

# **Richwoods R-VII School District**

10788 State Hwy A, Richwoods, MO 63071

573-678-2257

## **Student Handbook**

**2023-2024**



# **P.A.W.S.**

**Partnering to Achieve Wildcat Success**

### **Chief Academic Officer**

Lindell Conway

### **Board of Education**

Ted Barrett, Joel Renfro, Michelle Emily, David Hoffmann,  
Mellissa Thurman, Gary Boyer, Peggy Reichardt

[www.richwoods7.org](http://www.richwoods7.org)

Student Name: \_\_\_\_\_

*Dear Parents/Guardians,*

*Welcome to the Richwoods R-VII School District! We are proud to have the opportunity to provide your child's educational experience. Working together, we can make it a great year!*

*We have invested in our staff and educational programs to provide students with a high quality education. Setting high standards is our mission. Communication between home and school is important to us and a vital component to a student's educational success. In an effort to provide you with the most information, please use our website at: [www.richwoods7.org](http://www.richwoods7.org) to obtain the most recent information. At any time that you have any questions, please do not hesitate to contact your child's teacher or the main office.*

*Please take the time to read through this entire handbook with your child. Once you have read through the handbook, please sign and return the form to your child's teacher.*

*Thank you for trusting us with the education of your child. We look forward to the opportunity to watch students grow and achieve.*

*Sincerely,  
Lindell Conway  
Chief Academic Officer*

**Mission:**

**P.A.W.S.-Partnering to Achieve Wildcat Success**

**Vision:**

The vision of the Richwoods R-VII School District is to partner with home, school and community to ensure that all students obtain a quality education, to graduate as responsible individuals, lifelong learners, competent workers and contributing citizens.



# Richwoods School District

Home of the Wildcats

## July 2023 - June 2024

### August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14-23 PD NSA  
22 Open House 5:00-7:00 pm  
24 First Day of School  
6 Student days; 14 Staff days

### January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Holiday NSA  
2 Classes resume  
15 PD NSA  
21 Student days; 22 Teacher days

### September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Holiday NSA  
18 PD NSA  
19 Student days; 20 Teacher days

### February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

12 PD NSA  
19 Holiday NSA  
19 Student days; 20 Teacher days

### October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 PD NSA  
18 End of 1<sup>st</sup> Qtr. / 37 days  
26 Release @ 1:00 / 27 PT Conf.  
20 Student days; 22 Teacher days

### March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 End of 3<sup>rd</sup> Qtr. / 41 days  
7 Release @ 1:00 / 8 Student Led  
18 PD NSA  
29 NSA Holiday  
18 Student days; 20 Teacher days

### November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22-24 Holiday  
27 PD NSA  
18 Student days; 19 Teacher days

### April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break NSA  
8 PD NSA  
22-30 MAP Testing  
16 Student days; 17 Teacher days

### December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 End of 2<sup>nd</sup> Qtr. / 37 days  
18-29 Winter Break NSA  
11 Student days; 11 Teacher days  
74 days 1<sup>st</sup> Semester

### May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 MAP Testing  
10 Last day of School  
10 End of 4<sup>th</sup> Qtr. / 41 Days  
8 Student days; 8 Teacher days  
82 days 2<sup>nd</sup> Semester

PD - Professional Development Day-No Student Attendance  
H - Holiday-NSA  
PT - Parent Teacher Conferences  
Start & End Dates  
End of Quarter  
MAP Testing  
NSA-No Student Attendance

Daily Start time: 7:15 am / Daily Dismissal: 3:15 pm

District Start Date: 8-24-23  
District End Date: 5-10-24

7.16 hours daily x 156 days = 1,116.96 hours  
173 teacher work days

# Richwoods R-VII School District

## Student Handbook

### 2023-2024

#### Attendance:

The Missouri Department of Elementary and Secondary Education have now set the attendance standard known as the 90/90 rule. The rule states that 90% of students must attend 90% of the time. School attendance is important to the success of students. With the new rule in mind, Richwoods School District has adopted the following attendance policy.

1. Any time a student is absent and parents have not contacted the school, the teacher will contact the parent by phone or in person. If a student must be absent from school, the parents or guardians should telephone the school (678-2257) the morning of the day that the student is absent between the hours of **7:45 A.M.** and **10:00 A.M.** Parents should make every attempt to schedule appointments after school, if possible.
2. A student shall not be allowed more than 16 absences per year. Students with absences exceeding 16 days in a year will be required to make these days up during summer school or be referred to the attendance committee for possible retention. Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians. Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building administrator, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS).
3. A letter will be sent home after the 4th absence to keep parents informed. A certified letter will be sent home after the 6th absence, to notify parents.
4. After the 5th day of absence the parent/guardian and possibly the student may be required to conference with the principal, teacher(s) and counselor to discuss the student's attendance and to make a plan of improvement.
5. After the 8th day of absence the parent/guardian and possibly the student will be required to conference with the principal, teacher(s) and counselor to discuss the

student's attendance and to make a plan of improvement. Students may be required to attend summer school, if attendance is a concern.

6. After the 10th day of absence a district staff member will arrange an in-home visit to discuss the student's attendance and to make a plan of improvement.

7. More than 12 absences in a semester could result in a referral to the Washington County Juvenile Office and the Prosecuting Attorney. Students will be referred for retention and/or mandatory summer school attendance.

8. It is important that all students are in their classes and prepared for the day's activities by **7:45 A.M.** Reporting to class late can disrupt the progress of the teacher's lesson. To help the school maintain a smooth routine for learning, please see that the student is prompt and prepared for the day. Parents/guardians will be contacted in the event of excessive tardiness. Should a student continue to be late to school, a conference will be held. Continued tardiness may result in proper authority notification.

Excessive Tardiness:

a. 6 tardies=1 day of absence

b. 6 early pick-ups=1 day of absence

9. Attendance will not be a factor in participation in normally occurring field trips for K-4 grade students.

10. 5-8 grade students reaching 8 days of unexcused absences in a semester will be placed on the loss of privileges list. Loss of privileges list: athletics, activities (band, choir, clubs, archery, etc.), field trips, dances, etc.

11. Students in excess of 8 absences can appeal to the attendance committee, which consists of administrators, counselors, and teachers. It is the responsibility of the parent/guardian or student to submit the appeal for waiver within 10 days of the date of the letter notifying the student/parent or guardian that the student has been put on possible retention status.

12. Students will be expected to make up all work regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. All students will have the opportunity to make up work due to absences. For each day missed, the students will be given that same number of days to make up assignments and receive full credit. The teacher may use his/her discretion about giving work to a student prior to returning from an excused

absence; this should be done in the case of a previously arranged medical absence, for instance.

**Excused absences:** hospitalization, funerals, medical or dental appointments that cannot be scheduled outside the regular school day, religious observances and court appointments. Please note that these absences will require documentation to be turned into the main office.

**Students who are absent for more than 4 hours for any reason will not be eligible to participate in activities on the day of the absence, without having their participation approved, in advance, by the administration. This applies to all activities including athletics, music, choir, dances, club activities, school sponsored trips, etc.**

### **Student Arrival Time:**

Students should arrive at Richwoods R-VII after **7:15 a.m.** each day. There are no teachers or staff members on duty to supervise students prior to that time so all doors will remain locked. Students are to be dropped off at the supervised drop off area beside the gym. After 7:35 A.M. students must be brought to the front lobby. Parents should not drop or leave students at the school building during unsupervised periods.

Students must report to their homeroom. Students should plan to arrive at **7:15 a.m.**, if they plan to eat breakfast. 3rd-8th grade students will eat in their classrooms before starting their day at 7:45 a.m. **Students will be counted tardy after 7:45 a.m.** PreK-2nd grades will eat breakfast in shifts in the cafeteria.

### **Dismissal Procedures:**

Students will be dismissed from their classrooms for parent pick-up at 3:05 p.m. All notes for a change in dismissal need to be called in by 2:45 p.m. For safety reasons, we will not release any students from the front office after 3:00 p.m. All pick-ups after 3:00 p.m. will be in the parent pick-up line. The parent pick-up line is located in the back parking lot of the school.

### **Perfect Attendance:**

A perfect attendance award will be presented to a student who has not missed **any** school days or hours during the year. Attendance from 7:45 A.M. to 3:14 P.M. is required. Tardiness to class, late arrivals, and early checkouts count against perfect attendance.

### **Procedures for Checking Students In and Out of School:**

Any student who arrives at school after **7:45 a.m.**, no matter what the reason, **must be signed in at the main office by a parent/guardian.**

Any student who must leave school before dismissal time at **3:14 p.m. must be signed out of school through the main office.** A teacher will NOT release a student from his/her classroom unless he/she is given a release from the office or a student is called to the office. **Under no circumstances may a parent or guardian proceed to any area of the school without clearance from the main office and a visible visitor's pass.**

A student who leaves school grounds before school dismisses must accompany their parent(s) of custody or legal guardian. Should there be unusual circumstances prohibiting a parent or guardian from leaving with the student, arrangements **must be made through the main office before the student will be allowed to leave.** Parents are reminded, however, that the student should be present to obtain the maximum benefit from school.

### **Homework:**

Helping a child with homework shows him/her that you value learning. Although parents should never do homework for their children, overseeing it demonstrates your support of quality education.

### **Suggested Strategies to Help your Child Study at Home**

- Cooperate with the school to make homework effective.
- Provide children with suitable study conditions.
- Reserve a time for homework without the T.V. on.
- Encourage children but avoid undue pressure. Urge them to spend adequate time on each subject.
- Show interest in what children are doing, but do not do the work for them.
- Understand that the school expects homework to be completed and returned.
- Try to help your child understand each assignment.
- Help your child form the habit of using a certain time and place for study.
- Study conditions should be quiet and include good lighting and ventilation.
- Have necessary materials at hand.
- Help them develop the skill of working independently.
- Praise your children for work well done.

Mid-quarter and quarterly reports will reflect students who are failing to complete assignments. Parents are encouraged to meet with teachers when failure to complete assignments is hindering success.

This district report card can be found at [www.dese.mo.gov](http://www.dese.mo.gov) under the Parents & Students tab, click School District Data.

### **Personal Property/Contraband:**

Personal property that has been brought to school is the responsibility of the student. Other contraband (other than drugs) such as cell phones, I-Pods, MP3 players, toys, etc., is considered personal property. **Richwoods R-VII does not assume responsibility for these items and will not investigate lost or stolen personal items.** These items are only allowed at school when permission from classroom teachers has been granted and the student and their parent(s) have accepted total responsibility for their personal items. Items are otherwise not allowed on school property.

### **School Closing Due to Weather:**

Whenever there appears to be doubt as to whether school will be in session due to severe weather conditions, announcements will be made on the following radio/TV station: KTJJ- 98.5 FM, KREI-800 FM, Channel 2, Channel 4, Channel 5 and our TEXTCASTER Wildcat ALERT system (Please call the school if you need assistance signing up). Announcements will be made as early as possible. **Please avoid calling the radio stations or the school for closing information.** If school must be closed during the day, the stations listed above will also be notified. Should school be dismissed early for threatening weather, students can be released to parents or designated persons such as a baby-sitter, as indicated by information on file with the school, or they will use normal school transportation. **It is very important to complete and update information forms with the school office.**

### **Field Trips:**

Students who are being taken on a field trip outside the school grounds must have written permission from a parent or guardian. Students must ride the bus from the school to attend the trip. Overnight co-educational trips must be approved by the administration. Students who have accumulated major discipline referrals within the semester of the field trip may not be allowed to attend. **Attendance at school for students not attending the field trip is expected.** These students will complete assignments for their regular teacher.

Chaperones for field trips are encouraged. To participate as a field trip chaperone, parents/guardians **must complete and pay for a background check prior to the field trip. Parents may be asked to help lead student groups and must comply with school policies. No smoking, cursing, or inappropriate behavior will be allowed.**



Chaperones must model exemplary behavior and lead student groups as determined by classroom teachers. Chaperones must provide their own transportation and may not bring other children or adults along on school sponsored trips.

**Discipline Policy:**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities.

Richwoods R-VII is committed to providing an excellent education to the students in this community. In order to do this, every student is expected to obey the rules and regulations of the school, to attend punctually and regularly, to obey directions of the teachers, and to be studious and respectful of everyone -- fellow students, teachers and school staff.

Please read this portion of the handbook carefully and retain it for your reference throughout the school year. Please encourage your family to support our policies in order to obtain a positive working relationship with our district and the employees that serve our community.

In most cases, teachers address behaviors without involving other personnel. Younger children are still learning to function in a structured instructional setting, therefore the most appropriate approach is to establish and maintain appropriate behaviors with methods less structured than those outlined for older students. Discipline procedures for our K-4 students will be structured to guide behaviors, and we will impose stricter guidelines for our 5-8 students. Older students have experienced a structured school setting and are familiar with expectations and appropriate behavior. Therefore, more will be expected from students as they mature. Classroom teachers must establish appropriate expectations for the entire class at the beginning of the school year. This provides the appropriate setting for instruction. While the classroom teacher will handle many of the minor infractions, in the event of chronic or serious misbehavior, the district's discipline referral process will be used and the principal will become visibly and personally involved. To address specific situations, discipline guidelines may be modified. Students and parents will be notified if changes occur.

This Discipline Policy has been written with several things in mind. Our policy has been developed with behaviorally sound principles aimed at creating an optimal learning

environment. We must take into account individual needs as well as group and school-wide concerns. Secondly, the Missouri Safe Schools Act, adopted by the Missouri Assembly and effective August 28, 1996, has directed Missouri public schools to adopt specific legal guidelines in our school policies. Each school must "clearly establish [a] written discipline policy" that is "distributed to a parent/legal guardian" of all students "at the beginning of each school year." Third, the federal act known as the Individuals with Disabilities Education Act (IDEA) gives specific guidelines on the discipline of individuals with disabilities.

### **Missouri Safe Schools Act:**

The Safe Schools Legislation House Bills Nos. 1301 and 1298 were signed by Governor Carnahan and became effective August 28, 1996. Following are excerpts from the legislation: "Acts of school violence" or "violent behavior" are defined as the exertion of physical force by a student with intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities.

Therefore, it is the policy of the Richwoods R-VII School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second-degree murder under 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under 565.024, RSMo.
3. Kidnapping under 565.110, RSMo.
4. First, second, or third degree assault under 565.050, .060,.070, RSMo.
5. Sexual assault or deviate sexual assault under 566.040, .070, RSMo.
6. Forcible rape or sodomy under 566.030, .060 RSMo.
7. Burglary in the first or second degree under 569.160, .170, RSMo.
8. Robbery in the first degree under 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under 195.211, .212, RSMo.
11. Arson in the first degree under 569.040, RSMo.
12. Felonious restraint under 565.120, RSMo.
13. Property damage in the first degree under 569.100, RSMo.
14. Child molestation in the first degree pursuant to 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to 566.083, RSMo.
16. Sexual abuse pursuant to 566.100, RSMo.

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

School lockers, desks, computers, and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

### **Discipline Enforcement:**

There are basically two tiers of enforcement for discipline in a school. First, you have the teachers, bus drivers and instructional aides who will post and/or review with students their rules and expectations. They will then consistently enforce the consequences for infractions. Teachers, aides and bus drivers typically use a series of interventions to correct behavior. They may begin with a verbal reminder, then a verbal reprimand, loss of privileges, detention and a change of seating before involving the principal and the parent/guardian. By the time the principal and parents are involved, the child has had several chances to correct inappropriate behaviors. Once the involvement of the principal/parents is necessary, possible interventions may include parent conferences, suspensions, or corporal punishment. Although in general, elementary discipline measures are less harsh than intermediate and secondary discipline, there are certain infractions that the state's Safe Schools Act has applied to elementary as well as secondary schools.

Some common definitions of behavioral interventions are as follows:

A **Parent Conference** is preferably held on the telephone or in person with the student's parent or guardian during the teacher's preparation/conference period or before or after school. Other arrangements during the school day may be made if a parent lets the teacher or administrator know in advance. Appointments must be made for parent conferences in advance.

**Withdrawal of Privileges** may include denial of hall passes, social privileges during lunch/recess, dismissal from a special classroom activity etc. It may also include being restricted to an assigned area.

**Detention** refers to disciplinary action during recesses. Students will report to an assigned room under staff or teacher supervision for the entire length of the recess period. After-School Detention is also a measure that may be used. Students will remain at school in a detention area for a set amount of time. Parents must provide necessary transportation when a student is assigned ASD.

**Counseling or Professional Evaluation** may be required for a student in order to diagnose and assist in helping the student contribute to a positive, safe school environment.

**Suspension** is a discipline program aimed at removing a child from the environment. Suspension may include in-school (ISS) or out-of-school (OSS) suspension.

**Out of School Suspension (OSS)** is the most serious disciplinary action that can be taken by an administrator. During OSS, students are not allowed to be at school, at school activities, or be on school property (except for scheduled conferences with parents and administrators). Suspension interrupted by inclement weather will resume when school resumes.

**Expulsion** from school requires action by the Board of Education. When a student is expelled, he/she is dropped from the rolls and may never return.

**Corporal Punishment** is an allowed means of punishment in Missouri schools. The Richwoods R-VII School Board allows for its use when deemed appropriate by the administrator. Corporal punishment shall be administered only by swatting the buttocks with a paddle. It shall only be administered by the administrator with permission from the parent/guardian. Corporal punishment must take place in the presence of a witness and is to be administered so there can be no chance of bodily harm. Striking the head or face is not permitted.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code 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 code to list certain offenses that, if committed

by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary action involving a combination of offenses that extend beyond this code of conduct as determined by the administrator, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the principal or designee to be manifestly unfair or in the interest of the district, the administrator or designee may reduce the consequences listed in this policy as allowed by law.

**Student Discipline:**

The options listed are available depending upon the severity of action, age of student or individual, and/or circumstance of an event.

**In addition to the consequences specified below, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.**

The following consequences may apply:

1) **Academic Dishonesty**—Cheating on tests, assignments, projects or similar activities, plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

**First offense:** No credit for work, grade reduction, or replacement assignment.

**Subsequent offense:** No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

2) **Arson** -- Starting or attempting to start a fire, or causing or attempting to cause an explosion.

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

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

3) **Assault** -- A. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate

physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the conduct as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

**First offense:** Administrator /Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

**Subsequent offense:** In-school suspension, detention, 1-180 days out-of-school suspension, or expulsion

B. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

**First offense:** 10-180 days out-of-school suspension or expulsion

**Subsequent offense:** Expulsion

4) **Bullying-** (see Policy JFCF) –Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where speech is protected by law.

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

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

5) **Bus or Transportation Misconduct** (see Board policy JFCC)- Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

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

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

**First Offense:** Nullification of forged document. Administrator/student conference, detention, or in school suspension.

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

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

**First Offense:** Administrator/student conference, detention, in-school suspension, or 1-10 days of out-of-school suspension.

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

8) **Drugs/Alcohol:** A. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug.

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

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

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

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

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

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

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

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

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

**First Offense:** Administrator /Student conference, detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion

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

10) **Failure to Care for or Return District Property**- Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

**First Offense:** Restitution. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Restitution, Detention or in-school suspension.

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

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



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

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

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

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

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

**First Offense:** Administrator/Student conference, loss of privileges, detention, or in-school suspension.

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

14) **Harassment, including Sexual Harassment-** A. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

B. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the

genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

15) **Hazing**- Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership, maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district sponsored activity. Hazing may occur even when all students involved are willing participants.

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

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

16) **Incendiary Devices or Fireworks**- Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

**First Offense:** Confiscation. Warning, Administrator/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Administrator/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

17) **Nuisance Items**- Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

**First Offense:** Confiscation. Warning, administrator/student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Administrator /student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

**First Offense:** Administrator /Student conference, detention, or in-school suspension.

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

19) **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material-** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense:** Confiscation. Administrator/student conference, detention, or in-school suspension.

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

20) **Sexual Activity-** Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

**First Offense:** Administrator /student conference, detention, or in-school suspension or 1-180 days out of school suspension.

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

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

**First Offense:** Restitution. Administrator/Student conference, loss of user privileges, detention, or in school suspension.

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

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

**First Offense:** Confiscation. Administrator/Student conference, detention, or in-school suspension.

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

C. Violations, other than those listed in (A) or (B) above, of Board policy EHB, procedure EHB AP or any policy or procedure regulating student use of personal electronic devices.

**First Offense:** Restitution. Administrator/Student conference, detention, or in-school suspension.

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

D. Use of audio or visual recording equipment in violation of Board policy KKB.

**First Offense:** Confiscation. Administrator/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Administrator/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

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

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

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

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

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

24) **Tobacco-** A. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity.

**First Offense:** Confiscation of tobacco products. Administrator/Student conference, detention, or in school suspension.

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

B. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity.

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

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

25) **Truancy or Tardiness-** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

**Subsequent Offense:** Detention or 3-10 days in-school suspension and removal from extracurricular activities.

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

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

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

27) **Vandalism-** Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

28) **Weapons (see Board policy JFCJ)-** A. Possession or use of any weapon as defined in board policy.

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

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

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

**First Offense:** One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

**Subsequent Offense:** Expulsion

C. Possession or use of ammunition or a component of a weapon.

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

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

**Perfect Discipline:**

Each semester a perfect discipline activity will take place. Any child K-8 that has not received a major discipline referral during that semester will be invited.

**Student Dress and Grooming Policy:**

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

1. Dress and grooming will be clean and in keeping with sanitary requirements.
2. All students must wear shoes, boots or other types of footwear. Students are not to wear flip flops due to safety hazards. Tennis shoes are required for P.E. and sports.
3. All sleeveless shirts must be a minimum of 4 fingers wide.
4. If pants sag, a belt must be worn.
5. All shorts or skirts must meet the following criteria:

❖ Students PK-4th grade: mid-thigh or fingertip length

❖ Students 5th-8th grade: mid-thigh or no less than a 6" inseam

❖ Holes in pants/shorts that show skin must be lower than a 6" inseam or must be covered

6. Students shall not wear clothing that shows any of the following:

- a. Boxers/Briefs/Underwear
- b. Bras/Bra straps
- c. Back
- d. Belly/Stomach/Midriff
- e. Backside/Buttocks/Bottom
- f. Breast/chest/cleavage
- g. Bare/Nearly Bare shoulder/no thinner than four finger width

7. Tied spaghetti straps are not allowed in grades K-8.

8. Caps / Hoods in the building and non-prescription sunglasses are not allowed, except in the event of special occasions.

9. Free speech is encouraged; however, messages on shirts or caps must not be disruptive, vulgar, offensive, alcohol or drug related, or sexually suggestive.
10. Leggings can only be worn if a shirt, skirt or dress completely covers the buttocks area.
11. No pajamas (Except when allowed for special occasions)

**Emergency Drills:**

Emergency drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be located. Specific information for emergency drills is located in each room. Emergency drills are practiced and students are taught proper procedures.

These drills will be carried out periodically during the school year. In the case of a real emergency the district emergency plan will be enforced.

Drill	Quarterly	Semester
Intruder		✓
Fire	✓	
Tornado	✓	
Earthquake		✓

**Richwoods R-VII Acceptable Use Policy for Computer Facilities  
(Adopted May 17, 2007)**

**Introduction:** The following policy on appropriate use of computing and networking facilities has been formulated to ensure the proper use of these resources. The intent of this policy is to be consistent with the general principles that govern our academic community. These facilities are maintained for the purpose of conducting and fostering instructional and research activities. In this policy, the term, Computer Facilities, is defined to include computers, computer networks, and connections to external computer networks such as the Internet, and subscriptions to external computer services.

**STUDENT COMPUTER USE** All students will be required to complete a Computer Use Agreement Form prior to utilizing the school's technology. This form need only be



completed upon initial enrollment into the district. The student and/or parent will be responsible for costs incurred with inappropriate student use of the school's technology. Costs include but are not limited to repair of equipment, software, labor costs and replacement of supplies. Computer violations are subject to disciplinary action.

**COPPA Compliance** In order for Richwoods R-VII to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations as outlined below. Richwoods R-VII utilizes several computer software applications and web-based services, operated not by Richwoods R-VII School District, but by third parties. These include PowerSchool, Renaissance, Google, Study Island, and similar educational programs. A complete list of the programs with the privacy policy for each can be found at [www.richwoods r7.org](http://www.richwoods r7.org). In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification before collecting personal information from children under the age of 13. The law permits schools such as Richwoods R-VII to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. This letter is to inform you that Richwoods R-VII may provide personal identifying information for your child consisting of first name, last name, email address and username to the following web-operators: PowerSchool, Renaissance, Google, Study Island, and similar educational programs and services which Richwoods R-VII may add during the upcoming academic year.

### **General Guidelines**

1) This policy applies to all users of Richwoods R-VII computer facilities. Student users should refer to teachers for further guidance or clarification regarding allowable and unallowable uses, teachers should refer to building administrators, and administrators to the system operators.

2) All faculty/staff that use computer resources with their students must ensure that students are aware of procedures to ensure Internet safety.

a) Private information such as name, address, telephone number, or other personal identifying information regarding minors should never be posted or disseminated without authorization.

b) Students must be made aware that Internet filtering is not 100 percent effective and students are required to leave a questionable site immediately and notify their teacher.

c) Unauthorized access to any resource is unlawful and penalties can result.

3) By authorizing use of the system, Richwoods R-VII does not relinquish control over the materials on the system or information contained in the files on the system. Therefore, users should have no expectation of privacy in the contents of files on the data system. Routine maintenance and monitoring of the system may lead to discovery of private information, or that a user has violated a policy or a law, whereupon the district would be required to act accordingly. The district retains the right to monitor activity consistent with current legal statutes and obligations.

### **Limitation of Liability**

Use of the Richwoods R-VII computer facilities is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's diskettes, tapes, hard drives or servers. This district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district's computer system. The district will not be responsible for financial obligations arising through unauthorized use of the district's system or the Internet. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all Internet and computer use. The district network is a private network used as an educational tool by Richwoods R-VII employees and students. The network is monitored electronically.

### **Prescribed Activities**

While this portion of this document is intended to prescribe the acceptable and unacceptable uses of the Computer Facility, Richwoods R-VII is not responsible for the actions of individual users.

### ***---Acceptable Use---***

---Use of the Computer Facilities must support research, education, and other activities consistent with the goals and objectives of Richwoods R-VII.

---Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property. This no longer just includes text, but also pictures, video, and sound. ---Users are responsible for safeguarding their passwords. Individual passwords should not be printed, stored on-line, or given to others except as required by authorized operators of the system. Users are responsible for all actions made using their passwords.

---A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

---All users are obligated to report any knowledge of suspicious, prohibited, or otherwise inappropriate use of the Computer Facilities.

---Before changing passwords, users must notify authorized operators of the system.

### **---Unacceptable Use---**

Due to the nearly infinite number of activities that could be considered unacceptable, the following list is not intended to be exhaustive. Rather, this is a list of activities that are clearly unacceptable. If in doubt about the acceptability of a given action, refer to the acceptable uses above, or ask the teacher or administrator in charge.

---Use of the Computer Facility for commercial uses or political campaigning.

---Transmitting/storing/viewing information that contains obscene, indecent, lewd or lascivious material or other material that explicitly or implicitly refers to sexual conduct.

---Transmitting/storing/viewing information that contains profane language or panders to bigotry, sexism, or other forms of discrimination.

---Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility to which it belongs.

---Creating, modifying, executing, or retransmitting any computer program or instructions intended to gain unauthorized access to, make unauthorized use of, disrupt, or damage a Computer Facility, software, or licensed software.

---Direct electronic communication can be dangerous. Therefore, instant messaging systems, Internet Relay Chat, ICQ, and other like programs are prohibited. Only applications specifically provided by the district are allowed.

---Peer to peer networking applications such as Morpheus, Napster, Gnutella, and other similar programs are prohibited, as well as media applications such as Winamp, WinMX, RealJukebox, or other similar programs.

---Accessing or intentionally destroying software or licensed software in a Computer Facility without the permission of the owner of such and the controlling authority of the Computer Facility. ---Violating any U.S., Missouri State, or local Board of Education regulation, or participating in the commission or furtherance of any crime or other unlawful or improper purpose. ---Using the Computer Facility in a manner inconsistent with the school's contractual obligations to suppliers of the Computer Facility or with any published school policy.

---Installing, downloading, or running software not owned or authorized for use on district machines. ---Modifying, adding, or deleting system, program, or startup files without permission.

**---Electronic Mail---** (If applicable)

---Email accounts are not private, but belong to Richwoods R-VII School District. Users of the school electronic mail system should have no expectation of privacy with respect to email, or other files as referenced above.

---No one should allow other people to send email using their account without specific permission of the teacher in charge of a student, or the system operator, if a staff member.

---The district-supported email system is the only email system to be used. Users are not allowed to use mail through web-based email services, free or otherwise.

---No one should send, distribute, respond, or in any way participate in email messages that constitute or simulate the properties of a chain letter. This would include messages of the type, "Read this and send to five other people," good luck tokens, etc.

---Potential subscribers of mailing lists are responsible for determining the purpose of the list before subscribing. Persons having subscribed to such lists will be considered to have solicited materials delivered by the list as long as the material is consistent with the list's purpose.

**Violation of Above Expressed and Implied Rules**

It will be at the discretion of the controlling authority (teacher or administrative personnel or both) of the Computer Facility to determine if a violation has occurred. If a violation has occurred, the following will be used to provide consistency in disciplinary action taken, yet allow for differences in disciplinary actions available in the various buildings and grade levels. The teacher or librarians' in-class disciplinary actions should be based on the rules they publish for their classes.

Violations of the AUP which involve employees, false identity, hacking, cracking, tampering with data or grades, or actions capable of disrupting computing services will be handled on a case by case basis by the building principal, technology coordinator, and superintendent. Offenses of this nature need not follow the escalating procedure listed above due to the overriding need to protect computer equipment, resources, data, and services. Violations may result in, but are not limited to the following consequences based on the severity and nature of the infraction.

---Any traditional discipline procedure supported by current school district policy. ---Loss of Computer Facility privileges.

---Dismissal from any or ALL computer-related classes.

---Legal action.

--Where intentional misuse is determined, monetary restitution may be sought where applicable for damages, labor, repair, hardware/software replacement, and any and all costs associated with restitution.

### **Playground Rules:**

Students while on the playground areas should use the following rules and guidelines:

1. Students should not eat candy or any other food item on the playground.
2. Students should not throw any objects on the playground other than playground balls or equipment designated by duty personnel.
3. Students are to walk to and from the playground.
4. Students should use caution when running on the playground. Be aware of other students around you and avoid running into other students.
5. Students should not run near or around the playground equipment.
6. Students should remain within the boundaries of the playground.
7. Students are not allowed to go behind the fence without teacher approval.
8. Students are not to jump off of the swings, do not swing standing up, do not twist swings, and do not stand directly in front of or directly behind the swings.
9. Students are not to stand or squat when going down the slide. Students are to go down the slide in a single file line.
10. Students are not to stand up on the jungle gym.

### **School Resource Officer:**

The Richwoods School District employs a School Resource Officer to be on campus daily. The role of the School Resource Officer is to ensure the safety of all staff and students on campus.

### **Transportation**

Bus procedures:

Students are expected to ride their regular bus every day and be taken to their regular location every day. If at any time an emergency situation arises which requires the students to ride a different bus, the school must be notified in writing of the situation. The note must include the name of the person, address, and phone number of where the child is going. To ensure the safety of all students, bus changes are discouraged and will only be made over the telephone in case of extreme emergency. **No notes will be written after 2:45 p.m.**

### **Rules and safety regulations for the bus students:**

The students should observe the following rules and regulations while riding and waiting for the school bus:

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully. Students talking back to the driver or being disobedient to the driver will be disciplined.
2. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus. Pupils should watch for cars while crossing the road to get to the bus stop.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by pupils while riding in the bus; except for ordinary conversation.
6. The use of tobacco products is not permitted on the bus.
7. Pupils must not throw waste paper or rubbish on the floor of the bus. Students should not throw paper wads, gum, or any other object at anyone on the bus.
8. Pupils must not at any time extend arms or head out of the bus window.
9. Pupils must not attempt to get on or off of the bus; or move about within the bus while it is in motion.
10. Pupils must observe directions of the driver when leaving the bus.
11. Any damage to the bus should be reported at once to the driver.
12. The driver or the teacher supervisor will seat any pupil wherever he wants that pupil to be seated. No seats on any bus may be held or reserved.
13. In boarding the buses at school, pupils will get in line on the sidewalks or at other loading places. Pushing and shoving to get in front of the pupils will not be allowed. Once on the bus, no student is allowed off.
14. Pupils who continually cause problems on the bus may be suspended from riding the bus. The principal may suspend pupils from the bus if all other forms of discipline have failed.
15. Do not tamper with the emergency doors.
16. No eating or drinking on the bus

**Immunizations:**

Mo. State Law, section 167.181, RSMo. Mandates that every student attending school be current on certain immunizations. The school nurse will notify you if your child needs immunizations. If your child does not receive these immunizations by the date indicated, he/she will not be allowed to attend school.

**Screenings in School:**

Vision and hearing screening, heights, and weights may be done throughout the year.

### **Head Lice:**

When and if head lice/eggs are discovered on any students in the school district, it will immediately become the district's number-one priority in the health program. All siblings of the infected student will also be checked.

If the school nurse or teacher should discover live head lice on a student, the parent of the student will be notified, and the student will be removed from the classroom. The child will be given a maximum of three excused absences per year for treatment.

To be readmitted to school a student must be accompanied by a parent/guardian or relative, and must be examined by the school nurse. The student will at the time be given a slip to be given to the teacher that states there is no evidence of head lice.

### **Administering Medicine to Students:**

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. While parents carry the primary responsibility for their child's health, they may need to delegate some of this responsibility to school personnel who may or may not be health professionals.

The administration of medication to children during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. No prescription medication will be given at school without the consent of the physician. All prescription medication must be brought to school in the original prescription bottle as dispensed by the pharmacy. **The initial dose of a prescribed medication will not be administered by school staff. Prescription medication will not be administered without a parent/legal guardian's written authorization.** The label should include the following:

- a.) name of the pharmacy
- b.) date
- c.) patient's name
- d.) instructions for administering medication
- e.) physician's name

The medication must be delivered to school by the parent/guardian or other responsible adult. **Medications must never be sent with a student or a bus driver.**

The administering of medicine to a student, when all of the above conditions have been met, shall be limited to the school nurse or other designated school district personnel.

The time of dosage shall be entered into a daily log and initialed as given by personnel. An initial dose of a prescribed medication will not be administered by school staff.

The parent of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication.

**Emergency Medications:**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse/health clerk or another employee trained may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

**Over the Counter (OTC) Medication:**

The school **WILL NOT** provide OTC medications (i.e.: Tylenol, Advil, allergy relief, cough drops/syrup, TUMS, Pepto-Bismol, Ambesol gel, etc.). **OTC medications must be provided by the student's parent/legal guardian or other responsible adult in the original, unopened container.** Medications brought to school in unapproved containers (i.e.: zip lock bags,) will not be administered to the student and will be discarded in an appropriate manner. **OTC medications will not be administered without a parent/legal guardian's written authorization.**

The following OTC medications may be used without parental consent: antibiotic ointment, campho phenique, caladryl/anti-itch lotion/hydrocortisone 1%, calamine lotion and aloe vera gel.

**Student Self-Administration:**

Students are **NOT** allowed to carry any medication on their person for self-use, including asthma inhalers, without first consulting the school health clerk about district policy. Under no circumstances are students allowed to self-administer controlled drugs



(i.e.: narcotics, some ADD/ADHD medications). Under the safe schools act of 1996, children with asthma are able to self-administer life-saving medications.

To self-administer asthma medication, the student must have the following information on file with the school:

- i. written authorization by the parent/legal guardian
- ii. medical history of the student's asthma
- iii. a written asthma action plan to address emergencies and the care of asthma while in school
- iv. written authorization from the prescribing physician that the child has asthma, has been trained in the use of the medication, and is capable of self-administering the medication.

If the above steps are followed, the school incurs no liability as a result of the child self-administering the medication. Permission for self-administering medication must be renewed every school year. Students that are authorized to self-administer life-saving asthma medication must display an understanding of the hazards of sharing medication(s) with others and will agree to refrain from this practice; failure to do so can and will result in disciplinary action.

**Important:** Any student found carrying any medication without authorization on file will be sent to the administrator's office. The medication will be confiscated and the parent contacted. The student may be subject to disciplinary action.

**MO HealthNet for Kids Program:**

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance.

[www.benefits.gov/benefits/benefit-details/1606](http://www.benefits.gov/benefits/benefit-details/1606)

**Cafeteria Program:**

Breakfast and lunch are served to students in our school's cafeteria every school day at no charge.

ONLY prepackaged foods will be allowed to be sent with students for classroom activities. Students may not share lunch foods or drinks brought from home with other students due to possible food allergies.

**Only bottled water may be allowed in the classroom.** Students may bring individual sized drinks other than water for breakfast and lunch.

**Guidance:**

The counselor assists the teacher in better understanding the pupils and thereby furthering their social, emotional and intellectual development. The counselor attempts to discover and eliminate blocks to learning. This may be accomplished by counseling pupils, by consulting teachers or by conferring with parents concerning the child's progress.

When special testing is necessary for a student, the counselor works closely with the child's parents, the teacher, and the principal to obtain accurate and relevant results.

The counselor will visit classrooms on a regular basis to implement the Missouri Comprehensive Guidance Model.

**Grading Scales:**

Kindergarten-

S+- Exceeds Expectations	N- Needs Improvement
S - Meets Expectations	U- Unsatisfactory

1st – 8th Grade-

A = (100% - 90%)	D = (69% - 60%)
B = (89% - 80%)	F = (59% - 0%)
C = (79% - 70%)	

**Reporting to Parents:**

At the end of each nine weeks, a report of pupil progress is sent to the parents of each child on a regular report card. The report includes the pupil's attendance and his/her progress in school subjects, in personal and social characteristics, and in work and study habits.

In addition to the report form, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Parent-teacher conferences are used frequently. School personnel are available to parents at all times to help interpret and report a child's progress. The use of informal notes, telephone calls, and sending samples of pupil's work are other methods that will be used. Student progress reports will be sent mid-quarter each quarter.

**Parent-Teacher Conferences:**

Parent-teacher conferences are scheduled annually. However, if at any time you feel a conference is necessary with the teacher, do not hesitate to call. Communication is important to us and we want to be on the same page as parents. Please request a conference when you feel there is a need.

### **Classroom Visitations:**

Parents are welcome in each classroom at Richwoods School. Parental volunteers and participation is encouraged to promote greater student learning. In order to assist in organization, we insist that visits be pre-scheduled with the classroom teacher.

If a visit is needed to the classroom for any other reason, it must be pre-arranged during the teacher's planning period to avoid instructional interruption. Parents should sign in the office and receive a visitor's badge before going to the classroom. Please return badges to the office. No other children may be brought with the parent during classroom visitations.

### **Parent Involvement Program:**

Richwoods R-VII School believes that parent involvement is an important component to a child's success in the home and school environment. Parents are encouraged to participate in the Volunteer Program at the school. Parents may call the school if interested in volunteering. A background check will be required to participate. The cost of the background check will be reimbursed by the district upon approval by the superintendent. No other children may be brought with the parent during volunteer time and no one under the age of 18 may volunteer. To participate as a parent volunteer, a background check must be completed. Please complete the parent volunteer packet and return to the school. You will then be contacted to complete your background check. Once the background check is returned to the school and approved, you are eligible to volunteer when contacted.

### **Library Procedures:**

Students in the Richwoods R-VII School District will utilize the library through flexible scheduling to check out/return books once or more a week as determined by student need. Through flexible scheduling, students develop an excitement for reading and learn to use the library independently. The school library is a place of cooperation and respect and offers a setting for the development of interpersonal skills. Student Information Literacy Skills are embedded throughout the core curriculum, are taught in the classroom and reinforced in the library. Classes K-8 are scheduled as needed to conduct library research and master library skills. Kindergarten students are allowed to check out one book at a time and are kept in the classroom. Grades K-2 may have no more than one book at a time. Grades 3-8 are limited to two books at a time. Students will be issued a library card each year and must use their library card to check out books. The library card contains the student's library number and suggested Accelerated Reading levels to improve comprehension. Library cards are updated during the year as reading levels increase. Students who lose their library card may get

a replacement for \$1.00. Students must pay replacement costs for books that are damaged, lost or not returned. Book replacement cost includes book cost, shipping and handling, and processing (covering, card, pocket and labels). If these items are not paid for or returned, then the report cards are not released to those children.

**Earned Promotion Policy:**

The purpose of promotions and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before students leave the primary grades, but can occur in a higher grade provided the student meets the following criteria:

**Kindergarten:** Students will be evaluated over the course of the year with a final series of assessments helping to determine whether the student is ready socially, developmentally and academically to be promoted to the 1st grade. The Kindergarten teacher will identify students not ready to be promoted and will conference with those parents during the fourth quarter in order to jointly reach a decision on promotion options.

**Grades 1-4:** Students must pass three of four core areas (math, science, social studies, and communication arts) in order to be automatically promoted to the next grade the following year. Any student failing core subjects of the first two quarters will be reviewed in January by a Student Study Team. Any student failing core subjects in two of the first three quarters of the school year will automatically be reviewed for possible retention by a Student Study Team in May. Student Study Teams for grades K-4 will be formed consisting of the parent, current grade teacher, a special education teacher, the guidance counselor and the principal. A student may be retained under other circumstances with parental permission.

**Grades 5-8:** Students must pass three of four core areas (math, science, social studies, and communication arts) in order to be automatically promoted to the next grade the following year. Any student having two F's will be referred for retention.

### **Extra-Curricular Activities Program:**

The Board of Education believes that student activities sponsored by the school are a vital part of the total education program and should be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. The board further recognizes that not all the district's goals and objectives can be met in the formal classroom study. Therefore, the district extracurricular activities program will provide opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interest and needs.

Extracurricular activities will be those organized and supervised activities which primarily involve students in activities occurring outside academic class time, for which no unit credits are awarded. These activities shall provide for individual, small group and/or student body participation.

All extracurricular activities must have a duly appointed sponsor, advisor, or coach who is board approved. It shall be the duty of such individuals to attend all meetings, functions, or practices of the various groups, to advise students regarding the proper conduct of affairs, and to keep the building principal informed regarding activities. No team or other group of pupils shall leave the school district for any interscholastic game or interschool activity unless accompanied by a coach, director or someone delegated by the principal, who shall remain with the team or group until it returns to the school, and the team or group shall at all times be subject to the authority of the person(s) accompanying it.

The following are to be considered extracurricular activities:

- Student government and its related activities and organizations
- Organized activities that are a part of interscholastic athletics/sports
- All types of interscholastic/inter school competition
- Special interest clubs and activities

Any program of extracurricular activities in the School District shall be governed by the following guidelines:

1. Students must have no F's (59% or lower) in any subject or area class.
2. Students will be placed on extracurricular suspension if at any time a grade falls below 60% in any subject or area class. Extracurricular suspension will be reviewed by the teacher, principal and coach/sponsor every week.
3. Any additional requirements set by the Board of Education, administration, sponsor or coach will be presented in writing to the students at practices/meetings or games as needed.

### **Special Services Programs:**

The public school has developed a Local Compliance Plan for Implementation of Special Education and this plan is available for public review during school hours on days school is in session. The plan can be found in the office of the Superintendent of schools. The Local Compliance Plan is written narrative that describes the district's plan for compliance with requirements for identifying and serving all students the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76. 301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty-one (21) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of October 1st of each year.

This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability.

Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such times as it becomes evident that a child with disabilities does not have a parent or person acting as a parent to participate in matters dealing with the provisions of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, guardian, or person acting as parent of a child including, but not limited to, a grandparent, step parent, or foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for such persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

This notice can be provided in any language that may be necessary.

If you have a child or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with disabilities you may contact:

Mr. Lindell Conway  
Richwoods R-VII School District  
10788 State Highway A  
Richwoods, MO 63071  
(573) 678-2257

**Franklin County Special Education Cooperative:**

Richwoods R-VII is a member of the Franklin County Cooperative. Our psychological testing, speech therapy, occupational therapy and alternative school services are contracted with the cooperative.

**Free and Appropriate Public Education (FAPE) is a Right:**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency or articulation), language disorders, visually impaired, hearing impaired, physically/ other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

**Early Childhood Special Education:**

Early Childhood Special Education programs are designed for 3 and 4 year old children. The Early Childhood Special Education program provides one half day of instruction for the following disabilities.

1. Speech/Language Disorders
2. Deaf/Blind
3. Visually/Hearing Impaired
4. Mental Retardation
5. Autistic and any other impairment

### **EMH & Learning Disabilities:**

Special Education Services are provided in the Richwoods R-7 School District for any child that has special needs. The groups are kept small and instruction is individualized. Several learning centers are available to students who may require special attention for maximum developmental growth.

### **E.D.:**

Special Education services are provided for any child with special needs in the area of behavior. A certified teacher or consultant model of the Emotionally Disordered offers small group and individualized instruction. The Franklin County Coop assists in providing these services.

### **Speech Therapy/Hearing:**

The staff of Richwoods R-7 includes speech implementer working alongside a certified speech therapist qualified to diagnose and treat speech impediments of all types. At the start of each year, an individualized educational program (IEP) is developed for each child in the program that is designed to help correct his/her speech disorder. During the year, the IEP is followed and progress is noted. Parents are notified as to the student's progress and needs for the future. Fully certified speech pathologists supervise and/or provide the treatment.

### **Title I Reading:**

The staff of Richwoods Elementary also includes a teacher certified in the area of Reading Specialist. This program is designed to help the children who have difficulty in the mastery of reading skills. The classes are kept small to help provide individual instruction. Children are selected for the program by teacher recommendation and various assessment tools.

### **AR-Accelerated Reader Program:**

The Accelerated Reader Program provides "high quality" reading material and more independent reading, as well as an individual, noncompetitive, non-threatening, motivation for reading. Motivation is a key to reading that makes this program equally effective for slow and gifted readers.

The Accelerated Reader provides a framework for individualization. By using the computer as a standard record-keeping device, with a test to measure outcomes whenever a book is read, teachers have a complete system for individualizing reading time as never before. A completely individualized independent reading period allows teachers to have individual conferences, listen to individual students read, match pairs



of students together for reading, and guide reading experiences with each and every student within the regular classroom.

There is a parent/community Accelerated Reader Program available. This program will help you to model good reading habits.

**Parents As Teachers Program:**

The Parents as Teachers Program is a state funded service offered in every school district as of 1985. This program offers practical information and guidance to parents who have children from birth to the age of five years. This home/school partnership increases parent's knowledge and skills in fostering their child's development and identifies potential handicaps of children before they start school. Also, Parents as Teachers provides periodic screenings, home visits, and group meetings for the parents. Parents wishing to inquire about this program should call the school and leave a message for the Parents as Teachers Coordinator.

**Richwoods R-VII Smoke Free Policy:**

The Richwoods R-VII School District has adopted a Smoke-Free/Tobacco-Free policy. There will be no smoking or use of tobacco products allowed in our buildings. This includes cigarettes, cigars, e cigarettes, chewing tobacco, vapor or other forms of tobacco.

**Public Complaints:**

The board recognizes that situations of concern to parents/guardians of the public may arise in the operation of the District. Such concerns are best resolved through communications with the appropriate staff members and officers of the school district, such as the faculty, the principal, and the Board. The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning the schools, should be directed to the principal of the school.
3. If the principal cannot settle the matter satisfactorily, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

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

Complaints regarding district compliance with non-discrimination laws will be processed according to the grievance procedure (AC-R), established for that purpose.

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

### **Title VI, Title IX & Section 504:**

#### **Grievance Procedure:**

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

#### **Level One:**

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

#### **Level Two:**

Title IX and Section 504 Coordinator(s)- If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Complaint Violation Form, which may be obtained from the Title IX and Section 504 coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of a formal written complaint at level two must be written within fifteen days (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A parent or guardian may accompany a minor student. The Title IX and Section 504 Coordinator shall investigate the complaint

and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

## **A Parents' Guide to Every Student Succeeds Act (ESSA 2015-Present)**

### **The Right to be informed**

Under the Elementary and Secondary Education Act (formerly No Child Left Behind 2002-2015), what does a parent have the right to know?

Under this act, parents of children in schools that received Title I dollars have the right to request information regarding the professional qualifications of their children's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status for which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher, any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Timely notice that the parents' child has been assigned to, or has been taught for four or more consecutive weeks by, a teacher of a core academic subject who is not considered "highly qualified" under federal law.
- Whether the child is provided services by paraprofessionals, and if so, their qualifications.

### **How do I know if my child is being served by a paraprofessional?**

A paraprofessional, sometimes referred to as an instructional assistant, is a person who is employed by the district and assigned to a classroom or classrooms to provide instructional support consistent with the instruction provided by the classroom teacher or teachers.

Paraprofessionals hired after January 8, 2002 must have:

- 60 college credit hours
- Obtained an associate's or higher degree; or
- Missouri ParaPro Assessment passing score (before September 23, 2013);
- Missouri Paraprofessional Assessment passing score (after September 23, 2013); or
- Completed Missouri's 20-hour online substitute training program.

### **What do I have the right to know about the school improvement process?**

At each stage of school improvement—initial identification, corrective action and restructuring—the school district must furnish parents with a detailed explanation of the causes and consequences of the school’s performance, and parents can be involved. The notice must contain the following:

- An explanation of what the identification as a school in need of improvement means, and how the school compares in terms of academic achievement with other schools in the district and the state.
- The reason for the identification.
- An explanation of how the school is addressing the problem, as well as what the school district and/or state are doing to help the school address the problem.
- An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified as needing improvement.
- An explanation of the parents’ option to transfer their child to another public school (with transportation paid for or provided by the local educational agency), and, if applicable, the opportunity to access supplemental services.

### **How is a school determined to be low-performing?**

Under No Child Left Behind, every state must set the goals that each school must meet. If a school does not make adequate yearly progress toward meeting those goals for two consecutive years, that school becomes identified for school improvement.

Federal Programs Director: Mr. Lindell Conway, 573-678-2257

For additional information:

<https://dese.mo.gov/>

1-800-USA-LEARN

### **Prohibition Against Discrimination, Harassment And Retaliation:**

The Richwoods R-VII Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Richwoods R-VII School District is an equal opportunity employer.

### **Facilities**

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

### **School Nutrition Programs**

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

### **Individuals with Disabilities**

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability regardless of whether the child is currently enrolled in the Richwoods R-VII School District is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

### **Reporting**

The district's nondiscrimination policy and grievance forms are located at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Lindell Conway  
Chief Academic Officer  
10788 State Hwy A  
Richwoods, MO 63071  
Main: (573)678-2257  
Fax: (573)678-5207

lconway@richwoods.k12.mo.us

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Sherry Souders  
Counselor  
10788 State Hwy A  
Richwoods, MO 63071  
Main: (573) 678-2257  
Fax: (573) 678-5207  
ssouders@richwoods.k12.mo.us

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, and the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights  
Phone: 816-268-0550  
TDD: 800-877-8339  
E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission  
Phone: 800-669-4000  
TTY: 800-669-6820  
E-mail: info@eeoc.gov  
U.S. Department of Agriculture  
Director, Office for Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue SW  
Washington, DC 20250-9410  
Voice and TDD: 202-720-5964

U.S. Department of Justice  
Phone: 202-514-4609  
TTY: 202-514-0716  
E-mail: AskDOJ@usdoj.gov

Missouri Commission on Human Rights  
Phone: 877-781-4236  
TDD: 800-735-2966  
Relay Missouri: 711 or 866-735-2460  
E-mail: mchr@labor.mo.gov

**Programs For Homeless Students:**

Homeless Coordinator: Sherry Souders

The Richwoods R-VII Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

**Enrollment/Placement**

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

### **Programs for Migrant Students:**

The Board of Education of the Richwoods R-VII directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the superintendent or designee will notify the State Director and request assistance if needed.

### **Programs for English Language Learners:**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English Language Learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.



## **Definitions**

*Language Minority (LM)* - Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's language background and not on proficiency.

*Limited English Proficiency (LEP)* - Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

*English Language Learner* - Refers to an LM student with limited English proficiency.

*English for Speakers of Other Languages (ESOL)* - An instructional approach that can include structured ESOL immersion, content-based ESOL and pullout ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

*Bilingual Education* - An instructional approach that explicitly includes the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

*Child* - Any individual age 3-21.

*Parent* - Parent, legal guardian or person otherwise responsible for the child.

*Language Instruction Education Program* - An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such a course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is Lindell Conway, Chief Academic Officer.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

### **Assessment Program:**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* - To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* - To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* - To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* - To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* - To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

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

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

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The following grade levels participate in these areas of testing annually:

<b>Grade Level</b>	<b>MAP ELA</b>	<b>MAP Math</b>	<b>MAP Science</b>	<b>EOC- English I</b>
3	✓	✓		
4	✓	✓		
5	✓	✓	✓	
6	✓	✓		
7	✓	✓		
8	✓	✓	✓	✓

### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

### **STUDENT RECORDS (POLICY JO-2-AP(1))**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records, and standardize procedures for the collection and transmission of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. The principal is responsible for maintaining and protecting student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Definitions**

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally binding document prohibits such access. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

### **Directory Information:**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

*General Directory Information* - The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* - In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Missouri Course Access and Virtual School Program: MOCAP**

Students may now enroll full time in MOCAP programs from virtual providers supported by public school districts, charter schools, or higher education institutions after initiating contact with their resident district (approval from their resident district is no longer required); full time MOCAP virtual providers hosted by public school districts, charter schools, or higher education institutions are considered attendance centers in their local education agencies (LEAs); the Department of Elementary and Secondary Education (DESE) will make state aid payments to LEAs for full time MOCAP students based on the calculation outlined in Section 161.670 RSMo; a full-time MOCAP student is now defined as a student currently enrolled in the equivalent of six Credits per regular term; and if a student enrolls in courses only (less than full-time) and receives approval from his or her LEA prior to enrollment through the procedure described in Section 161.670.3(2), RSMo, costs associated with such course or courses will be paid by the school district or charter school. Now, full-time virtual school programs serving full-time virtual students will participate in the statewide assessment system. The academic performance of students enrolled in the full-time virtual school program will be assigned to the full-time virtual school program's designated attendance center.

### **Enrollment in Virtual Courses**

A student or parent/guardian must notify the student's principal or designee before the student will be considered to enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the district's "Virtual Committee" (consisting of the principal and relevant teachers), in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course. Students or parents/guardians who disagree with the Virtual Committee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE). For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to



making a decision. In accordance with state law, the district will pay the cost of student enrollment in MOCAP virtual courses as long as:

1. The student meets eligibility requirements;
2. Meets registration deadline for each semester
3. The student has approval for enrollment in accordance with this policy; and 4. Taking the course does not cause the student to exceed full-time enrollment in the district.

### **Attendance and Completion**

Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future. If a parent/guardian is interested in virtual instruction, they should review policy IGCD on the district's website.

### **AMI Plan**

The Richwoods R-VII School District has a state approved Alternate Method of Instruction Plan. This plan will only be used during a school closure or an emergency closing situation. This is the basic outline of our current plan:

1. The LEA will communicate with students/parents through multiple methods. (Website, Email, Meetings, Reminders)
2. The LEA will communicate the announcement with parents for the day when AMI is implemented. (Social Media, Email, Phone Calls, Text)
3. On AMI days, attendance will be determined by the completion of lessons and activities. (Lesson the next day, Electronic Submissions, Log of Activity)
4. The LEA will utilize the following AMI. (Independent Practice and Application of previously taught concepts, App or web-based software to teach/reinforce concepts)
5. Students will access instruction through paper packets and textbooks.
6. The LEA assures that the instructional plan for AMI days for students with disabilities is documented in each individual student's individualized education program IEP according to the guidance developed by the Missouri DESE Office of Special Education.
7. Teachers and other certified personnel will be available to communicate with student on AMI days in the following manner. (Email, Messaging, Phone Call, Google Classroom)

## Richwoods R-VII 2023-2024 Board of Education

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David Hoffmann  
Peggy Reichardt

Joel Renfro, Vice President  
Mellissa Thurman

Michelle Emily, Treasurer  
Gary Boyer

### Richwoods R-VII Staff

Chief Academic Officer  
Principal  
Counselor  
Payroll  
Bookkeeper  
Health Clerk  
Office Clerk  
PreK  
Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
5-8 Social Studies  
5-8 Science  
5-8 Math  
5-8 ELA  
Title I Reading  
Art  
Special Education  
Special Education Director  
Library  
P.A.T.  
P.E.  
Music/Band  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Custodial  
  
Maintenance  
Cooks  
  
Transportation  
  
Mechanic  
Information Technology  
School Resource Officer

Lindell Conway  
Ginny Wills  
Sherry Souders  
Laura Bennett  
Maggie Valle  
Heather Butler  
Jessica Riddle  
Jessica Sutton  
Hope Litton  
  
Theresa Kernan  
Susanna Lewis  
Ayrehl Brooks  
Stephanie Rankin  
Aaron Hampton  
Jason Merseal  
Nikki Fields  
Penny Green  
  
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Donna Insko  
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Ashleigh Schott  
Alisha Schott  
Amy DeClue  
Melissa Butler  
Kurt Emily  
Heather Boyer  
Laura Butler  
Shirley Turner  
Penny Barnes-Hill  
Sue Speck  
Mike Danback  
Mark Abeln  
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slewis@richwoods.k12.mo.us  
abrooks@richwoods.k12.mo.us  
srankin@richwoods.k12.mo.us  
ahampton@richwoods.k12.mo.us  
jmerseal@richwoods.k12.mo.us  
nfields@richwoods.k12.mo.us  
pgreen@richwoods.k12.mo.us  
  
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Richwoods R-VII School District  
Handbook Signature Page  
2023-2024

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

I have taken the time to read this entire handbook with my child. I understand the content and expectations of the Richwoods R-VII School District.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be signed and returned for students to be enrolled in the Richwoods R-VII School District.