is prohibited.
- The exception will be practice attire and school activity uniforms on the day of the contest or event.
- T-shirts with the sides cut out will not be allowed. Participating in P.E., sports' practices, or the like requires that shirts be worn at all times (i.e. no shirtless runners).

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

## **DRUG AND ALCOHOL POLICY**

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

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

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

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

### **EXTRACURRICULAR ACTIVITY-PHILOSOPHY**

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

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

The opportunity to participate in extracurricular activities may benefit individuals in many ways other than listed. Emphasis is placed on the word **opportunity**; Only the student can change this to a reality. The school can make a program available, but the students must provide the desire, enthusiasm, and effort, which make them valuable.

While encouraging participation, students must understand that extracurricular activities are a **privilege**, not a right; and therefore the school expects that certain standards of conduct and behavior will be observed. Students should realize that they represent themselves, their community, their peers, and the school; that is, a student must meet the expectations of all concerned and has broad obligations to meet as an individual preparing to be an adult. It is expected that students make arrangements to make up work **before** participating in the activity.

## **EXTRACURRICULAR ACTIVITY-ELIGIBILITY**

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

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

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

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

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

## **EMERGENCY RESPONSE PLAN- COOPER NUCLEAR STATION**

See attachment in back of student handbook section.



## GRADING SCALE

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

	<u>Percent</u>	<u>Grade</u>	<u>Honor Points</u>
95-100	A		4
90-94	A-		3.6 7
87-89	B		3.3 3
83-86	B		3
80-82	B-		2.6 7
77-79	C		2.3 3
73-76	C		2
70-72	C-		1.6 7
67-69	D		1.3 3
63-66	D		1
60-62	D-		0.6 7
Below 60	F		0

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

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

### Pass/Fail

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

#### Level 1.0

Agriculture Science I, Agriculture Science II, Agriculture Construction, Agriculture Landscaping, Agriculture Power, Agriculture Structures, Algebra ½ (9), American Government, American History, Band, Child Development, Chorus, Consumer Math I, Creative Clothing, Current Events, Economics, Family Living, General Art, Geography, Hospitality Management, Housing, Introduction to Business, Language Arts I, Language Arts II, Music Appreciation, Music in Film, Nutrition & Wellness, Physical Education, Physical Science, SAE, Vocational Technical Classes, which include the following: Auto Tech, Building Trades, Child Care, Collision Repair, Culinary Arts, Health Services, Mechanical Industrial Tech, Welding & Machine Shop

#### Level 1.1

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

#### Level 1.2

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

#### Level 1.3

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

#### Level 1.4

All college credit courses are 1.4. Dual Credit College taught by RPHS courses are the following: American History, Calculus, College Algebra, Information and Computer Systems, Mass Media Communications, Spanish III, Spanish IV, Statistics, Trigonometry, Western Civilization

Online College Dual Credit Courses are the following: American History to 1865, American History 1865 to the present, Music Appreciation, Oral Communications, Psychology, Sociology, and Wellness  
Other 1.4 classes are the following: Physics and Mass Media, and Research

Dual credit classes change often. Please see the school counselor for details.

End of Course exams will be counted as 10% of the 4<sup>th</sup> quarter grade.

## **GRADUATION REQUIREMENTS**

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

Language Arts	4 credits
Social Science	3 credits
Math	3 credits
Science	3 credits
Practical Arts	1 credit
Fine Arts	1 credit
P.E. & Health	1.5 credits
Speech I	.5 credits
Personal Finance	.5 credits
<u>Electives</u>	<u>8.5 credits</u>
Total	26 credits

The selection of elective subjects must have the approval of the principal. Where any subject has been discontinued before it is completed, no partial credit shall be given. A fourth year of Language Arts will be waived for any student who is enrolled in the Vo-Tech program at Maryville. Speech I does not count towards the four years of Language Arts credit.

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

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

**Sophomores- must have 5 or more credit hours**

**Juniors- must have 12 or more credit hours**

**Seniors- must have 18 or more credit hours**

## **CLASS RANK**

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

Grade point average is figured each semester by multiplying the given grade by the weight of the class. If a student

gets an A (value of 4) in a 1.3 point weighted class, he/she will receive 5.2 gpa points (4 x 1.3). (See weighted classes). Generally a student will have 7 or 8 classes per semester.

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

To receive a high school diploma from Rock Port R-II and to be included in class rank and honor roll, transfer public school students and transfer home-school students must meet the following requirements. They must become full time students and have an official public school or an official home schooled transcript. School administration and or their designee will evaluate those transcripts for class placement, class rank, and honor roll. Transfer students must meet all of Rock Port High School's graduation requirements. Exceptions – refer to "Graduation Requirements for Students in Missouri's Public Schools", "Variances and Substitutions for the State Minimum Graduation Requirements", which is a publication of the Elementary and Secondary Department of Education.

To become a full time student at Rock Port High School, a student must attend eight periods a day.

Any exceptions to the above criteria will need to be approved by the Board of Education.

## **GUIDANCE AND COUNSELING**

Guidance services are varied and include the following:

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

The counselor is prepared to give vocational information and to assist in long-range planning. Failures in school may be discussed with the counselor. The student with a complex personal problem should probably go directly to the counselor.

However, problems often overlap and no hard and fast rule prevails as to whom a student should consult about a question - he should go to the person who he thinks can help him most. This may be his parents, his classroom teacher, his counselor, peer counselors, or the principal.

Peer counselors are trained and available to help students with their problems. Students may talk to a peer counselor during school time if schedules permit. A time and place will be provided by the peer counselors or high school counselor. The high school counselor has a list of this year's peer counselors available to the students.

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

## **HEALTH STANDARDS AND NURSING SERVICES**

### Communicable Diseases

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

#### Nursing Services

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

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

#### Administering Medication at School

The student's authorized prescriber shall provide a written request that the student be given prescription or over-the-counter medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

In lieu of the prescriber's written request, the District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

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

#### Cleanliness

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

#### Immunization Requirements

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

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

### **HIGHLY QUALIFIED TEACHERS**

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.

**HOLD LIST**

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

## **HONOR ROLL**

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

## **INTERNET ACCEPTABLE USE POLICY**

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

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

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

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

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

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

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

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

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

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

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion





## **LEAVING SCHOOL GROUNDS**

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

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

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

## **LIBRARY RULES**

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

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

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

## **LOCKERS**

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

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

## **LOST AND FOUND**

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

## **NEW STUDENTS**

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

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

## **NORTHWEST VOCATIONAL TECHNICAL SCHOOL**

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

## **RP School District**

### **Policy 1621: Title One Complaint Procedure**

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District is the administration of Title I shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time, and place of the violation, and related details of the alleged violation. The Superintendent shall cause a review of the written complaint to be conducted and written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation; determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

*Adopted: March 9, 2000; Revised – November 14, 2002; July 10, 2003 Rock Port R-II Board of Education*

### **PERFECT ATTENDANCE**

Students who miss zero hours of school will qualify for Superior Attendance. Students who miss four or less **excused or excused verified hours** for the entire school year qualify for outstanding attendance.

### **PERMISSION TO DROP COURSES**

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

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

### **POWERSCHOOL**

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

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

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

**Finally, your PowerSchool Usernames and Passwords, given at registration remain the same from year to year so, please DO NOT DISCARD that information at the end of the school. If information is lost, please contact the office and we will further assist you.**

### **PUBLIC DISPLAYS OF AFFECTION**

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

### **REPORT CARDS**

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

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

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

**Quarter 1—Mid-term reports available September 14th**

**Quarter 2—Mid-term reports available November 15th**

**Quarter 3—Mid-term reports available February 6th**

**Quarter 4—Mid-term reports available April 12th**

### **RETENTION OF STUDENTS**

#### Junior High Retention

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

Failing the course is determined by the following criteria:

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

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

## **SCHOOL CALENDAR**

**The following is the Rock Port School District calendar for the 2018-2019 school year.**

July 30-31	Professional Development Days
Aug 6	First Day HS Fall Practices
Aug 6-7	Registration
Aug 13-15	Professional Development Days
Aug 16	½ Day- First Day of School- 1 <sup>st</sup> Quarter Begins
Aug 17	½ Day
Sept 3	No School- Labor Day
Sept 12	No School- Prof. Development 275 Conference Day
Sept 14	Mid-Term
Oct 12	End of 1 <sup>st</sup> Quarter
Oct 15	2 <sup>nd</sup> Quarter Begins
Oct 17	Parent Teacher Conferences 3:30-7:00
Oct 18	½ Day- Parent Teacher Conferences 12:30-7:00
Oct 19	No School
Oct 31	½ Day
Nov 15	Mid-Term
Nov 21-23	No School- Thanksgiving Break
Dec 19	½ Day- End of 2 <sup>nd</sup> Quarter
Dec 20	No School- Make Up Day #1- Prof. Development Flex Day
Dec 21	No School- Make Up Day #2
Dec 20-Jan 2	Winter Break
Jan 2	No School- Make Up Day #3- Prof. Development Flex Day
Jan 3	½ Day- School Resumes- 3 <sup>rd</sup> Quarter Begins
Jan 21	No School- MLK Jr. Day
Feb 6	Mid-Term
Feb 14	½ Day- Parent Teacher Conferences- 12:30-7:00
Feb 15	No School
Feb 18	No School- President's Day
Mar 8	End of 3 <sup>rd</sup> Quarter
Mar 11	4 <sup>th</sup> Quarter Begins
Mar 14	No School- Professional Development
Mar 15	No School
Apr 9	½ Day- Blue Jay Relays
Apr 12	Mid-Term
Apr 18	½ Day- Begin Spring Break
Apr 19-22	No School- Spring Break
May 12	Graduation- 1:30
May 15	½ Day- Professional Development
May 16	½ Day- Last Day of School?- End of 4 <sup>th</sup> Quarter
May 17, 20, 21	Make Up Days #4, #5, #6

## **GRADING PERIODS**

1st Quarter--August 16<sup>th</sup>-- October 12<sup>th</sup>

Grade cards given out at Parent/Teacher Conferences October 17 and 18.

2nd Quarter—October 15<sup>th</sup>-- December 19<sup>th</sup>

Grade cards sent home January 8<sup>th</sup>

3rd Quarter--January 3<sup>rd</sup> -- March 8<sup>th</sup>

Grade cards sent home March 13<sup>th</sup>

4th Quarter—March 11<sup>th</sup>-- May 16<sup>th</sup>

Grade cards sent home week of May 20<sup>th</sup>

## **SCHOOL CLOSING PROCEDURES**

The decision to close school because of inclement weather is normally reached between 5:30 to 6:00 a.m. after a survey of pertinent conditions has been made. If the administration or employees designated by them judge school

should be closed that day, notices will be given as soon as possible to the following:

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

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

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

### **SCHOOL PROPERTY**

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

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

### **SCHOOL PURCHASES**

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

### **DUE PROCESS**

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

### **DISCIPLINE POLICY**

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

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school in accordance with the district's attendance policy and to comply with the District's discipline code set forth below. Those students who choose not to fulfill



their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus, which materially and adversely impact the education of district students, will be subject to discipline up to and including expulsion.

1. **ALCOHOL**--Possession of or presence under the influence of alcohol

**First Offense:** 1-180 days in-school or out-of-school suspension, notification to law enforcement officials and documentation in student's discipline record.

**Subsequent Offense:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

2. **ARSON** -- Intentionally causing or attempting to cause a fire or explosion

**First Offense:** 1-180 days in-school or out-of-school suspension, notification to law enforcement officials and documentation in student's discipline record.

**Subsequent Offense:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record

3. **ASSAULT**- (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

Assault of a Student or Staff Member --Use of physical force with the intent to do bodily harm.

**First Offense:** In-School suspension, 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

**Subsequent Offense:** 11-180 Days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Bullying- Intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals (see Policy 2655)

**First Offense:** 1-180 days of in-school or out-of-school suspension, notification to law enforcement, and possible documentation in student's discipline record.

**Subsequent Offenses:** 11-180 days out-of-school suspension or expulsion

Fighting--Physically striking another in a mutual contact as differentiated from an assault.

**First Offense:** Principal/Student Conference, in-school suspension, or 1 - 180 days out-of-school suspension, possible notification to law enforcement, and documentation in student's discipline record

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement, and possible documentation in student's discipline record.

4. **BUS MISCONDUCT** – conduct that interrupts the safe and orderly operation of the school transportation system.

**First Offense:** Conference with principal and official warning.

**Subsequent Offenses:** Suspension of bus riding privileges, usually 1-2 days.  
Excessive dangerous behavior will result in immediate action.

5. **CARELESS DRIVING** - Driving on school property carelessly or without due caution so as to endanger person or property.

**First Offense:** 3-day suspension, loss of parking privileges for 30 days.

**Subsequent Offense:** 10-day suspension, loss of parking privileges for one semester.

6. **DEFIANCE OF AUTHORITY**-- Refusal to obey directions or defiance of staff authority. Disrespectful language to a staff member. Failing to attend teacher imposed detention.

**First Offense:** Principal/Student conference, in-school suspension, 1-10 days out-of-school suspension.  
**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

7. **DISRUPTIVE BEHAVIOR**-- Conduct which has the intentional effect of disturbing education or the safe transportation of a student.

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

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, and/or expulsion, and possible documentation in student's discipline record.

8. **DRUGS/CONTROLLED SUBSTANCE**

Possession or presence under the influence of a controlled substances or substances represented to be a controlled substance while at school, on the school playground, on the school parking lot, on a school bus or at a school activity, whether on or off of school property.

**First Offense:** 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

**First Offense:** 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

9. **PRESCRIPTION MEDICATION**

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

**First Offense:** 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

**First Offense:** 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

10. **EXTORTION** -- Verbal threats or physical conduct designed to obtain money or anything of value.

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

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

11. **FALSE ALARM** -The false reporting of a bomb threat, fire alarm, 911 call, or other bogus emergency or alarm.

**First Offense:** 10 days suspension.

**Subsequent Offense:** Expulsion

12. **FIREARMS and WEAPONS** (Refer to Policy and Regulation 2620-Firearmes and Weapons in School

Possession of a firearm or weapon

**First Offense:** Minimum of one-year suspension, referral to appropriate legal authorities

13. **HARASSMENT**-Use of words or actions, verbal written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished. (Refer to Policy and Regulation 2130 - Harassment)

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

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

14. **IMPROPER DISPLAY OF AFFECTION** -- Consensual kissing, fondling, or embracing

**First Offense:** Principal/Student conference, in-school suspension, and/or 1-10 days out-of-school suspension, and documentation in student's discipline record.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

15. **IMPROPER LANGUAGE**

Threatening Language- Use of verbal, physical or written threats to do bodily harm to person or personal property.

**First Offense:** Principal/Student conference, in-school suspension, and/or 1-180 days out-of-school suspension, and documentation in student's discipline record.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

Use of Obscene or Vulgar Language- Language which depicts sexual acts, human waste, and blasphemous language

**First Offense:** Principal/Student conference, in-school suspension, and/or 1-180 days out-of-school suspension, and documentation in student's discipline record.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

Disruptive or Demeaning Language or Conduct- Use of hate speech to demean other persons, **present or otherwise suggested**, due to their race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.

**First Offense:** Principal/Student conference, in-school suspension, and/or 1-180 days out-of-school suspension, and documentation in student's discipline record.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

16. **INAPPROPRIATE SEXUAL CONDUCT**- (Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breast, buttocks, or genitals

**First Offense:** Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, and/or expulsion, and possible documentation in student's discipline record.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

Use of sexually intimidating language, objects, or pictures.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, and/or expulsion, and documentation in student's discipline record.

**Subsequent Offense:** 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

Indecent Exposure- Includes display of breast, buttocks and genitals in a public location

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, and/or expulsion, and documentation in student's discipline record.

**Subsequent Offense:** 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

17. **THEFT --** Theft, attempted theft or willful possession of stolen property.

**First Offense:** In-school suspension and/or 1-180 days out-of-school suspension, restitution, possible notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** 11-180 days out-of-school suspension and/or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

18. **MISBEHAVIOR AT EXTRA-CURRICULAR ACTIVITIES.**

**First Offense:** Two-week suspension from attending or participating in any extra-curricular activities

**Subsequent Offense:** Suspension from all extra-curricular activities for the year.

Students who are ejected from an event as a spectator will be subject to further discipline, up to and including suspension.

19. **TOBACCO-** Possession or use of tobacco or tobacco products on school property or at school functions.

**First Offense:** 1 to 3 day in school suspension

**Subsequent Offense:** 5-Day In-school suspension and/or 1-10 days out-of-school suspension.

20. **TRUANCY -** Absence from school without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

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

**Subsequent Offense:** 3-10 days in-school suspension.

21. **VANDALISM -** Intentional damage or attempt to damage property belonging to the staff, students, or District.

**First Offense:** In-school suspension, restitution, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**\*Law Enforcement Authorities will be Notified When Warranted. Contact will be made by the building principal in writing to appropriate authorities. If a juvenile is involved the matter will be forwarded to the Atchison County juvenile officer**

### **DISCIPLINE RECORDS**

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

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

### **STUDENT PARKING LOT**

The student parking lot is provided as a convenience item for students that need to drive to school. Vehicles are to be parked in an east/west direction only. Vehicles are not to be parked on the street where the buses unload at any time during the school day. Vehicles parked in an orderly manner allow more room for vehicles and makes it easier for individuals to leave early when necessary. Those individuals that do not park properly in the parking lot will have their parking privileges on school property removed.

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

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

### **STUDY HALL RULES**

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

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

(Took out numbers 5 and 6.)

### **TARDINESS**

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

The following are the disciplinary actions taken for excessive tardies:

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

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

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

Students start each new quarter with zero tardies. They do not continue to accumulate from quarter to quarter.

Continuous violation of the tardy policy will result in further disciplinary actions as deemed appropriate by the building principal.

### **TELEPHONE CALLS**

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

### **TRANSFER STUDENTS**

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

## **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 Rock Port R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 Rock Port R-II 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 Rock Port R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Steve Waigand, Special Ed Director at 744-6294.

This notice will be provided in native languages as appropriate.

ROCK PORT R-II SCHOOL  
ROCK PORT, MO 64482

August 1, 2018

Dear Parents:

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

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

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

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

Sincerely,

*Ethan Sickels*

Ethan Sickels  
RP R-II Superintendent



# **Rock Port R-II Schools**

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

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

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

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

**Acknowledgement**

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

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

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

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

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

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

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