

RETURN THIS SIGNATURE SHEET BY FRIDAY, AUGUST 28, 2015

REQUIRED SIGNATURES:

STUDENT/PARENT/GUARDIAN

I have read and am familiar with the contents of the 2015-2016 Student Handbook. I have read both pages of the Computer/Internet Acceptable Use Agreement and understand that computer and Internet access is designed for educational purposes. I understand that it is impossible for the Worth County R-III School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. Students are to abide by the provisions and conditions of the computer contract. They are to understand that any violations of the contract will result in disciplinary action, the revoking of their user account, and/or appropriate legal action. I also agree to report any misuse of the information system to the District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above. All rules of conduct described in the Student Handbook apply.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Mailing Address _____

Parent/Guardian 911 Address _____

Parent/Guardian Telephone Number: (H) _____ (W) _____

Parent/Guardian Cellular Phone Number(s) (optional) _____

Student Cellular Phone Number (optional) _____

Parent's e-mail address (used for GradeWatch and parent contact) _____

(A copy of the Notice of Designation of Directory Information accompanies this page. Notify the district in writing by August 28, 2015, if directory information should be withheld.)

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 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 Worth County R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by August 28, 2015. Worth County R-III School District has designated the following information as directory information:

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

Worth County R-III School District

SECONDARY STUDENT HANDBOOK



2015-2016

WORTH COUNTY R-III

WELCOME TO THE WORTH COUNTY R-III HIGH SCHOOL

The purpose of this handbook is to help you understand the organization of which you are a part.

We wish to extend to you a warm welcome and hope that you will feel that you are part of the Worth County R-III School. We hope that your troubles will be few, your pleasures many and that your years will be both happy and successful.

This handbook contains information for students, their parents, and the teachers of Worth County R-III School. Its purpose is to give a better understanding of the policies and opportunities of our school. This handbook will aid in orienting new students and serve as a guide for all students.

Parents will find this handbook helpful in understanding the policies of the school. Students should become familiar with the contents of the handbook so that they may receive the greatest benefit possible from their years in school.

The broad educational program of the Worth County School is designed to prepare students to enter college, business, or industry. Many colleges and employers are raising their standards on selecting beginning students and workers. They want to know not only the student's grades in high school, but also their attendance, their attitudes, their cooperation, and their potential. It is, therefore, essential that each student do their very best during their school attendance to fulfill all of their potentials.

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DAILY EXPECTATIONS OF STUDENTS

REGULAR BELL SCHEDULE

1st Bell	8:12 A.M.
Period 1	8:15 - 9:07
Period 2	9:10 - 10:02
Period 3	10:05 - 10:57
Period 4	11:00 - 12:20
Period 5	12:23 - 1:15
Period 6	1:18 - 2:10
Period 7	2:13 - 3:05

MORNING ACTIVITY PERIOD BELL SCHEDULE

1st Bell	8:12 A.M.
Period 1	8:15 - 8:57
Period 2	9:00 - 9:42
Period 3	9:45 - 10:27
Activity Period	10:30 - 11:00
Period 4	11:00 - 12:20
Period 5	12:23 - 1:15
Period 6	1:18 - 2:10
Period 7	2:13 - 3:05

AFTERNOON ACTIVITY PERIOD BELL SCHEDULE

1st Bell	8:12 A.M.
Period 1	8:15 - 9:07
Period 2	9:10 - 10:02
Period 3	10:05 - 10:57
Period 4	11:00 - 12:20
Period 5	12:23 - 1:05
Period 6	1:08 - 1:55
Period 7	1:58 - 2:40
Activity Period	2:40 - 3:05

EARLY OUT (1:00 DISMISSAL) BELL SCHEDULE

1st Bell	8:12 A.M.
Period 1	8:15 - 8:45
Period 2	8:48 - 9:19
Period 3	9:22 - 9:53
Period 4	9:56 - 10:27
Period 5	10:30 - 11:00
Period 6	11:00 - 12:20
Period 7	12:23 - 1:00

LUNCH SHIFT SCHEDULE

1st Secondary Shift	11:00 - 11:27
1st Elementary Shift	11:27 - 11:54 (3,2,1,K)
2nd Secondary Shift	11:54 - 12:20
2nd Elementary Shift	12:20 - 12:47 (6,5,4)

ATTENDANCE (Regulation 2310)

All students are expected to attend school regularly, be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. It is the responsibility of every student to be in school every day possible. The parent must share in this responsibility.

A student must be in attendance the last 4 periods during a school day to be eligible to participate in any school activity that night, unless pre-arranged with the principal.

A student should not be readmitted to a class, from which they were absent, until they have their absence excused or unexcused from the High School office. If the reason for absence is valid and essential, and if the parent contacts the principal's office promptly the absence will be considered excused. If the absence is excused, students will be permitted to make up work lost by such absence. Remember that it is your responsibility, as a student, to check with your instructors regarding make-up work. When a student knows in advance that they are going to be absent, the office and teacher should be contacted prior to the absence and all work is to be turned in before leaving. (This applies to school or personal absences). Dental and doctor appointments should be arranged as much as possible after school hours, Saturdays and on teacher professional development days (check school calendar).

Parent/guardians may contact the school in a number of ways. They may contact the school by telephone (660-564-2218), note or e-mail (pparman@wc.k12.mo.us or jadwell@wc.k12.mo.us) the day of the absence or by 10:00 the morning of the student's return.

An absence for which insufficient reason is presented or no contact by parent is made by 10:00 the morning of the student's return will be considered unexcused.

EIGHT ABSENCE LIMIT: Any student who misses a course in excess of eight absences per semester will receive a "0" and receive no credit for work completed whether excused or unexcused for each subsequent absence in the course for the remainder of the semester and will receive no credit on the assignment whether the absence is excused or unexcused unless time is made up. All absences from class will be calculated accumulating the maximum except those absences incurred while a student is participating in school-sponsored activities and/or essential administrative business. A student may receive credit for the absences over the eight absence limit by arranging time for the time missed with each course's teacher.

Waive of Policy: (1) A student who has accumulated more absences from a class than allowed by the policy, but feels that the situation warrants special consideration, may appeal to the administration for that particular student. At the discretion of the administration, the parent may be requested to appear at the hearing to verify the legitimacy of the appeal. Waivers are to be applied in a systematic manner and attempt to render an impartial judgment. (2) The student, parent, or guardian may appeal to a standing committee for waiver of policy if not satisfied with administrative decision. (3) The third appeal is with the school board under the rules of student discipline hearings.

Unexcused Absences: Absences for any other cause will be considered unexcused unless arranged for and approved in advance with the principal. An unexcused absence results in the student receiving a "0" for each class missed. All work missed should be made up. This includes classroom work, assignments, quizzes, tests, etc.

Student Responsibilities: The student is responsible for regular attendance in all his/her classes so that he/she may benefit from continuity of instruction, sequential presentation of material, and class interaction; and learn self-discipline and responsibility. It will be the student's responsibility to have his/her absences approved and so notify his/her teachers by the next class meeting.

Special note: Students who know ahead of time that they are going to be absent for any reason, even if it means being absent from classes due to a field trip, must get assignments from the teachers of the classes that they are going to miss before leaving. (Students need to contact each teacher in sufficient time so assignments may be completed prior to the deadline for turning in the make-up work for non-school related absences to receive credit. Students are responsible for having all work completed prior to a school-related absence.)

Teacher Responsibilities: At each confirmed unexcused absence from a class, as determined by the administration and as related to the teacher, the teacher will – (a) inform the student that his/her grade for the day will be a "0". (b) As a student reaches both the third and sixth of the absences, excused or unexcused, from a course, the teacher will inform the student and the office. The teacher may request that a letter be sent home to the parents to inform them. A conference will be requested on the sixth absence by the administration at this time. (c) All teachers will obtain a minimum of one grade or mark per week for each student. Class record books will evidence a grade per week. The marks or grades can come from a variety of sources, e.g., homework, class participation, projects, quizzes, etc. The sources of the grades and their weight are subject to the judgment of the teacher. (d) Teachers will make arrangements when a student requests a time to make up for excessive absences.

Administration Responsibilities: (a) Record all absences and provide student notification for "excused" absences. (b) The administrator will notify the parents or guardians when a student has been absent during six classes per semester and conduct a conference with the students, parents, or guardians. (c) For each subsequent course reaching eight absences, the administration will notify and conference with the parent/guardians. (d) For each unexcused absence the administration will – 1) notify of disciplinary measures or arrange for referral services as appropriate to rectify the situation.

METHOD OF REPORTING: Two basic forms of communication will be used to implement this policy- (a) attendance reported to teacher and indicating excused or unexcused absence, (b) warning notice sent to parents when student reaches six absences per semester.

Excused from school but not counted as absent: Absent due to impassable roads or school-sponsored activity.

Students returning from absence: a student returning to school after an absence shall report immediately to the High School office when he/she returns. The student shall provide the office with a note or telephone call from the parent/guardian contains the following information: 1) reason for absence, 2) date or dates of absence and 3) signed by parent/guardian. The student should report to the office even if he/she does not have a note. Students who fail to report to the office immediately upon any absence and supply parental/guardian notification by at least 10:00 the morning of the return will be given an unexcused absence.

PARKING

All students will park their cars on the east or south parking lot (back row student spots only when room permits), and not on the grass or in an inappropriate manner. Students will park in rows such as not to block driveways or dumpsters, and are not to park parallel to the drive east of the gymnasium. Once a student brings their car to school, they are not to be in it until school is out or

they leave school with principal/teacher permission. A sign-out sheet will be used for any student leaving the school to get items from the parking lot or to check out prior to leaving school. Students check in upon their return. All students are encouraged to exit the parking lot by the north exit past the bus barn after the busses have exited. During times of bad weather students may use the safest exit off school grounds. All students should be aware that it is a privilege not a right to drive and park on school grounds therefore if privileges are abused students will not be allowed to drive or park on school grounds. All vehicles are subject to inspection while on school grounds.

BUS EXPECTATIONS:

Be respectful to self, others and property

The school bus driver is in charge of the pupils and the bus. Pupils must promptly and cheerfully obey the driver.

Pupils will obey and respect the directions of teachers on duty during loading and unloading, both before and after the school day.

Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy. If the pupil is not going to ride the bus, let the driver or someone from an earlier stop know. All it takes is a phone call.

At bus stops, students are to have respect for other people's property.

Drivers may assign seating.

Do not throw objects within, out of, or at the bus.

Be responsible in actions and attitudes

Any damage to the bus should be reported at once to the driver.

Do not deface or mark on the bus.

No food or drink is allowed on the bus.

Do not bring toys or small animals on the bus unless authorized by the driver ahead of time.

Be safe

Pupils should never stand in roadway while waiting for the bus.

Classroom conduct and behavior is to be observed by pupils while riding the bus.

Remain in your seat while the bus is in motion.

Keep all body parts inside the bus.

Do not smoke or light matches on the bus.

WALKING STREET

Students are encouraged to use East 6th Street when walking to or from school. This street has been adopted for students walking to improve safety and reduce automobile traffic from High Street to East Avenue. Students are not to walk between parked buses.

LOCKERS

Each year a locker is assigned to each student. The assigned locker is to be kept in an orderly manner. Each student must retain the locker assigned to him/her unless given permission to change by the principal. Students are advised not to bring large sums of cash or other valuables to school with them, but if it is necessary that the item be in the locker, the locker must be locked. All bags are to be placed in the student's assigned locker so the door will appropriately close. All lockers

remain school property and are subject to inspection by the school authorities when deemed necessary.

LUNCH/BREAKFAST

Individual lunch/breakfasts are to be purchased (deposit money in account) during the morning in the main office. Lunches will cost \$2.00 per day. Breakfast will cost \$1.50 per day. Each student will be issued a laminated card. The card will be scanned when one goes through the line. Should a student lose or damage the card, they will pay for a replacement card (\$5.00). (One will be issued one lunch card free of charge between grades 7-12). Those without a lunch card or who owe in excess of \$10.00 will be sent to the end of the line and sign the book. **THOSE WITH CHARGES EXCEEDING \$10.00 MAY NOT PURCHASE A MEAL OR OTHER FOOD SERVICE ITEMS.** They will be offered a cheese sandwich and milk option. Those who purchase a meal may share with others who purchase a meal, but are restricted from sharing with those who did not purchase a meal. Families may purchase meals for all members of their family by the week or month by writing one check. The secondary lunch shifts are during the fourth class period. Students are to go to and remain in the lunchroom until the end of their lunch shift, whether they eat lunch or not. **PARENTS AND STUDENTS NEED TO REMEMBER WORTH COUNTY HAS CLOSED LUNCH SHIFTS. THIS MEANS, STUDENTS MAY NOT LEAVE FOR LUNCH – EVEN IF THEY HAVE A PARENT’S PERMISSION. RESTAURANT FOOD CAN NOT BE DELIVERED TO THE SCHOOL FOR STUDENTS DURING THE SCHOOL DAY. STUDENTS MAY BRING A SACK LUNCH TO SCHOOL WITH THEM IN THE MORNING.** If food is required for a classroom activity, this will be cleared in advance by the classroom teacher. If parents feel the student qualifies for free or reduced meals, the attached lunch form must be completed and returned to the office.

DRESS CODE

The school administration favors and will enforce appearance and personal hygiene requirements, which follow the legal guidelines relative to health and safety, decency and prevention of interference with the educational process in the Worth County R-III School.

Clothing:

All students must be fully clothed.

It must be understood that school clothing must be neat and clean for the protection of the health of others as well as protection from interference with the other person’s school work.

Attire, which will attract continued undue attention as well as other unusual items, should not be worn. Hats, caps or bandanas are not to be worn during the school day. (This is defined as the point a student enters the building in the morning until the student leaves the building in the afternoon.) The administration and staff will interpret this condition and take proper action.

Permission to wear walking shorts or other appropriate shorts during hot weather is given but does not imply permission to wear all kinds of pant-like garments which sometimes can be classified to be lacking in decency. All apparel worn in the Worth County R-III Secondary School, regardless of type, should be in good taste for the situation and with propriety to modesty to include but not be inclusive of: alcohol, tobacco and other drugs, sexual reference or other apparel which may be inappropriate for school. Halter, bare midriff tops and other outfits that do not cover the stomach are not to be worn. (Clothing that displays midriffs, underwear, cleavage and parts of the buttocks should not be worn. Jeans or other garments with tears above the knees which are not patched should not be worn. Outfits which show underwear, such as spaghetti straps should not be worn.)

LIBRARY

The library will be open to students most of the school day. It will also be open at times before and after school. If a student abuses the library in any way; e.g. talking out loud repeatedly, being belligerent with the librarian, having too many books overdue, destroying books, or creating any kind of disturbance; he/she may have his/her library privileges taken away. Rules set up by the librarian are to be observed at all times.

TUTORING

Tutoring is a program offered to all, but required for those who have a failing grade or a "D" in a core class. Secondary teachers have been divided between morning and evening tutoring. Each session has a core class teacher and a non-core teacher available for the students. Our tutoring schedule runs four days a week. If a student has a low grade in a core class, such as a "D" or an "F", they must attend one of these sessions either in the morning (at 7:30 a.m.) or in the afternoon (at 3:10 p.m.). Students who choose to not attend a tutoring session will not be allowed to attend or participate in any extra activities dealing with school for that week. When a student is placed on tutoring, they are required to attend for three weeks. When a student is put on tutoring, they are expected to attend tutoring the entire three weeks even after they bring their grade up.

LEAVING THE GROUNDS

A student who finds it necessary to leave the school grounds during the day must obtain permission from the principal, secretary or superintendent and sign out upon leaving and sign in when returning. **STUDENTS LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION WILL BE DISCIPLINED ACCORDING TO TRUANCY PROVISIONS.**

LOST AND FOUND

The "lost and found" is located in the workroom. Anyone finding an article should take it there. If an article is lost, inquire in the office for it.

PHONE USAGE

The office phones are for school business only and may not be used by students except in an emergency or after receiving approval. Students are restricted from taking cellular phones and other communication devices into classrooms. Any cellular phone or pager should be left at home, in vehicles or turned off when brought into the building. The usage of or carrying of cellular phones, pagers and other transmitting electronic devices is restricted. Students will be notified when cell phones and communication devices are approved. One may receive permission from the high school office to call or text someone. A student with excessive requests for the use of a cell phone or who doesn't follow adult etiquette may have limitations placed upon them. If approved by the administration, one will use the cell phone in the front office area. iPods, MP3 player and other electronic devices are at the discretion of each teacher. If approved for usage, students should use adult etiquette and refrain from using them while participating in contests, concerts, games, etc. Usage of cell phones and other electronic or communication devices when not approved will result in

disciplinary actions. The phone or electronic device will be confiscated and returned in person to only a parent or guardian at the end of the regular school day.

PHYSICAL EDUCATION EXCUSES

To be excused from participating in Physical Education (Strength & Fitness, Junior High P.E. or Lifetime Sports), students must have a doctor's excuse. OTHER EXCUSES ARE LEFT UP TO THE PHYSICAL EDUCATION DEPARTMENT.

HEALTH AIDE

Worth County R-III School employs the services of a school health aide. Students who become ill should be given a pass from the office and sent to the health aide's office in the elementary building. The health aide should be consulted immediately in case of an accident, then notify the principal. All students are to consult with the health aide or principal before phoning parents regarding illness.

HUMAN DEVELOPMENT EDUCATION

Human Development will be a part of the curriculum in grades 7-12. The Human Development subject can be included in the following areas or classes: Junior High Science, Biology, Advanced Biology, Health and most Family and Consumer Science Classes including Junior High FACS Exploratory. It may be covered in other subjects. Questions or concerns about the curriculum or possible alternatives should be addressed to the teacher.

Parents/students who want specific notices when a major human development unit is to be addressed should speak with the principal.

RELEASE OF RECORDS Request for student records

Requests for student records are to be made in writing through the completion of the record request form to the custodian of records, the Board Secretary. Parents, guardians, and students 18 and older are eligible to make requests. Former students 18 and older are also eligible to request records. The requests for records will be acted upon within a reasonable period of time, but in no case more than forty-five days after the request is made.

All information contained in a student's educational record shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to the parents/guardians or eligible students.

The following guidelines will be followed:

Student Records Request Form must be completed. It may be mailed or faxed to the Custodian of Records.

A fee of \$2 will be assessed and must be collected prior to the release of records for a student who is no longer enrolled.

Final transcripts will be issued at no cost for graduating seniors.

Parents may request educational records as long as a student is enrolled. However, after a student becomes 18, the student also must initiate the request.

When a student, 18 and over, is no longer enrolled in school, the student must make the request.

UNPAID BILLS

Grade cards will be mailed to parents/guardians who do not pick them up, even when a bill is owed. Equipment, uniforms, supplies or privileges may be withheld to students who have not paid for previous equipment, uniforms, supplies or fines.

Students constructing projects valued at \$500 or more must pay one half the material and supply cost prior to beginning the project.

BOOK FINES

Textbooks on which assignments are based are available to each student.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. Students will be assessed a replacement fee for a fair value of any lost or damaged book. (The average cost of a textbook is in excess of \$60.). No student will be penalized if the book is lost because of factors beyond his/her control

VISITORS

All persons visiting the school must check through the Main Office and receive a visitor pass before going to the various classroom areas. Parents and others designated by school staff may request approval to speak with students.

Students are restricted from having peer visitors with them in classrooms.

WORK PERMIT

If you are 18 years of age and planning on being employed, you will need a work permit issued from the office. This must be done to meet State Law Requirements.

GUIDANCE OFFICE

COLLEGE VISIT DAYS

Students who find it necessary to visit a college or technical school must have the counselor make arrangements for the visit in advance to receive an excused absence. A maximum of two college visits per year may be approved. All requests should be made with the counselor to schedule and confirm the visit. If arrangements are made by someone other than the counselor, the student is responsible for notifying the counselor and checking confirmation procedures prior to the college visit. Students who fail to make necessary prior arrangements with the counselor will not have it approved as a college visit day.

JOB SHADOWING

Juniors and seniors may elect to job-shadow pre-approved members of the work force. Transportation will be the responsibility of the student and their parent or guardian. Arrangements will need to be made and finalized one week prior to the shadow day with the high school counselor.

CHANGE OF SCHEDULE

Schedule changes must be completed during the first week of school. Students desiring a schedule change should contact the Guidance Counselor as early in the first week as possible. Changes will be discussed with parents and teachers involved, before the second semester, only after conferring with the teacher and counselor, then receiving permission from the principal. Courses dropped after the designated time will carry a failing grade on the student's permanent record, unless special approval has been acquired from the principal.

REFERRALS

The Worth County R-III guidance counselors and other professional staff members provide preliminary assessment of student problems and referrals to outside agencies, if necessary. The district will assist and cooperate with other agencies concerning the diagnosis and treatment of a referral student when applicable to his or her educational program in the school district. Except as otherwise required by law, costs for diagnostic and treatment services outside the district are the responsibility of the parents or guardians.

SPECIAL SERVICES DIRECTORY

AIDS/STD's Services:

National Aids Hotline	1-800-342-2437
Sexually Transmitted Disease	1-800-227-8922

Counseling Services:

Al-Anon	1-800-254-1405
Child Abuse and Neglect	1-800-392-3738
Domestic Violence	1-800-392-3185
Family Guidance Center	1-800-892-5750 or 1-660-726-5274

Services for Substance Abuse:

Cocaine Hotline	1-800-COCAINE
Just Say No Kids Club	1-800-258-2766
National Council on Alcoholism	1-800-NCA-CALL
National Federation of Parents for Drug Free Youth	1-800-554-KIDS
Substance Abuse Information	1-800-732-9808

Psychiatric Services:

Psychiatric Consultation Hotline	1-800-243-5437
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Miscellaneous Services:

Adult Basic Education	564-2655
Community Services	564-2182
Division of Family Services	564-3711
Parent Link	1-800-552-8522

TESTING PROGRAMS

7-12

MISSOURI ASSESSMENT PROGRAM

GRADES 7 & 8

(MAP - Grade Level Assessment)

These tests are performance based. The tests are composed of three parts: Multiple choice, open-ended and performance based assessments. The test will be given in April and early May.

Grade 7 – Communication Arts, Math

Grade 8 – Communication Arts, Math and Science

GRADES 9-12

End of course tests will be given in Algebra 1, Fundamentals of Algebra, English 2 and Biology.

Other subjects may be given as the state of Missouri requirements.

CAREER CLUSTER INVENTORY

GRADE 8:

Assesses a student's aptitude in various areas, including numerical, verbal, abstract and mechanical reasoning; space relations; and spelling and language usage.

GRADE 10

PACT

The ACT ASPIRE test includes a career inventory and study skills assessment. All sophomores will take this test.

Sophomores who plan to take this preliminary college entrance exam should tell the counselor by the first Monday in October.

GRADE 11:

PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING
(PSAT/NMSQT)

Juniors who wish to take the test attempting to qualify for Merit Scholarships and practice for college admissions tests may do so in October. The student must pay to take the test. Complete results and answers to the test questions are returned to the students.

COLLEGE ENTRANCE EXAMS

GRADES 11 & 12

College-bound Juniors and Seniors should see the counselor about college entrance exams. Students will take the ACT entrance exam during their junior year.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY

GRADE 11 & 12:

(ASVAB)

The ASVAB will be administered to all juniors and will be made available to any senior who requests this multiple aptitude battery. Seniors should tell the counselor before October 1, if they want to take the test.

GRADES

GRADING SYSTEM

Our grading system consists of five steps or marks as follows: A, Excellent; B, Superior; C, Average; D, Inferior; and F, Failure. Students should be encouraged by parents and teachers at all times to earn the highest marks possible in each subject so that their achievement will equal their ability to learn. Report cards will be given on a quarterly basis. Every three weeks, progress reports will be sent to parents of students. Semester grades are to be figured as an average of the two quarter grades (use the percentage earned in each of the two quarters).

The following scale will be utilized when computing grades:

PERCENT	LETTER GRADE	GRADE POINT
96 -100	A	4.00
90 -95	A-	3.66
87 -89	B+	3.33
83 -86	B	3.00
80 -82	B-	2.66
77 -79	C+	2.33
73 -76	C	2.00
70 -72	C-	1.66
67 -69	D+	1.33
63 -66	D	1.00
60 -62	D-	.66
0 -59	F	0

WEIGHTED CLASSES

Worth County will weight certain courses beginning with the graduating class of 2014. Those classes will count 10% more towards grade point average than non-weighted classes. Weighted courses are rigorous upper-level core courses and dual credit classes. Courses weighted at 1.1 weight are: (*denotes dual credit courses)

(2014-2015) Applies to class 2016, and 2017

<u>Math</u>	<u>English</u>	<u>Science</u>	<u>Vocational</u>
Algebra 2	American Literature	*Chemistry II	*Business Technology
*College Algebra	College Prep English	*Biology II	
*Elem. Statistics	*Distance Learning	*Physics	
*Trigonometry	Speech		
Pre-Calculus			

Any on-line dual credit courses offered through North Central Missouri College (Trenton) or Northwest Missouri State University (Maryville).

(2015-2016) Applies to class 2016, 2017, and 2018

<u>Math</u>	<u>English</u>	<u>Science</u>	<u>Vocational/Other</u>
Algebra 2	American Literature	Biology II	*Business Technology
*College Algebra	College Prep English	*Chemistry	Spanish II
*Elem. Statistics			
*Trigonometry			
Pre-Calculus			

Any on-line dual credit courses offered through North Central Missouri College (Trenton) or Northwest Missouri State University (Maryville).

A student transferring to Worth County R-III that has weighted courses (Honors, Dual Credit, AP or IB) on his or her transcript from his or her previous school will have the weighted courses added to his or her GPA, only if the courses were available to Worth County R-III students during the time the courses were taken by the transferring student. If the courses were not available to the Worth County students during the time the transferring student took the courses, the weighted points will not be added to the student's GPA, but the designation of Honors, Dual Credit, AP, or IB will still be placed on the student's transcript.

DUAL ENROLLMENT COURSES

The Worth County R-III High School cooperates with N.W.M.S.U. and North Central Missouri College in offering dual enrollment courses. At this time college credit may be given to a student in College Algebra, Trigonometry, Elementary Statistics, Biology, Business Tech., and Chemistry. Other courses may be available later. The students are responsible for prerequisites that are required. The student must complete the application process with the counselor and make arrangements with the colleges for tuition payment.

HONOR ROLL

In order to be eligible for the regular honor roll, a student must have at least a B average (3 point average). To qualify for the high honor roll, a student must have at least an A- average (3.66 point average). (Grades lower than a C- will disqualify one for either honor roll.). Students in grades 9-12 must be enrolled in courses that offer 3.00 units of credit a semester and students in grades 7-8 must be enrolled in at least 6 courses to be considered for either honor roll.

NATIONAL HONOR SOCIETY

Membership in NHS is based on scholarship, character, leadership, and service. To be eligible scholastically a student must have completed at least 3 semesters of high school work with an accumulated average of 3.33. After the student has qualified scholastically, his/her name is presented to a faculty council for consideration. The council uses input from other faculty members and information about the student on character, leadership and service to make the membership selection.

Character is probably the most difficult criterion to define. The faculty council will consider the positive as well as the negative aspects of character. All judgments will be free of hearsay and rumor.

Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking school rules are poor membership risks, but will not be automatically excluded from consideration for membership. A proper regard for adolescent growth and behavior is essential. The leadership criterion is considered highly important for membership selection. Selection may be interpreted as how many school and community organizations a student belongs to or holds office in. Leadership roles in both the school and community must be verified.

To become a member of NHS a candidate should be able to answer the questions, "What contributions have I made to my school, community and classmates? What is my attitude toward service?"

A student who serves is willing to uphold scholarship and maintain a loyal school attitude; participates in some outside activity; volunteers willingly; works well with others; works cheerfully and politely with others; participates in interscholastic contests; and does committee work without complaint.

The National Honor Society members are involved with activities that include but are not limited to the following: Helping place flags in local cemeteries on Memorial Day, giving honor roll parties for the elementary students, and raising money to donate to scholarships etc.

Once a student becomes a member of NHS his/her service is still very important. The NHS members should continue to willingly help the school and community. As a club, the members will be expected to participate in service activities.

MISSOURI OPTION PROGRAM

A student who is at least one year's credit behind their class can participate in the Missouri Option program if the program is available. The student must have 3 class periods per regular school day each day of the week of HSET instruction. The student must have 4 class periods per regular school day each day of the week in other class instruction or work experience. The student must also pass Government, Health and Personal Finance and complete required EOC exams. Students enrolled in the Missouri Option program are allowed only 5 days absences per semester. Upon completion of all requirements and passing the HSET test the student will be eligible to receive an alternative High School Diploma. The student can also participate in the May graduation ceremony with their graduating class.

MISSOURI VIRTUAL INSTRUCTION PROGRAM (MoVIP)

MoVIP courses are available for Worth County students and will count towards graduation. Tuition seats are available when tuition is paid. Speak with the counselor or principal for specific guidelines, enrollment and local restrictions. Local restrictions could affect GPA and class rank, graduation requirements, where one could use school facilities, etc.

COMMENCEMENT EXERCISES

A student must have completed all graduation requirements to participate in commencement exercises. All financial obligations must be completed before a student's diploma is signed and information is sent to any requesting outside sources. Should a student have an in-school or out-of-

school suspension, they will not participate in commencement activities unless approved for special circumstances by the school board.

STUDENT CLASSIFICATION

To be classified as a senior, a student must be carrying enough credits in order to graduate at the end of that school year and must have completed six (6) semesters of work. Since it is possible to receive seven (7) units of credit during a school year, a student must have at least 18 credits to be classified a senior, 11 units to be classified a junior, and 5 to be classified a sophomore.

GRADUATION REQUIREMENTS

LANGUAGE ARTS: 4 UNITS

- 9th grade - English I
- 10th grade - English II
- 10th - 12th grade - Language Arts Elective (2 units)

SOCIAL STUDIES: 3 UNITS

- 9th - American History (1 unit)
- 10th - 11th grade - Contemporary American History (1 unit)
- 11th grade - American Government (1/2 unit)
- 9th – 11th grade – Social Studies Elective (1/2 unit)

MATH: 3 UNITS

- 9th grade – Algebra I or Pre-Algebra
- 10th grade – Geometry, Fundamentals of Algebra, Algebra I
- 11th - 12th grade - Math Elective (Algebra II, Geometry, Algebra, Integrated Math, College Algebra, Statistics, Pre-Calculus, Trigonometry)

SCIENCE: 3 UNITS

- 9th grade - Physical Science
- 10th grade – Biology
- 11th grade – Science Elective (Biology 2, Ag Sciences)

HEALTH / PHYSICAL EDUCATION: 1 ½ UNITS

- 9th - 12th grade - Physical Education
- 10th grade - Health (1/2 unit)

FINE ARTS: 1 UNIT

- 9th - 12th grade - Music and/or Art

PRACTICAL ARTS: 1 UNIT

- 9th – 12th grade – Agriculture
- F.A.C.S. - Business
- Voc. Tech. - Comp. Sci.

PERSONAL FINANCE: 1/2 UNIT

	2016	2017	2018
Requirements	17	17	17
Electives	9.5	8.5	8
Total	26.5	25.5	25

ATTENDANCE:

Eight semesters of attendance are required to enable a student to participate in graduation ceremonies. Special exception may be made by the Board based on the following: Students must have completed at least 7 semesters in regular attendance with 26 ½ units of credit earned, including all above mentioned graduation requirements

A written request shall be presented to the Board of Education explaining what educational benefit will be made by the student released from attendance. Participation in graduation ceremonies for students who have completed all graduation requirements, but have less than 8 semesters of regular attendance will only participate in graduation ceremonies if approved by the school board because of educational benefits. All obligations in this request shall be fulfilled prior to the conferring of the diploma.

Students must attend graduation practice as scheduled by building principal.

JR. HIGH PROMOTION

Academic achievement plays a vital role in every individual's school career. In order to achieve one's potential in high school a solid base must be established in the Elementary and Jr. High programs. With this principle in mind the following rule has been established: "Any student who fails any seventh or eighth grade subject for the year will be required to attend summer school."

PERMANENT RECORDS

A cumulative record folder for every student in school is on file in the vault. This record is also called your permanent record or transcript. This record consists of a scholarship section, which indicates the courses taken, grades received and class rank. The permanent record also contains such information as attendance, tardiness, personality rating, test records, birth dates, health and immunization data, general family information and other items which in the opinion of the professional staff contribute to the completeness of the pupil's life.

Other schools or colleges and prospective employers making request of a student's record will receive that record only after a signed request for release of such has been filed with the high school office. The parent or student (if 18 years old) may sign the release. Observation of a student's record by any party other than school personnel, parent or student may be made only after a request has been filed in similar fashion by the parent or student.

Cumulative records are to be protected and kept confidential. A student's record can be observed and discussed with their parents only in the presence of the administration or guidance staff.

It is to this record that colleges, prospective employers and technical schools look for information concerning you. It is important that you do your best to build a favorable record for yourself.

CITIZENSHIP/ACTIVITIES/ELIGIBILITY

CLASS ACTIVITIES

Sponsors will clear all class or organizational activities with the office. Students who are going to be out of school on school-sponsored activities are to check with teachers and turn in assignments before they leave.

Fines or dues may be assessed if the majority of the class votes to do so, but they should be reasonable and must be approved by the faculty sponsor.

Every member of the class will attend the meetings if held during school day. A copy of all charges made to the class or club treasury MUST be given to the school bookkeeper IMMEDIATELY AFTER PURCHASE. Purchase orders are necessary to gain approval to purchase items.

CLASS PARTIES

Classroom parties are allowed once a quarter with teacher/principal approval. Students are not to have soda, juice or snacks in the classroom without prior teacher approval.

*Vending and pop machines will be only on before and after school. No food or drink (water bottles the exception) will be allowed in lockers.

STUDENT CONDUCT AT SCHOOL OR SCHOOL FUNCTIONS (PDA) PUBLIC DISPLAY OF AFFECTION

One must keep in mind that youngsters from the elementary building are constantly exposed to the secondary students and their behavior whether in the hallways during passing time or at extracurricular school functions. In addition to this, parents and family units maintain varying degrees of permissible behavior. What might be acceptable conduct to one person or family could be embarrassing to another.

Appropriate student behavior while at school or any school function shall be based upon modesty and decency. **Holding hands will continue to be allowed; however any hugging, caressing, or kissing will be considered unacceptable behavior and will not be tolerated at any time while at school or at any activity or function representing Worth County R3**

ACTIVITIES CALENDAR

All school groups needing to use the building after school hours must make arrangements in the principal's office. All activities must be entered on the school calendar. School activities will be put on the calendar only at the request of a sponsor and scheduled, at least, one week in advance.

ACTIVITY TRIPS

To avoid loss of instructional time, only a limited number of activity trips will be approved by the administration.

The times to leave and return from such a trip will be determined by the administration. Students WILL be expected to travel to and from the activity on the transportation provided or contracted in order to represent the Worth County R-III School. Exceptions will be made by the administration only in emergency situations with advance notification.

WORTH COUNTY R-III SCHOOL'S POLICY ON TRANSPORTATION TO AND FROM ACTIVITIES IS THE FOLLOWING:

All participants are to ride to and from an activity on the school vehicle unless: (a) The student's parents/guardians write a note, or by signing the sign out sheet and speak with the sponsor stating they are riding home with them. (b) The student's parents/guardian wishing their child to ride home with another adult must gain administrative approval prior to the trip and must present a written note to the sponsor. (c) Other accommodations to and from an activity must have the parent/guardian present a written note to the administration and having gained approval.

Students must notify parents of the activity transportation policy. Students are not allowed to go with someone else unless they have it cleared through the administration. (School liability would not cover it.)

Worth County requires medical forms and waiver release for overnight student travel under school supervision, due to the additional issues that could arise. Please fill out this form to cover any trip for the year. Another form will be filled out with specific information for each trip.

PARTICIPATION IN EXTRA-CURRICULAR SCHOOL ACTIVITIES

One of the first standards of eligibility established for the privilege of representing our school in extra-curricular activities is that the student must be a good school and community citizen. The school, its students, and school patrons have a right to be concerned about the type of citizen that is afforded the privilege of representing our school.

It is generally agreed that citizenship involves an attitude toward obeying the laws and regulations that have been established for the benefit of the majority in our society. With this thought in mind, a Worth County student will be considered ineligible in all extra-curricular school activities until all disciplinary activity is completed.

Examples: A student who is involved in an activity which would warrant a 3 day in-school or out-of-school suspension would be ineligible to attend any extra-curricular activity during that 3-day period. When considering loss of eligibility for an extended time, the school administration will evaluate all pertinent data regarding the student's citizenship qualifications, including local and state law violations.

Individual sponsors may establish additional rules for their activity when approved with the administration annually.

ELIGIBILITY REGULATIONS

The eligibility rules of the Missouri State High School Athletic Association, Worth County R-III School and those of the contest in which the school participates, shall determine the eligibility of individuals or groups representing the school.

The word eligibility refers to having met the standards to participate in interscholastic activities and abiding by the established rules. Students must maintain eligibility or the privilege to participate will be revoked.

TO BE ELIGIBLE:

A student must be a creditable citizen. A student under suspension from a class or from school for misconduct would not be eligible.

A student in grades 9-12 must currently be enrolled in courses that offer 3.00 units of credits a semester, and must have earned 3.00 units of credits the preceding semester of attendance or a student must be enrolled in a full course at their level in a special education program for the handicapped approved by the State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for their level the preceding semester. Students must be making satisfactory progress toward graduation to remain eligible. Example: A senior must have attained 19 ½ units of credit or be currently enrolled in sufficient courses to earn 26 ½ units to be eligible the first semester of their senior year. Specific eligibility requirements of the Missouri State High School Activities Association are also in effect, such as the eight consecutive semesters of maximum eligibility in high school. A student who was academically ineligible the preceding semester but meets the academic standard at the close of that semester becomes eligible the first day classes are attended in the succeeding semester.

A seventh or eighth grade student must be enrolled in the normal course for that grade or must be enrolled in a full course at their level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age. A student must have been promoted to a higher level in special education at the close of the previous year. However, any such student who failed more than two scheduled subjects or failed to make standard progress in special education shall be ineligible the following quarter regardless of promotion to a higher grade. A beginning ninth grade student who failed more than two subjects the previous semester shall be ineligible for one semester.

This section shall not apply to students promoted from the sixth grade and entering the seventh grade for the first time.

If a student receives three or more D's or F's or 2 D- or F grades, he/she will be placed on probation until the next grading checkpoint, but remains eligible during this time. At the next checkpoint, the student is taken off probation if he or she has raised their grades to a total of fewer than three D's or F's or two D- or F grades. If not, he is ineligible until the following grading checkpoint. All students' grades will be checked at each of the checkpoints that will be twice through the quarter and quarter end.

This policy will make any student in grades 7-12 ineligible for:
any activity at any location out of the school district.
participation in an interscholastic competition at any location.

Other regulations regarding age, transfer, violation of amateur standing, etc. will be explained by the coach or sponsor.

Students are expected to learn and abide by all rules if they want to continue to participate in high school athletics and activities. Remember, participation is a privilege – not an inherent right. The rules apply to both boys and girls. If there are any questions, ask the principal, coach, or sponsor. They will explain any rule you do not understand.

CITIZENSHIP POLICY FOR SCHOOL ACTIVITIES

RATIONALE:

Any student, grades 7-12, participating in any outside activity representing the Worth County R-III School must be in good standing regarding the rules of "citizenship."

The discipline code set out in this student handbook 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 these rules 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.

RULES:

If a student, by relevant information, is determined to have broken the law, used or possessed alcohol, tobacco, or other controlled substance, the following disciplinary actions will occur:

TOBACCO (A student's violation record cumulative from 7th through 12th grade.)

First Offense: Restricted from participation in any activity for two weeks

Second Offense: Restricted from participation in any activity for four weeks

Third and Subsequent Offenses: Restricted from participation in any activity for eight weeks

ALCOHOL AND DRUGS (A student's violation record will be cumulative from 7th through 12th grade.)

First Offense: Restricted from participation in any activity for four weeks/required four weeks of counseling.

Second Offense: Restricted from participation in any activity for four months/required six weeks of counseling.

Third and Subsequent Offenses: Restricted from participation in any activity for 365 days/required eight weeks of counseling.

Counseling will be at the expense of the student. Failure to complete counseling will result in full ineligibility. This counseling and/or activities must be approved by the principal or Athletic Director.

BREAKING THE LAW (A student's violation record will be cumulative from 7th through 12th grade.)

Misdemeanor: If any student is found guilty of a misdemeanor (excluding minor traffic violations), the following will occur:

First Offense: Restricted from participation in any activity for 2 weeks

Second Offense: Restricted from participation in any activity for 4 weeks

Third Offense and Subsequent Offenses: Restricted from participation in any activity for 3 months

Felony: If any student is accused or found guilty of a felony, discipline will be administered by the school administration.

This policy will make any student in grades 7-12 ineligible for any activity at any location out of the school district that is not a graded or classroom requirement, or participation in an interscholastic competition at any location that is not graded or is not a classroom requirement.

Any activity sponsor or coach may have additional requirements and disciplinary actions for the violations listed in this policy

OTHER RULES:

Each person in charge of an activity may have rules pertaining to their particular activity in addition to the rules stated above when approved annually with the administration. It is the responsibility of each participant to know these rules and adhere to them. A student may be restricted or discharged from the activity for not following the rules. By signing the handbook form, you acknowledge responsibility for accepting this policy.

A student who fails to serve any discipline by the specified date will also be restricted from school activities until the revised discipline is satisfactorily completed (including games, contests, dances, etc. – participant or spectator).

DISCIPLINE

STATEMENT OF PHILOSOPHY

This discipline policy is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of our school. No policy can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty as a minimum. More flagrant first offenses will result in a more severe punishment.

The discipline code set out in this student handbook 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 these rules may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures.

It is the responsibility of the School Board, administrators, and teachers to safeguard the health and safety of each student. The School Board and District Administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State statute, State Board of Education regulations, and this policy.

The principal, superintendent and/or Board of Education may use any combination of the following disciplinary procedures to promote proper student conduct and enhance the educational process.

- A. Detention: Detaining a student before or after school. It can range from 30 to 60 minutes as necessary, up to 5 days per disciplinary problem. Students must provide their own transportation home if given 24 hours notice. Teachers may assign their own detention and failure to serve the detention or be late will result in further disciplinary action.
- B. Suspension:
 - 1. In school suspension: 1 to 5 days
 - 2. Out of school suspension: 1 to 180 days
 - 3. Expulsion: imposed by the Board of Education (Permanent exclusion)

- C. Assignment of satisfactorily completed labor or projects which are a result of infractions of school rules.
- D. Social probation: Removal of offices held, participation in school activities, and etc. by activity sponsors and/or administration.

The building principal may suspend students for periods of time not to exceed ten days for violation of the District Regulations. Building principals may recommend extension of suspension for periods of time up to 180 school days by the Superintendent. The Superintendent may suspend students for a period up to 180 school days and recommend longer suspensions and expulsions to the Board of Education.

Staff members may use reasonable physical force against a pupil without advance notice to the Principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

CORPORAL PUNISHMENT

Corporal Punishment, will be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District Administrator.

DISCIPLINE POLICY INTRODUCTION

The purpose of this discipline policy is to meet the mandate of the Excellence of Education Act of 1985, Section 5, which requires each local district to have a written discipline policy. It is also the purpose of this policy to:

Prevent actions, which might interfere with the school's educational mission.

To ensure a safe and orderly environment for learning.

The policy will provide for all affected a clear statement of the expectations this school district has for its students and consequences, which will follow when deviations from the expectations occur.

School wide rules affect the classrooms, hallways, lunchroom, locker rooms, busses, school activities and any place or time when students gather on school property. The school wide rules are:

- Be respectful to self, others, and property

- Be responsible in actions and attitudes

- Be safe and orderly

EXCELLENCE IN EDUCATION ACT OF 1985, SECTION 5

The Local Board of Education of each school district shall establish a policy of discipline, a written copy of which shall be made available in the office of superintendent of such district, during normal business hours, for public inspection.

The policy shall contain the consequences of failure to obey standards of conduct set by the Local Board of Education and atmosphere where orderly learning is possible and encouraged.

All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, during school-sponsored activities, or during intermission, or recess periods.

Teachers and other authorized district personnel in public schools responsible for the care, supervision, and discipline of school children, including volunteers selected with reasonable care by the school district, shall not be civilly liable when acting in conformity with the established policy of discipline developed by each board under this section.

SAFE SCHOOLS ACT

Acts of violence shall include but not be limited to exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. School districts must compile and maintain records of acts of violence or any serious violation of the district's discipline policy by each child and are required to make such records available to teachers and other school district employees with a need to know while acting within the scope of their assigned duties. School district employees with a need to know are defined as "school personnel who are directly responsible for the student's education or assigned duties."

Missouri state law requires school administrators to report as soon as reasonably practical to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following relevant felonies: first degree assault, burglary in the first degree, burglary in the second degree, robbery in the first degree, distribution of drugs to a minor, second degree assault, sexual assault, the possession of a weapon, and property damage in the first degree. According to § 160.261 RSMo, any student who is on suspension for any of the offenses listed above, or any act of violence or drug-related activity, shall have as a condition of his or her suspension the requirement that such student is not allowed, while on suspension to be within one thousand feet of any public school in the district where such student attended school, unless the student is under the direct supervision of the student's parent, legal guardian or custodian, if the student is in an alternative school that is located within one thousand feet of a public school in the school district where the student attended school, or the student resides within one thousand feet of any public school in the school district where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

Any conduct deemed not in the best interest of the Worth County R-III Schools will be disciplined by administrative authorities in a manner, which will help discourage further misconduct. Repeated violations may result in more severe penalties for violations if it is in the best interest of the student and the school

The following School Board policies apply to the secondary school.

All discipline actions are to be handled by the discretion of administrative staff. Disciplinary actions outlined in this plan are to be viewed as general guidelines and subject to modifications based on the situations.

BULLYING

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

Bullying occurs when a student:

Communicates with another by any means including telephone, writing cyber bullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

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

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the district will provide training for employees relative to enforcement of this policy.

SEXUAL HARASSMENT PROHIBITED NOTICE TO ALL EMPLOYEES AND STUDENTS REGARDING SEXUAL HARASSMENT

The Worth County R-III School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

sexual slurs, threats, verbal abuse and sexually degrading descriptions
graphic verbal comments about an individual's body
sexual jokes, notes, stories, drawing, pictures or gesture
spreading sexual rumors
touching an individual's body or clothes in a sexual way
displaying sexually suggestive objects
covering or blocking of normal movements
unwelcomed sexual flirtation or propositions
acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is

Dr. Matthew Martz, Superintendent
510 East Avenue, Grant City, MO 64456
660-564-3389

STUDENT SUSPENSION AND EXPULSION

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

Therefore, the administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education.

No student shall be suspended from school unless the following hearing procedures are implemented:

The student shall be given oral or written notice of the charges against him/her; and

If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension; and

The student shall be given an opportunity to present his/her version of the incident before judgment is rendered. A student has the right to bring forward witnesses on his/her behalf.

Prompt notification will be given to the student, of the administrator's action and the reasons for such action.

The Board authorizes the summary suspension of pupils by building principals for a period not to exceed ten days and by the superintendent for a period not to exceed 180 school days provided such action is in accordance with due process and Stated statutes. Summary suspension by the building principal shall be immediately reported to the superintendent who may revoke the suspension at any time. The student, his/her parents/guardians or others having custodial care of the student may appeal the principal's decision to suspend the student to the superintendent.

In case of a suspension of a student, by the superintendent, for a period of more than ten days, the student, his/her parents/guardians, or others having custodial care, may appeal the decision of the superintendent to the Board or to a committee of the Board appointed by the President of the Board. Requests for appeal shall be in writing and filed with the Secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board or the committee of the Board renders its decision, unless in the judgment of the superintendent the pupil's presence poses danger to persons or property or an on-going threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the pupil and his/her parents/guardians or others having his/her custodial care and the pupil shall be immediately removed from school.

Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten days, the superintendent shall promptly transmit a written report to the Board, indicating the facts relating to the suspension, that action taken by the superintendent and other administrative officials and the reasons for such action. The Board upon request shall grant a hearing to the appealing party.

Credit will be assigned for completed work while on suspension or detention, providing the work is completed satisfactorily upon the student's return.

The pupil is restricted from other school activities the days of an in-school or out-of-school suspension.

RULES OF CONDUCT:

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district:

****BE RESPECTFUL TO SELF, OTHERS AND PROPERTY****

Disrespectful language or action to a staff member.

Sexual Harassment - Use of verbal, written or symbolic language that is sexually harassing. Physical contact that is sexually harassing

Violations against public decency and good order -

Use of obscene language (Use of words which describe sexual conduct and which considered as a whole, appeal to an interest in sex, portraying sex in a manner offensive to community standards and not having a serious literary, artistic, political or scientific value.)

Use of language that is disparaging or demeaning (Words which are spoken solely to harass or injure other people, such as threats of violence, intimidation, bullying, defamation of a person's race, religion or ethnic origin.)

Use of disruptive speech or conduct (Conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, school functions or simply talking in class when told not to do so.)

Bus misconduct - (any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Misconduct will be treated the same as school building misconduct.)

****BE RESPONSIBLE IN ACTIONS AND ATTITUDE****

Academic dishonesty, plagiarize or cheat on student work - (Plagiarizing is to present as new and original an idea or product derived from an existing source. One who cheats is fraudulently deceiving. Copying from someone or allowing someone to copy from you is cheating.)

Violations against school administration -

Truancy - (Deliberate absence from school on the part of the pupil, with or without the knowledge of the parent/guardian and for which no valid excuse is given.)

Tardiness - (In seat ready to work when bell rings, cumulative unexcused per quarter)

****BE SAFE AND ORDERLY****

Assault - student - (Attempting to cause injury to another intentionally placing another in reasonable apprehension of imminent physical injury. Attempting to kill or cause serious physical injury to another)

Fighting - (Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.)

Violent behavior - (The use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.)

Weapons and firearms - (Possession or use of a firearm or weapon on school property: Students who bring a firearm or weapon as defined in § 18 U.S.C. 921 or § 571.010 RSMo, on school property, a school bus, or to any school activity, whether on or off school property, will be expelled for a period of not less than one year and are subject to permanent expulsion. Any student bringing a firearm or weapon to school will be referred to the criminal justice or juvenile delinquency system. A "weapon" as used in this section shall include, but is not limited to, a firearm, a concealable firearm, a firearm silencer, an explosive weapon, a gas gun, knife knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife. Other weapons may include mace spray, any knife regardless of blade length, or items which can be used to inflict injury upon another person or property.)

Verbal or symbolic abuse to staff of a threatening nature - (Disrespectful language or action to a staff member that is threatening in nature.)

Violations against public health and safety - Drugs and/or alcohol - (Illegal use, possession, or attendance under the influence of alcohol, unauthorized prescription drugs, narcotic substance, counterfeit drugs or drug related paraphernalia by students on school property or at school sponsored activities is wrong and harmful and is strictly forbidden. Students found guilty of the above will be suspended from school and will be referred to law enforcement officials for proper actions and documentation in student's discipline record. Disciplinary action may be reduced in lieu of counseling.)

Sale of drugs and/or alcohol - (Sale or distribution of substances, alcoholic beverages or substances represented to be such.)

Tobacco use - (Students found in possession of or to be using tobacco products.)

Violations against property -

Extortion - (Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.)

False alarm.

Bomb threat.

Theft - (Stealing or attempting to steal private or school property. **NOTE - As permitted by law, the district will also seek restitution from the parent/guardian of the students involved in the theft or willful damage to school, staff, or student property.)

Willful damage to school staff or student property - (Any student who willfully causes substantial damage or attempts to cause damage to any property, real or personal belonging to the school, staff or students.)

Arson - (Starting a fire or causing an explosion with the intention to damage property or buildings.)

Careless driving - (Driving on school property carelessly or without due caution so as to endanger person or property.)

ACADEMIC DISHONESTY is to be reported to the office. 1st offense students will receive a zero and serve a detention before or after school at the convenience of the teacher. 2nd offense student will receive a zero for the assignment and then be handled individually by the administration.

TEACHER ISSUED DISCIPLINE

Students in grades 7-12 are expected to come to class prepared to learn. Being prepared to learn is demonstrated by coming to class with an appropriate attitude and prepared with the necessary supplies for each corresponding class. Having an attitude for learning and proper supplies diminishes the wasted time; therefore, increasing the time for learning.

Wasting learning and instructional time (including classroom disruptions or coming to class without the necessary materials: textbooks, paper, pen/pencil, assignment book, gym clothes, calculator, etc.) is a disciplinary issue. Discipline forms can be issued by the teacher or principal when appropriate. These forms will likely include detention time and necessitate a prompt parent signature. Failure to complete a teacher issued discipline on time will restrict one from activities and lead to further discipline.

DISTRICT POLICIES

FERPA EDUCATIONAL RIGHTS ANNUAL NOTIFICATION

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Worth County R-III School District in compliance with FERPA. A copy may be obtained in person or by mail from: Kandi Sorenson, 510 East Avenue, Grant City, MO 64456

NOTICE OF NONDISCRIMINATION (POLICY 1310)

Worth County R-III School does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities in access to them in treatment of individuals or in any aspect of their operations. Worth County R-III School also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints or requests for additional information regarding these laws may be forwarded to:

Name/Title: Dr. Matthew Martz, Superintendent of Schools

Address: 510 East Avenue, Grant City, MO 64456

Phone Number: 660/564-3389

This notice is available in additional alternative formats upon request.

NOTICIA DE NO DISCRIMINACION

(VERSION DE ESPANOL)

Worth County R-III School no discrimina raza, color, nacionalidad, genero, edad, o incapacidad de admision a sus programas, servicios. O actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. Worth County R-III School tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973. Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades coordinador de quejas.

Nombre/Titulo: Dr. Matthew Martz, Superintendente

Dirreccion de Oficina: 510 East Avenue, Grant City, MO 64456

Numero Telefono: 660/564-3389

Los distritos escolares daran noticia de que los formatos adicionales o alternativos pueden ser entregados segun pedido.

TITLE IX

As in compliance with Title IX policies, all courses and activities offered in the Worth County School are open to any interested student assuming all prerequisites have been met. If any student feels that a formal grievance should be filed concerning these policies, the contact person is the Superintendent.

DIRECTORY INFORMATION

According to school policy section 2400, the superintendent may release student rosters to colleges, universities, the military services and similar organization if the release of this information will benefit the student. This information will include the names of the students in a class, their address, and their home telephone numbers. Any student who DOES NOT want his/her name on the roster should notify the principal or the counselor by September 1.

FERPA Notice of Designation of Directory Information

PUBLIC NOTICE PUBLIC LAW 94-142

The Worth County R-III School District, along with the Department of Elementary and Secondary Education, recognizes the need for providing free appropriate educational programs for various handicapping conditions through special education programs.

The Worth County R-III School District will be responsible for providing appropriate services to children who are blind, partially seeing, deaf, hard of hearing, speech impaired, mild/moderate

mentally retarded, sever/profound mentally retarded, behavior disordered, specific learning disabled, physically impaired, other health impaired, multi-handicapped, or preschool handicapped upon attainment of the child's third birth date.

All information concerning a handicapped child is confidential. Parents are entitled to review this information, request amendment of the information, and be informed prior to destruction of any such records. The Worth County R-III School District Local Compliance Plan is available for public inspection in the office of the superintendent of schools.

If you know of any children in the school district who fall into the above areas and are not now receiving help, please notify the superintendent of Schools at 564-3389, or the Director of Special Education at 564-3320.

EQUAL EDUCATIONAL OPPORTUNITY (POLICY 2110)

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and § 162.670 -.995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

DRUG FREE SCHOOLS

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

PARENT/FAMILY INVOLVEMENT IN EDUCATION (LEA PLAN)

In order to implement the Board's commitment to parent/family involvement in students' education, the District has implemented an educational involvement plan with the following features: Regular two way communication between school and parents/families. Such communication will include but not be limited to scheduled parent visits to school, electronic communication, use of translators, parent volunteers, and other programs recommended by the Parent/Family Involvement Committee.

Assist parents in developing positive, productive parenting skills, as well as positive productive means of interacting with District administrators and staff.

Provide professional development opportunities for District staff to facilitate productive parent/school involvement in promoting education of District students.

Involve parents in meaningful activities to enhance student learning.

Enhance opportunities for parents/families to visit schools in a safe and open atmosphere. Such opportunities will include, but are not limited to, identifying roles for parent volunteers, providing training for volunteers and provision of family activities at school.

Affirmatively involve parents in school decisions which affect their children.

Utilize community resources to promote and strengthen school programs, family practices, and student learning.

The Plan will be reviewed annually with input from parents and staff. Meeting agenda sign-in sheets and meeting minutes will be prepared and maintained by the District.

COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

Communications between employees and students will be primarily direct, oral or written in nature. Appropriate, school related communication with two or more students receiving the same electronic message will be permitted. If the communication must be made to only one student, a copy of the message will be sent to the principal or to the student's parents/guardian. Such notification is not required if (1) the communication is between the teacher and his/her children or siblings or (2) if the student's parent/guardian via the school district computer and internet acceptable use agreement has agreed to allow district staff to communicate electronically regarding school related matters. School appropriate usage should be followed at all times when using the internet for school projects. Failure to use good judgment will result in loss of internet privileges. (See acceptable use policy for technology.)

HOMELESS STUDENTS (POLICY 2260)

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless

students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator.

MIGRANT STUDENTS (POLICY 2270)

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students.

NONDISCRIMINATION AND STUDENT RIGHTS (POLICY 2100)

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

HARASSMENT – NONDISCRIMINATION AND STUDENT RIGHTS (POLICY 2130)

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

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

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

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

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity,

disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

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

Acceptable Use Policy for Technology/Internet/Electronic Resources

The Worth County R-III School District strongly believes in the educational value of technology and electronic services and recognizes the potential of such to support our curriculum and student learning. The use of technology and information systems is a privilege not a right.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards. The use of assigned accounts, the Internet, and electronic resources must be in support of educational research and the educational goals and objectives of the district.

Students are given network storage areas. These areas are limited in size and must be kept "clean" in order to stay within that storage size. Network managers may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should recognize that files stored on district computer systems are NOT private.

The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software which is part of the School's computer system.

Students using a School's computers are expected to abide by the following rules: The Internet Usage Policy must be read and approved, in writing, by each student, and, in the case of students under the age of eighteen, the student's parent, guardian, or custodian.

Students may not download programs from the internet nor may they copy programs from any disk, diskette, or CD. Students may not install or delete programs on the School's computers.

Students may not use the Internet to engage in "hacking" or other unlawful activities.

Students should only use computer programs approved by the classroom teacher.

School staff may review computer files or messages, which are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection, and or any vulgar or obscene content.

Students are not to use any email during the school day. That includes Internet email. The library is available before and after school. Students may check their Internet email at that location.

Students may not bring food or drink into the computer lab or around any computer.

All copyright laws are to be enforced.

Students are not to unplug or change any computer device or network connections.

Students are not to change any display screen settings any program's toolbars or settings, or add or delete any program icons on the desktop or Start Menu.

Students may not use the school's computers/network in such a way that would disrupt their use by others.

Students are not to remove, modify, damage or destroy any computer or networking equipment.

Students are not to modify or remove any identifying labels on computer equipment.

Students are not to modify or remove any printer settings.

Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.

Students are to advise their teacher when a computer malfunctions in any way (example: a diskette cannot be removed from a computer). The teacher will notify the technical support staff so that the PC can be repaired.

Students are not allowed to use another's password to login through that person's account. Students may only access the district network and/or Internet by using their assigned Network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.

Students are not allowed to trespass in another's folders, work or files.

Students are not allowed to enter chat rooms of any kind. Students are not to send messages over the network nor participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer.

Students are not allowed to view, send or display offensive messages or pictures.

Students are not allowed to send threats of violence toward persons or property.

Students are not allowed to intentionally waste limited resources.

Students are not allowed to violate copyrighted laws.

Students are not allowed to use the computer system or network for commercial purposes, personal business, or for religious or political lobbying

Students are not allowed to download anything onto the computer or network

Students are not allowed to damage computers, computer systems or computer networks.

Students are not allowed to upload or create computer viruses.

Students are not allowed to duplicate or use illegal software.

Intentional damage to any computer will result in both the loss of computer privileges and the reimbursement of the replacement or repair of the computer damage.

Security: If a user identifies a security problem, a teacher or supervising staff member should be notified at once. Any user identified as a security risk may be denied access to the technology/information system.

The district uses an Internet filter block access to some Internet sites that are not in accordance with the Acceptable Use Policy. A district staff member may request to override the technology in order for a student or staff member to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access. District staff will monitor students' use of the Internet through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

The administration of Worth County R-III will suspend or terminate computer use of any user who violates these acceptable use practices.

First Offense: All Internet access will be suspended for one semester (90 school days). Computer Usage will be limited to class work only, for one semester. The student's login will be restricted by time and will only be allowed account access when a teacher enters their password for them. The teacher will directly monitor all computer access time for one semester.

Second Offense: Termination of all Internet access. Computer usage will be limited to class work only and without any Internet. The student's login will be restricted by time and will only be allowed account access when a teacher enters their password for them. The teacher will directly monitor all computer access time for one year.

Third Offense: Termination of all computer usage at Worth County R-III.

Communications between employees and students will be primarily direct, oral or written in nature. Appropriate, school related communication with two or more students receiving the same electronic message will be permitted. If the communication must be made to only one student, a copy of the message will be sent to the principal or to the student's parents/guardian. Such notification is not required if (1) the communication is between the teacher and his/her children or siblings or (2) if the student's parent/guardian via the school district computer and internet acceptable use agreement has agreed to allow district staff to communicate electronically regarding school related matters.

REQUIRED SIGNATURES

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the contract provisions will result in disciplinary action, the revoking of my user account, and/or appropriate legal action. I also agree to report any misuse of the information system to the district system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. All the rules of conduct described in the Student Handbook and Board Policy apply.

Please sign on signature sheet.

APPENDICES

OPEN COMMUNICATION

Open lines of communication are a must for each child's success. Please call, e-mail or write your child's teachers for classroom concerns, success or questions. Please notify the principal for other comments or when you are not satisfied after speaking with the teacher about your child.

STAFF E-MAIL

Adwell	Jon	jadwell@wc.k12.mo.us	Martz	Matt	mmartz@wc.k12.mo.us
Andrews	Karen	kandrews@wc.k12.mo.us	McClellan	Anita	amcclellan@wc.k12.mo.us
Bliley	Tiffany	tbliley@wc.k12.mo.us	Miyashiro	Tyler	tmiyashiro@wc.k12.mo.us
Borey	Chuck	cborey@wc.k12.mo.us	Musick	Patti	lunchroom@wc.k12.mo.us
Carlson	Mindy	mcarlson@wc.k12.mo.us	O'Connor	Selina	soconnor@wc.k12.mo.us
Combs	Colleen	ccombs@wc.k12.mo.us	Owens	Blaire	bowens@wc.k12.mo.us
Cook	Jonell	jcook@wc.k12.mo.us	Parman	Pam	pparman@wc.k12.mo.us
Dowis	Frances	fdowis@wc.k12.mo.us	Phipps	Linda	lhipps@wc.k12.mo.us
Drury	Nanci	ndrury@wc.k12.mo.us	Pottorff	Amanda	apottorff@wc.k12.mo.us
Findley	Jackie	jfindley@wc.k12.mo.us	Richey	Farrah	frichey@wc.k12.mo.us
Fletcher	Jeannie	jfletcher@wc.k12.mo.us	Ross	Kelley	kmross@wc.k12.mo.us
Garrett	Amy	agarrett@wc.k12.mo.us	Ross	Trisha	tross@wc.k12.mo.us
Hayes	Stormy	shayes@wc.k12.mo.us	Runde	Vonda	vrunde@wc.k12.mo.us
Healy	April	ahaly@wc.k12.mo.us	Schafer	Bryce	bschafer@wc.k12.mo.us
Healy	Chris	chealy@wc.k12.mo.us	Scotfield	Stephanie	sscotfield@wc.k12.mo.us
Heaton	Donald	dheaton@wc.k12.mo.us	Simmons	Todd	tsimmons@wc.k12.mo.us
Hern	Abby	ahern@wc.k12.mo.us	Smith	Josh	joshsmith@wc.k12.mo.us
Hiatt	Donna	dhiatt@wc.k12.mo.us	Sorensen	Kandi	ksorensen@wc.k12.mo.us
Hightshoe	Leena	lhightshoe@wc.k12.mo.us	Spiers	Merry	mspiers@wc.k12.mo.us
Jackson	Amy	ajackson@wc.k12.mo.us	Stalder	Jamie	jstalder@wc.k12.mo.us
Jackson	Loren	lojackson@wc.k12.mo.us	Stephenson	Teena	tstephenson@wc.k12.mo.us
Kinsella	Janet	jkinsella@wc.k12.mo.us	Thurm	Sean	sthurm@wc.k12.mo.us
Koehler	Dianne	dkoehler@wc.k12.mo.us	Thurman	Johnny	jthurman@wc.k12.mo.us
Lawrence	Jodi	jlawrence@wc.k12.mo.us	Tracy	Nicki	ntracy@wc.k12.mo.us
Lischer	Patty	plischer@wc.k12.mo.us	Wideman	Julia	jwideman@wc.k12.mo.us
Martz	Beth	bmartz@wc.k12.mo.us			